Regional District of Central Kootenay

REGULAR BOARD MEETING

Open Meeting Addenda

**Date:** Thursday, September 24, 2026

**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 PDT

   **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**

This meeting is being recorded in accordance with the RDCK's Recording Meetings policy and will be posted on the RDCK website.

**2.1 Traditional Lands Acknowledgement Statement**

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

On behalf of the Board, Chair Watson will have a moment of silence for Village of Kaslo - Alternate Director Rob Lang.

**2.2 Adoption of the Agenda**

**RECOMMENDATION:**
(ALL VOTE)

The agenda for the September 24, 2026 Regular Open Board meeting be adopted as circulated with the addition of the addendum.

**2.3 Adoption of the Minutes** 18 - 41

**RECOMMENDATION:**
(ALL VOTE)

The minutes from the August 20, 2026 Regular Open Board meeting be adopted as circulated.

## 3. BUSINESS ARISING OUT OF THE MINUTES

**3.1 Bylaws 3049, 3050, 3051, 3052, and 3076: Density Calculation and Housekeeping Text Amendments** 42 - 159
**Board Meeting - August 20, 2026**
**RES 404/26 to refer to the September 24, 2026 Board meeting**

**RECOMMENDATION:**
(ALL VOTE)

That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3076, 2026 being a bylaw to amend the District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

**3.2 Bylaw 3088: Chair, Directors and Alternate Directors Remuneration Amendment** 160 - 187
**Board Meeting - August 20, 2026**
**RES 405/26 - to refer to the September 24, 2026 Board meeting**

**RECOMMENDATION:**
(ALL VOTE)

1. That the Board consider the following amendment to the Chair,

Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088 to amend Bylaw 2710 Section 3 subsection (5) to read:

> 3 (5) For attending to the affairs of the District, each Municipal (from General Administration) and Rural Director (from General and Rural Administration) will be paid twice per month as outlined in Schedule A of this bylaw. The service split for the stipend for Rural Directors is calculated at thirty-nine (39) percent to General Administration and sixty-one percent to Rural Administration. For clarity, this stipend includes attendance monthly at the RDCK Rural Affairs Committee and Board meetings.

**RECOMMENDATION:**
(ALL VOTE)

2. That the Board consider the following amendment to the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088 to amend Bylaw 2710 Section 3 subsection (25) to read:

> 3 (25) Board workshops attended by a Director each year are part of regular duties where attendance will allow a Director to claim meeting stipend and related applicable expenses.

**RECOMMENDATION:**
(ALL VOTE)

3. That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 be read a THIRD time by content as amended.

**RECOMMENDATION:**
(ALL VOTE)

4. That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

## 4. COMMITTEES & COMMISSIONS

### 4.1 With Recommendations

#### 4.1.1 Nelson & District Recreation Commission No. 5: minutes August 25, 2026 — 188 - 191

**RECOMMENDATION:**
(PO WGT)

**STAFF RECOMMENDATION**

That the Board direct staff to change the Nelson Minor Hockey ice allocation decision; AND FURTHER, review the Recreation Allocation Policy No. 500-01-09 and the accompanying allocation

procedures and report back to the first All-Recreation Meeting in 2027 with recommendations.

**4.1.2 Area A Economic Development Commission: minutes September 8, 2026** 192 - 194

**RECOMMENDATION:**
(ALL VOTE)

**STAFF RECOMMENDATION**

That the Board support an ETSI BC funding application, due on October 8, 2026, by South Kootenay Lake Community Services Society on behalf of Kootenay Lake Geothermal project, for a Community Benefit & Development Evaluation, which is planned for quarter one and quarter two of 2027.

**4.1.3 Nelson, Salmo, E, F and G Regional Parks Commission: minutes September 9, 2026** 195 - 198

**RECOMMENDATION:**
(ALL VOTE WGT)

That the Board approve an amendment to the 2026 Financial Plan for the Nelson, Salmo, E, F and G Parks Service S202 to increase Grants by $5,719.20 and increase transfer from reserves by $5,719.20 for a grant to the Nelson Cycling Club;

AND FURTHER, the Board approve an amendment to the 2026 Financial Plan from the Nelson, Salmo and Electoral Areas E, F and G Recreation Commission S202 to increase Transfer to Other Service by $8,578.80 and increase transfer from reserves by $8,578.80 to repay Community Works Funds for the Nelson Cycling Club project.

***4.1.4 Joint Resource Recovery Committee: minutes September 23, 2026*** *199 - 244*

**RECOMMENDATION:**
(ALL VOTE)

**SUBREGIONAL RESOURCE RECOVERY COMMITTEE CHAIR ELECTION PROCEDURE**
**[Entire RDCK]**

1. That the Board approve for the 2026 General Local Election year, the East Resource Recovery Committee, Central Resource Recovery Committee, and West Resource Recovery Committee each elect a sub-regional Resource Recovery Chair from among their members at their final meeting of the 2026 calendar year, with the elected Chairs commencing their duties immediately after election until December 31, 2027;

AND FURTHER that staff be directed to incorporate provisions respecting the election of Chairs for the sub-regional Resource Recovery Committees into a 2027 update of Procedure Bylaw No. 2898, 2024.

**RECOMMENDATION:**
(PO WGT)

**MULTI-FAMILY ORGANIC WASTE DIVERSION**
**[Nelson, Castlegar, Creston]**

2. That the Board direct staff to include effort and capacity for multi-family housing engagement and support within the existing Industrial, Commercial, and Institutional organic waste diversion implementation framework;

AND FURTHER, that $2,830 be included in the 2027 Financial Plan for Service A102 Resource Recoveries to fund up to 80 hours of Organic Ambassador time;

AND FURTHER, that the following be included in the 2027 Financial Plan to fund the development and distribution of engagement materials:

- $1,450 for Service S186 Refuse Disposal - East Subregion;
- $1,650 for Service S187 Refuse Disposal - Central Subregion; and
- $1,900 for Service S188 Refuse Disposal - West Subregion.

**RECOMMENDATION:**
(ALL VOTE WGT)

**CONTRACT AWARD: BURTON AND EDGEWOOD TRANSFER STATION OPERATIONS AND MAINTENANCE**
**[West Subregion]**

3. That the Board approve the RDCK enter into a Services Agreement with CJ Industries Inc., for Site Operation and Maintenance Services at the Burton and Edgewood Transfer Stations to a maximum value of $444,945 plus GST, for the period of October 1, 2026 until September 30, 2029, with up to two (2) one-year extensions, and that the Chair and the Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that the costs be paid from Refuse Disposal – West Subregion Service S188.

**RECOMMENDATION:**
(ALL VOTE WGT)

**CONTRACT EXTENSION: ICI CARDBOARD RECYCLING SERVICES**

**[Entire RDCK]**

4. That the Board approve the RDCK extend the Services Agreement with Waste Management for the collection, transport and marketing services of Industrial, Commercial and Institutional Old Corrugated Cardboards from eight designated depots in the RDCK for the period September 1, 2026 to August 31, 2027 to a maximum value of $158,240 plus GST, and that the Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that $25,233 be paid from A116 Recycling Program-East Subregion, $95,265 be paid from A117 Recycling Program-Central Subregion, $37,742 be paid from A118-Recycling Program-West Subregion.

**RECOMMENDATION:**
(ALL VOTE WGT)

**CONTRACT EXTENSION: SALMO RECYCLING DEPOT**
**[Central Subregion]**

5. That the Board approve the RDCK extend the License of Occupation with the Village of Salmo for the Salmo Recycling Depot for the period of July 1, 2026, to June 30, 2027 to the maximum value of $6,944.40 plus GST, and that the Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that the costs be paid from Service No. A117 Recycling Program – Central Subregion.

## 4.2 Membership/Appointments

### 4.2.1 Area D Advisory Planning and Heritage Commission

**RECOMMENDATION:**
(ALL VOTE)

That the Board send a letter to outgoing member Fraser Bonner thanking them for their service with the Area D Advisory Planning and Heritage Commission.

### 4.2.2 Extend Commission and Committee Terms

**RECOMMENDATION:**
(ALL VOTE)

That the Board approve the extension of the public appointments to all RDCK commissions and committees whose terms expire on December 31, 2026, to April 2027, due to the 2026 General Local Election.

## 5. CORRESPONDENCE

**5.1 The letter dated August 20, 2026 from Simon Yu, City of Prince George, requesting support for the Northern and Rural Homeowners Grant.** 245 - 246

## 6. BYLAWS

**6.1 Bylaw 3087: Zoning Amendment - Hango** 247 - 271

The Board Report, seeking Board approval for adoption of Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026, has been received.

**RECOMMENDATION:**
(ALL VOTE)

That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

**6.2 Bylaw 3089: North Slocan Lake Library Society Service Establishment** 272 - 278

The Board Report from Tom Dool, Research Analyst, seeking Board approval for first and second reading of North Slocan Lake Library Contribution Service Establishment Bylaw No. 3089, 2026, has been received.

**RECOMMENDATION:**
(ALL VOTE)

That the North Slocan Lake Library Contribution Service Establishment Bylaw No. 3089, 2026 be read a FIRST and SECOND time.

**6.3 Bylaw 3090: Permissive Tax Exemption Bylaw** 279 - 294

The Board Report from Tom Dool, Research Analyst, seeking Board approval for adoption of Permissive Tax Exemption Bylaw No. 3090, 2026, has been received.

**RECOMMENDATION:**
(ALL VOTE)

1. That Permissive Tax Exemption Bylaw No. 3090, 2026 be read a FIRST, SECOND and THIRD time by content.

**RECOMMENDATION:**
(ALL VOTE)

2. That Permissive Tax Exemption Bylaw No. 2090, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

### 6.4 Bylaw 3091: Delegated Authority

295 - 348

The Board Report from Mike Morrison, Corporate Officer , seeking Board approval for adoption of Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026, has been received.

**RECOMMENDATION:**
(ALL VOTE)

1. That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be read a Third time by content.

**RECOMMENDATION:**
(ALL VOTE)

2. That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

## 7. NEW BUSINESS

### 7.1 Community Services

#### 7.1.1 Liquor License Third Party Operator Assignment: Nelson & District Community Complex, Creston & District Community Complex

349 - 356

The Board Report from Trisha Davison, General Manager of Community Services, seeking Board approved regarding Liquor License Third Party Operator assignment, has been received.

**RECOMMENDATION:**
(ALL VOTE)

1. That the Board authorize staff to make an application to the Liquor and Cannabis Regulation Branch to designate the Nelson Leafs Hockey Society as a Third-Party Operator under the RDCK's liquor primary licence for the Nelson & District Community Complex.

**RECOMMENDATION:**
(ALL VOTE)

2. That the Board approve the use of Third-Party Operator arrangements under RDCK-held liquor primary licences for the Nelson Leafs Hockey Society at the Nelson & District Community Complex, for the Creston Valley Junior Hockey Society at the Creston & District Community Complex, subject to appropriate insurance, risk management, compliance, and oversight measures being included within the Facility Use Agreements.

**RECOMMENDATION:**
(ALL VOTE)

3. That the Board designate the General Manager of Community Services and the Regional Manager of Operations & Asset Management as the RDCK's Licensee Representatives with the BC Liquor and Cannabis Regulation Branch for the RDCK's liquor primary licenses held at the Nelson and District Community Complex and at the Creston and District Community Complex.

**7.1.2 Subdivision Parkland Dedication - Area C (Subdivision File #S1524C)** 357 - 363

The Board Report from Mark Crowe, Regional Park Planner, seeking Board approval for a proposed cash payment in lieu of parkland dedication with the proposed subdivision of property, has been received.

**RECOMMENDATION:**
(ALL VOTE)

That the Board approve a proposed cash payment of $28,750 in lieu of parkland dedication in accordance with Section 510 of the Local Government Act in conjunction with the proposed subdivision of property under RDCK Subdivision File #S1524C.

**7.1.3 BC Alliance for Healthy Living Active Communities Grant Submission** 364 - 397

The Board Report from Kristi Calder, Regional Manager – Recreation & Client Services, seeking Board retroactive approval for BC Alliance for Healthy Living Active Communities Grant, has been received.

**RECOMMENDATION:**
(ALL VOTE WGT)

That the Board approves the Regional District of Central Kootenay acting as the applicant and grant holder for the BC Alliance for Healthy Living Active Communities Grant, on behalf of Kootenay Holds Climbing and Wellness Society, for funding of up to $20,000;

AND FURTHER, that the Board authorizes staff to enter into an agreement with Kootenay Holds Climbing and Wellness Society governing the transfer, use, reporting, and accountability requirements associated with any grant funding received through the BC Alliance for Healthy Living Active Communities Grant.

## 7.2 Development and Community Sustainability

**7.2.1 Community Sustainable Living Advisory Committee: Revised Governance and Funding Report for the Regional Sustainability and Resilience Function** 398 - 424

The Board Report from Paris Marshall Smith, Sustainability & Resilience Supervisor, seeking Board approval for the Community

Sustainable Living Advisory Committee's revised governance and funding report for the regional sustainability and resilience function, has been received.

**RECOMMENDATION:**
(ALL VOTE)

THAT the Board direct staff to prepare terms of reference, and any necessary bylaw, to reconstitute the sustainability and resilience function currently carried by the Community Sustainable Living Advisory Committee as a Committee of the Whole of the Board, providing a regular regional forum for sustainability, resilience and emerging cross-boundary issues for the Board's consideration;

AND FURTHER, that the Board endorse Funding Model 2 (General Administration Service 100 and Rural Administration Service 101) as described in Section 4.1 of this report as the basis for preparing the 2027 draft Financial Plan, with an annual allocation retained for scoping and exploration of emerging issues;

AND FURTHER, that the Board direct staff to make the necessary changes to wind down the Community Sustainable Living Service S105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward a transition plan for existing Community Sustainable Living Service 105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

**7.2.2 Local Government Climate Action Program (LGCAP): Advocacy for Continued Provincial Funding** 425 - 428

The Board Report from Paris Marshall Smith, Sustainability & Resilience Supervisor, seeking Board approval for advocacy for continued Provincial funding for the Local Government Climate Action Program (LGCAP), has been received.

**RECOMMENDATION:**
(ALL VOTE)

That the Board send a letter to the Premier of BC and the Ministers of Energy and Climate, Emergency Management and Climate Readiness, Housing and Municipal Affairs, and Finance, with copies to the region's MLAs and member municipalities and regional districts of British Columbia requesting continued funding for the Local Government Climate Action Program.

**7.2.3 For Information: Goat River Watershed Water Sustainability Planning: Project Update and Board Workshop** 429 - 455

The Board Report from Paris Marshall Smith, Sustainability and

Resilience Supervisor, to update the Board regarding the Goat River Watershed Water Sustainability Planning, has been received for information.

**7.2.4 For Information: Floodplain Management Bylaw Review Project** 456 - 464

The Board Report from Stephanie Johnson, RPP MCIP, Planner, to update the Board regarding the Floodplain Management Bylaw Review Project, has been received for information.

## 7.3 Environmental Services

**7.3.1 Balfour Water System: Water Servicing for the Proposed Recreational Vehicle Park Development** 465 - 470

The Board Report from Chris Gainham, Utility Services Manager, seeking Board approval for water servicing for the proposed 37-pad recreational vehicle park development, has been received.

**RECOMMENDATION:**
(ALL VOTE)

That the Board approve water servicing for the proposed 37-pad recreational vehicle park development at 7902 Balfour Wharf Road (Lot 1, District Lot 184, Kootenay District, Plan NEP20868), subject to the owner satisfying all applicable requirements of Water Bylaw No. 3078, 2026 and Utilities Rates, Fees and Charges Bylaw No. 3077, including payment of applicable Capital Infrastructure Charges prior to issuance of proof of water.

## 7.4 Administration & Finance

**7.4.1 Prioritization Matrix Policy - Director Feedback Report.** 471 - 478

**RECOMMENDATION:**
(ALL VOTE)

THAT the Board direct staff to update the Board report template to provide more detail on the requirement for the Board to undertake the project being presented; AND FURTHER, that the new template be used starting with the January 2027 Board meeting.

**7.4.2 Outgoing Directors: RDCK Devices**

**RECOMMENDATION:**
(ALL VOTE)

That the devices provided by the RDCK to Directors for the 2022-2026 term be retained by the outgoing Directors, and that all devices be restored to factory settings by November 30, 2026.

**7.4.3 For Information: Phase 1 Organizational Assessment Update** 479 - 509

The Board Report from Connie Saari-Heckley, Senior Manager, Human Resources , updating the Board on the status of Phase 1 Organizational Assessment recommendations, has been received.

***7.4.4 For Information: 2026 General Local Election - Declaration of Candidates, Declaration of Voting by Election and Acclamation*** *510 - 514*

The following declarations have been received:

- Declaration of Candidates - September 11
- Declaration of Election by Voting - September 21
- Declaration of Election by Acclamation - September 21

## 7.5 Fire Services

**7.5.1 New Denver Fire Protection Payment** 515 - 517

The Board Report from Dan Séguin– Acting Regional Fire Chief / General Manager, Fire and Emergency Management, seeking Board approval for a payment for the purpose of contracted fire protection services, has been received.

**RECOMMENDATION:**
(ALL VOTE WGT)

That the Board approve payment of $76,400.26 from Fire Protection-Area H (New Denver Contract) Service S140 as an extension of the fire protection service agreement to December 31, 2025;

AND that, the Board approve payment of $78,157 to the Village of New Denver for the purpose of contracted fire protection services in Defined Area H during 2026 from Fire Protection-Area H (New Denver Contract) S140 as an extension of the fire protection service agreement to December 31, 2026;

AND FURTHER that the Board direct staff to continue negotiating a renewal of the contract for a five (5) year term effective January 1, 2027.

## 7.6 Grants

**7.6.1 2026 Financial Service Grants**

**RECOMMENDATION:**
(ALL VOTE)

That the Board authorize the release of funding for the following Financial Grant Services as of August 1, 2026 subject to the receipt and staff review of society and non-profit organization financial

statements, minutes of the most recent annual general meeting, and a list of active officers:

| Service & Name | 2026 Amount | Recipient |
|---|---|---|
| S174 - Cemetery Creston and Areas A, B, and C | $3,500 | All Saints Anglican Cemetery |
| S174 - Cemetery Creston and Areas A, B, and C | $1,500 | Boswell & District Farmers' Institute |
| S174 - Cemetery Creston and Areas A, B, and C | $1,500 | Crawford Bay Cemetery |
| S174 - Cemetery Creston and Areas A, B, and C | $1,500 | Gray Creek Cemetery |
| S174 - Cemetery Creston and Areas A, B, and C | $3,500 | Lister Community Cemetery |

*7.7 Chair/CAO Reports* *518 - 521*

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

***NOTE: Chair report regarding the 2026 UBCM meetings.***

*8. RURAL AFFAIRS COMMITTEE* *522 - 532*

**RECOMMENDATION:**
(ALL VOTE)
**Rural Affairs Committee - Item 7.1**
**Cancel - Building Bylaw Contravention - Shea & Maclean**
**Area F**

1.That the Corporate Officer be authorized to remove the Notice on Title relating to 4515 Beasley West Road, Electoral Area F, currently owned by Joseph Jon Shea and Christine Nancy Maclean, and property legally described as LOT B, PLAN NEP21605, DISTRICT LOT 7066, KOOTENAY LAND DISTRICT PID 018-931-146, the RDCK Building Department has confirmed that the stair guardrail deficiencies have been rectified.

**RECOMMENDATION:**
(ALL VOTE)
**Rural Affairs Committee - Item 7.2**
**Building Bylaw Contravention - Kenny & Cook**
**Area B**

2.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 1254 Lakeview- Arrow Creek Road, Electoral Area B and legally described as LOT B,

PLAN NEP74758, DISTRICT LOT 4595, 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.

**RECOMMENDATION:**
(ALL VOTE)
**Rural Affairs Committee - Item 7.3**
**Land Use Bylaw Amendment - Glade General Store Ltd.**
**Area I**

3.That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3083, 2026 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST, SECOND and THIRD reading by content; And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3028, 2025 until the following item has been obtained:

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

**RECOMMENDATION:**
(ALL VOTE)
**Rural Affairs Committee - Item 7.5**
**Temporary Use Permit - Doucet**
**Area F**

4. That the Board direct staff to provide notification of the Board's intention to consider Temporary Use Permit application T2602F by Ryan Doucet for the property located on 5775 Woodland Drive, Electoral Area 'F' and legally described as LOT 2, DISTRICT LOT 5922, KOOTENAY DISTRICT PLAN NEP61991, TOGETHER WITH A 1/3 SHARE IN COMMON LOT 4, PLAN NEP61991 (SEE PLAN AS TO LIMITED ACCESS)(PID: 024-165-751).

**RECOMMENDATION:**
(ALL VOTE)
**Rural Affairs Committee - Item 7.6**
**Agricultural Land Commission Referral - Batchelor**
**Area I**

5. That the Board SUPPORT application A2610I for the proposed Placement of Fill in the Agricultural Land Reserve proposed by Allie Batchelor and Jarred Batchelor for the property located at 1993 Highway 3A, Electoral Area I and legally described as LOT 2, DISTRICT LOT 1239, KOOTENAY DISTRICT PLAN 857, EXCEPT PART OUTLINED RED ON EXPLANATORY PLAN 35476I (PID: 016-022-181); And that the Board directs Staff to ADVANCE the subject application to the Agricultural Land Commission for consideration.

## 9. DIRECTORS' MOTIONS

### 9.1 Director Tierney: Creston Valley Forest Corporation

**RECOMMENDATION:**
(ALL VOTE)

That the Board send a letter of support to the Ministry of Forests, Lands and Natural Resource Operations for the Creston Valley Forest Corporation's request for an area expansion and increase to its allowable annual cut.

### 9.2 Director Vandenberghe: West Creston Firehall

**RECOMMENDATION:**
(ALL VOTE)

That the Board approve the waiving of the building permit fee for the West Creston Firehall project in Electoral Area C.

### 9.3 Director Hanegraaf: Sahlstrom Road Fire Protection

**RECOMMENDATION:**
(ALL VOTE)

That the Board direct staff to prepare a report outlining the potential for fire protection services by the City of Castlegar to Sahlstrom Road and any immediately adjacent properties or road segments where inclusion would provide a more effective and logical emergency response area, and report back to the Board with recommendations for an agreement.

## 10. CONSENT AGENDA

### 10.1 For Information: Committees & Commissions

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

| | | |
|---|---|---|
| 10.1.1 | Area H, New Denver and Silverton Recreation Commission No. 6: minutes August 26, 2026 | 533 - 535 |
| 10.1.2 | Castlegar & District Recreation Commission: minutes September 1, 2026 | 536 - 539 |
| 10.1.3 | Slocan Valley Services Committee: minutes September 2, 2026 | 540 - 543 |
| 10.1.4 | Creston Valley Services Committee: minutes September 3, 2026 | 544 - 549 |

### 10.2 For Information: Communication

| | | |
|---|---|---|
| 10.2.1 | The letter dated August 18, 2026 from Patrick Johnstone, City of New Westminister, advocating that provincial legislation | 550 - 552 |

**requiring housing targets or density be directly tied to infrastructure funding.**

**10.3 For Information: Accounts Payable** 553 - 572

The Accounts Payable Summary for August 2026 in the amount of $7,275,372 has been received for information.

**10.4 For Information: Directors' Reports**

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

**10.4.1 Director Jackman: Letter of Support - Starbelly Jam 2027** 573

**10.4.2 Director Tierney**

**10.4.2.1 Letter of Support: Kootenay-Columbia Discovery Centre Society** 574

**10.4.2.2 Letter of Support: Creston Valley Forest Corporation** 575

## 11. PUBLIC TIME

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

## 12. CLOSED

**12.1 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;
(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

### 12.2 Recess of Open Meeting

**RECOMMENDATION:**
(ALL VOTE)

The Open meeting be recessed at _____ a.m./ p.m. in order to conduct the Closed Board meeting and reconvened at _____ a.m./p.m.

## 13. MATTERS ARISING FROM CLOSED MEETING

## 14. ADJOURNMENT

**RECOMMENDATION:**
(ALL VOTE)

That the meeting adjourn at ___ p.m.

# Regional District of Central Kootenay

## REGULAR BOARD MEETING

## Open Meeting Minutes

The **eighth** meeting of the Board of the Regional District of Central Kootenay in 2026 was held on Thursday, August 20, 2026 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 J. Smienk | 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 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 J. Fyke | Village of New Denver | |
| | Director D. Lockwood | Village of Salmo | In-Person |
| | Director T. Gordon | Village of Silverton | In-Person |
| | Director J. Lunn | Village of Slocan | In-Person |

| | | |
|---|---|---|
| **ELECTED OFFICIAL ABSENT** | Director C. Graham | Electoral Area E |
| | Director L. Casley | Village of New Denver |

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|---|---|---|
| **STAFF PRESENT** | S. Horn | Chief Administrative Officer |
| | A. Lund | Deputy Corporate Officer |
| | A. Wilson | General Manager of Community Sustainability and Development Services |
| | D. Seguin | General Manager of Fire and Emergency Management Services |
| | M. Morrison | Manager of Corporate Administration |
| | T. Davison | General Manager of Community Services |
| | U. Wolf | General Manager of Environmental Services |
| | Y. Malloff | General Manager of Finance, Information Technology and Economic Development |
| | C. Stanley | Regional Manager Operations & Asset Management |
| | E. Stout | Building Manager |
| | K. Calder | Regional Manager of Recreation and Client Services |
| | C. LeBlanc | Community Resilience Coordinator |

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| D. Elliott | Communications Coordinator |
| N. Wight | Planning Manager |
| P. Marshall Smith | Sustainability Planner |
| Z. Giacomazzo | Planner |

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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 PDT

**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**

This meeting is being recorded in accordance with the RDCK's Recording Meetings policy and will be posted on the RDCK website.

**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:

380/26 The agenda for the August 20, 2026 Regular Open Board meeting be adopted with the following:

- inclusion of Item 3.1.8 Community Sustainable Living Advisory Committee - minutes August 18, 2026;
- inclusion of Item 9.1.6 Meeting with Provincial Ministers on Water Management, Diking Infrastructure, and Regulatory Modernization;
- inclusion of Item 9.2.7 letter of support to the West Creston Community Hall Society;
- inclusion of Item 9.4.5 Director Cunningham - Cross Borders Interview; and
- with the addition of the addendum

before circulation

**Carried**

**2.3 Adoption of the Minutes**
Moved and seconded,
And Resolved:

381/26 The minutes from the July 16, 2026 Regular Open Board meeting be adopted as circulated.

**Carried**

**2.4 Introduction**
CAO Horn introduced Yvonne Patterson the temporary Operations Coordinator.

**2.5 Delegations**

**2.5.1 Ministry of Water, Land and Resource Stewardship: Turkey Surveys and Population Augmentation Project**
Camille Roberge - BC Ministry of Water, Land and Resource Stewardship
Mike Jokinen, Wildlife Biologist and Researcher

Camille Roberge (BC Ministry of Water, Land and Resource Stewardship) and Michael Jokinen (Alberta Conservation Association) presented an overview of the Wild Turkey Translocation Project, a collaborative initiative that has operated in the Kootenays for the past four years. The project aims to address growing wild turkey populations in urban and rural residential areas of BC by trapping and relocating birds to suitable habitats in southwest Alberta.

The presenters explained that increasing turkey populations have resulted in numerous complaints from residents due to property damage, excessive droppings, aggressive behaviour, impacts on trees, and conflicts in neighbourhoods where hunting pressure is limited. Turkeys are captured using humane box traps, disease tested, temporarily housed, and then released in Alberta ranching areas where they help support and enhance local turkey populations.

To date, more than 600 turkeys have been successfully relocated from BC to Alberta. The project has also begun monitoring turkey survival, movement, and nesting success through GPS tracking of both resident and newly relocated birds. The presenters shared examples of requests from residents in the Castlegar, Pass Creek, Slocan Valley, and Passmore areas seeking assistance with problem turkey populations.

The Alberta Conservation Association has applied for a new Wildlife Act permit to continue the program, with a decision expected from the province within the next one to two months. Camille Roberge and Michael Jokinen requested that the Board consider providing a letter of support for the project, noting that local government support is an important factor in the provincial review process.

**3. COMMITTEES & COMMISSIONS**

**3.1 With Recommendations**

**3.1.1 Nelson and District Recreation Commission: minutes July 29, 2026**
Moved and seconded,
And Resolved:

382/26 That the RDCK Board approve renewing the Municipal Service Agreement with the City of Nelson for the Mobi-Wheelchair services, for an additional three (3) years

starting on May 1, 2026 and ending on April 30, 2029; AND FURTHER, that the Board Chair and Corporate Officer be authorized to execute the agreement.

**Carried**

Moved and seconded,
And Resolved:

383/26 That the RDCK Board authorize staff to work with the City of Nelson to increase the maximum parking lot time limits at the Nelson and District Community Complex from two hours to three hours.

**Carried**

Moved and seconded,
And Resolved:

384/26 That the Board authorize staff to negotiate and enter into a long-term Facility Use Agreement with the Nelson Leafs Hockey Society for use of the Nelson and District Community Complex for three (3) years, from August 1, 2026 to July 31, 2029, with the option to renew for two (2) additional one-year terms; AND FURTHER, that the Board Chair and Corporate office be authorized to sign the agreement upon successful negotiations.

**Carried**

Moved and seconded,
And Resolved:

385/26 That Item 3.1.1 the recommendation regarding the concession agreement be postponed for staff to provide clarification to directors and be addressed before Item 11 Closed, with Item 3.2.1 Area A Economic Development Commission: minutes August 4, 2026 considered at this time.

**Carried**

**3.1.2 Area A Economic Development Commission: minutes August 4, 2026**

Moved and seconded,
And Resolved:

386/26 That the Board approve an amendment to the 2026 Financial Plan for S107 Area A - Economic Development to reduce the allocation for Contracted Services to $10,000 and increase allocation for Grants to $23,310.

**Carried**

Moved and seconded,
And Resolved:

387/26 That the Board approve the Grant Application of $10,000 to South Kootenay Lake Services Society for the 3D Inversion of the Phase 6 data.

**Carried**

**3.1.3 Castlegar and District Recreation Commission: minutes August 4, 2026**

Moved and seconded,
And Resolved:

388/26 That the Board authorize staff to negotiate and enter into a Facility Use Agreement with the Castlegar Hockey Society for use of the Castlegar and District Community Complex from August 1, 2026 to July 31, 2027, with the option to renew for two additional one-year terms; And that the Board Chair and Corporate office be authorized to sign each agreement upon successful negotiations.

**Carried**

**3.1.4 Water Services Committee: minutes August 5, 2026**

Moved and seconded,
And Resolved:

389/26 That the Board direct staff to develop a Regional Water and Wastewater Sustainability Framework that establishes the governance, principles, eligibility criteria, evaluation methodology, planning requirements and decision-making framework under which the RDCK may consider providing administrative, technical and financial support to non-RDCK water and wastewater systems, including consideration of Community Works Fund investments in eligible third-party water and wastewater infrastructure projects that demonstrate regional benefit and align with Board priorities.

**Carried**

**3.1.5 Creston Valley Services Committee: minutes August 6, 2026**

Moved and seconded,
And Resolved:

390/26 That the Board approve an amendment to the 2026 year of the 2026-2030 Financial Plan for Service S108 – Economic Development Town of Creston, Areas B and C to INCREASE Grants Expense by $77,000 and DECREASE Contracted Services by $77,000 to have funds available to support Fields Forward's work in the Creston Valley.

**Carried**

Moved and seconded,
**MOTION ONLY**

That the Board approve a grant payment of up to $77,000 to Fields Forward from Service S108 – Economic Development Town of Creston, Areas B and C for the purposes of supporting it's capital and operational budget for 2026.

Moved and seconded,
And Resolved:
**AMENDMENT TO THE MOTION**

391/26 The foregoing motion being:

> *That the Board approve a grant payment of up to $77,000 to Fields Forward from Service S108 – Economic Development Town of Creston, Areas B and C for the purposes of supporting its capital and operational budget for 2026:*

be amended by removing the words "up to" and replacing "$77,000" with "$70,000", thus reading:

*That the Board approve a grant payment of $70,000 to Fields Forward from Service S108 – Economic Development Town of Creston, Areas B and C for the purposes of supporting its capital and operational budget for 2026.*

**Carried**

Moved and seconded,
And Resolved:
**MAIN MOTION**

392/26 That the Board approve a grant payment of $70,000 to Fields Forward from Service S108 – Economic Development Town of Creston, Areas B and C for the purposes of supporting its capital and operational budget for 2026.

**Carried**

Moved and seconded,
And Resolved:

393/26 That the Board approve the RDCK enter into a one-year concession services agreement at the Creston and District Community Complex with Rick's Iron Kettle Restaurant, commencing on September 1, 2026, and ending on August 31, 2027, with the option to renew for two one-year periods with Board approval, AND THAT, the Board Chair and Corporate Officer be authorized to execute the agreement.

**Carried**

Moved and seconded,
And Resolved:

394/26 That the Board authorize staff to negotiate and enter into a Facility Use Agreement with the Creston Valley Junior Hockey Society for use of the Creston and District Community Complex from August 1, 2026 to July 31, 2027, with the option to renew for two additional one-year terms; And that the Board Chair and Corporate office be authorized to sign each agreement upon successful negotiations.

**Carried**

**3.1.6 North Kootenay Lake Committee: minutes August 17, 2026**

Moved and seconded,
And Resolved:

395/26 That the Board approve the RDCK enter into a lease agreement with Kaslo Search and Rescue for shared use of the Kaslo Fire Hall's common areas, and lease of an office space for the period of 5 year, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

**Carried**

**3.1.7 Joint Resource Recovery Committee: minutes August 19, 2026**

Moved and seconded,
And Resolved:

396/26 That the Board direct staff to undertake the 2026 Compost Sales Plan at the Central Transfer Station, Ootischenia Landfill, and Creston Landfill for screened Class A compost produced from the Central and Creston Compost Facilities, and

that compost be made available for purchase by customers by volume at a rate of $30 per cubic metre for loads 2 cubic meters or less, and by weight at a rate of $50 per tonne for loads greater than 2 cubic metres, and that the minimum volume charge will be $7.50 for loads less than 0.25 cubic metres;
AND FURTHER, that the revenue from the 2026 Compost Sales Plan go to Service A119 Organics Program – East Subregion for compost sold from the Creston Landfill, and Service A120 Organics Program – Central & West Subregions for compost sold from the Central Transfer Station and Ootischenia Landfill.

**Carried**

Moved and seconded,
And Resolved:

397/26 That the Board approve the RDCK enter into a Purchase of Goods Agreement with Universal Handling Equipment Ltd. for the supply and installation of a Bale Station Roll Off Hoist (Model U-3225) not to exceed the value of $94,354.00 plus PST ($6,604.78), for a total of $100,958.78, and that the Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that the costs be paid from Service S187 Refuse Disposal - Central Subregion.

**Carried**

**3.1.8 Community Sustainable Living Advisory Committee: minutes August 18, 2026**

Moved and seconded,
And Resolved:

398/26 That the Board send a letter of support to Columbia Basin Trust for the College of the Rockies Creston Campus Applied Agricultural Research Project.

**Carried**

**3.2 Membership/Appointments**

Moved and seconded,
And Resolved:

399/26 That the Board appoint the following individuals to the Slocan Valley (Area H South) Recreation and Parks Community Advisory Committee for a term to end December 31, 2028:

Julie-Ann Chapman

**Carried**

**4. CORRESPONDENCE**

**4.1 The letter dated August 11, 2026 from Rob Kerslake, The District of Barriere, seeking support for the resolution regarding revenue sharing of PST and GST with Local Governments.**

**5. BYLAWS**

**5.1 Bylaws 3049, 3050, 3051, 3052, and 3076: Density Calculation and Housekeeping Text Amendments**

The Board Report from Stuart Horn, Chief Administrative Officer, seeking Board approval to adopt planning bylaws that shift the way density is calculated in most residential zones in Areas A, B, C and D and one zone in Area I, has been received.

Recommendations 1 through 4 contained in Item 5.1 be moved as a block.

Moved and seconded,
And Resolved:

400/26 That Electoral Area 'A' Comprehensive Land Use Amendment Bylaw No. 3049, 2026 being a bylaw to amend the Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

**Carried**

Moved and seconded,
And Resolved:

401/26 That Electoral Area 'B' Comprehensive Land Use Amendment Bylaw No. 3050, 2026 being a bylaw to amend the Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

**Carried**

Moved and seconded,
And Resolved:

402/26 That Electoral Area 'C' Comprehensive Land Use Amendment Bylaw No. 3051, 2026 being a bylaw to amend the Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

**Carried**

Moved and seconded,
And Resolved:

403/26 That Electoral Area 'D' Comprehensive Land Use Amendment Bylaw No. 3052, 2026 being a bylaw to amend the Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

**Carried**

Moved and seconded,
And Resolved:

404/26 That the following recommendation **BE REFERRED** to the September 24, 2026 Board meeting:

> *That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3076, 2026 being a bylaw to amend the District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.*

**Carried**

**5.2 Bylaw 3088: Chair, Directors and Alternate Directors Remuneration Amendment**
The Board Report from Yev Malloff, General Manager of Finance, IT and Procurement, seeking Board to give third reading and adopt Bylaw No. 3088, has been received.

Moved and seconded,
And Resolved:

405/26 That Item 5.2 Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 **BE REFERRED** to the September 24, 2026 Board Meeting with any further amendments to Bylaw 3088 sent to staff by September 11, 2026.

**Carried**

Director Lockwood and DeBoon recorded opposed.

Moved and seconded,
And Resolved:

406/26 That the Board dissolve the Directors Remuneration Select Committee.

**Carried**

**RECESSED/ RECONVENED** The meeting recessed at 10:25 a.m. for a break and reconvened at 10:41 a.m.

**5.3 Bylaw 3079: Land Use Bylaw Amendment: Friends of Kitchener Society**

The Board Report from Zachari Giacomazzo, Planner, seeking the Board adopt Land Use Amendment Bylaw 3079, has been received.

Moved and seconded,
And Resolved:

407/26 That Electoral Area B Comprehensive Land Use Amendment Bylaw No. 3079, 2026 being a bylaw to amend the Electoral Area B Comprehensive Land Use Bylaw No. 2316, 2013 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

**Carried**

**5.4 Bylaw 3091: Delegation Authority**

The Board Report from Mike Morrison, Corporate Officer, seeking Board approval to give two readings to Bylaw No. 3091, has been received.

Moved and seconded,
**MOTION ONLY**

That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be read a FIRST and SECOND time by content; AND FURTHER staff be directed to have George Cuff, a subject matter expert on Governance for Local Governments, be invited to do a workshop on Governance to define the responsibilities of Directors and Staff before considerations of adopting the bylaw.

Call for division of the question.

Moved and seconded,
And Resolved:
**RECOMMENDATION NO. 1**

408/26 That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be read a FIRST and SECOND time by content.

**Carried**

Moved and seconded,
And Resolved:
**RECOMMENDATION NO. 2**

409/26 That the Board direct staff to invite George Cuff, a subject matter expert on Governance for Local Governments, be invited to do a workshop on Governance to define the responsibilities of Directors and Staff before considerations of adopting the bylaw.

**Defeated**

## 6. NEW BUSINESS

### 6.1 Development and Community Sustainability

#### 6.1.1 Financial Plan Amendment: FCM Green Municipal Fund, Climate Ready Plans & Processes Grant

The Board Report from Paris Marshall Smith, Sustainability and Resilience Supervisor, seeking Board approval to amend the 2026-2030 Financial Plan for Development Services Service A108, has been received.

Moved and seconded,
And Resolved:

410/26 That the Board approve an amendment to the 2026-2030 Financial Plan for the Community Sustainability Service (S105) to INCREASE the Grant - Specified revenue account by $100,000, INCREASE the Advertising account by $20,000, INCREASE the Salaries account by $70,000, INCREASE the Travel account by $5,000, and INCREASE the Postage and Administration account by $5,000, to recognize grant funding received from the Investment Agriculture Foundation of British Columbia Agriculture Water Infrastructure Program (Stream 3) for direct producer engagement in the Goat River Watershed.

**Carried**

#### 6.1.2 Financial Plan Amendment: Investment Agriculture Foundation Grant - Goat River Watershed Producer Engagement

The Board Report from Paris Marshall Smith, Sustainability and Resilience Supervisor, seeking Board approval to amend the 2026-2030 Financial Plan for Community Sustainability Service S105, has been received.

Moved and seconded,
And Resolved:

411/26 That the Board approve an amendment to the 2026-2030 Financial Plan for the Community Sustainability Service (S105) to INCREASE the Grant - Specified revenue account by $100,000, INCREASE the Advertising account by $20,000, INCREASE the Salaries account by $70,000, INCREASE the Travel account by $5,000, and INCREASE the Postage and Administration account by $5,000, to recognize grant funding received from the Investment Agriculture Foundation of British Columbia Agriculture Water Infrastructure Program (Stream 3) for direct producer engagement in the Goat River Watershed.

**Carried**

#### 6.1.3 Standing Committee: Community Sustainable Living Advisory Committee

The Board Report from Paris Marshall Smith, Sustainability and Resilience Supervisor, seeking Board direction to reconstitute the Community Sustainable Living Committee, has been received.
Moved and seconded,
And resolved:

412/26 That Item 6.1.3 Standing Committee: Community Sustainable Living Advisory Committee be postponed to before Item 11 Closed to allow public time to take place at 11:45 a.m., with Item 6.1.4 Award of Contract: Preliminary Assessment of Hydraulic Connectivity in the Goat River Watershed considered at this time.

**Carried**

**6.1.4 Award of Contract: Preliminary Assessment of Hydraulic Connectivity in the Goat River Watershed**

The Board Report from Camille LeBlanc, Community Resilience Coordinator, seeking Board approval to award the contract for the preliminary assessment of hydraulic connectivity in the Goat River watershed, has been received.

Moved and seconded,
And Resolved:

413/26 That the Board approve an amendment to the 2026 Financial Plan for Community Sustainable Living Service 105 to INCREASE Account Grants by $29,000 and INCREASE Account Consulting Fees by $29,000;

AND FURTHER that the Board approve the RDCK enter into a consulting services agreement with Western Water Associated Ltd. for preliminary assessment of hydraulic connectivity in the Goat River Watershed to a maximum value of $79,851 plus GST for the period August 21, 2026 to March 31, 2028 and that the Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that the costs be paid from S105 - Community Sustainable Living.

**Carried**

**6.2 Fire Services**

**6.2.1 Financial Plan Amendment: Fire Services**

The Board Report from Dan Zayac, Deputy Regional Fire Chief, seeking the Board approve financial plan amendments to Balfour-Harrop Fire Protection - Area E Service S141 and Beasley/Blewett Fire Protection - Areas E and F Service S144, has been received.

Moved and seconded,
And Resolved:

414/26 That the Board approve an amendment to the 2026 Financial Plan for Balfour-Harrop Fire Protection - Area E Service S141 to Increase Account Transfer from Reserves (Balfour-Harrop) by $65,000 and INCREASE Account Capital Expenditures (Balfour-Harrop) by $65,000.

**Carried**

Moved and seconded,
And Resolved:

415/26 That the Board approve an amendment to the 2026 Financial Plan for Beasley/Blewett Fire Protection (Area E) Service S144 Fire Protection to Increase

Account Transfer from Reserves (Blewett) by $75,000 and INCREASE Account Capital Expenditures (Blewett) by $75,000.

**Carried**

Moved and seconded,
And Resolved:

416/26 That the Board approve an amendment to the 2026 Financial Plan for Beasley/Blewett Fire Protection (Area F) Service S144 to Increase Account Transfer from Reserves (Beasley) by $51,000 and INCREASE Account Capital Expenditure (Beasley) by $51,000.

**Carried**

**6.3 Grants**

**6.3.1 Discretionary**

Moved and seconded,
And Resolved:

417/26 Discretionary grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

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| **AREA A** | | |
| Crawford Bay & District Hall & Parks Association | Community Hall Restoration | $10,000 |
| Creston Valley Rotary Club | Drive Fore Rotary Golf Tournament | $500 |
| Kootenay Holds Climbing and Wellness Society | Kootenay Holds Bouldering Gym | $1,000 |
| **AREA B** | | |
| Creston Valley Junior Hockey Society | Golf Tournament Sponsorship | $400 |
| Creston Valley Rotary Club | Drive Fore Rotary Golf Tournament | $750 |
| Kitchener Valley Recreation and Fire Protection Society | Maintenance and Moving the Heating Unit | $2,000 |
| Lister Community Cemetery | Lister Water Expense | $1,000 |
| Rykerts Irrigation District | Inflow and outflow meters at the reservoir | $4,000 |
| **AREA C** | | |
| Creston Valley Junior Hockey Society | Golf Tournament Sponsorship | $400 |
| Creston Valley Rotary Club | Drive Fore Rotary Golf Tournament | $500 |
| **AREA F** | | |
| Kootenay Circus Arts Association | Flow and Acro Jams | $800 |
| Ridgewood Improvement District | Engineering Study Extension | $1,500 |
| **AREA G** | | |
| Rosebud Community Watershed Protection Group | Rural Development Project | $5,000 |

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| Salmo & Area Supportive Housing Society | New Room Design and Furniture | $10,000 |
| Ymir Arts and Museum Society | Emergency Exit Stairs Roof | $5,000 |
| Ymir Volunteer Fire Department | PPE replacement | $10,000 |
| **AREA J** | | |
| Robson Fire and Rescue society | Halloween Fireworks | $1,000 |
| **SLOCAN** | | |
| Village of Slocan | Zone 6 Koot 55+ Senior Games 2026 | $100 |

**Carried**

**6.3.2 Community Development**

Director Smienk declared a conflict of interest due to being a member of one of the organization that is up for Community Development funds and left the meeting at 11:42 a.m.

Moved and seconded,
And Resolved:

418/26 Community Development grants out of the funds available for the following Electoral Areas/Member Municipalities be approved as designated:

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| **AREA A** | | |
| Crawford Bay &District Hall & Parks Association | Crawford Bay Community Hall Restoration Project | $10,000 |
| Diverse Family Roots | Sensory GO Bags | $500 |
| Fields Forward Soceity | 2026 Kootenay FarmscFood Hub Operations | $10,000 |
| Nelson and District Hospice Society | West Kootenay Boundary Caregiver Support | $500 |
| Regional District Central Kootenay | Goat River Watershed Celebration | $1,000 |
| **AREA B** | | |
| Kootenay Holds Climbing and Wellness Society | Bouldering Gym | $3,000 |
| Regional District Central Kootenay | Goat River Watershed Celebration | $2,000 |
| **AREA C** | | |
| Regional District Central Kootenay | Goat River Watershed Celebration | $1,250 |
| **AREA D** | | |
| Ainsworth Recreation Association | Billboard | $600 |
| Lardeau Valley Opportunity LINKS Society | The "Letting Go" Project | $1,000 |

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| Regional District Central Kootenay | Free tipping at Marblehead | $7,000 |
| **AREA E** | | |
| Balfour and District Business and Historic Association | St. Michael's and All Angels Chapel and Performance Center insulation and siding project | $10,000 |
| Nelson Cycling Club | Morning Mountain Project | $7,149 |
| **AREA F** | | |
| Nelson Cycling Club | Morning Mountain Project | $7,149 |
| **AREA G** | | |
| Salmo Valley Youth & Community Centre | Lower Level Roof Replacement | $5,000 |
| Salmo District Arts Council | Strategic Planning Refresh and Policy oversight | $774 |
| **AREA H** | | |
| Kelowna General Hospital Foundation | Joeannas House Expansion | $5,000 |
| Regional District of Central Kootenay | Area H Bike Locker Pilot | $30,000 |
| Regional District of Central Kootenay | Krestova Regional Park Biophysical Ecological Assessment Implementation | $100,000 |
| Slocan Valley Rail Trails Society | Interactive Rail Trail Map | $2,100 |
| Benailse Retreat Centre C/O Kootenay Growth Soc Property | Hall Renovation & Grounds Work | $5,000 |
| **AREA I** | | |
| Glade Recreation Commission | Emergency Preparedness | $10,000 |
| Shoreacres Neighbourhood Community Association | Porta Potty rental at the Keiran Galbraith Memorial Park | $2,500 |
| **AREA J** | | |
| Diverse Family Roots | Sensory GO Bags | $1,000 |
| Renata Development Society | Society admin laptop | $1,450.43 |
| Robson Raspberry Improvement District | Source water protection plan | $19,738 |
| **AREA K** | | |
| Burton Volunteer Fire Brigade | Soler Panels | $4,600 |
| Edgewood Seniors Society | Edgewood Seniors Programs | $1,000 |
| Edgewood Volunteer Fire Dept. Society | Fire Hall Expansion | $45,000 |

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| Fauquier Community Club | Appreciation of Volunteerism(adjusted) | $1,500 |
| Nakusp and District Museum | Tea Party Fundraiser | $800 |
| **CRESTON** | | |
| Creston Valley Chamber of Commerce | 301 Suite Coworking | $20,000 |
| **KASLO** | | |
| Kootenay Lake Historical Society | S.S. Moyie Ghostwalk Radio Play | $1,000 |
| **NAKUSP** | | |
| Village of Nakusp | Library HVAC Upgrades | $15,000 |
| **NEW DENVER** | | |
| Nelson and District Hospice Society | West Kootenay Boundary Caregiver Support | $2,000 |
| **SALMO** | | |
| Salmo Valley Youth & Community Centre | Lower Level Roof Replacement | $5,000 |
| **SILVERTON** | | |
| Village of Silverton | Silverton Community Improvements | $3,820.72 |
| **SLOCAN** | | |
| Village of Slocan | ND Caregiver Support-NDCS | $1,000 |
| Village of Slocan | Halloween Hoot | $5,500 |

**Carried**

Director Smienk joined the meeting at 11:45 a.m.

**ORDER OF AGENDA CHANGED** The Order of Business was changed to address public time, with Item 10 Public Time considered at this time.

**10. PUBLIC TIME**

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

A member of the public asked questions regarding Director's succession planning after the 2026 General Local Election.

**RECESSED/ RECONVENED** The meeting recessed at 11:53 a.m. for lunch and reconvened at 1:00 p.m.

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

Moved and seconded,
And Resolved:
**ITEM 6.1.1 - RECONSIDERATION OF THE MOTION**

419/26 That the foregoing resolution 410/26 being:

*That the Board approve an amendment to the 2026-2030 Financial Plan for the Community Sustainability Service (S105) to INCREASE the Grant -*

*Specified revenue account by $100,000, INCREASE the Advertising account by $20,000, INCREASE the Salaries account by $70,000, INCREASE the Travel account by $5,000, and INCREASE the Postage and Administration account by $5,000, to recognize grant funding received from the Investment Agriculture Foundation of British Columbia Agriculture Water Infrastructure Program (Stream 3) for direct producer engagement in the Goat River Watershed:*

**BE RECONSIDERED** by replacing the recommendation with the following:

*That the Board approve an amendment to the 2026 year of the 2026–2030 Financial Plan for Development Services Service A108 to INCREASE External Contributions & Contracts – Specified by $94,350; and to INCREASE Professional Fees by $45,000, Education and Training by $34,350, Travel by $5,000, Advertising & Communication by $5,000, and Administration by $5,000.*

**Carried**

**ORDER OF AGENDA RESUME** Item 6.4 Chair/CAO Report considered at this time.

**6.4 Chair/CAO Reports**

Vice Chair Aidan provided a summary of the August 6, 2026 meeting with Provincial Ministers, highlighting discussions on water management, diking infrastructure, and regulatory modernization (see Item 9.1.7).

Chair Watson provided an update on the ministerial visit regarding Goat River watershed Water Sustainability Planning, as well as discussions related to emergency operations and wildfire response.

CAO Horn provided an overview of four recent wildfire deployments. He noted that meetings between UBCM delegates and ministry staff will be held virtually during the week preceding the 2026 UBCM Convention. He also advised that staff will circulate a Directors' Orientation survey to assist in planning the 2026 orientation sessions and ensure they reflect directors' feedback and priorities.

**7. RURAL AFFAIRS COMMITTEE**

Moved and seconded,
And Resolved:

420/26 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 3108 Highway 3, Electoral Area B, and legally described as LOT 4, PLAN EPP36005, DISTRICT LOT 812, KOOTENAY LAND DISTRICT, PID 029-789- 826; 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:

421/26 That the Board APPROVE the issuance of Development Variance Permit V2612A to Irene and Antonio Bagnoli for the property located at 10862 Sanca Park Road, Electoral Area A and legally

described as LOT 7, DISTRICT LOT 913, KOOTENAY DISTRICT PLAN 8037 (PID: 012-078-255) to vary Section 18.17 of Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013 in order to permit a 0.0 metre setback from the front lot line and a 2.17 metre setback from the side lot line whereas the bylaw requires a 7.5 metre setback from the front lot line and a 2.5 metre setback from the side lot line.

**Carried**

Moved and seconded,
And Resolved:

422/26 That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST, SECOND and THIRD reading by content;

And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026 until the following item has been obtained:

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

**Carried**

Recommendations 4 through 6 contained in Item 7 be moved as a block.

Moved and seconded,
And Resolved:

423/26 That the Board SUPPORT application A2607C for the purposes of a Non- Farm Use in the ALR proposed by Mark Crowe on behalf of the RDCK Parks Department for the property located at 2012 Kootenay River Road, Electoral Area C and legally described as THAT PART OF DISTRICT LOT 13567 BEING THE DRAINAGE CHANNEL RESERVES AND DYKES SHOWN ON PLAN 1859 AND THOSE PARTS OF THE SAID LOT LYING BETWEEN THE DYKES AND THE BOUNDARIES OF THE SAID LOT (PID: 016-494-440);

AND FURTHER; that the Board directs Staff to ADVANCE the subject application to the Agricultural Land Commission for consideration.

**Carried**

Moved and seconded,
And Resolved:

424/26 That the Board SUPPORT application A2605B for the purposes of an ALR Inclusion application proposed by The Town of Creston for the property located at 1993 Airport Road, Electoral Area B and legally described as BLOCK A, SECTION 13, TOWNSHIP 7, KOOTENAY DISTRICT (PID: 009-724-991);

AND FURTHER; that the Board directs Staff to ADVANCE the subject application to the Agricultural Land Commission for consideration.

**Carried**

Moved and seconded,
And Resolved:

425/26 That the Board SUPPORT application A2608C for the proposed non-farm use in the Agricultural Land Reserve proposed by Pam Alloway for the property located on 1348 West Creston Road, Electoral Area C and legally described as LOT 818, KOOTENAY DISTRICT (PID: 012-864-803);

and that the Board directs Staff to ADVANCE the subject application to the Agricultural Land Commission for consideration.

**Carried**

Moved and seconded,
And Resolved:

426/26 That Regional District of Central Kootenay Electoral Area 'G' Land Use Amendment Bylaw No. 3025, 2026 being a bylaw to amend the Regional District of Central Kootenay Electoral Area 'G' Land Use Bylaw No. 2452, 2018 is considered consistent with the RDCK "2026-2030 Financial Plan" and RDCK "Resource Recovery Plan", pursuant to Section 477(3)(a) of the Local Government Act.

**Carried**

Recommendations 8 through 22 contained in Item 7 be moved as a block, with recommendation 14 pulled from the block.

Moved and seconded,
And Resolved:

427/26 That the Community Works Fund application submitted by the RDCK for the RDCK- Goat Canyon Park Development in the total amount of $1,000,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area B as an internal transfer to S201 Regional Parks Creston and Areas B and C.

**Carried**

Moved and seconded,
And Resolved:

428/26 That the Board approve an amendment to the 2026 Financial Plan for Service S201 Regional Parks Creston and Areas B and C to INCREASE Transfer from Community Works by $1,000,000 and INCREASE Capital Expenditures by $1,000,000.00.

**Carried**

Moved and seconded,
And Resolved:

429/26 That the Community Works Fund application submitted by the RDCK for the RDCK-Yahk Firehall Lighting Replacement in the total amount of $15,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area B as an internal transfer to Service S148 Fire Protection-Area B (Yahk, Kingsgate).

**Carried**

Moved and seconded,
And Resolved:

430/26 That the Board approve an amendment to the 2026 Financial Plan for Service S148 Fire Protection Area B (Yahk, Kingsgate) to INCREASE Transfer from Community Works by $15,000 and INCREASE Capital Expenditures by $15,000.

**Carried**

Moved and seconded,

And Resolved:

431/26 That the Community Works Fund application submitted by the RDCK for the RDCK-Resource Recovery Upgrades in the total amount of $300,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area D, E & F as an internal transfer to Service S187 Refuse Disposal (Central Subregion).

**Carried**

Moved and seconded,
And Resolved:

432/26 That the Community Works Fund application submitted by the RDCK for the RDCK- Firehall Structural Upgrades Additional Funds in the total amount of $200,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area G as an internal transfer to Service S136 Fire Protection - Area G (Ymir).

**Carried**

Moved and seconded,
And Resolved:

433/26 That the Community Works Fund application submitted by the RDCK for the RDCK- Slocan Valley Firehall Infrastructure Upgrades Additional Funds in the total amount of $350,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area H as an internal transfer to Service S142 Fire Protection Area – Area H (Slocan Valley).

**Carried**

Moved and seconded,
And Resolved:

434/26 That the Board approve an amendment to the 2026 Financial Plan for Service S142 Fire Protection Area – Area H (Slocan Valley) to INCREASE Transfer from Community Works by $350,000 and INCREASE Capital Expenditures by $350,000.

**Carried**

Moved and seconded,
And Resolved:

435/26 That the Community Works Fund application submitted by the RDCK for the RDCK-Tarrys Firehall Bay Expansion in the total amount of $50,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area I as an internal transfer to Service S137 Fire Protection Area I (Tarrys, Pass Creek).

**Carried**

Moved and seconded,
And Resolved:

436/26 That the Board approve an amendment to the 2026 Financial Plan for Service S137 Fire Protection Area I (Tarrys, Pass Creek) to INCREASE Transfer from Community Works by $50,000 and INCREASE Capital Expenditures by $50,000.

**Carried**

Moved and seconded,
And Resolved:

437/26 That the Community Works Fund application submitted by the RDCK for the RDCK- Robson Firehall Fencing & Doors Additional Funding in the total amount of $17,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area J as an internal transfer to S138 Fire Protection Area J (Robson, Raspberry).

**Carried**

Moved and seconded,
And Resolved:

438/26 That the Board approve an amendment to the 2026 Financial Plan for Service S138 Fire Protection Area J (Robson, Raspberry) to INCREASE Transfer from Community Works by $17,000 and INCREASE Capital Expenditures by $17,000.

**Carried**

Moved and seconded,
And Resolved:

439/26 That the Community Works Fund application submitted by the RDCK for the RDCK-Burton Waterline Replacement in the total amount of $200,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area K as an internal transfer to Service S252 Water Utility – Area K (Burton).

**Carried**

Moved and seconded,
And Resolved:

440/26 That the Community Works Fund application submitted by the RDCK for the RDCK-Fauquier Waterline Replacement in the total amount of $200,000 be approved and that funds be disbursed from Community Works Funds and allocated to Electoral Area K as an internal transfer to Service S254 Water Utility – Area K (Fauquier).

**Carried**

Recommendation 14 contained in Item 7 be moved on its own.

Moved and seconded,
And Resolved:

441/26 That the Board approve an amendment to the 2026 Financial Plan for Service S136 Fire Protection Area G – (Ymir) to INCREASE Transfer from Community Works by $200,000 and INCREASE Capital Expenditures by $200,000.

**Carried**

## 8. DIRECTORS' MOTIONS

### 8.1 Director Lockwood: Financial Service Grants - Economic Development-Salmo and Area G Service S113 and Museum-Salmo and Area G Service S192
**Board Meeting - June 18, 2026**
**RES 295/26**

*That the Board authorize the release of funding for the following Financial Grant Services, excluding S113 - Economic Development - Salmo & District Chamber of*

*Commerce and S192 - Museum - Salmo & Area Museum Society, as of August 1, 2026 subject to the receipt and staff review of society and non-profit organization financial statements, minutes of the most recent annual general meeting, and a list of active officers:*

Moved and seconded,
And Resolved:

442/26 That the Board authorize the release of funding for the following Financial Grant Services, as of August 20, 2026 subject to the receipt and staff review of society and non-profit organization financial statements, minutes of the most recent annual general meeting, and a list of active officers:

| | |
|---|---|
| S113 - Economic Development - Salmo & District Chamber of Commerce | $12,240; |
| S192 - Museum - Salmo & Area Museum Society | $21,457; and |
| S192 - Museum - Ymir Arts & Museum Society | $7,800. |

**Carried**

**9. CONSENT AGENDA**

**9.1 For Information: Committees & Commissions**

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

**9.1.1 Area D Advisory Planning and Heritage Commission: minutes June 16, 2026**
Staff received direction regarding the Development Permit Applications and the Bylaw Amendment Referral Form.

**9.1.2 Creston Valley Agricultural Advisory Commission: minutes July 2, 2026**
Staff received direction regarding the Agricultural Land Reserve Referral.

**9.1.3 Nelson, Salmo Areas E, F and G Regional Parks Commission: minutes July 22, 2026**
Staff received direction regarding TAWROC - CIC Bluffs, Nelson Nordic Ski Club, Blewett Community Society, and letter of support for the Nelson Cycling Club.

**9.1.4 Creston Valley Services Committee: minutes July 23, 2026**

**9.1.5 Area E Advisory Planning and Heritage Commission: minutes July 30, 2026**
Staff received direction regarding the Development Permit Applications.

**9.1.6 Riondel Commission: minutes August 4, 2026**

**9.1.7 Meeting with Provincial Ministers on Water Management, Diking Infrastructure, and Regulatory Modernization: meeting notes August 6, 2026**

**9.2 For Information: Communication**

**9.2.1 The letter dated June 25, 2026 from Loyal Wooldridge, Regional District of Central Okanagan, regarding funding continuation of the BC Local Government Climate Action Program.**

**9.2.2 The letter dated June 25, 2026 from Loyal Wooldridge, Regional District of Central Okanagan, regarding the provincial sales tax expansion.**

**9.2.3 The letter dated July 8, 2026 from Michael Goetz, City of Merritt, regarding animal control bylaw amendment for pigeon release restrictions.**

**9.2.4 The letter dated July 28, 2026 from Jessica Lunn, Village of Slocan, regarding funding continuation of the BC Local Government Climate Action Program.**

**9.2.5 The letter dated August 4, 2026 from Aimee Watson, RDCK, letter of support for the Mt. Willet Wilderness Forever campaign to include Argenta-Johnsons Landing face in the Purcell Wilderness Conservancy Provincial Park.**

**Board Meeting - June 18, 2026**
**RES 272/26**

*WHEREAS, the long-term benefits to residents of the Argenta-Johnsons Landing Face, for the regional tourist economy, for the protection of its many environmental attributes, and most critical, the risk mitigation to further community impacts from land management that is not inclusive of ecological integrity;*

*BE IT RESOLVED THAT the Board send a letter of support to the Ministry of Environment and Parks in support of the Mt. Willet Wilderness Forever campaign to include the crown land on the Argenta -Johnsons Landing Face in the Purcell Wilderness Conservancy Provincial Park.*

**9.2.6 The letter dated July 28, 2026 from Alan Harrison, City of Salmon Arm, regarding funding continuation of the BC Local Government Climate Action Program.**

**9.2.7 The letter dated August 19, 2026 from Aimee Watson, RDCK, letter of support to the West Creston Community Hall Society for their fundraising efforts towards the completion of the West Creston Community Firehall project.**

**Board Meeting - July 16, 2026**
**RES 373/26**

*That the Board send a letter of support to the West Creston Community Hall Society for their fundraising efforts towards the completion of the West Creston Community Firehall project.*

**9.3 For Information: Accounts Payable**
The Accounts Payable Summary for July, 2026 in the amount of $3,978,089 has been received for information.

**9.4 For Information: Directors' Reports**
Half the Directors gave a brief summary of the work they have been doing within their communities.

**9.4.1 Director Jackman: IJC/CBRAC/RCC**

**9.4.2 Director Vandenberghe**
**9.4.2.1 Director's Report: FCM**

**9.4.2.2 Director's Report: KLFLP/KBFA**

**9.4.3 Director Hewat: CBT**

**9.4.4 Director Weatherhead: Letter of Support - Heritage BC Legacy Fund**

**9.4.5 Director Cunningham: Cross Borders Interview**
Director Cunningham took part in an interview with Cross Borders - https://podcasts.apple.com/ca/podcast/940-district-of-central-kootenay-director-hans-cunningham/id1766544533?i=1000774197111

Moved and seconded,
And Resolved:

443/26 That Item 3.1.1. Nelson and District Recreation Commission: minutes July 29, 2026 (Recommendation - Concession Agreement) and Item 6.1.3 Standing Committee: Community Sustainable Living Advisory Committee be considered at this time.

**Carried**

**3.1.1. Nelson and District Recreation Commission: minutes July 29, 2026**

Moved and seconded,
And Resolved:

444/26 That the Board approve the RDCK enter into a one-year concession services agreement at the Nelson and District Community Complex with GSL Group commencing on September 1, 2026 and ending on August 31, 2027, with the option to extend for two one-year periods, and that the Board Chair and Corporate Officer be authorized to execute the agreement.

**Carried**

**6.1.3 Standing Committee: Community Sustainable Living Advisory Committee**

Moved and seconded,
And Resolved:

445/26 That the recommendation **BE REFERRED** back to staff for review:

*That the Board direct staff to prepare a bylaw and draft Terms of Reference to reconstitute the Community Sustainable Living Advisory Committee (CSLAC) as a standing committee of the Board, on the model of the Rural Affairs Committee but with municipal representation, for the Board's consideration no later than Q4 2026;*

*AND FURTHER, that the Board endorse Funding Model 2 (Shared Regional and Rural Administration) as described in Section 4.1 of this report as the basis for preparing the 2027 draft Financial Plan, with project-specific costs recovered from benefiting services and sub-regional committees;*

*AND FURTHER, that the Board direct staff to adjust the 2026 Financial Plan and make the necessary changes to wind down the Service S105 requisition no later than the 2028 Financial Plan;*

*AND FURTHER, that staff be directed to bring forward a transition plan for existing Service S105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.*

**Carried**

Chair Watson recognized Pamela Guille, Bylaw Enforcement Officer, and wished her the best on her retirement.

**RECESS/ RECONVENED** The meeting recessed at 2:27 p.m. for a break and reconvened at 2:39 p.m.

## 11. CLOSED

### 11.1 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:

446/26 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);

**Carried**

**11.2 Recess of Open Meeting**
Moved and seconded,
And Resolved:

447/26 The Open meeting be recessed at 2:40 p.m. in order to conduct the Closed Board meeting and reconvened at 2:48 p.m.

**Carried**

**12. MATTERS ARISING FROM CLOSED MEETING**
No items.

**13. ADJOURNMENT**
Moved and seconded,
And Resolved:

448/26 That the meeting adjourn at 2:48 p.m.

**Carried**

_____
Aimee Watson, RDCK Board Chair

_____
Angela Lund, Deputy Corporate Officer

# Density Calculation and Housekeeping Text Amendments

**File Reference:** \\files\rdck\10\5110\20\Provincial Housing Changes\2025 Zoning Amendments
**Electoral Area/Municipality:** A,B,C,D,I
**Services Impacted** Planning and Land Use S104

## 1.0 PURPOSE OF REPORT

The purpose of this report is to consider the adoption of five amendment bylaws.

The Rural Affairs Committee directed that zoning bylaw amendments be prepared to shift the way density is calculated in most residential zones in Areas A, B, C and D and one zone in Area I from a "lot area" basis to a "site area" basis. These proposed amendments would allow some larger parcels to accommodate additional principal dwellings without a subdivision or rezoning approval. Minor housekeeping amendments to improve the clarity of the bylaws were also included.

The bylaws were granted first, second and third reading at the July 16, 2026 Board meeting via resolutions 360/26, 361/26, 362/26, 363/26 and 364/26. The resolutions identified that consideration of adoption was to be withheld until approval from the Ministry of Transportation (MOTT) and Transit was received. Approval was received on July 27, 2026.

## 2.0 AMENDMENTS

1. That *Electoral Area 'A' Comprehensive Land Use Amendment Bylaw No. 3049, 2026* being a bylaw to amend the *Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013* is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

2. That *Electoral Area 'B' Comprehensive Land Use Amendment Bylaw No. 3050, 2026* being a bylaw to amend the *Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013* is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

3. That *Electoral Area 'C' Comprehensive Land Use Amendment Bylaw No. 3051, 2026* being a bylaw to amend the *Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013* is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

4. That *Electoral Area 'D' Comprehensive Land Use Amendment Bylaw No. 3052, 2026* being a bylaw to amend the *Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016* is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

5. That *Regional District of Central Kootenay Zoning Amendment Bylaw No. 3076, 2026* being a bylaw to amend the *District of Central Kootenay Zoning Bylaw No. 1675, 2004* is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

## CONCURRENCE

Acting General Manager of Development and Community Sustainability – Amy Wilson Approved
Chief Administrative Officer – Stuart Horn Approved

**ATTACHMENTS:**
Attachment A – Amending Bylaws
Attachment B – Previous Report and Attachments

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3049

A Bylaw to amend Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013

WHEREAS it is deemed expedient to amend the Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

**1** That Schedule 'B' of Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013 be amended as follows:

A. That Section 18(108)(c) General Regulations for Accessory Dwelling Units be amended as follows:

Despite section 108(b) secondary suites are permitted an all lots.

B. That a new Section 18(108)(k) General Regulations for Accessory Dwelling Units be added as follows:

An accessory dwelling unit is only permitted as an accessory use to Single Detached Housing on any R1 or R2 zoned lot.

C. That a new Section 18(108)(l) General Regulations for Accessory Dwelling Units be added as follows:

Despite 108(b), on R1 zoned lots, the minimum lot size for an accessory dwelling unit shall be the same as the minimum lot size depending on level of services provided.

D. That Section 19(1) Suburban Residential (R1) Permitted Uses be amended as follows:

Principal Uses:
- Duplex Housing
- Single Detached Housing

Accessory Uses:
- Accessory Buildings or Structures
- Accessory Dwelling Unit, subject to section 18(108)
- Accessory Tourist Accommodation
- Day Care Facility

Home Based Business
Horticulture
Keeping of Farm Animals
Sale of Site Grown Horticultural Produce

E. That Section 19(2) Suburban Residential (R1) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be required as follows:

LEVEL OF SERVICES PROVIDED

Community Water and Sewer: 0.1 hectare
Community Water or Sewer: 0.4 hectare
On Site Only: 1.0 hectare

F. That Section 19(2)(B) Suburban Residential (R1) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be required as follows:

LEVEL OF SERVICES PROVIDED

Community Water and Sewer: 0.1 hectare
Community Water or Sewer: 0.4 hectare
On Site Only: 1.0 hectare

G. That Section 19(3) Suburban Residential (R1) Development Regulations be amended as follows:

The maximum Site Coverage is 50 percent of the lot area.

H. That Section 19(4) Suburban Residential (R1) Development Regulations be amended as follows:

Buildings and structures shall not cover more than 33 percent of the lot area.

I. That Section 20(1) Country Residential (R2) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Single Detached Housing
Accessory Uses:
Accessory Buildings or Structures
Accessory Dwelling Unit, subject to Section 18(108)
Accessory Tourist Accommodation
Day Care Facility
Home Based Business
Horticulture

Keeping of Farm Animals
Sale of Site Grown Horticultural Produce
Temporary Guest Accommodation
Portable Sawmills (for processing of materials harvested on-site only)

J. That Section 20(2)(B) Country Residential (R2) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be 1.0 hectare.

K. That Section 21(1) Rural Residential (R3) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Horticulture
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Single Detached Housing
Veterinary Clinics

Accessory Uses:
Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Keeping of Farm Animals
Sale of Site Grown Horticultural Produce
Secondary Suite
Small Scale Wood Product Manufacturing
Temporary Guest Accommodation
Temporary Farmworker Housing

L. That Section 21(2)(B) Rural Residential (R3) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be 2.0 hectares.

M. That Section 22(1) Rural Resource (R4) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Horse Riding Stables and Boarding Stables
Horticulture
Kennels
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nurseries, Greenhouses and Florists
Single Detached Housing

Veterinary Clinics

Accessory Uses:
Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Keeping of Farm Animals
Sale of Site Grown Agricultural Produce
Secondary Suite
Portable Sawmills
Temporary Guest Accommodation
Temporary Farmworker Housing

N. That Section 22(2)(B) Rural Resource (R4) Development Regulations be amended as follows:

The minimum site area for each Principal Use is 2.0 hectares.

O. That Section 25(1) Agriculture 1 (AG1) Permitted Uses be amended as follows:

Principal Uses:
Agriculture
All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time.
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:
Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

P. That Section 25(2) Agriculture 1 (AG1) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 2.0 hectares.

Q. That a new Section 25(2)(c) Agriculture 1 (AG1) Development Regulations be added as follows:

Only one Single Detached Housing is permitted per lot.

R. That Section 26(1) Agriculture 2 (AG2) Permitted Use be amended as follows:

Principal Uses:
- Agriculture
- All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time
- Kennel
- Micro Cultivation, Cannabis
- Micro Processing, Cannabis Nursery, Cannabis
- Nursery, Greenhouses and Florist
- Single Detached Housing
- Standard Cultivation, Cannabis
- Standard Processing, Cannabis
- Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:
- Accessory Buildings or Structures
- Accessory Tourist Accommodation
- Home Based Business
- Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
- Farmworker Dwelling Unit
- Portable Sawmills for processing of material harvested on site only
- Secondary Suite
- Temporary Farmworker Housing (may require ALC non adhering residential use approval)

S. That Section 26(2) Agriculture 2 (AG2) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 4.0 hectares.

T. That a new Section 26(2)(C) Agriculture 2 (AG2) Development Regulations be added as follows:

Only one Single Detached Housing is permitted per lot.

**2** This Bylaw shall come into force and effect upon its adoption.

**CITATION**

**3** This Bylaw may be cited as **"Electoral Area 'A' Comprehensive Land Use Amendment Bylaw No. 3049, 2026."**

READ A FIRST TIME this 16 day of July , 2026.

READ A SECOND TIME this 16 day of July ,2026.

READ A THIRD TIME this 16 day of July , 2026.

APPROVED under **Section 52 (3)(a) of the Transportation Act** this 27th day of July , 2026.

Mikaela Wheaton

Approval Authority,
Ministry of Transportation and Transit

ADOPTED this [Date] day of [Month] , 20XX.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3050

A Bylaw to amend Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013

WHEREAS it is deemed expedient to amend the Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

**1** That Schedule 'B' of Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013 be amended as follows:

A. That Section 16(108)(c) General Regulations, Accessory Dwelling Units be amended as follows:

Despite section 108(b) secondary suites are permitted on all lots

B. That a new Section 16(108)(k) General Regulations, Accessory Dwelling Units be added as follows:

An accessory dwelling unit is only permitted as an accessory use to Single Detached Housing on any R1, R2 or R3 zoned lot.

C. That a new Section 16(108)(l) General Regulations, Accessory Dwelling Units be added as follows:

Despite 108(b), on R1 zoned lots, the minimum lot size for an accessory dwelling unit shall be the same as the minimum lot size depending on level of services provided.

D. That Section 17(1) Suburban Residential (R1) Permitted Uses be amended as follows:

Principal Uses:
- Duplex Housing
- Single Detached Housing

Accessory Uses:
- Accessory Buildings or Structures
- Accessory Dwelling Unit, subject to Section 16(108)
- Accessory Tourist Accommodation
- Day Care Facility

Home Based Business
Horticulture
Keeping of Farm Animals
Sale of Site Grown Horticultural Produce

E. That Section 17(2) Suburban Residential (R1) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be required as follows:
LEVEL OF SERVICES PROVIDED
Community Water and Sewer: 0.1 hectare
Community Water or Sewer: 0.4 hectare
On Site Only: 1.0 hectare

F. That Section 17(2)(B) Suburban Residential (R1) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be required as follows:
LEVEL OF SERVICES PROVIDED
Community Water and Sewer: 0.1 hectare
Community Water or Sewer: 0.4 hectare
On Site Only: 1.0 hectare

G. That Section 18(1) Country Residential (R2) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Single Detached Housing
Accessory Uses:
Accessory Buildings or Structures
Accessory Dwelling Unit, subject to Section 16(108)
Accessory Tourist Accommodation
Day Care Facility
Home Based Business
Horticulture
Keeping of Farm Animals
Sale of Site Grown Horticultural Produce
Portable Sawmills (for processing of materials harvested on-site only)

H. That Section 18(2) Country Residential (R2) Development Regulations be amended as follows:

The minimum lot size for subdivision is 1.0 hectare.

I. That Section 18(2)(B) Country Residential (R2) Development Regulations be amended as follows:

The minimum site area for each Principal Use is 1.0 hectare.

J. That Section 19(1) Rural Residential (R3) Permitted Uses be amended as follows:

Principal Uses:
- Duplex Housing
- Horticulture
- Micro Cultivation, Cannabis
- Micro Processing, Cannabis
- Nursery, Cannabis
- Single Detached Housing
- Veterinary Clinics

Accessory Uses:
- Accessory Buildings or Structures
- Accessory Dwelling Unit, subject to Section 16(108)
- Accessory Tourist Accommodation
- Home Based Business
- Keeping of Farm Animals
- Sale of Site Grown Horticultural Produce
- Small Scale Wood Product Manufacturing
- Temporary Farmworker Housing

K. That Section 19(2) Country Residential (R2) Development Regulations be amended as follows:

The minimum lot size for subdivision is 2.0 hectares.

L. That Section 19(2)(B) Country Residential (R2) Development Regulations be amended as follows:

The minimum site area for each Principal Use is 2.0 hectares.

M. That Section 20(1) Rural Resource (R4) Permitted Uses be amended as follows:

Principal Uses:
- Duplex Housing
- Horse Riding Stables and Boarding Stables
- Horticulture
- Kennels
- Micro Cultivation, Cannabis
- Micro Processing, Cannabis
- Nursery, Cannabis
- Nurseries, Greenhouses and Florists
- Single Detached Housing
- Veterinary Clinics

Accessory Uses:
- Accessory Buildings or Structures
- Accessory Tourist Accommodation
- Home Based Business

Keeping of Farm Animals
Sale of Site Grown Agricultural Produce
Secondary Suite
Portable Sawmills
Temporary Farmworker Housing

N. That a Section 20(2)Rural Resource (R4) Development Regulations be amended as follows:

The minimum lot size for subdivision is 2.0 hectares.

O. That Section 20(2)(B) Rural Resource (R4) Development Regulations be amended as follows:

The minimum site area for each Principal Use is 2.0 hectares.

P. That Section 23(1) Agriculture 1 (AG1) Permitted Uses be amended as follows:

Principal Uses:
Agriculture
All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time.
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:
Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

Q. That Section 23(2) Agriculture 1 (AG1) Development Regulations be amended as follows:

The minimum lot size for subdivision is 4.0 hectares.

R. That a new Section 23(2)(c) Agriculture 1 (AG1) Development Regulations be added as follows:

Only one Single Detached Housing is permitted per lot.

S. That Section 24(1) Agriculture 2 (AG2) Permitted Use be amended as follows:

Principal Uses:

Agriculture
All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and
Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to
time
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:

Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

T. That Section 24(2) Agriculture 2 (AG2) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 8 hectares in the Agricultural Land Reserve and 4 hectares outside the Agricultural Land Reserve**.**

U. That a new Section 24(2)(C) Agriculture 2 (AG2) Development Regulations be added as follows:

Only one Single Detached Housing is permitted per lot.

V. That Section 25(1) Agriculture 2 (AG2) Permitted Use be amended as follows:

Principal Uses:

Agriculture
All activities designated as “Farm Use” as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:

Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

W. That Section 25(2) Agriculture 3 (AG3) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 30 hectares in the Agricultural Land Reserve and 8 hectares outside the Agricultural Land Reserve**.**

X. That a new Section 25(2)(C) Agriculture 2 (AG2) Development Regulations be added as follows:

Only one Single Detached Housing is permitted per lot.

**2** This Bylaw shall come into force and effect upon its adoption.

**CITATION**

**3** This Bylaw may be cited as **“Electoral Area ‘B’ Comprehensive Land Use Amendment Bylaw No. 3050, 2026”**

READ A FIRST TIME this 16 day of July , 2026.

READ A SECOND TIME this 16 day of July ,2026.

READ A THIRD TIME this 16 day of July , 2026.

APPROVED under **Section 52 (3)(a) of the Transportation Act** this 27 day of July , 2026.

Mikaela Wheaton

Approval Authority,
Ministry of Transportation and Transit

ADOPTED this [Date] day of [Month] , 20XX.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3051

A Bylaw to amend Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013

WHEREAS it is deemed expedient to amend the Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

**1** That Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013 Schedule 'B' Zoning Bylaw be amended as follows:

A. That Section 17(107)(c) Accessory Dwelling Units be amended as follows:

Despite section 107(b) secondary suites are permitted an all lots.

B. That Section 17(107)(d) Accessory Dwelling Units be amended as follows:

The maximum gross floor area is 90.0 square metres.

C. That a new Section 17(107)(k) Accessory Dwelling Units be added as follows:

An accessory dwelling unit is only permitted as an accessory use to Single Detached Housing on any R1, R2 or R3 zoned lot.

D. That a new Section 17(107)(l) Accessory Dwelling Units be added as follows:

Despite section 107(b), on R1 zoned lots, the minimum lot size for an accessory dwelling unit shall be the same as the minimum lot size depending on level of services provided.

E. That Section 18(1) Suburban Residential (R1) Permitted Uses be amended as follows:

Principal Uses:
- Duplex Housing
- Single Detached Housing

Accessory Uses:
- Accessory Buildings or Structures
- Accessory Dwelling Unit, subject to section 17(107)
- Accessory Tourist Accommodation
- Day Care Facility

Home Based Business
Horticulture
Keeping of Farm Animals
Sale of Site Grown Horticultural Produce

F. That Section 18(2) Suburban Residential (R1) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be required as follows:

LEVEL OF SERVICES PROVIDED
Community Water and Sewer: 0.1 hectare
Community Water or Sewer:0.4 hectare
On Site Only: 1.0 hectare

G. That Section 18(2)(B) Suburban Residential (R1) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be required as follows:

LEVEL OF SERVICES PROVIDED
Community Water and Sewer: 0.1 hectare
Community Water or Sewer:0.4 hectare
On Site Only: 1.0 hectare

H. That Section 18(3) Suburban Residential (R1) Development Regulations be amended as follows:

The maximum Site Coverage is 50 percent of the lot area.

I. That Section 18(4) Suburban Residential (R1) Development Regulations be amended as follows:

Buildings and structures shall not cover more than 33 percent of the lot area.

J. That Section 19(1) Country Residential (R2) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Single Detached Housing

Accessory Uses:
Accessory Buildings or Structures
Accessory Dwelling Unit, subject to section 17(107)
Accessory Tourist Accommodation
Day Care Facility
Home Based Business
Horticulture
Keeping of Farm Animals

Sale of Site Grown Horticultural Produce
Portable Sawmills (for processing of materials harvested on-site only)

K. That Section 19(2)(B) Country Residential (R2) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be 1.0 ha.

L. That Section 20(1) Rural Residential (R3) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Horse Riding Stables and Boarding Stables
Horticulture
Kennels
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nurseries, Greenhouses and Florists
Single Detached Housing
Veterinary Clinics

Accessory Uses:
Accessory Buildings or Structures
Accessory Dwelling Unit, subject to section 17(107)
Accessory Tourist Accommodation
Day Care Facility
Home Based Business
Keeping of Farm Animals
Sale of Site Grown Horticultural Produce
Portable Sawmills
Small Scale Wood Product Manufacturing
Temporary Farmworker Housing

M. That Section 20(2)(B) Rural Residential (R3) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be 2.0 ha.

N. That Section 21(1) Rural Resource (R4) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Horse Riding Stables and Boarding Stables
Horticulture
Kennels
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis

Nurseries, Greenhouses and Florists
Single Detached Housing
Veterinary Clinics

Accessory Uses:
Accessory Buildings or Structures
Accessory Tourist Accommodation
Day Care Facility
Home Based Business
Keeping of Farm Animals
Portable Sawmills
Sale of Site Grown Agricultural Produce
Secondary Suite
Temporary Farmworker Housing

O.That Section 21(2)(B) Rural Resource (R4) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be 2.0 ha.

P. That Section 24(1) Agriculture 1 (AG1) Permitted Uses be amended as follows:

Principal Uses:
Agriculture
All activities designated as "Farm Use" as defined in the Agricultural Land Commission
Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:
Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

Q. That Section 24(2) Agriculture 1 (AG1) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 4 hectares.

R. That a new Section 24(2)(C) Agriculture 1 (AG1) Development Regulations be inserted as follows:

Only one Single Detached Housing is permitted per lot.

S. That Section 25(1) Agriculture 2 (AG2) Permitted Uses be amended as follows:

Principal Uses:

Agriculture
All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:

Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

T. That Section 25(2) Agriculture 2 (AG2) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 8 hectares in the Agricultural Land Reserve and 4 hectares outside the Agricultural Land Reserve.

U. That a new Section 25(2)(C) Agriculture 2 (AG2) Development Regulations be inserted as follows:

Only one Single Detached Housing is permitted per lot.

V. That Section 26(1) Agriculture 3 (AG3) Permitted Uses be amended as follows:

Principal Uses:

Agriculture
All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:

Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

W. That Section 26(2) Agriculture 3 (AG3) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 60 hectares in the Agricultural Land Reserve and 8 hectares outside the Agricultural Land Reserve.

X. That a new Section 26(2)(C) Agriculture 3 (AG3) Development Regulations be inserted as follows:

Only one Single Detached Housing is permitted per lot.

**2** This Bylaw shall come into force and effect upon its adoption.

**CITATION**

**3** This Bylaw may be cited as **"Electoral Area 'C' Comprehensive Land Use Amendment Bylaw No. 3051, 2026"**

READ A FIRST TIME this 16 day of July , 2026.

READ A SECOND TIME this 16 day of July ,2026.

READ A THIRD TIME this 16 day of July , 2026.

APPROVED under **Section 52 (3)(a) of the Transportation Act** this 27 day of July , 2026.

Mikaela Wheaton

Approval Authority,
Ministry of Transportation and Transit

ADOPTED this [Date] day of [Month] , 20XX.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3052

A Bylaw to amend Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016

WHEREAS it is deemed expedient to amend the Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

**1** That Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016 Schedule 'B' Zoning Bylaw be amended as follows:

A. That the following definition be removed from Section 21 Interpretation:

MINIMUM LOT AREA means the minimum lot size required for the purposes of subdivision as set out in the applicable zone;

B. That Section 22(4) General Regulations, Site Areas be amended as follows:

The minimum lot size for a parcel subdivided under Section 514 of the Local Government Act shall be the minimum site area of the zone in which the parcel is located unless otherwise stated.

C. Section 22 General Regulations, Reduction of Minimum Lot Areas be amended as follows:

Reduction of Minimum Lot Size

D. That Section 22(9) General Regulations, Reduction of Minimum Lot Areas be amended as follows:

Where two or more contiguous lots registered prior to adoption of this bylaw have less than the minimum lot size required by this bylaw, the lots may be consolidated into fewer lots than exist at the time of application as long as no new lot created is smaller than any previously existing lot.

E. That Section 22(10) General Regulations, Reduction of Minimum Lot Areas be amended as follows:

Where it is not possible to create a lot that has the minimum lot size required for a zone, the minimum lot size requirement may be reduced where the proposed subdivision involves any one of the following and meets local health authority requirements:
a. a boundary adjustment that does not create, or make it possible to create additional lots to those that exist at the time of application;
b. a lot that, at the time of adoption of this bylaw, is divided by a highway or forest service road and where the boundaries of the highway or road will be the boundaries of the proposed lots; or
c. a lot where two or more single detached, duplex or combination of single detached and duplex dwellings existed prior to adoption of this bylaw.

F. That Section 22(11) General Regulations, Reduction of Minimum Lot Areas be amended as follows:

The minimum lot size for a lot created under sub-section 10 shall be 0.2 hectares where serviced by a community water system and 0.4 hectares where not serviced by a community water system.

G. That Section 22(12) General Regulations, Reduction of Minimum Lot Areas be amended as follows:

Despite sub-section 11, where a dwelling has been constructed across a legal property line prior to the adoption of this bylaw, lot lines may be adjusted so as to allow property owners to legitimize the structure as long as no lot is reduced in lot size.

H. That Section 22(46)(c) General Regulations, Accessory Dwelling Units be amended as follows:

Despite section 46(b) secondary suites are permitted on all lots

I. That a new Section 22(46)(i) General Regulations, Accessory Dwelling Units be added as follows:

Despite section 46(a), in the R1, R2, and R3 Zones, where the principal use is single detached housing, one secondary suite will be permitted as an accessory use for each single detached housing that is permitted.

J. That Section 23(1) Town-Site Residential (R1) Permitted Uses be amended as follows:

Permitted uses, buildings and structures:

- Principal Uses
  - Duplex Housing
  - Single Detached Housing
- Accessory Uses
  - Accessory Building or Structures
  - Bed and Breakfast Accommodation see Section 22(22)
  - Home-based Business see Section 22(21)
  - Horticulture
  - Keeping of Farm Animals see Section 22 (35)

Secondary Suite
Vacation Rentals see Section 22(23)

K. That Section 23(2) Town-Site Residential (R1) Development Regulations be amended as follows:

Minimum site area for each Principal Use:

Community Water System and Community Wastewater System – 0.1 hectares

Community Water System and On-site Wastewater Disposal - 0.2 hectares

Individual Water Source and Community Wastewater System -0.2 hectares

Individual Water Source and On-site Wastewater Disposal – 1.0 hectare

L. That Section 23(9) Town-Site Residential (R1) Development Regulations be amended as follows:

Minimum lot size for Subdivision:

Community Water System and Community Wastewater System - 0.1 hectares

Community Water System and On-site Wastewater Disposal - 0.2 hectares

Individual Water Source and Community Wastewater System - 0.2 hectares

Individual Water Source and On-site Wastewater Disposal - 1.0 hectares

M. That Section 24(1) Country Residential (R2) Permitted Uses be amended as follows:

Permitted uses, buildings and structures:
Principal Uses
Duplex Housing
Horticulture
Single Detached Housing
Accessory Uses
Accessory Building or Structures
Bed and Breakfast Accommodation see Section 22(22)
Home-based Business see Section 22(21)
Keeping of Farm Animals see Section 22(35)
Secondary Suite
Vacation Rentals see Section 22(23)

N. That Section 24(2) Country Residential (R2) Development Regulations be amended as follows:

Minimum site area for each Principal Use – 1.0 Hectare

O. That Section 24(9) Country Residential (R2) Development Regulations be amended as follows:

Minimum lot size for Subdivision - 1.0 hectare

P. That Section 25(1) Rural Residential (R3) Permitted Uses be amended as follows:

Permitted uses, buildings and structures:

Principal Uses

- Duplex Housing
- Horticulture
- Outdoor Recreational Activities
- Parks
- Resource Based Activities
- Single Detached Housing

Accessory Uses

- Accessory Building or Structures
- Bed and Breakfast Accommodation see Section 22(22)
- Home-based Business see Section 22(21)
- Keeping of Farm Animals see Section 22(35)
- Secondary Suite
- Vacation Rentals see Section 22(23)

Q.That Section 25(2) Rural Residential (R3) Development Regulations be amended as follows:

Minimum site area for each Principal Use – 2.0 hectares

R. That Section 25(9) Rural Residential (R3) Development Regulations be amended as follows:

Minimum lot size for Subdivision - 2.0 hectares

S. That Section 26(9) Town-Site Commercial (C1) Development Regulations be amended as follows:

Minimum lot size for Subdivision:
Community Water System and Community Wastewater System – 0.1 Hectares
Community Water System and On-site Wastewater Disposal – 0.2 Hectares
Individual Water Source and Community Wastewater System – 0.2 Hectares
Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares

T. That Section 27(9) Tourist Commercial (C2) Development Regulations be amended as follows:

Minimum lot size for Subdivision:
Community Water System and Community Wastewater System – 0.1 Hectares
Community Water System and On-site Wastewater Disposal – 0.2 Hectares
Individual Water Source and Community Wastewater System – 0.2 Hectares
Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares

U. That Section 28(9) Ainsworth Resort Commercial (C3) Development Regulations be amended as follows:

Minimum lot size for Subdivision:
Community Water System and Community Wastewater System – 0.1 Hectares
Community Water System and On-site Wastewater Disposal – 0.2 Hectares
Individual Water Source and Community Wastewater System – 0.2 Hectares
Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares

V. That Section 29(9) Community Service (CS) Development Regulations be amended as follows:

Minimum lot size for Subdivision:
Community Water System and Community Wastewater System – 0.1 Hectares
Community Water System and On-site Wastewater Disposal – 0.2 Hectares
Individual Water Source and Community Wastewater System – 0.2 Hectares
Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares

W. That Section 30(9) Parks and Recreation (PR) Development Regulations be amended as follows:

Minimum lot size for Subdivision - 1.0 hectares

X. Section 31(9) Parks and Recreation Ainsworth Resort (PR1) Development Regulations be amended as follows:

Minimum lot size for Subdivision - 1.0 hectares

Y. That Section 32(7) Environmental Reserve (ER) Development Regulations be amended as follows:

Minimum lot size for Subdivision - 1.0 hectares

Z. That Section 33(7) Resource Area (RA) Development Regulations be amended as follows:

Minimum lot size for Subdivision - 15.0 hectares

**2** This Bylaw shall come into force and effect upon its adoption.

**CITATION**

**3** This Bylaw may be cited as **"Electoral Area 'D' Comprehensive Land Use Amendment Bylaw No. 3052, 2026"**

READ A FIRST TIME this 16 day of July , 2026.

READ A SECOND TIME this 16 day of July ,2026.

READ A THIRD TIME this 16 day of July , 2026.

APPROVED under **Section 52 (3)(a) of the Transportation Act** this 27 day of July , 2026.

Mikaela Wheaton

Approval Authority,
Ministry of Transportation and Transit

ADOPTED this [Date] day of [Month] , 20XX.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3076

A Bylaw to amend Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004

WHEREAS it is deemed expedient to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

**1** That Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 be amended as follows:

A. That a new Section 623(10) be added as follows:

Despite section 623(1), in the R3I zone, where the principal use is single detached housing, one secondary suite will be permitted as an accessory use for each single detached housing that is permitted.

B. That Section 1600 Rural Residential I (R3I) Permitted Uses be amended as follows:

Principal Uses:
- Duplex Housing
- Horticulture
- Single Detached Housing
- Veterinary Clinics

Accessory Uses:
- Accessory Buildings and Structures
- Accessory Dwelling Unit, subject to Section 623
- Accessory Tourist Accommodation
- Home Based Business
- Micro Cultivation, Cannabis
- Micro Processing, Cannabis
- Nursery, Cannabis
- Keeping of Farm Animals
- Sale of Site Grown Farm Products
- Portable Sawmills for processing of material harvested on site only

C. That Section 1601(2) Rural Residential I (R3I) Development Regulations be amended as follows:

One Single Detached Housing or Duplex Housing is permitted and one additional Single Detached Housing or Duplex Housing shall be permitted per every additional four (4) hectares of site area.

**2** This Bylaw shall come into force and effect upon its adoption.

**CITATION**

**3** This Bylaw may be cited as **"Regional District of Central Kootenay Zoning Amendment Bylaw No. 3076, 2026"**

READ A FIRST TIME this 16 day of July , 2026.

READ A SECOND TIME this 16 day of July ,2026.

READ A THIRD TIME this 16 day of July , 2026.

APPROVED under **Section 52 (3)(a) of the Transportation Act** this 27 day of July , 2026.

Mikaela Wheaton
Approval Authority,
Ministry of Transportation and Transit

ADOPTED this [Date] day of [Month] , 20XX.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

# Committee Report

| | |
|---|---|
| **Date of Report:** | July 02, 2026 |
| **Date & Type of Meeting:** | July 15, 2026, Rural Affairs Committee |
| **Subject:** | A, B, C, D, I - ZONING BYLAW TEXT AMENDMENTS |
| **File:** | \\FILES\RDCK\10\5110\20\PROVINCIAL HOUSING CHANGES\2025 ZONING AMENDMENTS |
| **Electoral Area/Municipality** | A, B, C, D, I |

## SECTION 1: PROPOSED AMENDMENTS

1. That *Electoral Area 'A' Comprehensive Land Use Amendment Bylaw No. 3049, 2026* being a bylaw to amend the *Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013* is hereby given FIRST and SECOND and THIRD READING by content.
    - And that the consideration of adoption BE WITHHELD for *Regional District of Central Kootenay Zoning Amendment Bylaw No. 3049,* 2026 until the following item has been obtained:
        - Approval from the Ministry of Transportation and Transit pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).

2. That *Electoral Area 'B' Comprehensive Land Use Amendment Bylaw No. 3050, 2026* being a bylaw to amend the *Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013* is hereby given FIRST and SECOND and THIRD READING by content.
    - And that the consideration of adoption BE WITHHELD for *Regional District of Central Kootenay Zoning Amendment Bylaw No. 3050, 2026* until the following item has been obtained:
        - Approval from the Ministry of Transportation and Transit pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).

3. That *Electoral Area 'C' Comprehensive Land Use Amendment Bylaw No. 3051, 2026* being a bylaw to amend the *Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013* is hereby given FIRST and SECOND and THIRD READING by content.
    - And that the consideration of adoption BE WITHHELD for *Regional District of Central Kootenay Zoning Amendment Bylaw No. 3051, 2026* until the following item has been obtained:
        - Approval from the Ministry of Transportation and Transit pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).

4. That *Electoral Area 'D' Comprehensive Land Use Amendment Bylaw No. 3052, 2026* being a bylaw to amend the *Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016* is hereby given FIRST and SECOND and THIRD READING by content.
    - And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3052, 2026 until the following item has been obtained:
        - Approval from the Ministry of Transportation and Transit pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).

5. That *Regional District of Central Kootenay Zoning Amendment Bylaw No. 3076, 2026* being a bylaw to amend the *District of Central Kootenay Zoning Bylaw No. 1675, 2004* is hereby given FIRST and SECOND and THIRD READING by content.
    - And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3076, 2026 until the following item has been obtained:
        - Approval from the Ministry of Transportation and Transit pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).

## SECTION 2: EXECUTIVE SUMMARY

In January and February 2026, the Rural Affairs Committee directed staff to prepare amendments to change the way residential density is calculated in most residential zones in Electoral Areas A, B, C, D and one zone in Area I.

The proposed amendments would shift residential density calculations from a "lot area" basis to a "site area" basis, allowing some larger parcels to accommodate additional principal dwellings without subdivision or rezoning approval. This reflects the way residential density was calculated prior to amendments adopted in 2024.

| Current | Proposed |
|---|---|
| One principal dwelling[1] is permitted per lot. | One principal dwelling is permitted per 'x'[2] ha of site area. |
| The total number of dwelling units[3] permitted is two and the types of permitted dwelling units vary by lot size. | The total number of dwelling units permitted is dependent on lot size and servicing. The minimum number of dwelling units permitted is two. |
| Lots under 1.0 Hectare (ha) may have a Single Detached House (SDH) with a Secondary Suite, or a Duplex. | At least one secondary suite[4] is permitted in addition to a SDH in all zones. Some zones allow multiple secondary suites if the lot is sufficiently large while others only allow one secondary suite per lot[5]. |
| Lots 1.0 ha or larger may have a SDH with a Secondary Suite, or a Duplex, or a SDH and an Accessory Dwelling Unit (ADU). | Not all zones allow an ADU[6]. |

[1] "Principal Dwelling" means a principal dwelling unit that consists of a self-contained set of rooms located in a building; is used or intended for use as a residential premises, and contains kitchen and bathroom facilities that are intended to be exclusive to the unit; and is not an accessory dwelling unit, or any vehicle;. Examples of principal dwellings are Single Detached Housing and Duplexes.

[2] 'x' ha reflects the fact that different zones specify different site areas.

[3] "Dwelling Unit" means one or more rooms with self-contained kitchen, living, sleeping and sanitary facilities, used or intended to be used as a residence for no more than one household. Examples of dwelling units are Single Detached Homes, Duplexes, Secondary Suites and ADUs.

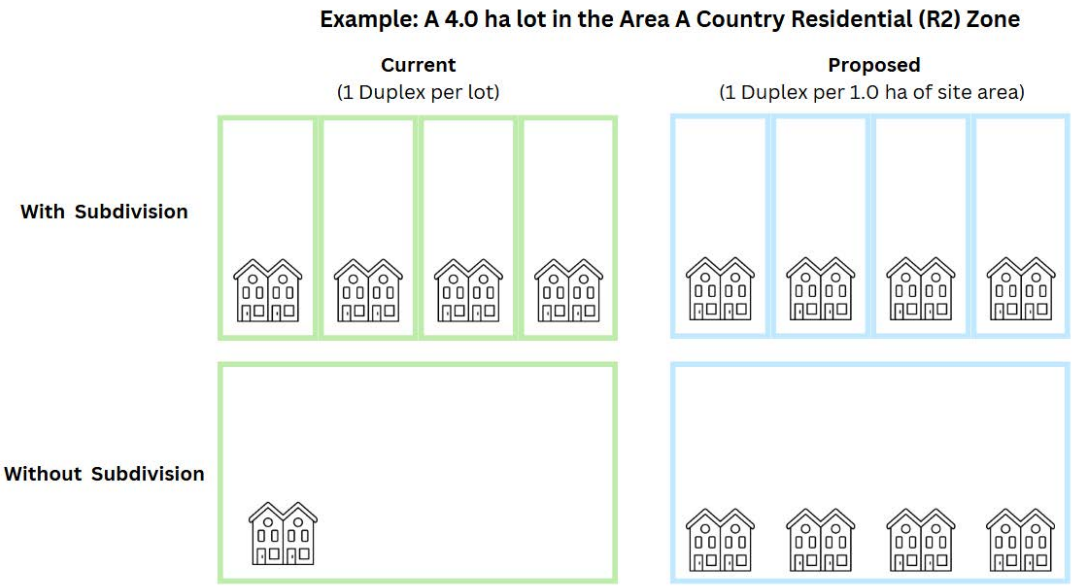
[4] Prior to 2024, not all zones permitted secondary suites (or ADUs). However, provincial legislation requires that all zones allow at a minimum one secondary suite in addition to a SDH. Thus, the proposed zoning includes the provision for each lot to have a secondary suite, even though this is a departure from the regulations prior to 2024.

[5] Prior to 2024, only one secondary suite or ADU was permitted per lot in Areas A, B, and C (if one was permitted at all). In Areas D and I, one secondary suite was permitted in addition to each SDH that was permitted.

[6] Only zones which allowed ADUs prior to the 2024 amendments are proposed to allow ADUs in line with direction from the Rural Affairs Committee. The exception is the R3I zone for which the Director requested that the permission for an ADU be included in the proposed amendments.

| | |
|---|---|
| Larger lots may achieve higher densities through a subdivision[7] or a zoning bylaw amendment. | Larger lots may achieve higher densities without the oversight of a subdivision or a zoning bylaw amendment. |

To illustrate the changes further, an example of how the density calculation framework differs is shown below using the Area A Country Residential (R2) zone as an example:




In addition, minor housekeeping amendments to improve the clarity of the bylaws are also included. The full suite of proposed amendments can be viewed in the amendment bylaws and concurrence tables attached to this report. The proposed amendments were referred to all applicable Regional District departments, First Nations, government ministries and other applicable agencies. Responses to this referral are included in Attachment C.

## CONCURRENCE

Acting Manager of Development and Community Sustainability – Amy Wilson Approved
Chief Administrative Officer – Stuart Horn Approved

**ATTACHMENTS:**
**Attachment A – Amending Bylaws**
**Attachment B – Concurrence Table**
**Attachment C – Referral Responses**

[7] The minimum lot size for subdivision is consistent in the current and proposed regulations.

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3049

A Bylaw to amend Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013

WHEREAS it is deemed expedient to amend the Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

**1** That Schedule 'B' of Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013 be amended as follows:

A. That Section 18(108)(c) General Regulations for Accessory Dwelling Units be amended as follows:

Despite section 108(b) secondary suites are permitted an all lots.

B. That a new Section 18(108)(k) General Regulations for Accessory Dwelling Units be added as follows:

An accessory dwelling unit is only permitted as an accessory use to Single Detached Housing on any R1 or R2 zoned lot.

C. That a new Section 18(108)(l) General Regulations for Accessory Dwelling Units be added as follows:

Despite 108(b), on R1 zoned lots, the minimum lot size for an accessory dwelling unit shall be the same as the minimum lot size depending on level of services provided.

D. That Section 19(1) Suburban Residential (R1) Permitted Uses be amended as follows:

Principal Uses:
- Duplex Housing
- Single Detached Housing

Accessory Uses:
- Accessory Buildings or Structures
- Accessory Dwelling Unit, subject to section 18(108)
- Accessory Tourist Accommodation
- Day Care Facility

Home Based Business
Horticulture
Keeping of Farm Animals
Sale of Site Grown Horticultural Produce

E. That Section 19(2) Suburban Residential (R1) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be required as follows:

LEVEL OF SERVICES PROVIDED

Community Water and Sewer: 0.1 hectare
Community Water or Sewer: 0.4 hectare
On Site Only: 1.0 hectare

F. That Section 19(2)(B) Suburban Residential (R1) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be required as follows:

LEVEL OF SERVICES PROVIDED

Community Water and Sewer: 0.1 hectare
Community Water or Sewer: 0.4 hectare
On Site Only: 1.0 hectare

G. That Section 19(3) Suburban Residential (R1) Development Regulations be amended as follows:

The maximum Site Coverage is 50 percent of the lot area.

H. That Section 19(4) Suburban Residential (R1) Development Regulations be amended as follows:

Buildings and structures shall not cover more than 33 percent of the lot area.

I. That Section 20(1) Country Residential (R2) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Single Detached Housing
Accessory Uses:
Accessory Buildings or Structures
Accessory Dwelling Unit, subject to Section 18(108)
Accessory Tourist Accommodation
Day Care Facility
Home Based Business
Horticulture

Keeping of Farm Animals
Sale of Site Grown Horticultural Produce
Temporary Guest Accommodation
Portable Sawmills (for processing of materials harvested on-site only)

J. That Section 20(2)(B) Country Residential (R2) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be 1.0 hectare.

K. That Section 21(1) Rural Residential (R3) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Horticulture
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Single Detached Housing
Veterinary Clinics

Accessory Uses:
Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Keeping of Farm Animals
Sale of Site Grown Horticultural Produce
Secondary Suite
Small Scale Wood Product Manufacturing
Temporary Guest Accommodation
Temporary Farmworker Housing

L. That Section 21(2)(B) Rural Residential (R3) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be 2.0 hectares.

M. That Section 22(1) Rural Resource (R4) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Horse Riding Stables and Boarding Stables
Horticulture
Kennels
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nurseries, Greenhouses and Florists
Single Detached Housing

Veterinary Clinics

Accessory Uses:
Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Keeping of Farm Animals
Sale of Site Grown Agricultural Produce
Secondary Suite
Portable Sawmills
Temporary Guest Accommodation
Temporary Farmworker Housing

N. That Section 22(2)(B) Rural Resource (R4) Development Regulations be amended as follows:

The minimum site area for each Principal Use is 2.0 hectares.

O. That Section 25(1) Agriculture 1 (AG1) Permitted Uses be amended as follows:

Principal Uses:
Agriculture
All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time.
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:
Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

P. That Section 25(2) Agriculture 1 (AG1) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 2.0 hectares.

Q. That a new Section 25(2)(c) Agriculture 1 (AG1) Development Regulations be added as follows:

Only one Single Detached Housing is permitted per lot.

R. That Section 26(1) Agriculture 2 (AG2) Permitted Use be amended as follows:

Principal Uses:
- Agriculture
- All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time
- Kennel
- Micro Cultivation, Cannabis
- Micro Processing, Cannabis Nursery, Cannabis
- Nursery, Greenhouses and Florist
- Single Detached Housing
- Standard Cultivation, Cannabis
- Standard Processing, Cannabis
- Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:
- Accessory Buildings or Structures
- Accessory Tourist Accommodation
- Home Based Business
- Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
- Farmworker Dwelling Unit
- Portable Sawmills for processing of material harvested on site only
- Secondary Suite
- Temporary Farmworker Housing (may require ALC non adhering residential use approval)

S. That Section 26(2) Agriculture 2 (AG2) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 4.0 hectares.

T. That a new Section 26(2)(C) Agriculture 2 (AG2) Development Regulations be added as follows:

Only one Single Detached Housing is permitted per lot.

**2** This Bylaw shall come into force and effect upon its adoption.

**CITATION**

**3** This Bylaw may be cited as **"Electoral Area 'A' Comprehensive Land Use Amendment Bylaw No. 3049, 2026."**

READ A FIRST TIME this [Date] day of [Month] , 20XX.

READ A SECOND TIME this [Date] day of [Month] ,20XX.

READ A THIRD TIME this [Date] day of [Month] , 20XX.

APPROVED under **Section 52 (3)(a) of the Transportation Act** this [Date]day of [Month] , 20XX.

_____

Approval Authority,
Ministry of Transportation and Transit

ADOPTED this [Date] day of [Month] , 20XX.

_____ _____

Aimee Watson, Board Chair Mike Morrison, Corporate Officer

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3050

A Bylaw to amend Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013

WHEREAS it is deemed expedient to amend the Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

**1** That Schedule 'B' of Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013 be amended as follows:

A. That Section 16(108)(c) General Regulations, Accessory Dwelling Units be amended as follows:

Despite section 108(b) secondary suites are permitted on all lots

B. That a new Section 16(108)(k) General Regulations, Accessory Dwelling Units be added as follows:

An accessory dwelling unit is only permitted as an accessory use to Single Detached Housing on any R1, R2 or R3 zoned lot.

C. That a new Section 16(108)(l) General Regulations, Accessory Dwelling Units be added as follows:

Despite 108(b), on R1 zoned lots, the minimum lot size for an accessory dwelling unit shall be the same as the minimum lot size depending on level of services provided.

D. That Section 17(1) Suburban Residential (R1) Permitted Uses be amended as follows:

Principal Uses:
- Duplex Housing
- Single Detached Housing

Accessory Uses:
- Accessory Buildings or Structures
- Accessory Dwelling Unit, subject to Section 16(108)
- Accessory Tourist Accommodation
- Day Care Facility

Home Based Business
Horticulture
Keeping of Farm Animals
Sale of Site Grown Horticultural Produce

E. That Section 17(2) Suburban Residential (R1) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be required as follows:
LEVEL OF SERVICES PROVIDED
Community Water and Sewer: 0.1 hectare
Community Water or Sewer: 0.4 hectare
On Site Only: 1.0 hectare

F. That Section 17(2)(B) Suburban Residential (R1) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be required as follows:
LEVEL OF SERVICES PROVIDED
Community Water and Sewer: 0.1 hectare
Community Water or Sewer: 0.4 hectare
On Site Only: 1.0 hectare

G. That Section 18(1) Country Residential (R2) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Single Detached Housing
Accessory Uses:
Accessory Buildings or Structures
Accessory Dwelling Unit, subject to Section 16(108)
Accessory Tourist Accommodation
Day Care Facility
Home Based Business
Horticulture
Keeping of Farm Animals
Sale of Site Grown Horticultural Produce
Portable Sawmills (for processing of materials harvested on-site only)

H. That Section 18(2) Country Residential (R2) Development Regulations be amended as follows:

The minimum lot size for subdivision is 1.0 hectare.

I. That Section 18(2)(B) Country Residential (R2) Development Regulations be amended as follows:

The minimum site area for each Principal Use is 1.0 hectare.

J. That Section 19(1) Rural Residential (R3) Permitted Uses be amended as follows:

Principal Uses:
- Duplex Housing
- Horticulture
- Micro Cultivation, Cannabis
- Micro Processing, Cannabis
- Nursery, Cannabis
- Single Detached Housing
- Veterinary Clinics

Accessory Uses:
- Accessory Buildings or Structures
- Accessory Dwelling Unit, subject to Section 16(108)
- Accessory Tourist Accommodation
- Home Based Business
- Keeping of Farm Animals
- Sale of Site Grown Horticultural Produce
- Small Scale Wood Product Manufacturing
- Temporary Farmworker Housing

K. That Section 19(2) Country Residential (R2) Development Regulations be amended as follows:

The minimum lot size for subdivision is 2.0 hectares.

L. That Section 19(2)(B) Country Residential (R2) Development Regulations be amended as follows:

The minimum site area for each Principal Use is 2.0 hectares.

M. That Section 20(1) Rural Resource (R4) Permitted Uses be amended as follows:

Principal Uses:
- Duplex Housing
- Horse Riding Stables and Boarding Stables
- Horticulture
- Kennels
- Micro Cultivation, Cannabis
- Micro Processing, Cannabis
- Nursery, Cannabis
- Nurseries, Greenhouses and Florists
- Single Detached Housing
- Veterinary Clinics

Accessory Uses:
- Accessory Buildings or Structures
- Accessory Tourist Accommodation
- Home Based Business

Keeping of Farm Animals
Sale of Site Grown Agricultural Produce
Secondary Suite
Portable Sawmills
Temporary Farmworker Housing

N. That a Section 20(2)Rural Resource (R4) Development Regulations be amended as follows:

The minimum lot size for subdivision is 2.0 hectares.

O. That Section 20(2)(B) Rural Resource (R4) Development Regulations be amended as follows:

The minimum site area for each Principal Use is 2.0 hectares.

P. That Section 23(1) Agriculture 1 (AG1) Permitted Uses be amended as follows:

Principal Uses:
Agriculture
All activities designated as “Farm Use” as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time.
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:
Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

Q. That Section 23(2) Agriculture 1 (AG1) Development Regulations be amended as follows:

The minimum lot size for subdivision is 4.0 hectares.

R. That a new Section 23(2)(c) Agriculture 1 (AG1) Development Regulations be added as follows:

Only one Single Detached Housing is permitted per lot.

S. That Section 24(1) Agriculture 2 (AG2) Permitted Use be amended as follows:

Principal Uses:

Agriculture
All activities designated as “Farm Use” as defined in the Agricultural Land Commission Act and
Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to
time
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:

Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

T. That Section 24(2) Agriculture 2 (AG2) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 8 hectares in the Agricultural Land Reserve and 4 hectares outside the Agricultural Land Reserve**.**

U. That a new Section 24(2)(C) Agriculture 2 (AG2) Development Regulations be added as follows:

Only one Single Detached Housing is permitted per lot.

V. That Section 25(1) Agriculture 2 (AG2) Permitted Use be amended as follows:

Principal Uses:

Agriculture
All activities designated as “Farm Use” as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:
Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

W. That Section 25(2) Agriculture 3 (AG3) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 30 hectares in the Agricultural Land Reserve and 8 hectares outside the Agricultural Land Reserve**.**

X. That a new Section 25(2)(C) Agriculture 2 (AG2) Development Regulations be added as follows:

Only one Single Detached Housing is permitted per lot.

**2** This Bylaw shall come into force and effect upon its adoption.

**CITATION**

**3** This Bylaw may be cited as **“Electoral Area ‘B’ Comprehensive Land Use Amendment Bylaw No. 3050, 2026”**

READ A FIRST TIME this [Date] day of [Month] , 20XX.

READ A SECOND TIME this [Date] day of [Month] ,20XX.

READ A THIRD TIME this [Date] day of [Month] , 20XX.

APPROVED under **Section 52 (3)(a) of the Transportation Act** this [Date] day of [Month] , 20XX.

_____

Approval Authority,
Ministry of Transportation and Transit

ADOPTED this [Date] day of [Month] , 20XX.

_____ _____

Aimee Watson, Board Chair Mike Morrison, Corporate Officer

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3051

A Bylaw to amend Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013

WHEREAS it is deemed expedient to amend the Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

**1** That Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013 Schedule 'B' Zoning Bylaw be amended as follows:

A. That Section 17(107)(c) Accessory Dwelling Units be amended as follows:

Despite section 107(b) secondary suites are permitted an all lots.

B. That Section 17(107)(d) Accessory Dwelling Units be amended as follows:

The maximum gross floor area is 90.0 square metres.

C. That a new Section 17(107)(k) Accessory Dwelling Units be added as follows:

An accessory dwelling unit is only permitted as an accessory use to Single Detached Housing on any R1, R2 or R3 zoned lot.

D. That a new Section 17(107)(l) Accessory Dwelling Units be added as follows:

Despite section 107(b), on R1 zoned lots, the minimum lot size for an accessory dwelling unit shall be the same as the minimum lot size depending on level of services provided.

E. That Section 18(1) Suburban Residential (R1) Permitted Uses be amended as follows:

Principal Uses:
- Duplex Housing
- Single Detached Housing

Accessory Uses:
- Accessory Buildings or Structures
- Accessory Dwelling Unit, subject to section 17(107)
- Accessory Tourist Accommodation
- Day Care Facility

Home Based Business
Horticulture
Keeping of Farm Animals
Sale of Site Grown Horticultural Produce

F. That Section 18(2) Suburban Residential (R1) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be required as follows:

LEVEL OF SERVICES PROVIDED
Community Water and Sewer: 0.1 hectare
Community Water or Sewer:0.4 hectare
On Site Only: 1.0 hectare

G. That Section 18(2)(B) Suburban Residential (R1) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be required as follows:

LEVEL OF SERVICES PROVIDED
Community Water and Sewer: 0.1 hectare
Community Water or Sewer:0.4 hectare
On Site Only: 1.0 hectare

H. That Section 18(3) Suburban Residential (R1) Development Regulations be amended as follows:

The maximum Site Coverage is 50 percent of the lot area.

I. That Section 18(4) Suburban Residential (R1) Development Regulations be amended as follows:

Buildings and structures shall not cover more than 33 percent of the lot area.

J. That Section 19(1) Country Residential (R2) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Single Detached Housing

Accessory Uses:
Accessory Buildings or Structures
Accessory Dwelling Unit, subject to section 17(107)
Accessory Tourist Accommodation
Day Care Facility
Home Based Business
Horticulture
Keeping of Farm Animals

Sale of Site Grown Horticultural Produce
Portable Sawmills (for processing of materials harvested on-site only)

K. That Section 19(2)(B) Country Residential (R2) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be 1.0 ha.

L. That Section 20(1) Rural Residential (R3) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Horse Riding Stables and Boarding Stables
Horticulture
Kennels
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nurseries, Greenhouses and Florists
Single Detached Housing
Veterinary Clinics

Accessory Uses:
Accessory Buildings or Structures
Accessory Dwelling Unit, subject to section 17(107)
Accessory Tourist Accommodation
Day Care Facility
Home Based Business
Keeping of Farm Animals
Sale of Site Grown Horticultural Produce
Portable Sawmills
Small Scale Wood Product Manufacturing
Temporary Farmworker Housing

M. That Section 20(2)(B) Rural Residential (R3) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be 2.0 ha.

N. That Section 21(1) Rural Resource (R4) Permitted Uses be amended as follows:

Principal Uses:
Duplex Housing
Horse Riding Stables and Boarding Stables
Horticulture
Kennels
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis

Nurseries, Greenhouses and Florists
Single Detached Housing
Veterinary Clinics

Accessory Uses:
Accessory Buildings or Structures
Accessory Tourist Accommodation
Day Care Facility
Home Based Business
Keeping of Farm Animals
Portable Sawmills
Sale of Site Grown Agricultural Produce
Secondary Suite
Temporary Farmworker Housing

O. That Section 21(2)(B) Rural Resource (R4) Development Regulations be amended as follows:

The minimum site area for each Principal Use shall be 2.0 ha.

P. That Section 24(1) Agriculture 1 (AG1) Permitted Uses be amended as follows:

Principal Uses:
Agriculture
All activities designated as "Farm Use" as defined in the Agricultural Land Commission
Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:
Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

Q. That Section 24(2) Agriculture 1 (AG1) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 4 hectares.

R. That a new Section 24(2)(C) Agriculture 1 (AG1) Development Regulations be inserted as follows:

Only one Single Detached Housing is permitted per lot.

S. That Section 25(1) Agriculture 2 (AG2) Permitted Uses be amended as follows:

Principal Uses:

Agriculture
All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:

Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

T. That Section 25(2) Agriculture 2 (AG2) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 8 hectares in the Agricultural Land Reserve and 4 hectares outside the Agricultural Land Reserve.

U. That a new Section 25(2)(C) Agriculture 2 (AG2) Development Regulations be inserted as follows:

Only one Single Detached Housing is permitted per lot.

V. That Section 26(1) Agriculture 3 (AG3) Permitted Uses be amended as follows:

Principal Uses:

Agriculture
All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time
Kennel
Micro Cultivation, Cannabis
Micro Processing, Cannabis
Nursery, Cannabis
Nursery, Greenhouses and Florist
Single Detached Housing
Standard Cultivation, Cannabis
Standard Processing, Cannabis
Veterinary Clinic (may require ALC non-farm use approval)

Accessory Uses:

Accessory Buildings or Structures
Accessory Tourist Accommodation
Home Based Business
Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)
Farmworker Dwelling Unit
Portable Sawmills for processing of material harvested on site only
Secondary Suite
Temporary Farmworker Housing (may require ALC non adhering residential use approval)

W. That Section 26(2) Agriculture 3 (AG3) Development Regulations be amended as follows:

The minimum lot size for subdivision shall be 60 hectares in the Agricultural Land Reserve and 8 hectares outside the Agricultural Land Reserve.

X. That a new Section 26(2)(C) Agriculture 3 (AG3) Development Regulations be inserted as follows:

Only one Single Detached Housing is permitted per lot.

**2** This Bylaw shall come into force and effect upon its adoption.

**CITATION**

**3** This Bylaw may be cited as **"Electoral Area 'C' Comprehensive Land Use Amendment Bylaw No. 3051, 2026"**

READ A FIRST TIME this [Date] day of [Month] , 20XX.

READ A SECOND TIME this [Date] day of [Month] ,20XX.

READ A THIRD TIME this [Date] day of [Month] , 20XX.

APPROVED under **Section 52 (3)(a) of the Transportation Act** this [Date]day of [Month] , 20XX.

_____

Approval Authority,
Ministry of Transportation and Transit

ADOPTED this [Date] day of [Month] , 20XX.

_____ _____

Aimee Watson, Board Chair Mike Morrison, Corporate Officer

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3052

A Bylaw to amend Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016

WHEREAS it is deemed expedient to amend the Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

**1** That Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016 Schedule 'B' Zoning Bylaw be amended as follows:

A. That the following definition be removed from Section 21 Interpretation:

MINIMUM LOT AREA means the minimum lot size required for the purposes of subdivision as set out in the applicable zone;

B. That Section 22(4) General Regulations, Site Areas be amended as follows:

The minimum lot size for a parcel subdivided under Section 514 of the Local Government Act shall be the minimum site area of the zone in which the parcel is located unless otherwise stated.

C. Section 22 General Regulations, Reduction of Minimum Lot Areas be amended as follows:

Reduction of Minimum Lot Size

D. That Section 22(9) General Regulations, Reduction of Minimum Lot Areas be amended as follows:

Where two or more contiguous lots registered prior to adoption of this bylaw have less than the minimum lot size required by this bylaw, the lots may be consolidated into fewer lots than exist at the time of application as long as no new lot created is smaller than any previously existing lot.

E. That Section 22(10) General Regulations, Reduction of Minimum Lot Areas be amended as follows:

Where it is not possible to create a lot that has the minimum lot size required for a zone, the minimum lot size requirement may be reduced where the proposed subdivision involves any one of the following and meets local health authority requirements:
a. a boundary adjustment that does not create, or make it possible to create additional lots to those that exist at the time of application;
b. a lot that, at the time of adoption of this bylaw, is divided by a highway or forest service road and where the boundaries of the highway or road will be the boundaries of the proposed lots; or
c. a lot where two or more single detached, duplex or combination of single detached and duplex dwellings existed prior to adoption of this bylaw.

F. That Section 22(11) General Regulations, Reduction of Minimum Lot Areas be amended as follows:

The minimum lot size for a lot created under sub-section 10 shall be 0.2 hectares where serviced by a community water system and 0.4 hectares where not serviced by a community water system.

G. That Section 22(12) General Regulations, Reduction of Minimum Lot Areas be amended as follows:

Despite sub-section 11, where a dwelling has been constructed across a legal property line prior to the adoption of this bylaw, lot lines may be adjusted so as to allow property owners to legitimize the structure as long as no lot is reduced in lot size.

H. That Section 22(46)(c) General Regulations, Accessory Dwelling Units be amended as follows:

Despite section 46(b) secondary suites are permitted on all lots

I. That a new Section 22(46)(i) General Regulations, Accessory Dwelling Units be added as follows:

Despite section 46(a), in the R1, R2, and R3 Zones, where the principal use is single detached housing, one secondary suite will be permitted as an accessory use for each single detached housing that is permitted.

J. That Section 23(1) Town-Site Residential (R1) Permitted Uses be amended as follows:

Permitted uses, buildings and structures:

Principal Uses

- Duplex Housing
- Single Detached Housing

Accessory Uses

- Accessory Building or Structures
- Bed and Breakfast Accommodation see Section 22(22)
- Home-based Business see Section 22(21)
- Horticulture
- Keeping of Farm Animals see Section 22 (35)

Secondary Suite
Vacation Rentals see Section 22(23)

K. That Section 23(2) Town-Site Residential (R1) Development Regulations be amended as follows:

Minimum site area for each Principal Use:

Community Water System and Community Wastewater System – 0.1 hectares

Community Water System and On-site Wastewater Disposal - 0.2 hectares

Individual Water Source and Community Wastewater System -0.2 hectares

Individual Water Source and On-site Wastewater Disposal – 1.0 hectare

L. That Section 23(9) Town-Site Residential (R1) Development Regulations be amended as follows:

Minimum lot size for Subdivision:

Community Water System and Community Wastewater System - 0.1 hectares

Community Water System and On-site Wastewater Disposal - 0.2 hectares

Individual Water Source and Community Wastewater System - 0.2 hectares

Individual Water Source and On-site Wastewater Disposal - 1.0 hectares

M. That Section 24(1) Country Residential (R2) Permitted Uses be amended as follows:

Permitted uses, buildings and structures:
Principal Uses
Duplex Housing
Horticulture
Single Detached Housing
Accessory Uses
Accessory Building or Structures
Bed and Breakfast Accommodation see Section 22(22)
Home-based Business see Section 22(21)
Keeping of Farm Animals see Section 22(35)
Secondary Suite
Vacation Rentals see Section 22(23)

N. That Section 24(2) Country Residential (R2) Development Regulations be amended as follows:

Minimum site area for each Principal Use – 1.0 Hectare

O. That Section 24(9) Country Residential (R2) Development Regulations be amended as follows:

Minimum lot size for Subdivision - 1.0 hectare

P. That Section 25(1) Rural Residential (R3) Permitted Uses be amended as follows:

Permitted uses, buildings and structures:
- Principal Uses
  - Duplex Housing
  - Horticulture
  - Outdoor Recreational Activities
  - Parks
  - Resource Based Activities
  - Single Detached Housing
- Accessory Uses
  - Accessory Building or Structures
  - Bed and Breakfast Accommodation see Section 22(22)
  - Home-based Business see Section 22(21)
  - Keeping of Farm Animals see Section 22(35)
  - Secondary Suite
  - Vacation Rentals see Section 22(23)

Q.That Section 25(2) Rural Residential (R3) Development Regulations be amended as follows:

Minimum site area for each Principal Use – 2.0 hectares

R. That Section 25(9) Rural Residential (R3) Development Regulations be amended as follows:

Minimum lot size for Subdivision - 2.0 hectares

S. That Section 26(9) Town-Site Commercial (C1) Development Regulations be amended as follows:

Minimum lot size for Subdivision:
Community Water System and Community Wastewater System – 0.1 Hectares
Community Water System and On-site Wastewater Disposal – 0.2 Hectares
Individual Water Source and Community Wastewater System – 0.2 Hectares
Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares

T. That Section 27(9) Tourist Commercial (C2) Development Regulations be amended as follows:

Minimum lot size for Subdivision:
Community Water System and Community Wastewater System – 0.1 Hectares
Community Water System and On-site Wastewater Disposal – 0.2 Hectares
Individual Water Source and Community Wastewater System – 0.2 Hectares
Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares

U. That Section 28(9) Ainsworth Resort Commercial (C3) Development Regulations be amended as follows:

Minimum lot size for Subdivision:
Community Water System and Community Wastewater System – 0.1 Hectares
Community Water System and On-site Wastewater Disposal – 0.2 Hectares
Individual Water Source and Community Wastewater System – 0.2 Hectares
Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares

V. That Section 29(9) Community Service (CS) Development Regulations be amended as follows:

Minimum lot size for Subdivision:
Community Water System and Community Wastewater System – 0.1 Hectares
Community Water System and On-site Wastewater Disposal – 0.2 Hectares
Individual Water Source and Community Wastewater System – 0.2 Hectares
Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares

W. That Section 30(9) Parks and Recreation (PR) Development Regulations be amended as follows:

Minimum lot size for Subdivision - 1.0 hectares

X. Section 31(9) Parks and Recreation Ainsworth Resort (PR1) Development Regulations be amended as follows:

Minimum lot size for Subdivision - 1.0 hectares

Y. That Section 32(7) Environmental Reserve (ER) Development Regulations be amended as follows:

Minimum lot size for Subdivision - 1.0 hectares

Z. That Section 33(7) Resource Area (RA) Development Regulations be amended as follows:

Minimum lot size for Subdivision - 15.0 hectares

**2** This Bylaw shall come into force and effect upon its adoption.

**CITATION**

**3** This Bylaw may be cited as **"Electoral Area 'D' Comprehensive Land Use Amendment Bylaw No. 3052, 2026"**

READ A FIRST TIME this [Date] day of [Month], 20XX.

READ A SECOND TIME this [Date] day of [Month] ,20XX.

READ A THIRD TIME this [Date] day of [Month] , 20XX.

APPROVED under **Section 52 (3)(a) of the Transportation Act** this [Date]day of [Month] , 20XX.

_____
Approval Authority,
Ministry of Transportation and Transit

ADOPTED this [Date] day of [Month] , 20XX.

_____ _____

Aimee Watson, Board Chair Mike Morrison, Corporate Officer

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3076

A Bylaw to amend Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004

WHEREAS it is deemed expedient to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

**1** That Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 be amended as follows:

A. That a new Section 623(10) be added as follows:

Despite section 623(1), in the R3I zone, where the principal use is single detached housing, one secondary suite will be permitted as an accessory use for each single detached housing that is permitted.

B. That Section 1600 Rural Residential I (R3I) Permitted Uses be amended as follows:

Principal Uses:
- Duplex Housing
- Horticulture
- Single Detached Housing
- Veterinary Clinics

Accessory Uses:
- Accessory Buildings and Structures
- Accessory Dwelling Unit, subject to Section 623
- Accessory Tourist Accommodation
- Home Based Business
- Micro Cultivation, Cannabis
- Micro Processing, Cannabis
- Nursery, Cannabis
- Keeping of Farm Animals
- Sale of Site Grown Farm Products
- Portable Sawmills for processing of material harvested on site only

C. That Section 1601(2) Rural Residential I (R3I) Development Regulations be amended as follows:

One Single Detached Housing or Duplex Housing is permitted and one additional Single Detached Housing or Duplex Housing shall be permitted per every additional four (4) hectares of site area.

**2** This Bylaw shall come into force and effect upon its adoption.

**CITATION**

**3** This Bylaw may be cited as **"Regional District of Central Kootenay Zoning Amendment Bylaw No. 3076, 2026"**

READ A FIRST TIME this [Date] day of [Month] , 20XX.

READ A SECOND TIME this [Date] day of [Month] ,20XX.

READ A THIRD TIME this [Date] day of [Month] , 20XX.

APPROVED under **Section 52 (3)(a) of the Transportation Act** this [Date]day of [Month] , 20XX.

_____
Approval Authority,
Ministry of Transportation and Transit

ADOPTED this [Date] day of [Month] , 20XX.

_____ _____
Aimee Watson, Board Chair Mike Morrison, Corporate Officer

# Concurrence Table

**Amendments to Electoral Area 'A' Comprehensive Land Use Bylaw No. 2315, 2013 Schedule 'B' Zoning Bylaw**

| Section Number | Existing Item / Wording | Change | Rationale |
|---|---|---|---|
| Section 18(108)(c) Accessory Dwelling Units | Notwithstanding section 108(b) secondary suites are permitted an all lots. | **AMEND**<br>Despite section 108(b) secondary suites are permitted an all lots. | Simpler language. |
| Section 18(108)(k) Accessory Dwelling Units | | **NEW**<br>An accessory dwelling unit is only permitted as an accessory use to Single Detached Housing on any R1 or R2 zoned lot. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2953 which was adopted by the Board in June 2024. |
| Section 18(108)(l) Accessory Dwelling Units | | **NEW**<br>Despite 108(b), on R1 zoned lots, the minimum lot size for an accessory dwelling unit shall be the same as the minimum lot size depending on level of services provided. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2953 which was adopted by the Board in June 2024. |
| Section 19(1) Suburban Residential (R1) Permitted Uses | Dwellings:<br>- Single Detached Housing<br>- Duplex Housing<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Dwelling Unit<br>- Accessory Tourist Accommodation<br>- Day Care Facility<br>- Home Based Business<br>- Horticulture<br>- Keeping of Farm Animals<br>- Sale of Site Grown Horticultural Produce | **AMEND**<br>Principal Uses:<br>Duplex Housing<br>Single Detached Housing<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Dwelling Unit, subject to Section 18(108)<br>Accessory Tourist Accommodation<br>Day Care Facility<br>Home Based Business<br>Horticulture<br>Keeping of Farm Animals<br>Sale of Site Grown Horticultural Produce | Clarifies which uses are principal rather than accessory, puts words into alphabetical order and connects reader to the accessory dwelling unit general regulations section. |

# Concurrence Table

| | | | |
|---|---|---|---|
| Section 19(2) Suburban Residential (R1) Development Regulations | The minimum lot size for the following uses shall be required as follows:<br>LEVEL OF SERVICES PROVIDED<br>Community Water and Sewer:<br>0.1 hectare<br>Community Water or Sewer:<br>0.4 hectare<br>On Site Only:<br>1.0 hectare | **AMEND**<br>The minimum lot size for subdivision shall be required as follows:<br>LEVEL OF SERVICES PROVIDED<br>Community Water and Sewer:<br>0.1 hectare<br>Community Water or Sewer:<br>0.4 hectare<br>On Site Only:<br>1.0 hectare | Clarifies regulation. |
| Section 19(2)(B) Suburban Residential (R1) Development Regulations | The maximum density is 2 Dwelling Units | **AMEND**<br>The minimum site area for each Principal Use shall be required as follows:<br>LEVEL OF SERVICES PROVIDED<br>Community Water and Sewer:<br>0.1 hectare<br>Community Water or Sewer:<br>0.4 hectare<br>On Site Only:<br>1.0 hectare | Density modified to align with the density permitted prior to Amendment Bylaw no. 2953 which was adopted by the Board in June 2024. |
| Section 19(3) Suburban Residential (R1) Development Regulations | The maximum Site Coverage is 50 percent of the site area. | **AMEND**<br>The maximum Site Coverage is 50 percent of the lot area. | Consistent use of terms. |
| Section 19(4) Suburban Residential (R1) Development Regulations | Buildings and structures shall not cover more than 33 percent of the site area. | **AMEND**<br>Buildings and structures shall not cover more than 33 percent of the lot area. | Consistent use of terms. |
| Section 20(1) Country | Dwellings:<br>- Single Detached Housing<br>- Duplex Housing | **AMEND**<br>Principal Uses:<br>Duplex Housing | Clarifies which uses are principal rather than accessory, puts words into alphabetical order and connects reader |

# Concurrence Table

| | | | |
|---|---|---|---|
| Residential (R2) Permitted Uses | Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Dwelling Unit<br>- Accessory Tourist Accommodation<br>- Day Care Facility<br>- Home Based Business<br>- Horticulture<br>- Keeping of Farm Animals<br>- Sale of Site Grown Horticultural Produce<br>- Temporary Guest Accommodation<br>- Portable Sawmills (for processing of materials harvested on-site only) | Single Detached Housing<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Dwelling Unit, subject to Section 18(108)<br>Accessory Tourist Accommodation<br>Day Care Facility<br>Home Based Business<br>Horticulture<br>Keeping of Farm Animals<br>Sale of Site Grown Horticultural Produce<br>Temporary Guest Accommodation<br>Portable Sawmills (for processing of materials harvested on-site only) | to the accessory dwelling unit general regulations section. |
| Section 20(2)(B) Country Residential (R2) Development Regulations | The maximum density is 2 Dwelling Units | **AMEND**<br>The minimum site area for each Principal Use shall be 1.0 hectare. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2953 which was adopted by the Board in June 2024. |
| Section 21(1) Rural Residential (R3) Permitted Uses | Dwellings:<br>- Single Detached Housing<br>- Duplex Housing<br>Horticulture<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Veterinary Clinics<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Dwelling Unit<br>- Accessory Tourist Accommodation<br>- Home Based Business | **AMEND**<br>Principal Uses:<br>Duplex Housing<br>Horticulture<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Single Detached Housing<br>Veterinary Clinics<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Tourist Accommodation<br>Home Based Business | Clarifies which uses are principal rather than accessory and puts words into alphabetical order. Accessory uses modified to remove Accessory Dwelling Unit to align with the density permitted prior to Amendment Bylaw no. 2953 which was adopted by the Board in June 2024. Secondary suite added as a permitted accessory use for clarity. |

# Concurrence Table

| | | | |
|---|---|---|---|
| | - Keeping of Farm Animals<br>- Sale of Site Grown Horticultural Produce<br>- Small Scale Wood Product Manufacturing<br>- Temporary Guest Accommodation<br>- Temporary Farmworker Housing | Keeping of Farm Animals<br>Sale of Site Grown Horticultural Produce<br>Small Scale Wood Product Manufacturing<br>Secondary Suite<br>Temporary Guest Accommodation<br>Temporary Farmworker Housing | |
| Section 21(2)(B) Rural Residential (R3) Development Regulations | The maximum density is 2 Dwelling Units. | **AMEND**<br>The minimum site area for each Principal Use shall be 2.0 hectares. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2953 which was adopted by the Board in June 2024. |
| Section 22(1) Rural Resource (R4) Permitted Uses | Dwellings:<br>- Single Detached Housing<br>- Duplex Housing<br>Horse Riding Stables and Boarding Stables<br>Horticulture<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nurseries, Greenhouses and Florists<br>Veterinary Clinics<br>Kennels<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Dwelling Unit<br>- Accessory Tourist Accommodation<br>- Home Based Business<br>- Keeping of Farm Animals<br>- Sale of Site Grown Agricultural Produce<br>- Portable Sawmills | **AMEND**<br>Principal Uses:<br>Duplex Housing<br>Horse Riding Stables and Boarding Stables<br>Horticulture<br>Kennels<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nurseries, Greenhouses and Florists<br>Single Detached Housing<br>Veterinary Clinics<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Tourist Accommodation<br>Home Based Business<br>Keeping of Farm Animals<br>Portable Sawmills | Clarifies which uses are principal rather than accessory and puts words into alphabetical order. Accessory uses modified to remove Accessory Dwelling Unit to align with the density permitted prior to Amendment Bylaw no. 2953 which was adopted by the Board in June 2024. Secondary suite added as a permitted accessory use for clarity. |

# Concurrence Table

| | | | |
|---|---|---|---|
| | - Temporary Guest Accommodation<br>-Temporary Farmworker Housing | Sale of Site Grown Agricultural Produce<br>Secondary Suite<br>Temporary Guest Accommodation<br>Temporary Farmworker Housing | |
| Section 22(2)(B) Rural Resource (R4) Development Regulations | The maximum density is 2 Dwelling Units. | **AMEND**<br>The minimum site area for each Principal Use is 2.0 hectares. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2953 which was adopted by the Board in June 2024. |
| Section 25(1) Agriculture 1 (AG1) Permitted Uses | Agriculture<br>All activities designated as "Farm Use" as defined in the Agricultural Land<br>Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as<br>amended or replaced from time to time.<br>Kennel<br>Micro Cultivation,<br>Cannabis Micro<br>Processing, Cannabis<br>Nursery, Cannabis<br>Nursery, Greenhouses and<br>Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Tourist Accommodation | **AMEND**<br>Principal Uses:<br>Agriculture<br>All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time.<br>Kennel<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nursery, Greenhouses and Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Tourist Accommodation<br>Home Based Business<br>Farmworker Dwelling Unit | Clarifies which uses are principal rather than accessory and improves formatting. |

# Concurrence Table

| | | | |
|---|---|---|---|
| | - Home Based Business<br>- Farmworker Dwelling Unit<br>- Portable Sawmills for processing of material harvested on site only<br>- Secondary Suite<br>- Temporary Farmworker Housing (may require ALC non adhering residential<br>use approval) | Portable Sawmills for processing of material harvested on site only<br>Secondary Suite<br>Temporary Farmworker Housing (may require ALC non adhering residential use approval) | |
| Section 25(2) Agriculture 1 (AG1) Development Regulations | The minimum lot area shall be 2.0 hectares. | **AMEND**<br>The minimum lot size for subdivision shall be 2.0 hectares. | Consistent use of terms. |
| Section 25(2)(c) Agriculture 1 (AG1) Development Regulations | | **NEW**<br>Only one Single Detached Housing is permitted per lot. | Clarifies principal dwelling density. |
| Section 26(1) Agriculture 2 (AG2) Permitted Use | Agriculture<br>All activities designated as "Farm Use" as defined in the Agricultural Land<br>Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as<br>amended or replaced from time to time<br>Kennel<br>Micro Cultivation, Cannabis Micro Processing, Cannabis Nursery, Cannabis<br>Nursery, Greenhouses and Florist<br>Single Detached Housing | **AMEND**<br>Principal Uses:<br>Agriculture<br>All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time<br>Kennel<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nursery, Greenhouses and Florist<br>Single Detached Housing | Clarifies which uses are principal rather than accessory and improves formatting. |

# Concurrence Table

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|---|---|---|---|
| | Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Tourist Accommodation<br>- Home Based Business<br>- Farm Product Processing of farm product from another parcel in the Regional<br>District of Central Kootenay (may require ALC non-farm use approval)<br>- Farmworker Dwelling Unit<br>- Portable Sawmills for processing of material harvested on site only<br>- Secondary Suite<br>- Temporary Farmworker Housing (may require ALC non adhering residential<br>use approval) | Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Tourist Accommodation<br>Home Based Business<br>Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)<br>Farmworker Dwelling Unit<br>Portable Sawmills for processing of material harvested on site only<br>Secondary Suite<br>Temporary Farmworker Housing (may require ALC non adhering residential<br>use approval) | |
| Section 26(2) Agriculture 2 (AG2) Development Regulations | The minimum lot area shall be 4.0 hectares. | **AMEND**<br>The minimum lot size for subdivision shall be 4.0 hectares. | Consistent use of terms. |
| Section 26(2)(C) Agriculture 2 (AG2) Development Regulations | | **NEW**<br>Only one Single Detached Housing is permitted per lot. | Clarifies principal dwelling density. |

# Concurrence Table

**Amendments to Electoral Area 'B' Comprehensive Land Use Bylaw No. 2316, 2013 Schedule 'B' Zoning Bylaw**

| Section Number | Existing Item / Wording | Change | Rationale |
|---|---|---|---|
| Section 16(108)(C) General Regulations Accessory Dwelling Units | Notwithstanding section 108(b) secondary suites are permitted an all lots. | **AMEND**<br>Despite section 108(b) secondary suites are permitted on all lots. | Simpler language. |
| Section 16(108)(K) General Regulations Accessory Dwelling Units | | **NEW**<br>An accessory dwelling unit is only permitted as an accessory use to Single Detached Housing on any R1, R2 or R3 zoned lot. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2954 which was adopted by the Board in June 2024. |
| Section 16(108)(L) General Regulations Accessory Dwelling Units | | **NEW**<br>Despite 108(b), on R1 zoned lots, the minimum lot size for an accessory dwelling unit shall be the same as the minimum lot size depending on level of services provided. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2954 which was adopted by the Board in June 2024. |
| Section 17(1) Suburban Residential (R1) Permitted Uses | Dwellings:<br>- Single Detached Housing<br>- Duplex Housing<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Dwelling Unit<br>- Accessory Tourist Accommodation<br>- Day Care Facility<br>- Home Based Business<br>- Horticulture<br>- Keeping of Farm Animals<br>- Sale of Site Grown Horticultural Produce | **AMEND**<br>Principal Uses:<br>Duplex Housing<br>Single Detached Housing<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Dwelling Unit, subject to Section 16(108)<br>Accessory Tourist Accommodation<br>Day Care Facility<br>Home Based Business<br>Horticulture<br>Keeping of Farm Animals | Clarifies which uses are principal rather than accessory, puts words into alphabetical order and connects reader to the accessory dwelling unit general regulations section. |

## Concurrence Table

| | | | |
|---|---|---|---|
| | | Sale of Site Grown Horticultural Produce | |
| Section 17(2) Suburban Residential (R1) Development Regulations | The minimum site area for the following uses shall be required as follows:<br>LEVEL OF SERVICES PROVIDED<br>Community Water and Sewer:<br>0.1 hectare<br>Community Water or Sewer:<br>0.4 hectare<br>On Site Only:<br>1.0 hectare | **AMEND**<br>The minimum lot size for subdivision shall be required as follows:<br>LEVEL OF SERVICES PROVIDED<br>Community Water and Sewer:<br>0.1 hectare<br>Community Water or Sewer:<br>0.4 hectare<br>On Site Only:<br>1.0 hectare | Clarifies regulation. |
| Section 17(2)(B) Suburban Residential (R1) Development Regulations | The maximum density is 2 Dwelling Units. | **AMEND**<br>The minimum site area for each Principal Use shall be required as follows:<br>LEVEL OF SERVICES PROVIDED<br>Community Water and Sewer:<br>0.1 hectare<br>Community Water or Sewer:<br>0.4 hectare<br>On Site Only:<br>1.0 hectare | Density modified to align with the density permitted prior to Amendment Bylaw no. 2954 which was adopted by the Board in June 2024. |
| Section 18(1) Country Residential (R2) Permitted Uses | Dwellings:<br>- Single Detached Housing<br>- Duplex Housing<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Dwelling Unit<br>- Accessory Tourist Accommodation<br>- Day Care Facility | **AMEND**<br>Principal Uses:<br>Duplex Housing<br>Single Detached Housing<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Dwelling Unit, subject to Section 16(108) | Clarifies which uses are principal rather than accessory, puts words into alphabetical order and connects reader to the accessory dwelling unit general regulations section. |

## Concurrence Table

| | | | |
|---|---|---|---|
| | - Home Based Business<br>- Horticulture<br>- Keeping of Farm Animals<br>- Sale of Site Grown Horticultural Produce<br>- Portable Sawmills (for processing of materials harvested on-site only) | Accessory Tourist Accommodation<br>Day Care Facility<br>Home Based Business<br>Horticulture<br>Keeping of Farm Animals<br>Sale of Site Grown Horticultural Produce<br>Portable Sawmills (for processing of materials harvested on-site only) | |
| Section 18(2) Country Residential (R2) Development Regulations | The minimum lot size is 1.0 hectare. | **AMEND**<br>The minimum lot size for subdivision shall be 1.0 hectare. | Clarifies regulation. |
| Section 18(2)(B) Country Residential (R2) Development Regulations | The maximum density is 2 Dwelling Units. | **NEW**<br>The minimum site area for each Principal Use is 1.0 hectare. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2954 which was adopted by the Board in June 2024. |
| Section 19(1) Rural Residential (R3) Permitted Uses | Dwellings:<br>- Single Detached Housing<br>- Duplex Housing<br>Horticulture<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Veterinary Clinics<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Dwelling Unit<br>- Accessory Tourist Accommodation<br>- Home Based Business | **AMEND**<br>Principal Uses:<br>Duplex Housing<br>Horticulture<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Single Detached Housing<br>Veterinary Clinics<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Dwelling Unit, subject to Section 16(108) | Clarifies which uses are principal rather than accessory, puts words into alphabetical order and connects reader to the accessory dwelling unit general regulations section. |

# Concurrence Table

| | | | |
|---|---|---|---|
| | - Keeping of Farm Animals<br>- Sale of Site Grown Horticultural Produce<br>- Small Scale Wood Product Manufacturing<br>- Temporary Guest Accommodation<br>- Temporary Farmworker Housing | Accessory Tourist Accommodation<br>Home Based Business<br>Keeping of Farm Animals<br>Sale of Site Grown Horticultural Produce<br>Small Scale Wood Product Manufacturing<br>Temporary Farmworker Housing | |
| Section 19(2) Rural Residential (R3) Development Regulations | The minimum lot size is 2.0 hectares. | **AMEND**<br>The minimum lot size for subdivision is 2.0 hectares. | Clarifies regulation. |
| Section 19(2)(B) Rural Residential (R3) Development Regulations | The maximum density is 2 Dwelling Units. | **AMEND**<br>The minimum site area for each Principal Use is 2.0 hectares. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2954 which was adopted by the Board in June 2024. |
| Section 20(1) Rural Resource (R4) Permitted Uses | Dwellings:<br>- Single Detached Housing<br>- Duplex Housing<br>Horse Riding Stables and Boarding Stables<br>Horticulture<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nurseries, Greenhouses and Florists Veterinary Clinics<br>Kennels<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Dwelling Unit | **AMEND**<br>Principal Uses:<br>Duplex Housing<br>Horse Riding Stables and Boarding Stables<br>Horticulture<br>Kennels<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nurseries, Greenhouses and Florists<br>Single Detached Housing<br>Veterinary Clinics<br>Accessory Uses: | Clarifies which uses are principal rather than accessory and puts words into alphabetical order. Accessory uses modified to remove Accessory Dwelling Unit to align with the density permitted prior to Amendment Bylaw no. 2954 which was adopted by the Board in June 2024. Secondary suite added as a permitted accessory use for clarity. |

# Concurrence Table

| | | | |
|---|---|---|---|
| | - Accessory Tourist Accommodation<br>- Home Based Business<br>- Keeping of Farm Animals<br>- Sale of Site Grown Agricultural Produce<br>- Portable Sawmills<br>-Temporary Farmworker Housing | Accessory Buildings or Structures<br>Accessory Tourist Accommodation<br>Home Based Business<br>Keeping of Farm Animals<br>Portable Sawmills<br>Sale of Site Grown Agricultural Produce<br>Secondary Suite<br>Temporary Farmworker Housing | |
| Section 20(2) Rural Resource (R4) Development Regulations | The minimum lot size is 2.0 hectares. | **AMEND**<br>The minimum lot size for subdivision is 2.0 hectares. | Clarifies regulation. |
| Section 20(2)(B) Rural Resource (R4) Development Regulations | The maximum density is 2 Dwelling Units. | **AMEND**<br>The minimum site area for each Principal Use is 2.0 hectares. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2954 which was adopted by the Board in June 2024. |
| Section 23(1) Agriculture 1 (AG1) Permitted Uses | Agriculture<br>All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time.<br>Kennel<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis | **AMEND**<br>Principal Uses:<br>Agriculture<br>All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time.<br>Kennel<br>Micro Cultivation, Cannabis | Clarifies which uses are principal rather than accessory. |

## Concurrence Table

| | | | |
|---|---|---|---|
| | Nursery, Greenhouses and Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Tourist Accommodation<br>- Home Based Business<br>-Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)<br>- Farmworker Dwelling Unit<br>- Portable Sawmills for processing of material harvested on site only<br>- Secondary Suite<br>- Temporary Farmworker Housing (may require ALC non adhering residential use approval) | Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nursery, Greenhouses and Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Tourist Accommodation<br>Home Based Business<br>Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)<br>Farmworker Dwelling Unit<br>Portable Sawmills for processing of material harvested on site only<br>Secondary Suite<br>Temporary Farmworker Housing (may require ALC non adhering residential use approval) | |

# Concurrence Table

| | | | |
|---|---|---|---|
| Section 23(2) Agriculture 1 (AG1) Development Regulations | The minimum lot area shall be 4 hectares. | **AMEND**<br>The minimum lot size for subdivision is 4.0 hectares. | Clarifies regulation. |
| Section 23(2)(c) Agriculture 1 (AG1) Development Regulations | | **NEW**<br>Only one Single Detached Housing is permitted per lot. | Clarifies principal dwelling density. |
| Section 24(1) Agriculture 2 (AG2) Permitted Use | Agriculture<br>All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and<br>Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to<br>time<br>Kennel<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nursery, Greenhouses and Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Tourist Accommodation<br>- Home Based Business | **AMEND**<br>Principal Uses:<br>Agriculture<br>All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and<br>Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to<br>time<br>Kennel<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nursery, Greenhouses and Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses: | Clarifies which uses are principal rather than accessory. |

# Concurrence Table

| | | | |
|---|---|---|---|
| | - Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)<br>- Farmworker Dwelling Unit<br>- Portable Sawmills for processing of material harvested on site only<br>- Secondary Suite<br>- Temporary Farmworker Housing (may require ALC non adhering residential use approval) | Accessory Buildings or Structures<br>Accessory Tourist Accommodation<br>Home Based Business<br>Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)<br>Farmworker Dwelling Unit<br>Portable Sawmills for processing of material harvested on site only<br>Secondary Suite<br>Temporary Farmworker Housing (may require ALC non adhering residential use approval) | |
| Section 24(2) Agriculture 2 (AG2) Development Regulations | The minimum lot area shall be 8 hectares in the Agricultural Land Reserve and 4 hectares outside the Agricultural Land Reserve. | **AMEND**<br>The minimum lot size for subdivision shall be 8 hectares in the Agricultural Land Reserve and 4 hectares outside the Agricultural Land Reserve**.** | Clarifies regulation. |
| Section 24(2)(C) Agriculture 2 (AG2) Development Regulations | | **NEW**<br>Only one Single Detached Housing is permitted per lot. | Clarifies principal dwelling density. |
| Section 25(1) Agriculture 3 (AG3) Permitted Use | Agriculture<br>All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and | **AMEND**<br>Principal Uses:<br>Agriculture<br>All activities designated as "Farm Use" as defined in the | Clarifies which uses are principal rather than accessory. |

## Concurrence Table

| | | | |
|---|---|---|---|
| | Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time<br>Kennel<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nursery, Greenhouses and Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Tourist Accommodation<br>- Home Based Business<br>- Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)<br>- Farmworker Dwelling Unit<br>- Portable Sawmills for processing of material harvested on site only<br>- Secondary Suite | Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time<br>Kennel<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nursery, Greenhouses and Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Tourist Accommodation<br>Home Based Business<br>Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)<br>Farmworker Dwelling Unit | |

# Concurrence Table

| | | | |
|---|---|---|---|
| | - Temporary Farmworker Housing (may require ALC non adhering residential use approval) | Portable Sawmills for processing of material harvested on site only<br>Secondary Suite<br>Temporary Farmworker Housing (may require ALC non adhering residential use approval) | |
| Section 25(2) Agriculture 3 (AG3) Development Regulations | The minimum lot area shall be 30 hectares in the Agricultural Land Reserve and 8 hectares outside the Agricultural Land Reserve. | **AMEND**<br>The minimum lot size for subdivision shall be 30 hectares in the Agricultural Land Reserve and 8 hectares outside the Agricultural Land Reserve**.** | Clarifies regulation. |
| Section 25(2)(C) Agriculture 2 (AG2) Development Regulations | | **NEW**<br>Only one Single Detached Housing is permitted per lot. | Clarifies principal dwelling density. |

# Concurrence Table

**Amendments to Electoral Area 'C' Comprehensive Land Use Bylaw No. 2317, 2013 Schedule 'B' Zoning Bylaw**

| Section Number | Existing Item / Wording | Change | Rationale |
|---|---|---|---|
| 17(107)(c) General Regulations, Accessory Dwelling Units | Notwithstanding section 107(b) secondary suites are permitted an all lots. | **AMEND**<br>Despite section 107(b) secondary suites are permitted an all lots. | Simpler language. |
| 17(107)(d) General Regulations, Accessory Dwelling Units | The maximum gross floor area is 100.0 square metres outside of the Agricultural Land Reserve. | **AMEND**<br>The maximum gross floor area is 90.0 square metres. | Modified to align with the provisions permitted prior to Amendment Bylaw no. 2955 which was adopted by the Board in July 2024. |
| 17(107)(k) General Regulations, Accessory Dwelling Units | | **NEW**<br>An accessory dwelling unit is only permitted as an accessory use to Single Detached Housing on any R1, R2 or R3 zoned lot. | Modified to align with the provisions permitted prior to Amendment Bylaw no. 2955 which was adopted by the Board in July 2024. |
| 17(107)(l) General Regulations, Accessory Dwelling Units | | **NEW**<br>Despite section 107(b), on R1 zoned lots, the minimum lot size for an accessory dwelling unit shall be the same as the minimum lot size depending on level of services provided. | Modified to align with the provisions permitted prior to Amendment Bylaw no. 2955 which was adopted by the Board in July 2024. |
| 18(1) Suburban Residential (R1) Permitted Uses | Dwellings:<br>- Single Detached Housing<br>- Duplex Housing<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Dwelling Unit<br>- Accessory Tourist Accommodation<br>- Day Care Facility<br>- Home Based Business | **AMEND**<br>Principal Uses:<br>Duplex Housing<br>Single Detached Housing<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Dwelling Unit, subject to section 17(107)<br>Accessory Tourist Accommodation<br>Day Care Facility<br>Home Based Business | Clarifies which uses are principal rather than accessory, puts words into alphabetical order and connects reader to the accessory dwelling unit general regulations section. |

# Concurrence Table

| | | | |
|---|---|---|---|
| | - Horticulture<br>- Keeping of Farm Animals<br>- Sale of Site Grown Horticultural Produce | Horticulture<br>Keeping of Farm Animals<br>Sale of Site Grown Horticultural Produce | |
| Section 18(2) Suburban Residential (R1) Development Regulations | The minimum lot size for the following uses shall be required as follows:<br>LEVEL OF SERVICES PROVIDED<br>Community Water and Sewer:<br>0.1 hectare<br>Community Water or Sewer:<br>0.4 hectare<br>On Site Only:<br>1.0 hectare | **AMEND**<br>The minimum lot size for subdivision shall be required as follows:<br>LEVEL OF SERVICES PROVIDED<br>Community Water and Sewer:<br>0.1 hectare<br>Community Water or Sewer:<br>0.4 hectare<br>On Site Only:<br>1.0 hectare | Clarifies regulation. |
| Section 18(2)(B) Suburban Residential (R1) Development Regulations | The maximum density is 2 Dwelling Units. | **AMEND**<br>The minimum site area for each Principal Use shall be required as follows:<br>LEVEL OF SERVICES PROVIDED<br>Community Water and Sewer:<br>0.1 hectare<br>Community Water or Sewer:<br>0.4 hectare<br>On Site Only:<br>1.0 hectare | Density modified to align with the density permitted prior to Amendment Bylaw no. 2955 which was adopted by the Board in July 2024. |
| Section 18(3) Suburban Residential (R1) Development Regulations | The maximum Site Coverage is 50 percent of the site area. | **AMEND**<br>The maximum Site Coverage is 50 percent of the lot area. | Consistent use of terms. |
| Section 18(4) Suburban Residential (R1) | Buildings and structures shall not cover more than 33 percent of the site area. | **AMEND**<br>Buildings and structures shall not cover more than 33 percent of the lot area. | Consistent use of terms. |

# Concurrence Table

| | | | |
|---|---|---|---|
| Development Regulations | | | |
| Section 19(1) Country Residential (R2) Permitted Uses | Dwellings:<br>- Single Detached Housing<br>- Duplex Housing<br><br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Dwelling Unit<br>- Accessory Tourist Accommodation<br>- Day Care Facility<br>- Home Based Business<br>- Horticulture<br>- Keeping of Farm Animals<br>- Sale of Site Grown Horticultural Produce<br>- Portable Sawmills (for processing of materials harvested on-site only) | **AMEND**<br>Principal Uses:<br>Duplex Housing<br>Single Detached Housing<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Dwelling Unit, subject to section 17(107)<br>Accessory Tourist Accommodation<br>Day Care Facility<br>Home Based Business<br>Horticulture<br>Keeping of Farm Animals<br>Sale of Site Grown Horticultural Produce<br>Portable Sawmills (for processing of materials harvested on-site only) | Clarifies which uses are principal rather than accessory, puts words into alphabetical order and connects reader to the accessory dwelling unit general regulations section. |
| Section 19(2)(B) Country Residential (R2) Development Regulations | The maximum density is 2 Dwelling Units. | **AMEND**<br>The minimum site area for each Principal Use shall be 1.0 ha. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2955 which was adopted by the Board in July 2024. |
| Section 20(1) Rural Residential (R3) Permitted Uses | Dwellings:<br>- Single Detached Housing<br>- Duplex Housing<br>Horse Riding Stables and Boarding Stables<br>Horticulture<br>Kennels<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis | **AMEND**<br>Principal Uses:<br>Duplex Housing<br>Horse Riding Stables and Boarding Stables<br>Horticulture<br>Kennels<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis | Clarifies which uses are principal rather than accessory, puts words into alphabetical order and connects reader to the accessory dwelling unit general regulations section. |

# Concurrence Table

| | | | |
|---|---|---|---|
| | Nursery, Cannabis<br>Nurseries, Greenhouses and Florists<br>Veterinary Clinics<br><br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Dwelling Unit<br>- Accessory Tourist Accommodation<br>- Day Care Facility<br>- Home Based Business<br>- Keeping of Farm Animals<br>- Sale of Site Grown Horticultural Produce<br>- Portable Sawmills<br>- Small Scale Wood Product Manufacturing<br>-Temporary Farmworker Housing | Nursery, Cannabis<br>Nurseries, Greenhouses and Florists<br>Single Detached Housing<br>Veterinary Clinics<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Dwelling Unit, subject to section 17(107)<br>Accessory Tourist Accommodation<br>Day Care Facility<br>Home Based Business<br>Keeping of Farm Animals<br>Sale of Site Grown Horticultural Produce<br>Portable Sawmills<br>Small Scale Wood Product Manufacturing<br>Temporary Farmworker Housing | |
| Section 20(2)(B) Rural Residential (R3) Development Regulations | The maximum density is 2 Dwelling Units. | **AMEND**<br>The minimum site area for each Principal Use shall be 2.0 ha. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2955 which was adopted by the Board in July 2024. |
| Section 21(1) Rural Resource (R4) Permitted Uses | Dwellings:<br>- Single Detached Housing<br>- Duplex Housing<br>Horse Riding Stables and Boarding Stables<br>Horticulture<br>Kennels<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis | **AMEND**<br>Principal Uses:<br>Duplex Housing<br>Horse Riding Stables and Boarding Stables<br>Horticulture<br>Kennels<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis | Clarifies which uses are principal rather than accessory and puts words into alphabetical order. Accessory uses modified to remove Accessory Dwelling Unit to align with the density permitted prior to Amendment Bylaw no. 2955 which was adopted by the Board in July 2024. Secondary suite added as a permitted accessory use for clarity. |

# Concurrence Table

| | | | |
|---|---|---|---|
| | Nursery, Cannabis<br>Nurseries, Greenhouses and Florists<br>Veterinary Clinics<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Dwelling Unit<br>- Accessory Tourist Accommodation<br>- Child Care Facility<br>- Home Based Business<br>- Keeping of Farm Animals<br>- Sale of Site Grown Agricultural Produce<br>- Portable Sawmills<br>- Temporary Farmworker Housing | Nursery, Cannabis<br>Nurseries, Greenhouses and Florists<br>Single Detached Housing<br>Veterinary Clinics<br>Accessory Uses:<br>Accessory Buildings or Structures<br>Accessory Tourist Accommodation<br>Day Care Facility<br>Home Based Business<br>Keeping of Farm Animals<br>Portable Sawmills<br>Sale of Site Grown Agricultural Produce<br>Secondary Suite<br>Temporary Farmworker Housing | |
| Section 21(2)(B) Rural Resource (R4) Development Regulations | The maximum density is 2 Dwelling Units. | **AMEND**<br>The minimum site area for each Principal Use shall be 2.0 ha. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2955 which was adopted by the Board in July 2024. |
| Section 24(1) Agriculture 1 (AG1) Permitted Uses | Agriculture<br>All activities designated as “Farm Use” as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time<br>Kennel<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis | **AMEND**<br>Principal Uses:<br>Agriculture<br>All activities designated as “Farm Use” as defined in the Agricultural Land Commission<br>Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time<br>Kennel<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis | Clarifies which uses are principal rather than accessory. |

# Concurrence Table

| | | | |
|---|---|---|---|
| | Nursery, Greenhouses and Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Tourist Accommodation<br>- Home Based Business<br>- Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)<br>- Farmworker Dwelling Unit<br>- Portable Sawmills for processing of material harvested on site only<br>- Secondary Suite<br>- Temporary Farmworker Housing (may require ALC non adhering residential use approval) | Nursery, Cannabis<br>Nursery, Greenhouses and Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Tourist Accommodation<br>- Home Based Business<br>- Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)<br>- Farmworker Dwelling Unit<br>- Portable Sawmills for processing of material harvested on site only<br>- Secondary Suite<br>- Temporary Farmworker Housing (may require ALC non adhering residential use<br>approval) | |
| Section 24(2) Agriculture 1 (AG1) | The minimum lot area shall be 4 hectares | **AMEND**<br>The minimum lot size for subdivision shall be 4 hectares | Consistent use of terms. |

# Concurrence Table

| | | | |
|---|---|---|---|
| Development Regulations | | | |
| Section 24(2)(C) Agriculture 1 (AG1) Development Regulations | | **NEW**<br>Only one Single Detached Housing is permitted per lot. | Clarifies principal dwelling density. |
| Section 25(1) Agriculture 2 (AG2) Permitted Uses | Agriculture<br>All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced<br>from time to time<br>Kennel<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nursery, Greenhouses and Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Tourist Accommodation | **AMEND**<br>Principal Uses:<br>Agriculture<br>All activities designated as "Farm Use" as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced from time to time<br>Kennel<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nursery, Greenhouses and Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Tourist Accommodation<br>- Home Based Business<br>- Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval) | Clarifies which uses are principal rather than accessory. |

# Concurrence Table

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|---|---|---|---|
| | - Home Based Business<br>- Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)<br>- Farmworker Dwelling Unit<br>- Portable Sawmills for processing of material harvested on site only<br>- Secondary Suite<br>- Temporary Farmworker Housing (may require ALC non adhering residential use approval) | - Farmworker Dwelling Unit<br>- Portable Sawmills for processing of material harvested on site only<br>- Secondary Suite<br>- Temporary Farmworker Housing (may require ALC non adhering residential use approval) | |
| Section 25(2) Agriculture 2 (AG2) Development Regulations | The minimum lot area shall be 8 hectares in the Agricultural Land Reserve and 4 hectares outside the Agricultural Land Reserve. | **AMEND**<br>The minimum lot size for subdivision shall be 8 hectares in the Agricultural Land Reserve and 4 hectares outside the Agricultural Land Reserve. | Consistent use of terms. |
| Section 25(2)(C) Agriculture 2 (AG2) Development Regulations | | **NEW**<br>Only one Single Detached Housing is permitted per lot. | Clarifies principal dwelling density. |
| Section 26(1) Agriculture 3 (AG3) Permitted Uses | Agriculture<br>All activities designated as “Farm Use” as defined in the Agricultural Land Commission Actand Part 2 of the Agricultural Land Reserve Use Regulation as amended or replaced | **AMEND**<br>Principal Uses:<br>Agriculture<br>All activities designated as “Farm Use” as defined in the Agricultural Land Commission Act and Part 2 of the Agricultural Land Reserve Use | Clarifies which uses are principal rather than accessory. |

## Concurrence Table

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| | from time to time<br>Kennel<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nursery, Greenhouses and Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Tourist Accommodation<br>- Home Based Business<br>- Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)<br>- Farmworker Dwelling Unit<br>- Portable Sawmills for processing of material harvested on site only<br>- Secondary Suite | Regulation as amended or replaced from time to time<br>Kennel<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Nursery, Greenhouses and Florist<br>Single Detached Housing<br>Standard Cultivation, Cannabis<br>Standard Processing, Cannabis<br>Veterinary Clinic (may require ALC non-farm use approval)<br>Accessory Uses:<br>- Accessory Buildings or Structures<br>- Accessory Tourist Accommodation<br>- Home Based Business<br>- Farm Product Processing of farm product from another parcel in the Regional District of Central Kootenay (may require ALC non-farm use approval)<br>- Farmworker Dwelling Unit<br>- Portable Sawmills for processing of material harvested on site only<br>- Secondary Suite<br>- Temporary Farmworker Housing (may require ALC non adhering residential use approval) | |

# Concurrence Table

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| | - Temporary Farmworker Housing (may require ALC non adhering residential use approval) | | |
| Section 26(2) Agriculture 3 (AG3) Development Regulations | The minimum lot area shall be 60 hectares in the Agricultural Land Reserve and 8 hectares outside the Agricultural Land Reserve. | **AMEND**<br>The minimum lot size for subdivision shall be 60 hectares in the Agricultural Land Reserve and 8 hectares outside the Agricultural Land Reserve. | Consistent use of terms. |
| Section 26(2)(C) Agriculture 3 (AG3) Development Regulations | | **NEW**<br>Only one Single Detached Housing is permitted per lot. | Clarifies principal dwelling density. |

# Concurrence Table

**Amendments to Electoral Area 'D' Comprehensive Land Use Bylaw No. 2435, 2016 Schedule 'B' Ainsworth Townsite Zoning Bylaw**

| Section Number | Existing Item / Wording | Change | Rationale |
|---|---|---|---|
| Section 21 Interpretation | MINIMUM LOT AREA means the minimum lot size required for the purposes of subdivision as set out in the applicable zone; | **DELETE** | Consistent use of terms. |
| Section 22(4) General Regulations, Site Areas | The minimum lot area for a parcel subdivided under Section 514 of the Local Government Act shall be the minimum site area of the zone in which the parcel is located unless otherwise stated. | **AMEND**<br>The minimum lot size for a parcel subdivided under Section 514 of the Local Government Act shall be the minimum site area of the zone in which the parcel is located unless otherwise stated. | Consistent use of terms. |
| Section 22 General Regulations, Reduction of Minimum Lot Areas | Reduction of Minimum Lot Areas | **AMEND**<br>Reduction of Minimum Lot Size | Consistent use of terms. |
| Section 22(9) General Regulations, Reduction of Minimum Lot Areas | Where two or more contiguous lots registered prior to adoption of this bylaw have less than the minimum lot area required by this bylaw, the lots may be consolidated into fewer lots than exist at the time of application as long as no new lot created is smaller than any previously existing lot. | **AMEND**<br>Where two or more contiguous lots registered prior to adoption of this bylaw have less than the minimum lot size required by this bylaw, the lots may be consolidated into fewer lots than exist at the time of application as long as no new lot created is smaller than any previously existing lot. | Consistent use of terms. |
| Section 22(10) General Regulations, Reduction of | Where it is not possible to create a lot that has the minimum lot area required for a zone, the minimum lot area requirement may be reduced | **AMEND**<br>Where it is not possible to create a lot that has the minimum lot size required for a zone, the minimum lot size | Consistent use of terms. |

# Concurrence Table

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| Minimum Lot Areas | where the proposed subdivision involves any one of the following and meets local health authority requirements:<br>a. a boundary adjustment that does not create, or make it possible to create additional lots to those that exist at the time of application;<br>b. a lot that, at the time of adoption of this bylaw, is divided by a highway or forest service road and where the boundaries of the highway or road will be the boundaries of the proposed lots; or<br>c. a lot where two or more single detached, duplex or combination of single detached and duplex dwellings existed prior to adoption of this bylaw. | requirement may be reduced where the proposed subdivision involves any one of the following and meets local health authority requirements:<br>a. a boundary adjustment that does not create, or make it possible to create additional lots to those that exist at the time of application;<br>b. a lot that, at the time of adoption of this bylaw, is divided by a highway or forest service road and where the boundaries of the highway or road will be the boundaries of the proposed lots; or<br>c. a lot where two or more single detached, duplex or combination of single detached and duplex dwellings existed prior to adoption of this bylaw. | |
| Section 22(11) General Regulations, Reduction of Minimum Lot Areas | The minimum lot area for a lot created under sub-section 10 shall be 0.2 hectares where serviced by a community water system and 0.4 hectares where not serviced by a community water system. | **AMEND**<br>The minimum lot size for a lot created under sub-section 10 shall be 0.2 hectares where serviced by a community water system and 0.4 hectares where not serviced by a community water system. | Consistent use of terms. |
| Section 22(12) General Regulations, Reduction of Minimum Lot Areas | Despite sub-section 11, where a dwelling has been constructed across a legal property line prior to the adoption of this bylaw, lot lines may be adjusted so as to allow property owners to legitimize the structure as long as no lot is reduced in lot area. | **AMEND**<br>Despite sub-section 11, where a dwelling has been constructed across a legal property line prior to the adoption of this bylaw, lot lines may be adjusted so as to allow property owners to legitimize the structure as long as no lot is reduced in lot size. | Consistent use of terms. |

# Concurrence Table

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| Section 22(46)(c) General Regulations, Accessory Dwelling Units | Notwithstanding section 46(b) secondary suites are permitted an all lots | **AMEND**<br>Despite section 46(b) secondary suites are permitted an all lots | Simpler language. |
| Section 22(46)(i) General Regulations, Accessory Dwelling Units | | **NEW**<br>Despite section 46(a), in the R1, R2, and R3 Zones, where the principal use is single detached housing, one secondary suite will be permitted as an accessory use for each single detached housing that is permitted. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2956 which was adopted by the Board in July 2024. |
| Section 23(1) Town-Site Residential (R1) Permitted Uses | Permitted uses, buildings and structures:<br>Principal Uses<br>Single Detached Housing<br>Duplex Housing<br>Accessory Uses<br>Accessory Building or Structures<br>Accessory Dwelling Unit see Section 22(46)<br>Bed and Breakfast Accommodation see Section 22(22)<br>Home-based Business see Section 22(21)<br>Horticulture<br>Keeping of Farm Animals see Section 22 (35)<br>Vacation Rentals see Section 22(23) | **AMEND**<br>Permitted uses, buildings and structures:<br>Principal Uses<br>Duplex Housing<br>Single Detached Housing<br>Accessory Uses<br>Accessory Building or Structures<br>Bed and Breakfast Accommodation see Section 22(22)<br>Home-based Business see Section 22(21)<br>Horticulture<br>Keeping of Farm Animals see Section 22 (35)<br>Secondary Suite<br>Vacation Rentals see Section 22(23) | Puts words into alphabetical order. Accessory uses modified to remove Accessory Dwelling Unit to align with the density permitted prior to Amendment Bylaw no. 2956 which was adopted by the Board in July 2024. Secondary suite added as a permitted accessory use for clarity. |
| Section 23(2) Town-Site Residential (R1) | Maximum Density – 2 Dwelling units | **AMEND**<br>Minimum site area for each Principal Use: | Density modified to align with the density permitted prior to Amendment |

# Concurrence Table

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| Development Regulations | | Community Water System and Community Wastewater System – 0.1 hectares<br><br>Community Water System and On-site Wastewater Disposal - 0.2 hectares<br><br>Individual Water Source and Community Wastewater System -0.2 hectares<br><br>Individual Water Source and On-site Wastewater Disposal – 1.0 hectare | Bylaw no. 2956 which was adopted by the Board in July 2024. |
| Section 23(9) Town-Site Residential (R1) Development Regulations | Minimum lot area for Subdivision:<br>Community Water System and Community Wastewater System - 0.1 hectares<br>Community Water System and On-site Wastewater Disposal - 0.2 hectares<br>Individual Water Source and Community Wastewater System - 0.2 hectares<br>Individual Water Source and On-site Wastewater Disposal - 1.0 hectares | **AMEND**<br>Minimum lot size for Subdivision:<br>Community Water System and Community Wastewater System - 0.1 hectares<br>Community Water System and On-site Wastewater Disposal - 0.2 hectares<br>Individual Water Source and Community Wastewater System - 0.2 hectares<br>Individual Water Source and On-site Wastewater Disposal - 1.0 hectares | Consistent use of terms. |
| Section 24(1) Country Residential (R2) Permitted Uses | Permitted uses, buildings and structures:<br>Principal Uses<br>Single Detached Housing<br>Duplex Housing<br>Horticulture<br>Accessory Uses<br>Accessory Building or Structures | **AMEND**<br>Permitted uses, buildings and structures:<br>Principal Uses<br>Duplex Housing<br>Horticulture<br>Single Detached Housing<br>Accessory Uses | Puts words into alphabetical order. Accessory uses modified to remove Accessory Dwelling Unit to align with the density permitted prior to Amendment Bylaw no. 2956 which was adopted by the Board in July 2024. Secondary suite added as a permitted accessory use for clarity. |

# Concurrence Table

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| | Accessory Dwelling Unit see Section 22(46)<br>Bed and Breakfast Accommodation see Section 22(22)<br>Home-based Business see Section 22(21)<br>Keeping of Farm Animals see Section 22(35)<br>Vacation Rentals see Section 22(23) | Accessory Building or Structures<br>Bed and Breakfast Accommodation see Section 22(22)<br>Home-based Business see Section 22(21)<br>Keeping of Farm Animals see Section 22(35)<br>Secondary Suite<br>Vacation Rentals see Section 22(23) | |
| Section 24(2) Country Residential (R2) Development Regulations | Maximum Density – 2 Dwelling units | **AMEND**<br>Minimum site area for each Principal Use – 1.0 Hectare | Density modified to align with the density permitted prior to Amendment Bylaw no. 2956 which was adopted by the Board in July 2024. |
| Section 24(9) Country Residential (R2) Development Regulations | Minimum lot area for Subdivision - 1.0 hectares | **AMEND**<br>Minimum lot size for Subdivision - 1.0 hectare | Consistent use of terms. |
| Section 25(1) Rural Residential (R3) Permitted Uses | Permitted uses, buildings and structures:<br>Principal Uses<br>Single Detached Housing<br>Duplex Housing<br>Horticulture<br>Outdoor Recreational Activities<br>Parks<br>Resource Based Activities<br>Accessory Uses<br>Accessory Building or Structures<br>Accessory Dwelling Unit see Section 22(46) | **AMEND**<br>Permitted uses, buildings and structures:<br>Principal Uses<br>Duplex Housing<br>Horticulture<br>Outdoor Recreational Activities<br>Parks<br>Resource Based Activities<br>Single Detached Housing<br>Accessory Uses<br>Accessory Building or Structures | Puts words into alphabetical order. Accessory uses modified to remove Accessory Dwelling Unit to align with the density permitted prior to Amendment Bylaw no. 2956 which was adopted by the Board in July 2024. Secondary suite added as a permitted accessory use for clarity. |

# Concurrence Table

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| | Bed and Breakfast Accommodation see Section 22(22)<br>Home-based Business see Section 22(21)<br>Keeping of Farm Animals see Section 22(35)<br>Vacation Rentals see Section 22(23) | Bed and Breakfast Accommodation see Section 22(22)<br>Home-based Business see Section 22(21)<br>Keeping of Farm Animals see Section 22(35)<br>Secondary Suite<br>Vacation Rentals see Section 22(23) | |
| Section 25(2) Rural Residential (R3) Development Regulations | Maximum Density – 2 Dwelling Units | **AMEND**<br>Minimum site area for each Principal Use – 2.0 hectares | Density modified to align with the density permitted prior to Amendment Bylaw no. 2956 which was adopted by the Board in July 2024. |
| Section 25(9) Rural Residential (R3) Development Regulations | Minimum lot area for Subdivision - 2.0 hectares | **AMEND**<br>Minimum lot size for Subdivision - 2.0 hectares | Consistent use of terms. |
| Section 26(9) Town-Site Commercial (C1) Development Regulations | Minimum lot area for Subdivision:<br>Community Water System and Community Wastewater System – 0.1 Hectares<br>Community Water System and On-site Wastewater Disposal – 0.2 Hectares<br>Individual Water Source and Community Wastewater System – 0.2 Hectares<br>Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares | **AMEND**<br>Minimum lot size for Subdivision:<br>Community Water System and Community Wastewater System – 0.1 Hectares<br>Community Water System and On-site Wastewater Disposal – 0.2 Hectares<br>Individual Water Source and Community Wastewater System – 0.2 Hectares<br>Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares | Consistent use of terms. |
| Section 27(9) Tourist | Minimum lot area for Subdivision:<br>Community Water System and | **AMEND** | Consistent use of terms. |

# Concurrence Table

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| Commercial (C2) Development Regulations | Community Wastewater System – 0.1 Hectares<br>Community Water System and On-site Wastewater Disposal – 0.2 Hectares<br>Individual Water Source and Community Wastewater System – 0.2 Hectares<br>Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares | Minimum lot size for Subdivision:<br>Community Water System and Community Wastewater System – 0.1 Hectares<br>Community Water System and On-site Wastewater Disposal – 0.2 Hectares<br>Individual Water Source and Community Wastewater System – 0.2 Hectares<br>Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares | |
| Section 28(9) Ainsworth Resort Commercial (C3) Development Regulations | Minimum lot area for Subdivision:<br>Community Water System and Community Wastewater System – 0.1 Hectares<br>Community Water System and On-site Wastewater Disposal – 0.2 Hectares<br>Individual Water Source and Community Wastewater System – 0.2 Hectares<br>Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares | **AMEND**<br>Minimum lot size for Subdivision:<br>Community Water System and Community Wastewater System – 0.1 Hectares<br>Community Water System and On-site Wastewater Disposal – 0.2 Hectares<br>Individual Water Source and Community Wastewater System – 0.2 Hectares<br>Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares | Consistent use of terms. |
| Section 29(9) Community Service (CS) Development Regulations | Minimum lot area for Subdivision:<br>Community Water System and Community Wastewater System – 0.1 Hectares<br>Community Water System and On-site Wastewater Disposal – 0.2 Hectares<br>Individual Water Source and Community Wastewater System – 0.2 Hectares | **AMEND**<br>Minimum lot size for Subdivision:<br>Community Water System and Community Wastewater System – 0.1 Hectares<br>Community Water System and On-site Wastewater Disposal – 0.2 Hectares<br>Individual Water Source and Community Wastewater System – 0.2 Hectares | Consistent use of terms. |

# Concurrence Table

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| | Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares | Individual Water Source and On-site Wastewater Disposal – 1.0 Hectares | |
| Section 30(9) Parks and Recreation (PR) Development Regulations | Minimum lot area for Subdivision - 1.0 hectares | **AMEND** Minimum lot size for Subdivision - 1.0 hectares | Consistent use of terms. |
| Section 31(9) Parks and Recreation Ainsworth Resort (PR1) Development Regulations | Minimum lot area for Subdivision - 1.0 hectares | **AMEND** Minimum lot size for Subdivision - 1.0 hectares | Consistent use of terms. |
| Section 32(7) Environmental Reserve (ER) Development Regulations | Minimum lot area for Subdivision - 1.0 hectares | **AMEND** Minimum lot size for Subdivision - 1.0 hectares | Consistent use of terms. |
| Section 33(7) Resource Area (RA) Development Regulations | Minimum lot area for Subdivision - 15.0 hectares | **AMEND** Minimum lot size for Subdivision - 15.0 hectares | Consistent use of terms. |

# Concurrence Table

**Amendments to Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 (F, I, J, K – but only applies to properties in Area I)**

| Section Number | Existing Item / Wording | Change | Rationale |
|---|---|---|---|
| Section 623(10), Accessory Dwelling Units | | **NEW**<br>Despite section 623(1), in the R3I zone, where the principal use is single detached housing, one secondary suite will be permitted as an accessory use for each single detached housing that is permitted. | Density modified to align with the density permitted prior to Amendment Bylaw no. 2958 which was adopted by the Board in July 2024. |
| Section 1600 Rural Residential I (R3I) Permitted Uses | Dwellings:<br>Single Detached Housing<br>Duplex Housing<br>Horticulture<br>Veterinary Clinics<br>Accessory Uses:<br>Accessory Buildings and Structures<br>Accessory Dwelling Unit<br>Accessory Tourist Accommodation<br>Home Based Business<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Keeping of Farm Animals<br>Sale of Site Grown Farm Products<br>Portable Sawmills for processing of material harvested on site only | **AMEND**<br>Principal Uses:<br>Duplex Housing<br>Horticulture<br>Single Detached Housing<br>Veterinary Clinics<br>Accessory Uses:<br>Accessory Buildings and Structures<br>Accessory Dwelling Unit, subject to Section 623<br>Accessory Tourist Accommodation<br>Home Based Business<br>Micro Cultivation, Cannabis<br>Micro Processing, Cannabis<br>Nursery, Cannabis<br>Keeping of Farm Animals<br>Sale of Site Grown Farm Products<br>Portable Sawmills for processing of material harvested on site only | Clarifies which uses are principal rather than accessory, puts words into alphabetical order and connects reader to the accessory dwelling unit general regulations section. |
| Section 1601(2) Rural Residential I (R3I) | The maximum density is 2 Dwelling Units. | **AMEND**<br>One Single Detached Housing or Duplex Housing is permitted and one additional Single Detached Housing or | Density modified to align with the density permitted prior to Amendment Bylaw no. 2958 which was adopted by the Board in July 2024. |

## Concurrence Table

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| Development Regulations | | Duplex Housing shall be permitted per every additional four (4) hectares of site area. | |

## Referral Responses

| Agency/Department/First Nation | Response |
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| Area A Advisory Planning and Heritage Commission | That the Area A Advisory Planning and Heritage Commission SUPPORT the Bylaw Amendment Referral Form for Electoral Area A. |
| Area B Advisory Planning and Heritage Commission | That the Area B Advisory Planning Commission NOT SUPPORT the Bylaw Amendment Referral Form for Electoral Area B. |
| Area C Advisory Planning and Heritage Commission | Only 3 out of 7 voting Commission members were present and thus, the recommendation made by the APHC was not included as the meeting did not have quorum. |
| Area D Advisory Planning and Heritage Commission | That the Area D Advisory Planning and Heritage Commission SUPPORT the Amendment Bylaw No. 3052. |
| Area I Advisory Planning and Heritage Commission | That the Area I Advisory Planning and Heritage Commission SUPPORT the Amendment Bylaw No. 3076. |
| Agricultural Land Commission (ALC) | Thanks for referring this to the ALC. If I understand correctly, the *Agricultural* zones have been omitted from this new "site area" concept. I appreciate that, as the ALC Act and regulations apply to parcels and not site area. A maximum of three residences are permitted per parcel of any size in the ALR (a principal residence with a suite plus an additional residence). However, I noticed a few parcels that are partially or wholly in the ALR have other zoning (such as *Rural Residential*) and this change would affect them. I did a quick check and noticed that PIDs 005-174-414, 011-933-097, and 008-597-383 may be affected by this, and there are likely other parcels. In those cases, the site area zoning would be inconsistent with the ALC Act and could cause issues with non-compliant residences. It is very important for zoning rules regarding residences to align with the ALC Act because dealing with a non-compliance issue regarding someone's home can be highly contentious and challenging for all parties. The best approach is always prevention. How does this proposed bylaw update deal with ALR parcels that are affected?<br>To follow up, the specific concern is that the ALC Act and regulations permit a maximum of three residences *per parcel* - one principal residence, one suite within the principal residence, and one additional residence. The proposed 'site area' concept would appear to permit more residences than what the ALC Act permits on some ALR properties. It appears that the 'site area' concept doesn't apply to *Agricultural* zones. While the majority of ALR land is zoned *Agricultural*, some ALR parcels have other zoning or are split-zoned. This can lead to confusion and non-compliance with the ALC Act. Section 46 of the ALC Act requires local governments to ensure their |

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| | bylaws are consistent with the ALC Act and regulations and in cases where they aren't, the bylaw will have no force or effect to the extent of the inconsistency. We have seen many cases where inconsistent bylaws have led to non-compliance with the ALC Act, and these can be very costly and contentious to resolve, especially with residences. In its current state, the draft bylaw is inconsistent with the ALC Act. |
| Creston Valley Agricultural Advisory Commission | That the Creston Valley Agricultural Advisory Commission SUPPORT the Bylaw Amendment Referral Form for Electoral Areas A, B and C to roll back the imposed changes from 2024, the Commission feels that the OCP is a better avenue to adjust these issues. |
| Crown Land Authorizations – Kootenay Boundary Region Ministry of Water, Land and Resource Stewardship | On behalf of Crown Lands, we have no comments or concerns on the proposed Bylaw Amendment. |
| FortisBC | There are no FortisBC Inc (Electric) ("FBC(E)") facilities affected by this application. As such FBC(E) has no concerns with this circulation. |
| Kootenay-Boundary Ecosystems Section of the Ministry of Water, Land and Resource Stewardship | See attached letter. |
| Licensed Authorizations Officer - Kootenay Boundary Region Ministry of Water, Land and Resource Stewardship | Water, Land and Resource Stewardship (WLRS) staff have reviewed the proposed zoning bylaw amendments for Electoral Areas A, B, C, D and I. From a *Water Sustainability Act* perspective, staff do not have no concerns as the amendments clarify density calculations with no "works in and about a stream " or "use and diversion of water" proposed.<br><br>The "Purpose of the Bylaw Amendment" section of the referral states: " Under the current zoning, a subdivision is typically required to achieve maximum density, whereas under the proposed approach, the same density could be attained without subdividing the land. " WLRS staff note that a domestic water license authorizes use of a specified quantity of water for a single dwelling located on the property to which the license is issued. Where subdivision is proposed, Part 8 (Water Supply) of *RDCK Subdivision Bylaw 2159, 2011* requires the applicant to demonstrate that sufficient water is available to service any potential future domestic dwellings resulting from the subdivision. This requirement helps ensure that new dwellings have an adequate water supply. If the proposed approach allows for the same density to be achieved without subdivision, the RDCK should consider implementing a process to confirm that adequate water supply is available to support the increased density. |
| Lower Similkameen Indian Band (LSIB) | The Lower Similkameen Indian Band (LSIB) would like to acknowledge receipt of the above referral. We have conducted a desktop review of it. |

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| | The location of the project/activity to which the referral relates is within syilx Territory and may have impacts on inherent and constitutionally protected syilx Title and Rights, which LSIB holds as part of the syilx Nation. However, given the location of the project, we would support Okanagan Indian Band (OKIB), Osoyoos Indian Band (OIB), and Penticton Indian Band (PIB) in taking lead in further consultation and engagement on this project. Please keep us informed of any updates or changes to the project as this may change our assessment and our view on the need for further consultation with LSIB and an invoice will follow at a later date. |
| Ministry of Agriculture and Food | Thank you for sending the below noted referral to Ministry of Agriculture and Food (Ministry) staff for review. Ministry staff note that the proposed bylaw amendments apply to most R1, R2, R3, and R4 Zones and that further, the vast majority of land within the Agricultural Land Reserve (ALR) is contained within the various AG zones within respective Bylaws 2953, 2954, 2955, 2956, and 2958. Given this, and the paramountcy of the Agricultural Land Commission Act and its regulations which sets defined limits for residential uses, the proposed bylaw amendments do not appear to impact properties within the ALR. |
| Ministry of Transportation and Transit (MOTT) | Thank you for the opportunity to comment on the above noted referrals.<br><br>The ministry has no concerns with the proposed amendments.<br><br>Landowners will be required to ensure there is adequate parking on site for all dwelling that are proposed and setbacks should be a minimum of 4.5 metres from a property line adjacent to a road or 3.0 metres from a property line adjacent to a lane. Should the number of dwellings on the property exceed 3 the ministry requests that owners contact WKD@gov.bc.ca to determine whether they need to apply for a multi-family residential access permit to ensure safe access/egress can be made onto the highway.<br><br>Please submit the final bylaws for signature pursuant to Section 52(3)(a) of the *Transportation Act* to WKD@gov.bc.ca if/when approval has been granted by the Board. |
| Okanagan Indian Band (OKIB) | See attached letter. |
| Osoyoos Indian Band (OIB) | Thank you for the above application. This email is to inform you that due to current levels of internal capacity, we are unable to review your referral in your proposed timeline. With additional time, the Osoyoos Indian Band will be able to ensure that an informed review process will occur. We are setting the new timeline to be 60 days from the existing timeline.<br>Most recently, the Supreme Court of Canada in the Tsilquot'in case confirmed that the province has been applying an incorrect and restrictive test to the determination of Aboriginal Title. |

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| | Aboriginal Title includes the exclusive right of a First Nation to decide how that land is used and the right to benefit economical from those uses.<br>Please note that not receiving a response regarding a referral from the Osoyoos Indian Band in the pre-application, current or post-application stage does not imply our support for the project. |
| Penticton Indian Band (PIB) | See attached letters. |
| RDCK Emergency Management | RDCK Emergency Management is concerned this bylaw amendment does not address any specific areas that indicate higher than normal risks to life and property, and further that densification may occur in areas where there are known risks resulting from natural and geotechnical hazards. |
| RDCK Water Services | Water Services has no objection in principle to the proposed amendments, and I don't identify any direct conflict with our Water Regulatory Bylaw No. 3078.<br><br>Water Services notes that the proposed amendments may facilitate the creation of additional dwelling units on existing parcels without subdivision. While this does not necessarily increase the ultimate density otherwise permitted under existing zoning, it may alter how and when Water Services becomes involved in servicing review.<br><br>Any future development, redevelopment, creation of additional dwelling units, increase in irrigation demand, or change in water demand within an RDCK water service area remains subject to Water Bylaw No. 3078, available system capacity, and any applicable servicing requirements, approvals, fees, and charges.<br><br>Water Services further notes that some RDCK water systems have capacity or infrastructure constraints, and zoning permissions should not be interpreted as confirmation that water service capacity is available. |
| Westbank First Nation | See attached letter. |

# Referral Letter

WFN ID#: 1098
WFN Lead-Officer: Teighan Keller

June 15, 2026

Your File: Zoning Bylaw Amendments

Regional District of Central Kootenay

202 Lakeside Drive
Nelson BC V1L 6B9
Canada

SENT VIA EMAIL: planning@rdck.bc.ca, schezenko@rdck.bc.ca

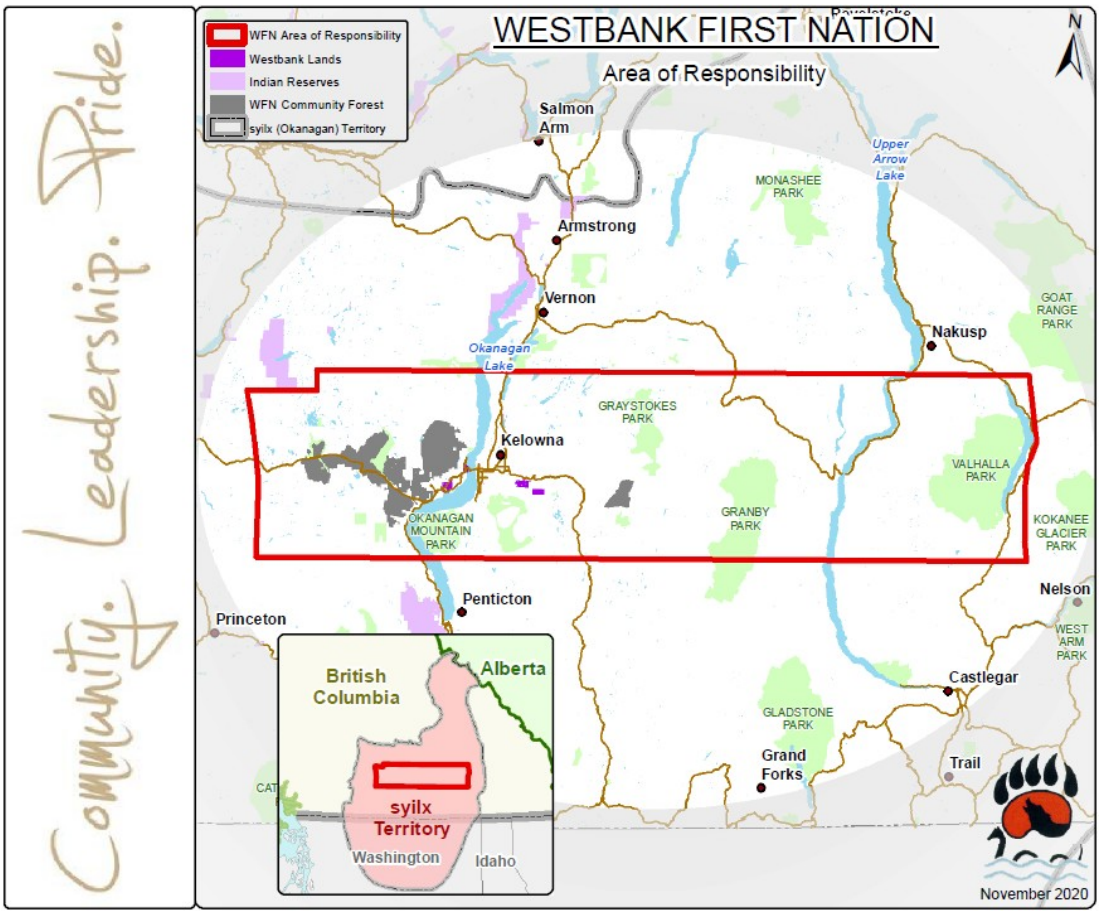
Dear Regional District of Central Kootenay,

Re: Amendments to Zoning Bylaws for Electoral Areas A, B, C, D and I – **Outside Westbank's Area of Responsibility**

We write further to your referral submission dated 2026-05-26 concerning the above-noted application.

Your letter represents an opportunity for Westbank First Nation (“Westbank”) to share important information about the syilx Okanagan Peoples. Westbank is one of the seven communities of the syilx Okanagan Peoples (also known as the Okanagan Nation) in Canada. The syilx Okanagan Peoples have established protocols and arrangements respecting the advancement and implementation of Rights and Title, both as individual communities and

collectively. Each community of the syilx Okanagan Peoples has an established caretaker area of responsibility within the syilx Territory. Westbank is recognized as the caretaker and the proper holder of syilx Rights and Title with respect to the Westbank Area of Responsibility (the "Westbank AOR"), as identified on the enclosed map.




As identified in your referral submission dated 2026-05-26 the Amendments to Zoning Bylaws for Electoral Areas A, B, C, D and I takes place on lands or involves resources which fall outside of the Westbank AOR. Where proposed activities or decisions involving lands and resources in direct proximity to the Westbank AOR, we fully expect to be notified and provided the opportunity to engage to protect and promote the inherent Aboriginal rights and title of the syilx Okanagan Peoples and of Westbank and its members.

We place a high value on the responsible management and safeguarding of our resources, environment and watersheds as reflected in our captikʷɬ - a collection of teachings about syilx Okanagan laws, customs, values, governance structures and principles that, together, define and inform syilx Okanagan rights and responsibilities to the land and to our culture. captikʷɬ reminds us that everything is interwoven and connected. Similarly, the United Nations Declaration on the Rights of Indigenous Peoples ("UNDRIP"), which has been adopted by both the provincial and federal governments, recognizes "that respect for indigenous knowledge, cultures and traditional practices contributes to sustainable and equitable development and proper management of the environment". Further, UNDRIP recognizes that each of our

communities has the right to self-determination, including the right to make informed decisions respecting our lands, resources, waters and the environment.

At this time, we encourage you to contact and seek input from one of the other six-member bands who are part of the Okanagan Nation - Lower Similkameen Indian Band, Okanagan Indian Band, Osoyoos Indian Band, Penticton Indian Band, Upper Nicola Indian Band and Upper Similkameen Indian Band.

If you have any questions about the content of this letter or wish to discuss it further, please have your officials contact Referrals Officer Teighan Keller at the Westbank First Nation Title and Rights office at 250.769.4999 to make the appropriate arrangements.

Respectfully,

**WESTBANK FIRST NATION**

**INTERGOVERNMENTAL AFFAIRS AND TITLE & RIGHTS**
201 - 515 HWY 97 S, KELOWNA, BC V1Z 3J2
[redacted] [redacted]

# Administrative Summary of Application

| | |
|---|---|
| **Project Name** | Amendments to Zoning Bylaws for Electoral Areas A, B, C, D and I |
| **WFN ID** | 1098 |
| **Issuing Agency file number(s)** | Zoning Bylaw Amendments |
| **Government statutes** | Local Government Act |
| **Project Description** | Purpose of the Bylaw Amendments are (1) Density Calculation: The proposal would change how residential density is calculated in most R1, R2, R3, and R4 zones from a “lot area” basis to a “site area” basis. This does not increase the total density allowed on a property, but it does change how that density can be achieved. Under the current zoning, a subdivision is typically required to reach maximum density, whereas under the proposed approach, the same density could be achieved without subdividing the land. (2) Housekeeping: Clarify the bylaws through formatting and terminology updates. |
| **Project Location** | Electoral Areas A, B, C, D and I |
| **Area (ha)** | 1044186.67 |
| **Project start date** | August 4, 2026 |
| **Lifespan** | years |
| **Lead officer** | Teighan Keller (WFN Referral Committee) (WFN - Title & Rights) |
| **Applicant** | Regional District of Central Kootenay |
| **Proponent** | Sadie Chezenko |
| **Unpublished due date** | June 9, 2026 |
| **Unpublished complete date** | May 26, 2026 |
| **Committee Review due date** | June 4, 2026 |

| | |
|---|---|
| **Committee Review complete date** | May 26, 2026 |
| **WFN Council Authorization due date** | June 22, 2026 |
| **WFN Council Authorization complete date** | June 15, 2026 |
| **Decision Letter due date** | June 25, 2026 |
| **Decision Letter complete date** | June 15, 2026 |
| **Monitoring and Negotiation complete date** | June 15, 2026 |
| **Final Decision Letter (optional) complete date** | June 15, 2026 |
| **Awaiting Response complete date** | June 15, 2026 |

# Referral Impact Summary

This section summarizes topics identified through Westbank First Nation's review that are to be addressed by the Referral Issuant and Proponent. Upon receiving this report, please contact the Lead Referral Officer at Westbank First Nation in charge of this file to initiate engagement regarding these topics. Please be aware that any delays in a response from the Referral Issuant can result in delays to the overall referral process. For more information please see the Westbank First Nation Crown Lands Referral Directive, available on the WFNConnect Knowledge Base.

## Potential Impacts on Title & Rights

**Please Note:** As outlined in the Westbank First Nation Referral Directive:
The purpose of this Directive is to establish procedures for assessing Applications that may have an impact on the *syilx* Title and Rights of Westbank or the *syilx* Peoples.

The *syilx* Peoples hold *syilx* Title and Rights throughout *syilx* Territory, which are recognized and affirmed by section 35 of the Constitution Act, 1982, and which have never been ceded, surrendered or relinquished by the *syilx* Peoples. Within *syilx* Territory, Westbank shares in the responsibility to take care of *syilx* Territory and, in accordance with the *syilx* Decision-Making Protocol, Westbank is the caretaker of the lands in and about the area depicted as the Westbank Area of Responsibility.

**POTENTIAL IMPACT**

# Referral Impact Response

This section summarizes the engagement processes undertaken to address topics, if any, raised by Westbank First Nation in the Preliminary Response. It highlights any Outstanding Issues that still need to be addressed and provides the Westbank First Nation Council decision regarding the proposed works, along with any mitigation measures, conditions, and relevant rationale, if applicable.

| | |
|---|---|
| **WFN Review Status** | Review Completed, WFN Decision Made |
| **WFN Decision** | Approve Application with Condition(s) |
| **Rationale/Condition** | (1) The proposed activity is located within the syilx (Okanagan) Territory. All lands and resources within the vicinity of this referral are subject to unextinguished syilx Title and Rights. At this time, Westbank First Nation is deferring the project to the Okanagan Indian Band, Penticton Indian Band, Okanagan Nation Alliance for their review as the project falls outside of the Westbank First Nation Area of Responsibility. |

**Please Note:** Where applicable, Westbank First Nation expects to be continuously updated on any status and scope change of this application, as well as on any direct consultation with the engagement entities or info-sharing with the proponent.

# WFN CHIEF & Council – Approval of Final Report

## WFN AUTHORIZED SIGNATORIES

**Approved By**



ẏiḷmixʷm (Chief) Robert Louie



səxʷkʷíṅmaʔm̓ (Councillor) Jordan Coble



səxʷkʷíṅmaʔm̓ (Councillor) Sara Tronson



səxʷkʷíṅmaʔm̓ (Councillor) Mike De Guevara



sə̓xʷk̓ʷín̓maʔm̓ (Councillor) Andrea Alexander

**Please Note:** Westbank First Nation receives and responds to referrals in accordance with the Westbank First Nation Crown Land Referral Directive, Westbank First Nation Archaeology Directive, Westbank First Nation Constitution and the Westbank First Nation Self-Government Agreement. This report intends to capture information sharing and communication between the Federal, Provincial, Regional and Municipal Governments as well as the proponents, and communities involved. This report may contain sensitive and confidential information, and thus may not be duplicated, distributed or shared without prior consent of the Westbank First Nation.

**Penticton Indian Band**
Natural Resources Department
841 Westhills Drive | Penticton, B.C.
V2A 0E8
[redacted]a

**Consulting ID**:
PIB-2026-1868

**Project Name**
PIB-2026-1868-Amendments to RDCK Zoning Bylaws for A, B, D and I.

**Consulting Organization:**
Regional District of Central Kootenay

21-May-2026 11:04 PDT

Attention: Sadie Chezenko - Laura Christie

RE: 40 (forty) day extension

Thank you for the above application that was received on 4-May-2026.

This letter is to inform you that due to current levels of internal capacity, we are unable to review your referral in your proposed timeline. With additional time, the snpink'tn (Penticton) Indian Band səxʷtəxt'am' department will be able to ensure that an informed review process will occur. We are setting the new timeline to be 40 days from the existing timeline.

syilx (Okanagan Nation) Title includes snpink'tn right to proactively use and manage our resources. In Tsilhqot'in, the Supreme Court of Canada emphasizes the need to seek the consent of the title-holding Aboriginal group, and warns, without consent for a project, the proponent risks having the project cancelled. The obligation to seek free, prior and informed consent is further required by the United Nations Declaration on the Rights of Indigenous People (UNDRIP). UNDRIP requires that Indigenous peoples shall be consulted and cooperated with in good faith in order to obtain their free and informed consent prior to the approval of any project affecting their lands or territories and other resources, particularly in connection with the development, utilization or exploitation of mineral, water or other resources.

Please note that not receiving a response regarding a referral from snpink'tn in the pre-application, current or post-application stage does not imply our support for the project.



**Penticton Indian Band**
Natural Resources Department
841 Westhills Drive | Penticton, B.C.
V2A 0E8
[redacted]

I appreciate your co-operation.

limləmt,

Caroline Stewart
Office Administrator
snpink'tn (Penticton) Indian Band səxʷtəxt'am' department
Natural Resources
[redacted]
address: 841 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8



**Penticton Indian Band**
Natural Resources Department
841 Westhills Drive | Penticton, B.C.
V2A 0E8
[redacted]

**Consulting ID**:
PIB-2026-1868

**Project Name**
PIB-2026-1868-Amendments to RDCK Zoning Bylaws for A, B, D and I.

**Consulting Organization:**
Regional District of Central Kootenay

21-May-2026 11:03 PDT

Attention: Sadie Chezenko

We are in receipt of the above referral. This proposed activity is within the snpink'tn (PIB) Area of Interest within the Okanagan Nation's Territory, and the lands and resources are subject to our unextinguished Aboriginal Title and Rights.

The Supreme Court of Canada in the *Tsilhqot'in* case has confirmed that the province and Canada have been applying an incorrect and impoverished view of Aboriginal Title, and that Aboriginal Title includes the exclusive right of Indigenous People to manage the land and resources as well as the right to benefit economically from the land and resources. The Court therefore concluded that when the Crown allocates resources on Aboriginal title lands without the Indigenous peoples' consent, it commits a serious infringement of constitutionally protected rights that will be difficult to justify.

snpink'tn (PIB) has specific referral processing requirements for both government and proponents which are integral to the exercise of our management right and to ensuring that the Crown can meet its duty to consult and accommodate our rights, including our Aboriginal title and management rights. According to this process, proponents are required to pay a $500 processing fee for each referral. This fee must be paid within 30 days. Proper consultation and consideration of potential impacts cannot occur without the appropriate resources therefore it is only with payment that proper consultation can begin and the proposed activity/development can be reviewed.

**Penticton Indian Band**
Natural Resources Department
841 Westhills Drive | Penticton, B.C.
V2A 0E8
Referrals@pib.ca | www.pib.ca
Telephone: 250-492-0411
Fax: 250-493-2882

Invoice Number: PIB-2026-1868
Referrals Processing Fee
Sub Total $ 500.00
Tax $ 0.00
Total $ $500.00

INVOICE AMOUNT FOR PRELIMINARY OFFICE REVIEW $500.00

We accept cash and cheque via mailing as well as EMT. Our mailing address is 841 Westhills Drive Penticton BC, V2A OE8. Our EMT is PIBPayments@pib.ca.
Please have 'ATTN: Natural Resources File # PIB-2026-1868 PC:132 ' in the notes if you are using EMT or if you are using another method, please supply the referral number with it .

Upon receipt of the processing fee, we will commence our review. You may then expect to receive a letter from us notifying you of the results of our review of potential impacts of the project within 30 to 90 days.

If the proposed activity requires a more in-depth review, snpink'tn (PIB) will notify the proponent and all parties will negotiate a memorandum of agreement regarding a process for review of the proposed activity.

Please note that our participation in the referral and consultation process does not define or amend snpink'tn (PIB) Aboriginal Rights and Title, or limit any priorities afforded to Aboriginal Rights and Title, nor does it limit the positions that we may take in future negotiations or court actions.

If you require further information or clarification, please do not hesitate to contact me.

limləmt,

Caroline Stewart
Office Administrator

**Penticton Indian Band**
Natural Resources Department
841 Westhills Drive | Penticton, B.C.
V2A 0E8
[redacted]

snpink'tn (Penticton) Indian Band səxʷtəxt'am' department
Natural Resources
[redacted]
address: 841 Westhills

Okanagan Indian Band
12420 Westside Road • Vernon, BC, • V1H 2A4
Telephone: 250-542-4328 • Facsimile 250-542-4990
Email: okibreferrals@okanagan.org

*"This correspondence will not be construed so as to to prejudice, limit, or derogate from any rights, claims or interests in respect of any Aboriginal title, rights and interests of Okanagan or Syilx Nation recognized and affirmed under Section 35 of the Constitution Act, 1982 and nothing in this letter indicates acceptance by Okanagan of federal or provincial Crown jurisdiction over or ownership of land, water or other resources within the Territory."*

May 6, 2026

Attention: Sadie Chezenko

Okanagan Indian Band (OKIB) is in receipt of the above referral. This proposed activity is within OKIB's Area of Interest within the Syilx (Okanagan Nation) Territory, and the lands and resources are subject to our unextinguished Aboriginal Title and Rights. For more information on our Title and Rights, please see the attached overview in Schedule A.

The Crown has an obligation to support our capacity to meaningfully participate in consultation(1). The failure to provide capacity funding where necessary to support an Aboriginal people's participation can significantly impair the quality of consultation and lead to a finding that consultation was inadequate(2). While supporting OKIB's capacity is ultimately the Crown's obligation, it may be delegated to proponents. Whether delegated or not, proponent contributions ensure we have sufficient capacity to participate in consultation on their activity so approvals are not delayed or denied due to a failure of the Crown to engage with us meaningfully.

To ensure OKIB has sufficient capacity to conduct a Preliminary Office Review of your referral for its potential adverse impact on the OKIB's Syilx Aboriginal Title and Rights we require payment of a Referral Processing Fee. This invoice must be paid within 30 days.

The processing fee is broken down as follows:

*Referral Processing Fee: $300.00
* 5% GST: $15.00
* Total: $315.00

This Fee is based on review not exceeding 5 hours. This initial fee may not be sufficient for OKIB to engage in meaningful consultation, but it will provide necessary funding for OKIB's

Preliminary Office Review to determine if your referral is of potential concern and whether further consultation is necessary. If the proposed activity requires a more in-depth review, OKIB will notify the proponent after the Preliminary Office Review and will seek to negotiate an agreement to provide capacity for necessary consultation activities.

INVOICE AMOUNT FOR PRELIMINARY OFFICE REVIEW $315.00
Please make cheque payable to Okanagan Indian Band (OKIB) re: RDCK Bylaw Amendments to Zoning bylaw: for A,B,D and I.

If payment is not received within 30 days of receipt of this invoice a warning letter will be issued outlining that we are unable to meaningfully respond, engage in consultation on the proposed activity or consent to the proposed activity. Proper consultation cannot occur without the appropriate resources, therefore it is only with payment that proper consultation can begin and the proposed project can be reviewed. Failure of the Crown, or the proponent as delegate of the Crown, to meaningfully consult with OKIB will put any permits or authorizations for the activity at risk of being delayed, suspended or revoked.

liml?mt | Thank You

Julie Richard
Referrals Management Clerk
Territorial Stewardship Division
Okanagan Indian Band
12420 Westside Road
Vernon BC, V1H 2A4
[redacted]

(1) *Clyde River (Hamlet) v. Petroleum Geo Services Inc.* 2017 SCC 40, [2017] 1 S.C.R. 1069 (*"Clyde River"*).
(2) *Clyde River* at paras 47-49, citing *Taku River Tlingit First Nation v. British Columbia (Project Assessment Director),* 2004 SCC 74, [2004] 3 S.C.R. 550 at paras 32, 37.

# Directors Remuneration Amendment Bylaw No. 3088

**Author:** Yev Malloff, General Manager Finance, IT and Procurement
**File Reference:** DR-2026
**Electoral Area/Municipality:** All
**Services Impacted** General & Rural Administration / Directors Remuneration

## 1.0 STAFF RECOMMENDATION

1. That the Board consider the following amendment to the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088 to amend Bylaw 2710 Section 3 subsection (5) to read:

   3 (5) For attending to the affairs of the District, each Municipal (from General Administration) and Rural Director (from General and Rural Administration) will be paid twice per month as outlined in Schedule A of this bylaw. The service split for the stipend for Rural Directors is calculated at **thirty-nine (39)** percent to General Administration and **sixty-one** percent to Rural Administration. For clarity, this stipend includes attendance monthly at the RDCK Rural Affairs Committee and Board meetings.

2. That the Board consider the following amendment to the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088 to amend Bylaw 2710 Section 3 subsection (25) to read:

   3 (25) Board workshops attended by a Director each year are part of regular duties where attendance will allow a Director to claim additional meeting stipend and related applicable expenses.

3. That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 be read a THIRD time by content as amended.

4. That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

## 2.0 BACKGROUND/HISTORY

The existing Bylaw No. 2710 was adopted in 2021 and was amended by Bylaw No. 2838, 2022 to include child care expenses and parental leave.

The Board established a Directors Remuneration Select Committee to review selected matters under Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021. The Committee met on October 14, 2025, December 8, 2025, January 27, 2026 and March 30, 2026. The Committee reviewed Director remuneration and stipends, annual adjustments, travel allowances, conferences, other expenses, benefits and the Rural Directors allowance.

At the May 21, 2026 Regular Board meeting, the Board received an information report summarizing the Committee process, discussion themes and recommendations. The report advised that the recommendations would come forward for Board consideration as separate decision items and that, if one or more recommendations were approved, staff would prepare the necessary bylaw and/or policy amendments for Board consideration.

At the May 21, 2026 and June 18, 2026 Regular Board meetings, the Board passed resolutions directing changes to Director remuneration and expense practices These resolutions are shown in the table below. Draft Bylaw No. 3088, further amending Bylaw No. 2710, implements the Board-approved changes with an effective date of January 1, 2027 and updates Schedule A to reflect the current 2026 rates, subject to the applicable January 1, 2027 CPI and external-rate adjustments.

| Resolution | Board Direction | Proposed Bylaw No. 3088 Amendment |
|---|---|---|
| 208/26 | Tie RDCK Directors meal allowance and incidental expense rates to BC Provincial Employee Group II rates, rounded to the nearest dollar, effective January 1, 2027. | Amends section 3(2), adds section 3(2.1), replaces section 7(1) and 7(4), and replaces Schedule A meal and incidental rates. |
| 212/26 | The first six Board Workshops attended by a Director each year are part of regular duties, do not draw additional stipend, and related expenses are paid as per Board policy. | Adds the definition of Board Workshop and adds section 3(25). |
| 213/26 | Director carpooling mileage expenses for conferences are to equal the total airfares and related expenses of the number of people travelling together. | Adds section 4(4.1) to cap conference carpooling mileage reimbursement at the equivalent combined airfare and related transportation expense amount, with only one mileage claim per vehicle. |
| 215/26 | If a Director is absent from 3 or more Board meetings per calendar year, the Alternate Director Board meeting rate is deducted from the Director's monthly stipend for the 3rd and subsequent meetings. | Adds section 3(26). The draft excludes absences for parental leave, illness or injury, leave of the Board, or mandatory leave of absence to avoid conflict with existing leave provisions and legislation. |
| 217/26 | Mileage-based reimbursement for Rural Directors travelling over the 50 km roundtrip threshold is based on a uniform cap of $3,000 per year, with a blackout period from 45 days prior to the election through to the Inaugural Board Meeting. | Adds the definition of Election Blackout Period, adds section 5(8), and adds the annual cap to Schedule A. The draft confirms that no reimbursement is payable for round trips of 50 km or less, but where a round trip is greater than 50 km the full round-trip distance is eligible for reimbursement, subject to the annual cap. |
| 306/26 | Chairs of standing committees only receive their chair stipend in months in which the chair presides over a meeting, effective January 1, 2027. | Replaces section 3(8) and adds related notes to Schedule A. |

| | | |
|---|---|---|
| 307/26 | Reimbursable costs associated with conference attendance will not be processed until the Director submits a Director's report on their attendance, effective January 1, 2027. | Adds the definition of Director's Report on Conference Attendance and adds section 3(16)(c). |
| 308/26 | Municipal Directors' monthly stipend is to be one half of Rural Directors' monthly stipend, effective January 1, 2027. | Replaces Schedule A and sets the Municipal Director monthly stipend at 50% of the Rural Director monthly stipend, effective January 1, 2027. |

At the July 16, 2026 Regular Board Meeting, the Board passed the additional resolutions below and then gave Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088 FIRST and SECOND reading as amended:

| Resolution | Board Direction | Proposed Bylaw No. 3088 Amendment |
|---|---|---|
| 335/26 | That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 amend Section 1 Definition 2 Board Workshop by deleting the words "orientation and strategic planning session | Exclude orientation and strategic planning sessions from the Board Workshop Definition |
| 335/26 | That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 amend Schedule A to adjust the Municipal Directors' monthly stipend from one half of rural directors' monthly stipend back to the base rate as of January 1, 2026. | Reverse Resolution 308/26 and leave the Municipal Director Monthly Stipend at the same proportion of the Rural Director Stipend as in the existing bylaw |
| 337/26 | That Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 be read a FIRST and SECOND time as amended | |

Staff have also identified two revisions required to the bylaw before adoption: add Water advisory Committee stipends to Schedule A and adjust the January 1, 2026 stipend amounts to actual in Schedule A.

The amended bylaw is attached as well as the consolidated bylaw with amendments from the July Board meeting and the staff identified changes shown in **Purple** coloured font, and the amendments in place before the July meeting still identified in **Red** font.

At the August 16, 2026 Regular Board meeting, two Director's motions for amendments to the amending bylaw were introduced. It was decided that all additional Director's motions for amendments to the Bylaw be brought

forward to the September 24, 2026 Regular Board Meeting for consideration. The two new amendments for Board consideration are not included in the attached versions of the Amending bylaw and would therefore amend the attached versions if the motions are passed.

## 3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

Two director's motions require Board consideration.

The Bylaw requires Third reading and adoption.

### 3.2 Legislative Considerations

Local Government Act section 227 applies Division 3 of Part 5 of the Community Charter, dealing with bylaw procedures, to regional districts, subject to Local Government Act section 228. Community Charter section 135 requires that a bylaw receive three readings before adoption and provides that a bylaw may receive up to three readings at one meeting, subject to the applicable procedure bylaw. Local Government Act section 228 permits a regional district bylaw that does not require approval, consent or assent to be adopted at the same meeting as third reading if the motion for adoption receives at least two-thirds of the votes cast.

Part 13 of RDCK Procedure Bylaw No. 2898, 2024 requires that a paper or electronic copy of a proposed bylaw be made available to each Director before it is introduced at a Board meeting, that every proposed bylaw be introduced by motion, that the title and bylaw number be stated for a reading, and that every reading be by resolution. The draft recommendation is for First and Second readings only, which is procedurally conservative and allows time for any Board amendments or drafting confirmations before third reading and adoption.

The Local Government Act applies Community Charter conflict of interest rules to regional district directors.

Community Charter section 104 provides an exception from the conflict restrictions where the matter relates to remuneration, expenses or benefits payable to one or more council members in relation to their duties. This supports Board consideration of the remuneration amendment bylaw in open meeting. Final wording should be reviewed by the Corporate Officer before third reading and adoption.

## 4.0 PROPOSED SOLUTION

Consider the two Director's motions to amend the latest version of the amending bylaw.

Proceed with Third reading and adopt Bylaw No. 3088.

### 4.1 Financial Considerations of the Proposed Solution

The financial impact will depend on the 2027 CPI adjustment, actual Director attendance, conference travel choices, use of the Rural Director mileage reimbursement, The draft Schedule A updates 2026 rates from the remuneration spreadsheet, rounded to the nearest dollar, and establishes the new rate-setting mechanisms for meals, incidentals and mileage. Any budget impacts should be incorporated into the 2027 financial plan process.

### 4.2 Risks with the Proposed Solution

N/A

### 4.3 Resource Allocation and Workplan Impact

Implementation will require updates to Director claim forms, payroll coding, conference report procedures, annual rate update procedures and internal administrative guidance. These are manageable within existing staff responsibilities if completed before the January 1, 2027 effective date.

### 4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The proposed amendments provide clearer, more transparent and more administratively consistent remuneration and expense rules for elected officials. The process has included a Select Committee review, Director survey feedback, comparative information and public Board consideration of the Committee recommendations and individual Director's motions.

### 4.5 Leveraging Technology

Staff can update electronic claim forms and payroll coding to apply the external rate updates, annual caps and reporting requirements with less manual interpretation.

### 4.6 Measuring Success

Success will be measured by consistent processing of Director remuneration and expense claims, fewer one-off Board motions for routine workshop and conference items, and fewer administrative questions regarding eligible expenses and stipends.

## 5.0 ALTERNATIVE SOLUTION(S)

N/A

## 6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

N/A

## 7.0 OPTIONS SUMMARY

**Option 1:** Consider two additional amendments, give Bylaw No. 3088 Third reading, adopt the Bylaw and dissolve the committee

1. That the Board consider the following amendment to the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088 to amend Bylaw 2710 Section 3 subsection (5) to read:

   3 (5) For attending to the affairs of the District, each Municipal (from General Administration) and Rural Director (from General and Rural Administration) will be paid twice per month as outlined in Schedule A of this bylaw. The service split for the stipend for Rural Directors is calculated at **thirty-nine (39)** percent to General Administration and **sixty-one** percent to Rural Administration. For clarity, this stipend includes attendance monthly at the RDCK Rural Affairs Committee and Board meetings.

2. That the Board consider the following amendment to the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088 to amend Bylaw 2710 Section 3 subsection (25) to read:

   3 (25) Board workshops attended by a Director each year are part of regular duties where attendance will allow a Director to claim additional meeting stipend and related applicable expenses.

3. That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 be read a THIRD time by content as amended.

4. That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

**Option 2**: Refer the bylaw back to staff for further amendment before readings are considered.

That Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 be referred back to staff for further amendment before adoption is considered.

## 8.0 RECOMMENDATION

1. That the Board consider the following amendment to the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088 to amend Bylaw 2710 Section 3 subsection (5) to read:

   3 (5) For attending to the affairs of the District, each Municipal (from General Administration) and Rural Director (from General and Rural Administration) will be paid twice per month as outlined in Schedule A of this bylaw. The service split for the stipend for Rural Directors is calculated at **thirty-nine (39)** percent to General Administration and **sixty-one** percent to Rural Administration. For clarity, this stipend includes attendance monthly at the RDCK Rural Affairs Committee and Board meetings.

2. That the Board consider the following amendment to the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088 to amend Bylaw 2710 Section 3 subsection (25) to read:

   3 (25) Board workshops attended by a Director each year are part of regular duties where attendance will allow a Director to claim additional meeting stipend and related applicable expenses.

3. That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 be read a THIRD time by content as amended.

4. That the Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Respectfully submitted,
Yev Malloff, General Manager, Finance, IT and Procurement

## CONCURRENCE

Chief Administrative Officer - Stuart Horn Approved

**ATTACHMENTS:**
Attachment A - Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026
Attachment B – Consolidated Directors Remuneration Bylaw showing Bylaw No. 3088, 2026 changes

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3088

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A Bylaw to amend Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021

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WHEREAS the Board of the Regional District of Central Kootenay adopted Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021 to provide for payment of remuneration and expenses to Directors and Alternate Directors of the Regional District of Central Kootenay;

AND WHEREAS the Board has considered recommendations from the Directors Remuneration Select Committee & individual Director's motions, and has passed resolutions directing amendments to the remuneration and expense rules for Directors and Alternate Directors;

AND WHEREAS the Board wishes to amend Bylaw No. 2710, 2021 to update the Schedule A rates and implement the approved changes effective January 1, 2027;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**DEFINITIONS**

**1** Section 2 of Bylaw No. 2710 is amended by adding the following definitions in alphabetical order:

2 **Board Workshop** means a workshop, or other non-decision meeting of the Board, or of all Directors, that is convened for information, education, training, planning or discussion purposes and at which no Board resolution is considered for adoption. For clarity, orientation meetings and strategic planning sessions are excluded from this definition.

**Conference** means a convention, conference, forum, seminar or educational session attended by a Director or Alternate Director in connection with the business of the Regional District, including but not limited to the Union of British Columbia Municipalities, Federation of Canadian Municipalities and Association of Kootenay & Boundary Local Governments conventions.

**Director's Report** on Conference Attendance means a written report, in the form established by the Corporate Officer, summarizing the Director's or Alternate Director's attendance at a Conference and the relevance of that attendance to the Regional District.

**Election Blackout Period** means the period beginning forty-five (45) days before general voting day for a general local election and ending on the date of the Inaugural Board Meeting following that election.

**2** Section 2 of Bylaw No. 2710 is amended by replacing the Definition for **Committees** with the following:

2 **Committees** include Standing and Special Committees as may from time to time be struck by resolution or by bylaw of the Board and, without restricting the generality of the foregoing, includes the following:

- Rural Affairs Committee
- East Resource Recovery Committee
- Central Resource Recovery Committee
- West Resource Recovery Committee
- Joint Resource Recovery Committee
- Water Services Committee
- All Recreation Committee, and
- Community Sustainable Living Advisory Committee

**ANNUAL RATE ADJUSTMENTS**

**3** Section 3 (2) of Bylaw No. 2710 is deleted in its entirety and replaced with the following:

3 (2) Subject to subsection 2 (a), the rates in Schedule A of this bylaw will be adjusted annually, effective January 1, by an amount equal to the average monthly change in the British Columbia Consumer Price Index, rounded to one decimal point, for the twelve-month period ending September 30 of the previous year.

(a) The following rates are not adjusted under subsection (2):

(i) meal and incidental expense rates, which will be adjusted annually, effective January 1, to the most recently published BC Provincial Government Group II travel allowance rates, rounded to the nearest dollar;
(ii) private vehicle mileage allowance rates, which will be adjusted annually, effective January 1, to the Canada Revenue Agency automobile allowance rates for the applicable calendar year; and
(iii) registration fees, actual accommodation costs and other actual expenses, which will be reimbursed in accordance with this bylaw and applicable Board policy or administrative direction.

**REMUNERATION**

**4** Section 3 (8) of Bylaw No. 2710 is deleted in its entirety and replaced with the following:

3 (8) In addition to Section 3 subsections (5), (6) and (7) of this bylaw, the Vice Chair of the Board will be paid the applicable monthly stipend outlined in Schedule A. The Chair of a standing Committee of the Board, with the exception of the Joint Resource Recovery Committee, will be paid the applicable chair stipend outlined in Schedule A only for a month in which the chair presides over a meeting of that standing Committee. If a standing Committee meets more than once in a month, only one monthly chair stipend is payable for that month.

**5** Section 3 (16) of Bylaw No. 2710 is amended by adding the following subsection (c):

3 (16) (c) Reimbursable costs associated with Conference attendance will not be Processed until the Director or Alternate Director has submitted a Director's Report on Conference Attendance.

**6** Section 3 of Bylaw No. 2710 is amended by adding subsections (25) and (26):

3 (25) The first six Board Workshops attended by a Director in a calendar year are considered part of the Director's regular duties and are not eligible for an additional stipend. Related expenses for those Board Workshops may be claimed in accordance with this bylaw and applicable Board policy. Board Workshops attended after the first six in a calendar year are eligible for stipend only if authorized by Board resolution or applicable Board policy.

(26) If a Director is absent from three or more regular Board meetings in a calendar year, the amount identified in Schedule A as the Alternate Director Board meeting rate will be deducted from the Director's monthly stipend for the third and each subsequent regular Board meeting absence in that calendar year. For clarity, an absence is not counted under this subsection if it is due to parental leave under Section 11, illness or injury, leave of the Board, or a mandatory leave of absence under applicable legislation.

**TRAVEL**

**7** Section 4 of Bylaw No. 2710 is amended by adding subsection (4) (a):

4 (4) (a) Despite subsection (4) and section 5 (2), if two or more Directors or Alternate Directors travel together in a private vehicle to a Conference, the total private vehicle mileage reimbursement payable for that vehicle must not exceed the total of the lowest quoted return airfares and related transportation expenses that would otherwise have been reimbursable for the Directors or Alternate Directors travelling together. Only one mileage claim may be submitted for the vehicle.

**MILEAGE ALLOWANCE**

**8** Section 5 (1) of Bylaw No. 2710 is deleted in its entirety and replaced with the following:

5 (1) A Director shall be paid mileage allowance for use of a private vehicle as transportation at the current posted reasonable per kilometre rate allowance by the Canada Revenue Agency for the applicable calendar year. Mileage may be claimed from the Director's Normal Place of residence and return as follows:

(a) to and from meetings as defined in this bylaw;

(b) to the closest airport from which the Director or Alternate Director can depart in the case of their being a Delegate;
(c) in the case of a Delegate, to the place of the meeting should departure by air not be practical; or
(d) in the case of a Board or Committee Chair, for attendance at meetings the Chair is required to attend by virtue of office.

**9** Section 5 of Bylaw No. 2710 is amended by adding subsection (8):

5 (8) In addition to any other mileage allowance payable under this bylaw, a Rural Director may claim mileage-based reimbursement for otherwise unreimbursed RDCK travel where the round trip from the Director's Normal Place of Residence exceeds 50 kilometres. If a round trip exceeds 50 kilometres, the full distance of that qualifying round trip is eligible under this subsection. No reimbursement is payable under this subsection for a round trip of 50 kilometres or less. Reimbursement under this subsection is subject to a maximum of $3,000 per calendar year, is not carried forward from year to year, and is not payable for travel during the Election Blackout Period.

**PER DIEM EXPENSES**

**10** Section 7 (1) of Bylaw No. 2710 is deleted in its entirety and replaced with the following:

7 (1) A Director shall receive meal and incidental expense reimbursement at the rates set out in Schedule A. Meal and incidental rates are intended to compensate Directors for meal and incidental expenses incurred while representing the RDCK. Incidentals may be claimed only once for each overnight stay.

**11** Section 7 (4) of Bylaw No. 2710 is deleted in its entirety and replaced with the following:

7 (4) A Director may claim only the meal rate or rates applicable to the portion of the day spent on travel status or attending meetings on behalf of the Board.

**SCHEDULE A**

**12** Schedule A to Bylaw No. 2710 is deleted in its entirety and replaced with Schedule A attached to and forming part of this bylaw.

**EFFECTIVE DATE**

**13** This Bylaw comes into force and effect on January 1, 2027.

**CITATION**

**14** This Bylaw may be cited as “Chair, Directors and Alternate Directors Remuneration Amendment Bylaw No. 3088, 2026”.

| | | | |
|---|---|---|---|
| READ A FIRST TIME this | 16th | day of | July, 2026. |
| READ A SECOND TIME this | 16th | day of | July, 2026. |
| READ A THIRD TIME this | 20th | day of | August, 2026. |
| ADOPTED this | | day of | , 2026. |

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

# SCHEDULE A

## RATES AND PAYMENT AMOUNTS FOR DIRECTOR REMUNERATION AND EXPENSES

The following rates are the 2026 base rates or currently published external rates. Remuneration and allowance rates shown in dollars are rounded to the nearest dollar for administrative ease.

Remuneration rates identified as 2026 base rates are to be adjusted effective January 1, 2027 and each January 1 thereafter in accordance with section 3 (2) of this bylaw. Meal, incidental and mileage rates are adjusted in accordance with section 3 (2) (a) and section 5 (1).

| Category | Position / Expense | Frequency | 2026 Base Rate / Current Rate Basis |
|---|---|---|---|
| Monthly Stipend | Municipal Director | Monthly | $1,593/month |
| Monthly Stipend | Rural Director | Monthly | $4,107/month |
| Monthly Stipend | Board Chair | Monthly | $3,982/month |
| Monthly Stipend | Vice Chair of the Board | Monthly | $796/month |
| Monthly Stipend | Chair of the Rural Affairs Committee | Monthly, only in months meeting is presided over | $944/month |
| Monthly Stipend | Chair of East, Central and West Resource Recovery Committee | Monthly, only in months meeting is presided over | $472/month |
| Monthly Stipend | Chair of Standing Committee other than Resource Recovery | Monthly, only in months meeting is presided over | $340/month |
| Attendance at Board Meetings | Alternate Director | Per Meeting | $502/meeting |
| Attendance at Other Meetings | Directors and Alternate Directors | Per Meeting | $228/meeting |
| Attendance at Resource Recovery Meetings | Directors and Alternate Directors | Per Meeting | $316/meeting |
| Attendance at Water Service Committee Meetings | Directors and Alternate Directors | Per Meeting | $228/meeting |
| Attendance at Special Board Meetings | Directors and Alternate Directors | Per Meeting | $502/meeting |
| Attendance at Rural Affairs Committee | Alternate Director attending on behalf of Rural Director | Per Meeting | $316/meeting |
| Meals not included with stipend or meeting amount | Breakfast | As applicable | $27 |
| Meals not included | Lunch | As applicable | $27 |

| | | | |
|---|---|---|---|
| with stipend or meeting amount | | | |
| Meals not included with stipend or meeting amount | Dinner | As applicable | $38 |
| Incidentals | Directors and Alternate Directors | Per overnight stay | $15 |
| Registration fees for workshops and conferences | Directors and Alternate Directors | As required | Attendance to be approved by the Board or in accordance with Board policy |
| Travel: Accommodation with friends or family | Directors and Alternate Directors | Daily maximum | $30/day |
| Travel: Private vehicle mileage | Directors and Alternate Directors | Per kilometre | $0.73/km |
| Rural Director Mileage-Based Reimbursement | Rural Directors | Annual cap | $3,000/year cap; for eligible round trips >50 km, claim full round-trip km; no claims during Election Blackout Period. |

# Directors Remuneration

# Bylaw No. 2710, 2021

# CONSOLIDATED FOR CONVENIENCE ONLY

**This Bylaw has no legal sanction**

*Working copy showing proposed amendments from Bylaw No. 3088, 2026*

| Bylaw No. | Amendments |
|---|---|
| **Bylaw No. 2838** | Amendments to:<br>• Section 2 - Definition of Director amended<br>• Section 10 and 11 - Rename/Reorder Sections<br>• Section 10(1) - Added<br>• Section 11(1) and 11(2) - Added |
| **Bylaw No. 3088** | Amendments to:<br>• Section 2 - Definitions added<br>• Section 3(2) and 3(2.1) - Annual rate adjustment rules replaced/added<br>• Section 3(8) - Vice Chair and standing Committee Chair stipends amended<br>• Section 3(16)(c) - Conference reporting requirement added<br>• Section 3(25) and 3(26) - Board Workshop and absence deduction provisions added<br>• Section 4(4.1) - Shared private vehicle travel limit added<br>• Section 5(1) - Mileage allowance rules replaced<br>• Section 5(8) - Rural Director mileage-based reimbursement added<br>• Section 7(1) and 7(4) - Meal/per diem reimbursement rules replaced<br>• Schedule A - Deleted in entirety and replaced |

**Legend:** ~~Deleted text is shown with strikethrough.~~ Text added by Bylaw No. 3088 prior to the July 2026 Board Meeting is shown in RED underlined text.
Text added by Bylaw No. 3088 after the July 2026 Board meeting is shown in PURPLE underlined text.
*Note: The original Schedule A is marked as deleted in its entirety and the replacement Schedule A begins on a separate page.*

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

# Bylaw No. 2710

A Bylaw to provide for payment of remuneration and expenses to the Directors and Alternate Directors of the Regional District of Central Kootenay.

WHEREAS the Regional Board by bylaw, makes payment of remuneration to the Chair, Vice Chair, Directors and Alternate Directors and to members of Committees of the Board for each regularly constituted meeting attended;

AND WHEREAS by resolution of the Board, the Board may reimburse members of the Board or Committee members for reasonable expenses incurred in connection with their attending to the business affairs of the District;

AND WHEREAS the Regional Board adopted Bylaw No. 1851, being a bylaw relative to the Chair's and Directors' remuneration;

AND WHEREAS it is deemed expedient to rescind Bylaw No. 1851 and amendments thereto, and replace it with Bylaw No. 2710;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

**1** This Bylaw is applicable to the Board of Directors of the Regional District of Central Kootenay.

**DEFINITIONS**

**2** In this bylaw:

**Board** means the governing and executive body of a regional district.

**Board Workshop** means a workshop, ~~orientation, strategic planning session~~ or other non-decision meeting of the Board, or of all Directors, that is convened for information, education, training, planning or discussion purposes and at which no Board resolution is considered for adoption. For clarity, orientation meetings and strategic planning sessions are excluded from this definition.

**Committees** include Standing and Special Committees as may from time to time be struck by resolution or by bylaw of the Board and, without restricting the generality of the foregoing, includes the following:

- Rural Affairs Committee

- East Resource Recovery Committee
- Central Resource Recovery Committee
- West Resource Recovery Committee
- Joint Resource Recovery Committee
- Water Services Committee
- All Recreation Committee, and
- Community Sustainable Living Advisory Committee

**Conference** means a convention, conference, forum, seminar or educational session attended by a Director or Alternate Director in connection with the business of the Regional District, including the Union of British Columbia Municipalities, Federation of Canadian Municipalities and Association of Kootenay & Boundary Local Governments conventions.

**Delegate** means Directors, Alternate Directors, and named employees appointed by resolution of the Board to make representation to other bodies on behalf of the Regional District.

**Director** unless specifically referred to elsewhere in this bylaw, means a Municipal Director, Electoral Area Director and the Alternate Director, when the Alternate Director is acting on behalf of the Municipal or Electoral Area Director.

**Director's Report on Conference Attendance** means a written report, in the form established by the Corporate Officer, summarizing the Director's or Alternate Director's attendance at a Conference and the relevance of that attendance to the Regional District.

**Alternate Directors** means a person who has completed the prescribed forms for appointment as Alternate for a Municipal or Electoral Area Director, as the case may be, and has been duly sworn into office.

**Election Blackout Period** means the period beginning 45 days before general voting day for a general local election and ending on the date of the Inaugural Board Meeting following that election.

**Expenses** means reimbursable out of pocket costs incurred by the Director or Alternate that will be paid by the Regional District as specified in Schedule A.

**External Committee** means a committee without a direct relationship to an RDCK service, for which the organization has requested representation from the RDCK Board.

**Local Time** means the time zone in which the Director is resident or their point of departure for the purpose of returning to their Normal Place of residence.

**Meeting**

- **Board** means a regularly scheduled or special meeting for the purpose of conducting Regional District Board business regardless of whether the Board conducts business for both the regional and hospital districts.

- **Committee** means a regularly scheduled or special meeting of a Standing or Special Committee as defined in Committees.

**Member of a Committee** means the Director appointed by resolution of the Board to serve on a Committee, an ex-officio member who is also a Board member, and a person who, although not a Director of the Board, has been appointed by resolution of the Board

**Normal Place** means the location where the Director resides most of the calendar year.

**Per Diem** daily amount paid to reimburse Directors for meal and miscellaneous Expenses during a 24 hour period.

**Public Hearing** carries the definition used in Section 465 of the Local Government Act.

**Remuneration** means an amount payable to a Director and Chair of the Board as specified in the within Schedule A of this bylaw.

**REMUNERATION**

**3** (1) Remuneration shall be paid to Directors, Alternate Directors and the Chair of the Board in accordance with this bylaw by direct deposit, electronic fund transfer.

~~(2) The rates in Schedule A, of this bylaw, will be adjusted annually (effective January 1st) by an amount equal to the average monthly change in the British Columbia Consumer Price Index, rounded to one decimal point, for the twelve month period ending October 31st of the previous year.~~

(2) Subject to subsection 2 (a), the rates in Schedule A of this bylaw will be adjusted annually, effective January 1, by an amount equal to the average monthly change in the British Columbia Consumer Price Index, rounded to one decimal point, for the twelve-month period ending September 30 of the previous year.

(a) The following rates are not adjusted under subsection (2):

(i) meal and incidental expense rates, which will be adjusted annually, effective January 1, to the most recently published BC Provincial Government Group II travel allowance rates, rounded to the nearest dollar;
(ii) private vehicle mileage allowance rates, which will be adjusted annually, effective January 1, to the Canada Revenue Agency automobile allowance rates for the applicable calendar year; and
(iii) registration fees, actual accommodation costs and other actual expenses, which will be reimbursed in accordance with this bylaw and applicable Board policy or administrative direction.

(3) The rates in Schedule A, of this bylaw, will be brought the Board for review in February of the year of each local government election beginning in 2026, with any changes to be effective January 1 following the election.

(4) A Director shall not receive Remuneration for wages lost through absence from work or income deemed lost due to their attendance at a meeting:

(a) of the Board;
(b) Committee to which she/he is appointed; and
(c) as a Delegate representing the Regional District.

(5) For attending to the affairs of the District, each Municipal (from General Administration) and Rural Director (from General and Rural Administration) will be paid twice per month as outlined in Schedule A of this bylaw. The service split for the stipend for Rural Directors is calculated at fifty four percent to General Administration and forty six percent to Rural Administration. For clarity, this stipend includes attendance monthly at the RDCK Rural Affairs Committee and Board meetings.

(6) In addition to Section 3 subsection (5) of this bylaw, a Board Chair will be paid a monthly stipend to be paid from General Administration, as outlined in Schedule A of this bylaw.

(7) When Alternate Directors attend Board or Committee meetings on the Director's behalf, regardless of there being a quorum, they are compensated per the rates outlined in Schedule A of this bylaw.

~~(8) In addition to Section 3 subsections (5), (6) & (7) of this bylaw, there shall be a monthly stipend paid to the Chair of a standing Committee of the Board (with the exception of the Joint Resource Recovery Committee) and the Vice Chair of the Board as outlined in Schedule A of this bylaw. These funds are to cover, but not be limited to, attendance at agenda preparation meetings and consultation with Directors and staff as deemed necessary.~~

(8) In addition to Section 3 subsections (5), (6) and (7) of this bylaw, the Vice Chair of the Board will be paid the applicable monthly stipend outlined in Schedule A. The Chair of a standing Committee of the Board, with the exception of the Joint Resource Recovery Committee, will be paid the applicable chair stipend outlined in Schedule A only for a month in which the chair presides over a meeting of that standing Committee. If a standing Committee meets more than once in a month, only one monthly chair stipend is payable for that month.

(9) In addition to the above Directors or Alternate Directors who have been appointed to and attend the Resource Recovery meetings are to be paid an additional stipend as identified in Schedule A of this bylaw.

(10) All Directors and Alternate Directors who, by resolution of the Board are authorized to attend a Meeting on behalf of the Board shall be entitled to Remuneration and/or Expenses as outlined in Schedule A of this bylaw.

(11) Directors will from time to time be named by resolution to External Committees. Directors attending meetings of External Committees to which they have been named will be paid stipend and/or Expenses with costs charged as directed by the Board via resolution at the time of the Director's appointment.

(12) Meetings on Successive Dates:

When Directors attend Committee Meetings on successive days at the same location, they are eligible for:

(a) Day 1 – either mileage to and from the meeting or mileage to the meeting and applicable accommodation charges, as appropriate; and
(b) Day 2 – actual mileage; with the additional costs for Rural Directors being charged to Rural Administration.

(13) Multiple Meetings on the Same Day:

For efficiency multiple meetings of the Board and/or Committees may be scheduled on the same day. The maximum number of meetings for which a Director can claim stipend for in one day is two (2).

(14) The Board and Vice Chair of the Board and Chairs of Standing Committees are to be paid Expenses only (mileage and meals) for attendance at agenda preparation or other meetings required as part of their role.

(15) A Director delegated to chair a Public Hearing be paid stipend and Expenses with costs charged to the Rural Administration Budget.

(16) Delegates to Union of BC Municipalities (UBCM), Federation of Canadian Municipalities (FCM) and Association of Kootenay & Boundary Local Governments (AKBLG) Conventions:

(a) Municipal and Rural Directors or, in their absence, Alternate Directors, authorized by Board Resolution to attend the UBCM and/or the FCM Convention be paid stipend and Expenses to be charged to the General Administration budget;
(b) Rural Directors or, in their absence, Alternate Directors, authorized by Board Resolution to attend the Association of Kootenay & Boundary Local Governments Convention be paid stipend and Expenses to be charged to the Rural Administration budget.
(c) Reimbursable costs associated with Conference attendance will not be processed until the Director or Alternate Director has submitted a Director's Report on Conference Attendance.

(17) A Delegate Director shall receive Remuneration at the current rate for each day on which business is conducted and at which the Delegate Director is in attendance. Stipends are not paid for travel days.

(18) Board Member Elected or Appointed to FCM:

A Board member whose candidacy is endorsed by the RDCK Board is duly elected or appointed to serve on the FCM Board or Committees, the member be paid the usual Remuneration for attending FCM Board Meetings, in accordance with this bylaw, upon the member submitting the required claim form, with all such costs not covered by FCM, charged to General Administration.

(19) Whenever a spouse/partner is registered for and does accompany the Director to a conference, the Regional District does not pay any Expenses of the spouse/partner, and any

charges incurred by the Regional District to register or book travel for the spouse/partner be invoiced to the Director.

(20) In addition to the above Directors and Alternate Directors are entitled to the reimbursement of Expenses identified in Schedule A of this bylaw.

(21) Directors and Alternate Directors are entitled to claim an additional stipend for attendance at any additional special monthly meetings of the Board over and above the 12 monthly meetings included in the annual allowance in Section 3 subsection (5) of this bylaw.

(22) Directors are entitled to claim stipends for Board and Committee Meetings in which they participate in by electronic means.

(23) In addition to the above, Rural Directors will have the opportunity to attend conference and other educational sessions that are outside those identified in Section 3 subsection (16) and not specifically approved by the Board, to be paid from a Rural Director Allowance of $2,500 annually, charged to Rural Administration. This allowance can be used for stipend and/or Expenses.

(24) Any unused allowance from Section 3 subsection (26) is carried forward for future use at the end of a calendar year. All rural allowance balances reset to zero at the end of an elected term.

(25) The first six Board Workshops attended by a Director in a calendar year are considered part of the Director's regular duties and are not eligible for an additional stipend. Related expenses for those Board Workshops may be claimed in accordance with this bylaw and applicable Board policy. Board Workshops attended after the first six in a calendar year are eligible for stipend only if authorized by Board resolution or applicable Board policy.

(26) If a Director is absent from three or more regular Board meetings in a calendar year, the amount identified in Schedule A as the Alternate Director Board meeting rate will be deducted from the Director's monthly stipend for the third and each subsequent regular Board meeting absence in that calendar year. For clarity, an absence is not counted under this subsection if it is due to parental leave under section 11, illness or injury, leave of the Board, or a mandatory leave of absence under applicable legislation.

**TRAVEL**

**4** (1) The Director’s Normal Place of residence, within the Regional District, shall be considered the starting point and point of return of any trip.

(2) Every Director is expected to travel by the most direct route and use the most economical means of transportation. Factors to be considered in determining the most economical travel option include:

(a) Travel time involved;
(b) Lowest quoted airfare;
(c) Journey expense to and from airport, including airport parking fees;

(d) Mileage Expenses; and
(e) Car rentals, taxis and parking fees at destination.

(3) Except for journeys where the use of a car is either more economical or the only practical option, air travel is the preferred method of transportation. If travel is by air, the Director shall be reimbursed for the most economical means of travel to and from the airport.

(4) Where air travel is the most economical option, but a Director chooses to drive for personal reasons, the Director will be reimbursed for travel in the amount of the lowest quoted airfare, or the actual mileage to the destination plus hotel parking, whichever is less.

(a) Despite subsection (4) and section 5 (2), if two or more Directors or Alternate Directors travel together in a private vehicle to a Conference, the total private vehicle mileage reimbursement payable for that vehicle must not exceed the total of the lowest quoted return airfares and related transportation expenses that would otherwise have been reimbursable for the Directors or Alternate Directors travelling together. Only one mileage claim may be submitted for the vehicle.

(5) Directors must submit expense claims using the required form and attach receipts for eligible Expenses. Reimbursement of Expenses will occur subject to approval of the Chief Financial Officer or designate. For certainty, no Expenses claims may be submitted in advance of the actual Expense being incurred.

**MILEAGE ALLOWANCE**

~~**5** (1) A Director shall be paid mileage allowance for use of a vehicle as transportation at the current yearly posted reasonable per kilometre rate allowance by Canadian Revenue Agency (CRA) from their Normal Place of residence and return as follows:~~

~~(a) to and from meetings as defined in Section Per Diem;~~
~~(b) to the closest airport from which she/he can depart in the case of their being a Delegate; and~~
~~(c) in the case of a Delegate, to the place of the meeting should departure by air not be practical; or~~
~~(d) in the case of a Board or Committee Chair, for attendance at meetings he/she is required to attend by virtue of office.~~

**5** (1) A Director shall be paid mileage allowance for use of a private vehicle as transportation at the current posted reasonable per kilometre rate allowance by the Canada Revenue Agency for the applicable calendar year. Mileage may be claimed from the Director's Normal Place of residence and return as follows:

(a) to and from meetings as defined in this bylaw;
(b) to the closest airport from which the Director or Alternate Director can depart in the case of their being a Delegate;
(c) in the case of a Delegate, to the place of the meeting should departure by air not be practical; or

(d) in the case of a Board or Committee Chair, for attendance at meetings the Chair is required to attend by virtue of office.

(2) Should Directors elect to travel together in an automobile, only one mileage allowance shall be payable per vehicle.

(3) The District does not accept any liability under any circumstances for claims arising from the use of privately-owned vehicles.

(4) The District shall not reimburse the Director for stand-by charges of their personal vehicle while she/he is attending a meeting. Stand-by refers to the privately-owned vehicle being situated at the point of departure or at the place of the meeting.

(5) No additional allowances are payable for carrying passengers.

(6) In addition to mileage allowance, a Director may claim Expenses incurred for ferry charges, bridge, road and tunnel tolls, as well as parking charges where parking is not free.

(7) Unless approved by the Board, a Director who is not a member and who attends a meeting of the Committee will not be compensated. If the Board approves, a Director who is not a member and who attends a Committee meeting will be paid mileage only.

(8) In addition to any other mileage allowance payable under this bylaw, a Rural Director may claim mileage-based reimbursement for otherwise unreimbursed RDCK travel where the round trip from the Director's Normal Place of Residence exceeds 50 kilometres. If a round trip exceeds 50 kilometres, the full distance of that qualifying round trip is eligible under this subsection. No reimbursement is payable under this subsection for a round trip of 50 kilometres or less. Reimbursement under this subsection is subject to a maximum of $3,000 per calendar year, is not carried forward from year to year, and is not payable for travel during the Election Blackout Period.

**ACCOMMODATION EXPENSES**

**6** (1) Actual hotel room cost for single occupancy will be paid when travelling on Regional District business. Every effort should be made to obtain accommodation at the government rate. Where the travel requires overnight stay and the individual chooses to stay with friends or relatives rather than hotel accommodation, the rate shown in Schedule A is applicable and permitted to be expensed.

(2) Overnight Accommodation is approved for Directors attending an authorized Regional District meeting who would otherwise have to:

(a) begin travel before 7:00 a.m.;
(b) end travel after 11:00 p.m.;
(c) travel in hazardous weather; or
(d) for unforeseen circumstances as approved by the Board Chair;

(3) The reason for the overnight stay must be noted on the Director’s expense form.

**PER DIEM EXPENSES**

~~**7** (1) A Director shall receive reimbursement at the Per Diem rate for each 24 hours period he/she attends meetings on behalf of the Board. The Per Diem is intended to compensate Directors for all meal and incidental Expenses incurred while representing the RDCK and are shown in Schedule A to this bylaw.~~

**7** (1) A Director shall receive meal and incidental expense reimbursement at the rates set out in Schedule A. Meal and incidental rates are intended to compensate Directors for meal and incidental expenses incurred while representing the RDCK. Incidentals may be claimed only once for each overnight stay.

(2) Whenever Directors attend meetings or conferences, the Delegate Director shall not be eligible for meal allowances for those meals which the RDCK has paid an additional amount.

(3) Meals and incidentals charged to hotel accommodation shall be recovered from Directors. Directors must claim the applicable Per Diem.

~~(4) Only one Per Diem shall be paid for each 24 hour period and should the 24 hour period be exceeded, a claim for the additional applicable meal or meals allowance, may be submitted by the Director.~~

(4) A Director may claim only the meal rate or rates applicable to the portion of the day spent on travel status or attending meetings on behalf of the Board.

**EXTRAORDINARY EXPENSES**

**8** Extraordinary Expenses which are in excess of the amounts available in this bylaw shall be accounted for on the Expenses Director's claim form, accompanied by receipts and details of the circumstances. Such a claim will be paid only upon resolution adopted by the Board.

**HOME OFFICE EXPENSES**

**9** Directors are expected to maintain a home office and Expenses involved in maintaining their home office are non-reimbursable by the RDCK. Directors may be able to claim some non-reimbursable Expenses for income tax purposes in accordance with the Income Tax Act.

**CHILD CARE EXPENSES**

**10** (1) A Director shall received reimbursement for child care expenses through an allowance of $80 per month in order to facilitate the attendance of a Director at in-person meetings.

**PARENTAL LEAVE**

**11** (1) A Director shall be provided leave from their positions as Director for the purpose of parental leave for a period of up to six (6) months, with continued payment of their regular stipend.

(2) Section 11 (1) parental leave does not apply to Alternate Directors.

**CITATION**

**12** This Bylaw may be cited as "Chair, Directors and Alternate Directors Remuneration Bylaw No. 2710, 2021."

**REPEAL**

**13** "Chair and Directors Remuneration Bylaw No. 1851, 2006", and amendments hereto, are hereby repealed.

READ A FIRST TIME this 9th day of December, 2021.

READ A SECOND TIME this 9th day of December, 2021.

READ A THIRD TIME this 9th day of December, 2021.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 9th day of December, 2021.

Aimee Watson, Board Chair

Michael Morrison, Corporate Officer

**DELETED IN ITS ENTIRETY BY BYLAW NO. 3088**

## SCHEDULE A – RATES AND PAYMENT AMOUNTS FOR DIRECTOR REMUNERATION

| | POSITION | FREQUENCY | 2021 – RATES |
|---|---|---|---|
| **Monthly Stipend** | Municipal Director | Monthly | $1,341/month |
| **Monthly Stipend** | Rural Director | Monthly | $3,457/month |
| **Monthly Stipend** | Board Chair | Monthly | $3,352/month |
| **Monthly Stipend** | Vice Chair of the Board | Monthly | $670/month |
| **Monthly Stipend** | Chair of the Rural Affairs Committee | Monthly | $795/month |
| **Monthly Stipend** | Chair of East, Central and West Resource Recovery Committee | Monthly | $397/month |
| **Monthly Stipend** | Chair of the Standing Committee (Other than RR) | Monthly | $286/month |
| **Attendance at Board Meetings** | Alternate Director | Per Meeting | $422/meeting |
| **Attendance at Other Meetings** | Directors & Alternates | Per Meeting | $191/meeting |
| **Attendance at Resource Recovery Meetings** | Director & Alternates | Per Meeting | $265/meeting |
| **Attendance at special Board meetings** | Directors & Alternates | Per Meeting | $422/meeting |
| **Meals not included with the stipend meeting amount** | Directors & Alternates | Daily Maximum | $75/day<br>B $15/L $25/D $35 |
| **Registration fees for workshops and conferences** | Directors & Alternates | As Required | Attendance to be approved by the Board |
| **Travel: Accommodation with friends or family** | Directors & Alternates | Daily Maximum | $25/day |

The following rates are the 2026 base rates or currently published external rates. Remuneration and allowance rates shown in dollars are rounded to the nearest dollar for administrative ease. Remuneration rates identified as 2026 base rates are to be adjusted effective January 1, 2027 and each January 1 thereafter in accordance with section 3(2) of this bylaw. Meal, incidental and mileage rates are adjusted in accordance with section 3(2.1) and section 5(1).

| SCHEDULE A - RATES AND PAYMENT AMOUNTS FOR DIRECTOR REMUNERATION AND EXPENSES | | | |
|---|---|---|---|
| **Category** | **Position / Expense** | **Frequency** | **2026 Base Rate / Current Rate Basis** |
| **Monthly Stipend** | Municipal Director | Monthly | ~~$2,050/month (50% of Rural Director monthly stipend)~~ $1,593/month |
| **Monthly Stipend** | Rural Director | Monthly | ~~$4,099/month~~ $4,107/month |
| **Monthly Stipend** | Board Chair | Monthly | ~~$3,975/month~~ $3,982/month |
| **Monthly Stipend** | Vice Chair of the Board | Monthly | ~~$794/month~~ $796/month |
| **Monthly Stipend** | Chair of the Rural Affairs Committee | Monthly, only in months meeting is presided over | ~~$943/month~~ $944/month |
| **Monthly Stipend** | Chair of East, Central and West Resource Recovery Committee | Monthly, only in months meeting is presided over | ~~$471/month~~ $472/month |
| **Monthly Stipend** | Chair of Standing Committee other than Resource Recovery | Monthly, only in months meeting is presided over | ~~$339/month~~ $340/month |
| **Attendance at Board Meetings** | Alternate Director | Per Meeting | ~~$501/meeting~~ $502/meeting |
| **Attendance at Other Meetings** | Directors and Alternate Directors | Per Meeting | ~~$227/meeting~~ $228/meeting |
| **Attendance at Resource Recovery Meetings** | Directors and Alternate Directors | Per Meeting | ~~$315/meeting~~ $316/meeting |
| **Attendance at Water Services Committee Meetings** | Directors and Alternate Directors | Per Meeting | $228/meeting |
| **Attendance at Special Board Meetings** | Directors and Alternate Directors | Per Meeting | ~~$501/meeting~~ $502/meeting |
| **Attendance at Rural Affairs Committee** | Alternate Director attending on behalf of Rural Director | Per Meeting | ~~$315/meeting~~ $316/meeting |
| **Meals not included with stipend or meeting amount** | Breakfast | As applicable | $27 |
| **Meals not included with stipend or meeting amount** | Lunch | As applicable | $27 |
| **Meals not included with stipend or meeting amount** | Dinner | As applicable | $38 |

| | | | |
|---|---|---|---|
| **Incidentals** | Directors and Alternate Directors | Per overnight stay | $15 |
| **Registration fees for workshops and conferences** | Directors and Alternate Directors | As required | Attendance to be approved by the Board or in accordance with Board policy |
| **Travel: Accommodation with friends or family** | Directors and Alternate Directors | Daily maximum | $30/day |
| **Travel: Private vehicle mileage** | Directors and Alternate Directors | Per kilometre | $0.73/km |
| **Rural Director Mileage-Based Reimbursement** | Rural Directors | Annual cap | $3,000/year cap; for eligible round trips >50 km, claim full round-trip km; no claims during Election Blackout Period. |

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

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

**9:00a.m.**
**August 26, 2026**

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

**COMMISSION/COMMITTEE MEMBERS**

| | |
|---|---|
| Commissioner K. Page | City of Nelson- Chair |
| Commissioner K. Tait | City of Nelson |
| Commissioner C. Graham | Area E |
| Commissioner T. Newell | Electoral Area F |

**MEMBERS ABSENT**

| | |
|---|---|
| Commissioner J. Morrison | City of Nelson |

**STAFF**

| | |
|---|---|
| Trisha Davison | General Manger of Community Services |
| Craig Stanley | Regional Manager of Operations and Asset Management |
| Anne Gillender | Nelson & District Community Complex Facility Manager |
| Alana Jenkins | Meeting Coordinator |

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

**1. CALL TO ORDER**

Chair Page called the meeting to order at 9:00 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 August 26, 2026 Nelson & District Recreation Commission No. 5 meeting, be adopted as circulated.

**Carried**

## 4. RECEIPT OF MINUTES

The July 29, 2026 Nelson & District Recreation Commission No. 5 minutes, have been received.

## 5. DELEGATE

### 5.1 Nelson Minor Hockey

A representative, from Nelson Minor Hockey will present their request of a review of the Ice Allocation decision to the Commission.

Phil Rees – President, & Kyle Mace Vice President - Player development, spoke to the request for a review. Key discussion points included:

- The organization's previous ice schedule vs the new allocation.
- The service Nelson Minor Hockey provides to local youths.
- The Community Services Recreation Allocation policy.
- Clarification of prime time and early time hours of operation.
- The request from Nelson Minor Hockey to be allocated Tuesday evening ice time.

## 6. STAFF REPORTS

### 6.1 Nelson & District Community Complex Ice Allocation

The e-mail dated August 13, 2026 from Phil Rees, President of the Nelson Hockey Association has been received, and further,

The Commission Report dated August 26, 2026 from Craig Stanley, Regional Manager of Operations & Asset Management, re: Nelson & District Community Complex Ice Allocation, has been received.

Key discussion points included:

- An overview of the current ice allocation process.
- A review of the previous ice allocation process.
- The previous appeal of ice time allocation that led to the realization Civic Arena Ice time had not been being optimized by staff.
- How the Community Services Recreation Allocation policy was applied.
- When the scoring matrix is utilized in ice allocation decision making.
- How the Crusaders Regional team previously obtained ice time vs this year's allocation request.
- The need to optimize all ice time to meet demand.

**MOVED** and seconded,
AND Resolved:

That Phil Rees, President of Nelson Minor Hockey be granted freedom of the floor.

**Carried**

- The quantity of, and most common requests for ice time.

**RECESS/ RECONVENE** The meeting recessed at 9:47 a.m. for staff to print materials and reconvened at 9:59 a.m.

- The ripple effect on the ice allocation schedule if Nelson Minor Hockey was assigned the Tuesday evening time slot.

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

That the Commission directs Staff to change the Nelson Minor Hockey ice allocation decision;
AND FURTHER, That the Board direct staff to review Recreation Allocation Policy No. 500-01-09 and the accompanying allocation procedures and report back to the first All-Recreation Meeting in 2027 with recommendations for amendment.

**Carried**

**RECESS/ RECONVENE** The meeting recessed at 10:19 a.m. for a break and reconvened at 10:29 a.m.

**6.2 Nelson & District Community Complex Liquor License**

The Commission Report dated August 26, 2026 from Craig Stanley, Regional Manager of Operations & Asset Management, re: Nelson & District Community Complex Liquor License, has been received.

Key Commission Discussion Items Included:

- Guidance received from the Liquor and Cannabis Regulation Branch regarding the current operating arrangement.
- Staff's determination that the current operating arrangement does not meet requirements related to valid interest and should not continue.
- The suggested transition to the Nelson Leafs obtaining special event permits directly.
- The cost for the Nelson Leafs previously vs the potential new process.
- The ability for other users to obtain a special event permit.

## 7. CORRESPONDENCE

**7.1 Indoor Recreation Access during Smoke Events**

The email dated August 12, 2026 from Marta Abel, resident of Nelson, B.C., has been received.

Key Commission discussion items included:

- A similar request previously received
- Staff efforts on the subject to date
- Challenges for staff; how and when to activate, staffing requirements, air quality variables, existing maintenance schedules.

- Lack of air quality data for indoor spaces.
- The existing staff safety policy for outdoor workers.

**8. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 10:41 a.m.

A member of the public suggested considering the Civic Arena as an alternate location to host typically outdoor sports during smoke events. They also requested information on when the Recreation Campus Capital Funding Service: Process & Impact report would be back on the agenda.

A second member of the public provided feedback on the Commission's ice time allocation, and Nelson & District Community Complex Concession contract decisions.

**9. NEXT MEETING**

The next Nelson & District Recreation Commission No. 5 meeting is scheduled for September 29, 2026 at 9:00 a.m.

**10. ADJOURNMENT**

**MOVED** and seconded,
AND Resolved:

The Nelson & District Recreation Commission meeting be adjourned at 10:49 a.m.

**Carried**

Originally signed by

Keith Page, Chair

## RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. ***That the Commission directs Staff to change the Nelson Minor Hockey ice allocation decision; AND FURTHER That the Board direct staff to review Recreation Allocation Policy No. 500-01-09 and the accompanying allocation procedures and report back to the first All-Recreation Meeting in 2027 with recommendations for amendment.***

## 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*

1.

REGIONAL DISTRICT OF CENTRAL KOOTENAY

# AREA A ECONOMIC DEVELOPMENT COMMISSION

## OPEN MEETING MINUTES

**3:00 p.m. PT**
**Tuesday, September 8, 2026**
**Location: Hybrid Model – In-person and Remote**

**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.

**Join by Video:**
https://rdck-bc-ca.zoom.us/j/93079902753?pwd=1DnbzuIpvRtHNZyPqjp7NKEtfkguO3.1

**Join by Phone:**
+1-778-907-2071 Canada

**Meeting ID:** 930 7990 2753
**Meeting Password:** 881036

**In-Person Location:** Kokanee Springs Resort – lower level of the 1st Lodge building at the rear of the building, 16083 Woolgar Road, Crawford Bay, BC

**COMMISSION MEMBERS PRESENT**

| | |
|---|---|
| Director G. Jackman | Area A |
| Commissioner G. Medhurst | Crawford Bay – Chair |
| Commissioner G. MacMahon | Kootenay Bay |
| Commissioner R. Bertram | Crawford Bay/Gray Creek |
| Commissioner P. Cullinane | Boswell |
| Commissioner F. Demman | Wynndel |

**STAFF PRESENT**

| | |
|---|---|
| R. Baril | Meeting Coordinator |

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

**1. CALL TO ORDER**
Chair Medhurst called the meeting to order at 2:01 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 8, 2026 Area A Economic Development Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The August 4, 2026 Area A Economic Development Commission minutes, have been received.

**5. DELEGATION**

**5.1 Tourist Radio Canada**

Jim Ripley of Tourist Radio Canada gave a brief overview of the opportunities for Visitor's Radio or Tourist Radio for Economic Development along Kootenay Lake. Since 2013, radio advertising has been permitted and has expanded since that time. Advertising on Tourist Radio Canada can be tailored to meet the needs of the Community.

Jim answered the Commission's questions.

**6. NEW BUSINESS**

**6.1 Community Forest Expansion**

Director Jackman presented two areas that have been given the go ahead to expand into cut block areas. BC timber sales have a tenure on the land because of high value timber in certain areas. Community Forest can afford to do select logging harvest cuts to support a healthier forest over long range plans. Crown land has rules to abide to, must leave certain amount of waste. Sustainable cut blocks are not feasible to most large timber companies in the same way that Community Forests can operate.

**7. OLD BUSINESS**

**7.1 Kootenay Lake Chamber of Commerce**

Chamber of Commerce board members were not in attendance; however, the Commission has received the financial accounting for the Christmas Gala 2025. The Commission is still hoping for further details re: Executive Director position that was funded.

**Commissioner P. Cullinane left the meeting at 2:55 p.m.**

**7.2 Kootenay Lake Geothermal Update**

Commissioner MacMahon gave an update to the Commission on the work over the past couple months for the Kootenay Lake Geothermal Project. The 3D inversion has been initiated, they have done the first version of the model, however the 3D model looks different from the 2D version. Useable data is seen much deeper than they originally

thought.

ETSI BC funding is available for Community Benefit & Development Evaluation up to $25,000 which the South Kootenay Lake Community Services Society would like to apply for. They have been successful in obtaining a grant from ETSI BC in the past.

Moved and seconded
And resolved to be recommended to the Board:

To support an ETSI BC funding application, by South Kootenay Lake Community Services Society on behalf of Kootenay Lake Geothermal project, for a Community Benefit & Development Evaluation, which is planned for quarter one and quarter two of 2027. The ETSI BC funding application is noon on October 8, 2026.

**Carried**

**8. PUBLIC TIME**

The Chair called for questions from the public at 3:25 p.m.

No questions from the public or media.

**9. NEXT MEETING**

The next Area A Economic Development Commission meeting is scheduled for November 10, 2026 at 2:00 p.m. PT.

**10. ADJOURNMENT**

Moved and seconded,
and resolved:

The Area A Economic Development Commission meeting be adjourned at 3:26 p.m.

**Carried**

Digitally approved by:

_____
Chair Gina Medhurst

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

# NELSON, SALMO, AREAS E, F AND G REGIONAL PARKS COMMISSION
## OPEN MEETING MINUTES

**9:00 a.m.**
**September 9, 2026**

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 K. Page | City of Nelson |
| Commissioner D. Lockwood | Village of Salmo |
| Commissioner C. Graham | Area E |
| Commissioner T. Newell | Area F |

**MEMBERS ABSENT**

| | |
|---|---|
| Commissioner H. Cunningham | Area G |

**STAFF**

| | |
|---|---|
| Craig Stanley | Regional Manager – Operations & Asset Management |
| Cary Gaynor | Regional Parks Manager |
| Mark Crowe | Regional Parks Planner |
| Alana Jenkins | Meeting Coordinator |

**4 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 9, 2026 Nelson, Salmo, Areas E, F and G Regional Parks Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The July 22, 2026 Nelson, Salmo, Areas E, F and G Regional Parks Commission minutes, have been received.

**5. DELEGATE**

There are no Delegates scheduled for this Commission meeting.

**6. STAFF REPORTS**

**6.1 Blewett Community Society Delegation Follow Up**

The Commission Report dated July 22, 2026 from from Trisha Davison, General Manager of Community Services, re: Blewett Community Society Delegation Follow Up, has been received.

Key discussion items included:

- The expected timeline and contents of a potential staff review.
- Potential conflicts related to different users preferred use of the space.
- Asset management planning and analysis.

**STAFF DIRECTION:** The Commission directs staff to undertake a preliminary review of the Blewett Community Society proposal regarding the Morning Mountain rink site and report back to the Commission with analysis and options for consideration at a future meeting.

**6.2 TAWKROC – CIC Bluffs Request**

The Commission Report dated September 9, 2026 from Mark Crowe, Regional Park Planner, re: The Association of West Kootenay Rock Climbers - CIC Bluffs Request, has been received.

Key discussion items included:

- Staff are continuing to work toward an agreement with the Association.
- A letter of support was received from the Kootenay Climbing Association.
- A review of the maps included in the report.
- The history of the acquisition and designation of the property.
- Considerations for staff to include in the agreement.

**6.3 Nelson Cycling Club – Morning Mountain Project**

The Commission Report dated September 9, 2026 from Trisha Davison, General Manager of Community Services, re: Nelson Cycling Club - Morning Mountain Project: Community Works Funding Ineligibility Determination has been received.

Key Discussion items included:

- Efforts to clarify the eligibility requirements for Community Works funding.
- How to prevent this situation from occurring again.

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

THAT the Board approve an amendment to the 2026 Financial Plan from the Nelson, Salmo and Electoral Areas E, F and G Recreation Commission S202 to increase Grants by $5,719.20 and increase transfer from reserves by $5,719.20 for a grant to the Nelson Cycling Club; and,

THAT the Board approve an amendment to the 2026 Financial Plan from the Nelson, Salmo and Electoral Areas E, F and G Recreation Commission S202 to increase Transfer to Other Service by $8,578.80 and increase transfer from reserves by $8,578.80 to repay Community Works Funds for the Nelson Cycling Club project.

**Carried**

## 7. CORRESPONDENCE

### 7.1 Morning Mountain Skating Rink Letter of Support

The e-mail dated August 24, 2026 from Erin Raqqett re: Morning Mountain Skating Rink Letter of Support has been received.

### 7.2 Morning Mountain Skating Rink Letter of Support

The e-mail dated August 24, 2026 from Shannon Lythgoe re: Morning Mountain Skating Rink Letter of Support has been received.

## 8. OLD BUSINESS

### 8.1 Nelson Nordic Ski Club Project

Craig Stanley, Regional Manager of Operations & Asset Management to provide the Commission with a verbal update, re: Nelson Nordic Ski Club Project.

Key discussion points included:

- A service agreement has been created.
- Staff has worked with the Nelson Nordic Ski Club and MOTT to coordinate permissions, and the requested improvements are starting next week.

## 9. PUBLIC TIME

The Chair called for questions from the public at 9:45 a.m.
No questions received.

## 10. NEXT MEETING

The next Nelson, Salmo, E, F and G Regional Parks Commission meeting is scheduled for November 25, 2026 at 9:00 a.m.

## 11. ADJOURNMENT

**MOVED** and seconded,

AND Resolved:

The Nelson, Salmo, E, F and G Regional Parks Commission meeting be adjourned at 9:46 a.m.

**Carried**

**Digitally Approved**

K. Page, Chair

## RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. *THAT the Board approve an amendment to the 2026 Financial Plan from the Nelson, Salmo and Electoral Areas E, F and G Recreation Commission S202 to increase Grants by $5,719.20 and increase transfer from reserves by $5,719.20 for a grant to the Nelson Cycling Club; and,*

   *THAT the Board approve an amendment to the 2026 Financial Plan from the Nelson, Salmo and Electoral Areas E, F and G Recreation Commission S202 to increase Transfer to Other Service by $8,578.80 and increase transfer from reserves by $8,578.80 to repay Community Works Funds for the Nelson Cycling Club project.*

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

### *Future Nelson, Salmo, E, F and G Regional Parks Commission Meetings*

1. *The Commission directs staff to undertake a preliminary review of the Blewett Community Society proposal regarding the Morning Mountain rink site and report back to the Commission with analysis and options for consideration at a future meeting.*

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

# JOINT RESOURCE RECOVERY COMMITTEE OPEN MEETING MINUTES

A Joint Resource Recovery Committee meeting was held on Wednesday September 23, 2026 1:00 pm PST / 2:00 pm MST through a hybrid meeting model.

**COMMITTEE MEMBERS PRESENT**

| | | |
|---|---|---|
| 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 A. Watson | Electoral Area D | In-person |
| Alt. Director J. Smienk | Electoral Area E | In-person |
| Director T. Newell | Electoral Area F | In-person |
| Director W. Popoff | Electoral Area H | In-person |
| Director H. Cunningham | Electoral Area G | In-person |
| Director H. Hanegraaf | Electoral Area J | In-person |
| Director T. Weatherhead | Electoral Area K | In-person |
| Director M. McFaddin | City of Castlegar | |
| Director A. McLaren-Caux | Village of Nakusp | |
| Director K. Page (JRRC Alt.) | City of Nelson | In-person |
| Director D. Lockwood | Village of Salmo | In-person |
| **Director S. Hewat** | **Village of Kaslo (Chair)** | **In-person** |
| Director T. Gordon | Village of Silverton | |
| Councilor C. Hawton | Town of Creston | |

**COMMITTEE MEMBERS ABSENT**

| | |
|---|---|
| Director A. Davidoff | Electoral Area I |
| Director E. Buller | Village of Slocan |
| Director L. Casely | Village of New Denver |

**STAFF PRESENT**

| | |
|---|---|
| U. Wolf | General Manager Environmental Services |
| A. Kootnikoff | Resource Recovery Manager - Operations |
| L. Brown | Resource Recovery Operations Supervisor |
| A. Norimatsu | Resource Recovery Coordinator |
| M. Morrison | Organics Coordinator |
| E. Clark | Meeting Coordinator |

## 1. ZOOM REMOTE MEETING INFO

**Join Zoom Meeting**
https://rdck-bc-ca.zoom.us/j/98572164791?pwd=plCY9gqLwVZtdzR2zmtuHXJOmq138L.1

**Meeting ID:** 985 7216 4791
**Passcode:** 701014

**Dial by your location**
833 955 1088 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 Hewatt called the meeting to order at 1:00 p.m.

### 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 September 23, 2026 Joint Resource Recovery Committee meeting be adopted as circulated.

**Carried**

### 2.3 Receipt of Minutes

The August 19, 2026 Joint Resource Recovery Committee Minutes have been received.

## 3. STAFF REPORTS

### 3.1 SUBREGIONAL RESOURCE RECOVERY COMMITTEE CHAIR ELECTION PROCEDURE [Entire RDCK]

*This item was referred from the August 19, 2026 Joint Resource Recovery Committee meeting.*

The Committee Report dated September 23, 2026 from Alayne Hamilton, Acting Resource Recovery Manager – Projects & Programs requesting approval of a change to the Subregional Resource Recovery Committee Chair election procedure for 2027, has been received.

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

That the Board approve for the 2026 General Local Election year, the East Resource Recovery Committee, Central Resource Recovery Committee, and West Resource Recovery Committee each elect a sub-regional Resource Recovery Chair from among their members at their final meeting of the 2026 calendar year, with the elected Chairs commencing their duties immediately after election until December 31, 2027;

AND FURTHER that staff be directed to incorporate provisions respecting the election of Chairs for the sub-regional Resource Recovery Committees into a 2027 update of Procedure Bylaw No. 2898, 2024.

**Carried**

### 3.2 MULTI-FAMILY ORGANIC WASTE DIVERSION [Nelson, Castlegar, Creston]

The Committee Report dated September 23, 2026 from Matt Morrison, Organics Coordinator regarding the inclusion of effort and capacity for multi-family housing engagement and support within the existing Industrial, Commercial, and Institutional organic waste diversion implementation framework, has been received.

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

That the Board direct staff to include effort and capacity for multi-family housing engagement and support within the existing Industrial, Commercial, and Institutional organic waste diversion implementation framework;

AND FURTHER, that $2,830 be included in the 2027 Financial Plan for Service A102 Resource Recoveries to fund up to 80 hours of Organic Ambassador time;

AND FURTHER, that the following be included in the 2027 Financial Plan to fund the development and distribution of engagement materials:

- $1,450 for Service S186 Refuse Disposal - East Subregion;
- $1,650 for Service S187 Refuse Disposal - Central Subregion; and
- $1,900 for Service S188 Refuse Disposal - West Subregion.

**Carried**

**DIRECTOR ABSENT** Director Lockwood left the meeting at 1:34 p.m.

### 3.3 CONTRACT AWARD: BURTON AND EDGEWOOD TRANSFER STATION OPERATIONS AND MAINTENANCE

**[West Subregion]**

The Committee Report from Larry Brown, Resource Recovery Operations Supervisor regarding the contract award for Burton and Edgewood Transfer Station operations and maintenance, has been received.

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

That the Board approve the RDCK enter into a Services Agreement with CJ Industries Inc., for Site Operation and Maintenance Services at the Burton and Edgewood Transfer Stations to a maximum value of $444,945 plus GST, for the period of October 1, 2026 until September 30, 2029, with up to two (2) one-year extensions, and that the Chair and the Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that the costs be paid from Refuse Disposal – West Subregion Service S188.

**Carried**

**DIRECTOR PRESENT** Director Lockwood joined the meeting at 1:44 p.m.

### 3.4 CONTRACT EXTENSION: ICI CARDBOARD RECYCLING SERVICES

**[Entire RDCK]**

The Committee Report from Akane Norimatsu, Resource Recovery Technician regarding the contract extension for Industrial, Commercial and Institutional cardboard recycling services, has been received.

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

That the Board approve the RDCK extend the Services Agreement with Waste Management for the collection, transport and marketing services of Industrial, Commercial and Institutional Old Corrugated Cardboards from eight designated depots in the RDCK for the period September 1, 2026 to August 31, 2027 to a maximum value of $158,240 plus GST, and that the Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that $25,233 be paid from A116 Recycling Program-East Subregion, $95,265 be paid from A117 Recycling Program-Central Subregion, $37,742 be paid from A118-Recycling Program-West Subregion.

**Carried**

### 3.5 CONTRACT EXTENSION: SALMO RECYCLING DEPOT
**[Central Subregion]**

The Committee Report from Akane Norimatsu, Resource Recovery Technician regarding the extension of the License of Occupation for the Salmo Recycling Depot, has been received.

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

That the Board approve the RDCK extend the License of Occupation with the Village of Salmo for the Salmo Recycling Depot for the period of July 1, 2026, to June 30, 2027 to the maximum value of $6,944.40 plus GST, and that the Chair and Corporate Officer be authorized to sign the necessary documents;

AND FURTHER, that the costs be paid from Service No. A117 Recycling Program – Central Subregion.

**Carried**

### 3.6 VERBAL UPDATE: HOUSEHOLD HAZARDOUS WASTE EVENTS
**[Entire RDCK]**

Staff provided the Committee with a verbal update on the 2026 Household Hazardous Waste events to date.

Manager Wolf advised that four of the six planned events had taken place so far, with a full update to be provided following completion of all events. Staff also advised that volumes were lower than previous years for the Salmo, Creston and Nakusp events, while Silverton volumes increased.

## 4. FOR DISCUSSION: TRASH TO TREASURE

Chair Hewat requested a discussion on the Trash to Treasure events and planned advertising.

Direction to staff – The Committee requested that staff advertise on social media community groups and distribute posters to municipalities and RDCK facilities, in advance of these events.

**5. CORRESPONDENCE**

The following items were received.

**5.1 Potential Tipping Fee Increase Letter from RDCK to Municipalities and Contractors**

**5.2 Email Summary from Staff to Directors of the August 19, 2026 Verbal Report on 2025 Household Hazardous Waste Events**

**6. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 2:14 pm.

No questions from the public.

**7. ADJOURNMENT**

**Moved** and seconded,
And resolved:

The Joint Resource Recovery Committee meeting adjourned at 2:14 pm.

**Carried**

CERTIFIED CORRECT

**APPROVED BY**

Director S. Hewat, Chair
September 23, 2026

# Services
## Agreement

**Contract #: 2026-178-ENV**
**Project: Burton & Edgewood Site Operation and Maintenance**
**GL Code: 54030 / OPR422-302 & OPR420-302**

THIS AGREEMENT executed and dated for reference the:

_____ day of _____, **2026**
(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: Larry Brown
Telephone:
Email:

**AND**

**CJ INDUSTRIES INC.**
(hereinafter called the **CONTRACTOR**)
at the following address:

Agreement Administrator:
Telephone:
Email:

**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 **October 1, 2026** and ending on **September 30, 2029** (the **Term**). Agreement may be extended up to two (2) times for a one (1) year term upon mutual agreement.

(d) **LOCATION:** The location for delivery of the Services shall be:

- Edgewood Transfer Station, 8855 Highway 6, Edgewood BC.
- Burton Transfer Station, 248 Caribou Creek Road, Burton, BC.

(e) **CONTRACT PRICE/RATE:** $444,945 (excluding GST) at the rates and on the terms set out in Schedules B and C.

(f) **BILLING DATE:** Monthly.

(g) The following Schedules incorporated into, and form part of this Agreement.

Schedule A: Description of Services
Schedule B: Contract Payment Terms
Schedule C: Pricing Schedules
Schedule D: Personnel & Equipment
Schedule E: Subcontractors
Schedule F: Site Plans

(h) The following terms and conditions are incorporated into, and form part of this Agreement:

## GENERAL CONTRACT CONDITIONS

**2** The Contractor shall:

(a) 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;

(b) 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;

(c) 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;

(d) Be an independent Contractor and not the servant, employee or agent of the RDCK;

(e) Ensure all persons employed by it to perform the Services are competent to perform them, adequately trained, fully instructed and supervised;

(f) 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;

(g) Not in any manner whatsoever commit or purport to commit the RDCK to the payment of any money;

(h) 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;

(i) 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

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damage or injury, including death, to persons or property incurred in providing the Services or in any other respect whatsoever.

**ASSIGNMENT**

**3** The Contractor shall not sublet, sell, transfer, assign, or otherwise dispose of the Contract, any portion thereof, or their right, title, or interest therein, or their obligations there under without written consent of the RDCK which consent may be withheld unreasonably, except for an assignment to a bank of the payments to be received by the Contractor from the RDCK.

**INSURANCE**

**4** 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:

(a) Automobile Liability (third party) insurance with a minimum limit of **$5,000,000**.

(b) 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 $5,000**;

Such insurance will:

(i) name the Regional District, its elected officials, employees, officers, agents and others as an additional insured;

(ii) include the Contractor's Blanket contractual liability;

(iii) include a Cross Liability clause;

(iv) include occurrence property damage;

(v) include personal injury;

(vi) 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);

(vii) 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;

(viii) 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.

(c) pollution/environmental impairment liability insurance in the amount of **$5,000,000 dollars per occurrence** and **$5,000,000 dollars aggregate,** with a **maximum deductible of $50,000;**

Such insurance will:

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(i) name the Regional District, its elected officials, employees, officers, agents and others as an additional insured;

(ii) include the Contractor's Blanket contractual liability;

(iii) include a Cross Liability clause;

(iv) 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);

(v) 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;

(vi) 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.

(d) 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.

Such coverage will:

(i) Include an Installation Floater

**INDEMNITY**

**5** Notwithstanding the provision of any insurance coverage by the RDCK, the Contractor shall 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.

**COMPLIANCE WITH WORKERS COMPENSATION ACT**

**6** The Contractor shall ensure compliance, on their part and on the part of all of their Sub-Contractors, with the Workers Compensation Act and the Occupational Health and Safety Regulations thereunder.

**7** Prior to supplying any of the Services in the Contract, the Contractor must provide the RDCK with the Contractor's WorkSafe BC number, and must pay and keep current during the term of the Contract, all assessments required by WorkSafe BC in relation to the supply of the Services or the Contract Price. In any case where pursuant to the provisions of the Workers Compensation Act, an order is given to the Contractor, or one of their Sub-Contractors in respect to their operations under the Contract to cease operations because of failure to install or adopt safety devices or appliances or methods as directed, or required by the Workers Compensation Act or Regulations there under, or because conditions of immediate danger exist that would be likely to result in injury to any person, and the Contractor is not available or

capable of removing the danger to life or equipment resultant from the Contractor's operations then the RDCK may issue a Written Notice to the Contractor and may immediately arrange for the removal of this danger and the Contractor shall be liable for the costs of such arrangements, but such act by the RDCK shall not relieve the Contractor of responsibility for injury, loss of life, or damage which may occur in that situation.

**8** In the event that the Contractor refuses or fails to comply with an order under the Workers Compensation Act or Regulations thereunder, so that the supply of the Services is stopped, the RDCK may, upon written notice, terminate the Contract and proceed in accordance with Sections 21, 22, 23, 24 - RDCK's Right to Terminate the Contract.

**9** The Contractor shall, during the term of the Contract, maintain Workers Compensation Insurance in order to fully protect both its employees and the RDCK as may be required by law during the term of the Contract and shall on each anniversary date of the Contract, provide the RDCK with proof of payment of claims in good standing with WorkSafe BC by way of a WorkSafe BC Clearance Letter. The Contractor will 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.

## HEALTH AND SAFETY

**10** The Contractor shall be solely and completely responsible for ensuring safety of all persons and property during the supply of the Services. This requirement shall apply during the Contract period and not be limited to normal working hours.

**11** The Contractor shall be liable for any and all injury or damage which may occur to persons or to property due to any act, omission, neglect or default of the Contractor, or of their employees, workmen or agents.

**12** The Contractor shall satisfy the Manager that a safety program has been developed in accordance with the Occupational Health and Safety Regulations, and Safe Work Practices and Procedures of WorkSafe BC and shall incorporate all of the RDCK's operating requirements and restrictions.

**13** The Contractor shall assign an individual responsible and authorized to supervise and enforce compliance with all safety regulations required in the supply of the Services.

## INTENT OF CONTRACT DOCUMENTS

**14** The intent of the Contract Documents is that the Contractor shall provide all materials, supervision, labour, equipment and all else necessary for or incidental to the proper supply of the Services described in **Schedule A** and all incidental work to supply the Services. This is not an Agreement of employment. The Contractor is an independent Contractor and nothing herein shall be construed to create a partnership, joint venture or agency and neither party shall be responsible for the debts or obligations of the other.

## RDCK REPRESENTATIVE'S AUTHORITY

**15** The RDCK Representative will observe the supply of the Services in progress on behalf of the RDCK. The RDCK Representative will have the authority to stop the supply of the Services whenever such stoppage may be necessary, in their opinion, to ensure the proper supply of the Services in accordance with the provisions of the Contract.

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## NOTICE TO PROCEED

**16** Following the execution of the Contract by the Contractor and the provisions of the required Irrevocable Commercial Letter of Credit and insurance policies, a written Notice to Proceed with the supply of the Services will be given to the Contractor by the RDCK. The Contractor shall supply the Services at the time specified in the Contract or, if applicable, begin supplying the Services on the first day of the Term and shall proceed with the supply of the Services regularly and without interruption thereafter throughout the Term, unless otherwise directed in writing by the Manager or RDCK.

## RDCK'S RIGHT TO OBTAIN SERVICES FROM OTHER SUPPLIERS

**17** If the Contractor should refuse or fail to supply adequate workmanship, products, or machinery and equipment for the scheduled supply of the Services, or neglects to supply the Services properly, or fails to perform any of the provisions of the Contract, then the RDCK, without prejudice to any of its other rights under the Contract, may notify the Contractor in writing, that the Contractor is in default of their contractual obligations, and instruct him to correct the default within forty-eight (48) hours.

**18** If the correction of the default cannot be completed within forty-eight (48) hours as specified, the Contractor shall be considered to be in compliance with the RDCK's instruction if it commences the correction of the default within the specified time, and in addition provides the RDCK with a schedule that is acceptable to the RDCK in its sole discretion for such correction and completes the corrections in accordance with such schedule.

**19** If the Contractor fails to comply with the provisions of this section the RDCK may, without prejudice to any other right or remedy they may have, obtain the supply of Services from another supplier and may deduct the cost thereof from the payment then or thereafter due the Contractor, or may without notice to the Contractor deduct the cost from the amount secured under the Irrevocable Commercial Letter of Credit.

## RDCK'S RIGHT TO TERMINATE THE CONTRACT

**20** If the Contractor should:

(a) be adjudged bankrupt, or make a general assignment for the benefit of creditors, or if a receiver is appointed on account of their insolvency, or

(b) fail to make sufficient payments due to their Sub-Contractors, or suppliers, or

(c) disregard laws or regulations that apply to the supply of the Services, or the RDCK's instructions, or

(d) abandon the supply of the Services, or

(e) otherwise violate the conditions of the Contract, the RDCK shall, by written notice, instruct the Contractor to correct the default within forty-eight (48) hours.

**21** If the default is not corrected within forty-eight (48 hours), then the RDCK may, without prejudice to any other right or remedy they may have, terminate the Contract. If notice has been given to the Contractor under Sections 17, 18 and 19 of the contract - *RDCK's Right to Obtain Services from Other Suppliers*, then a further notice and time to correct the default is not required and that in addition to correcting the default RDCK may without further notice proceed to terminate the Contract.

**22** If the RDCK terminates the Contract under the conditions set out above, the RDCK shall be entitled to:

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(a) obtain the supply of the Services by whatever method is deemed expedient but without undue delay or expense;

(b) withhold any further payments to the Contractor until the supply of the Services is finished;

(c) upon completion of the supply of the Services, determine the full cost of obtaining the supply of the Services including compensation to the RDCK for this additional service and a reasonable allowance to cover the costs of any corrections required under the guarantee, and charge the Contractor the amount by which the full cost exceeds the unpaid balance of the Contract Price; or if such cost of obtaining the supply of the Services is less than the unpaid balance of the Contract Price, pay the Contractor the difference; or if such cost of finishing the supply of the Services is greater than the unpaid balance deduct the difference from the Irrevocable Commercial Letter of Credit.

**23** It is also understood and agreed by and between the parties to the Contract, that in the event of a strike or lockout of the employees of the RDCK taking place during the term of the Contract, during which the supply of the Services may be interrupted or blocked, that the provisions of the Contract requiring payment by the RDCK to the Contractor shall be renegotiated on the basis of the Contractor's actual proven costs for the period.

**24** It is also understood and agreed by and between the parties to the Contract, that in the event of a strike or lockout of the employees of the Contractor taking place during the term of the Contract, during which the supply of the Services may be interrupted or blocked, that the RDCK shall at its option and without penalty or further payment to the Contractor, have the right to unilaterally terminate the Contract, and to remove the Contractor, their employees and equipment from the Site.

**CONTRACTOR'S RIGHT TO STOP SUPPLY OF SERVICES OR TERMINATE THE CONTRACT**

**25** If the supply of the Services should be stopped or otherwise delayed for a period of ninety (90) days or more under an order of any court, or other public authority, and provided that such order was not issued as the result of any act or fault of the Contractor or of anyone directly or indirectly employed by him, the Contractor may, without prejudice to any other right or remedy they may have, by giving the RDCK written notice, hold the RDCK in default.

**26** The Contractor may notify the RDCK in writing that the RDCK is in default of its contractual obligations if the RDCK, subject to requirements of these Contract General Conditions fails to pay to the Contractor when due, any amount due and owing to the Contractor under the Contract. Such written notice shall advise the RDCK that if such default is not corrected within thirty (30) calendar days from the receipt of the written notice the Contractor may, without prejudice to any other right or remedy it may have, stop the supply of the Services and terminate the Contract.

**27** If the Contractor terminates the Contract under the conditions set out above, they shall be paid for all Services supplied and for any loss sustained upon products and construction machinery and equipment, with reasonable profit up to the time that the Contract is terminated. If the Contractor terminates the Contract this is their sole remedy and the RDCK will not be liable for any additional costs or for any loss of profit following termination.

**SUB-CONTRACTORS**

**28** The Contractor agrees to preserve and protect the rights of the RDCK with respect to any supply of Services or work performed under the Contract and shall:

(a) enter into Contracts or written Agreements with the Sub-Contractors requiring them to supply Services and perform work in accordance with and subject to the terms and conditions of the Contract

Documents; and

(b) be as fully responsible to the RDCK for acts and omissions of the Sub-Contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

**29** The Contractor therefore shall incorporate all terms and conditions of the Contract General Conditions into all Sub-Contract Agreements they enter into with their Sub-Contractors, insofar as they are applicable.

**30** The Contractor agrees to employ only those Sub-Contractors proposed by him in writing in Schedule E-Proposed Sub-Contractors, and accepted by the RDCK for such portions of the supply of the Services as may be designated.

**31** The RDCK may, for reasonable cause, object to the use of a proposed Sub-Contractor and require the Contractor to employ another that is acceptable to the RDCK. Under these circumstances, the RDCK will advise the Contractor, in writing, of its objection to a Sub-Contractor. The Contractor shall provide the names of alternate Sub-Contractors for that part of the supply of the Services, each of whom must be acceptable to the RDCK. The Contractor and the RDCK will then agree as to which new Sub-Contractor shall be used.

**32** Nothing contained in the Contract General Conditions shall create any contractual obligation between any Sub-Contractor and the RDCK.

**33** Sub-Contractors shall not further sub-contract any portion of the supply of the Services that is the subject of their sub-contract without prior written approval of the RDCK, which may not be withheld unreasonably.

**PRIVATE LAND**

**34** If applicable, it shall be the Contractor's responsibility to ascertain the boundaries within which the supply of Services must be confined. The Contractor shall not enter upon lands other than those provided by the RDCK for any purpose without obtaining prior written permission of the land-owners and occupiers. A copy of the written permission is to be provided to the RDCK prior to entry upon private lands.

**35** The Contractor shall not enter upon lands owned by others on which the RDCK has easements or rights-of-entry without having received the prior written authorization of the RDCK for such entry. It shall be the Contractor's responsibility to ascertain from the RDCK the conditions on which easements of rights-of-entry have been granted on private lands and to abide by these conditions throughout.

**DISPUTE RESOLUTION**

**36** All claims, disputes or issues in dispute between the RDCK and the Contractor shall be decided by mediation or arbitration if the parties agree, or failing agreement, in a court of competent jurisdiction within the Province of British Columbia. All procedures for the resolution of disputes arising in relation to the Contract shall be governed by the laws of British Columbia, Canada.

**37** In the event that the parties agree to arbitration, the arbitration shall be governed by the rules of the British Columbia International Arbitration Centre, except that the Arbitrator(s) shall be agreed upon by the parties, and failing agreement by the parties, shall be appointed by a court of competent jurisdiction within the Province of British Columbia, Canada.

**38** Arbitration will take place in the Southern Interior of British Columbia and be governed by the laws of the Province of British Columbia, Canada.

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## TAXES AND DUTIES

**39** The Contractor shall pay all government sales taxes, customs duties and excise taxes with respect to the Contract including but not limited to any GST or PST. The Contractor is required to identify any applicable tax separately on all invoices and the RDCK is liable to pay this amount to the Contractor. Where an exemption of government sales taxes, custom duties or excise taxes is applicable to the Contract by way of the Contractor filing claims for, or cooperating fully with the RDCK and the proper authorities in seeking to obtain such refunds, the procedure shall be established in a Supplementary Condition.

## STAFF RESOURCES AND MANAGEMENT

**40** The Contractor shall, at all times during the term of the Contract, have a Supervisor charged with the responsibility of supervising the operations of the Contractor and shall maintain a local office at all times and a telephone staffed during all working hours throughout the duration of the Contract.

**41** The Contractor shall employ properly qualified and trained equipment operators, labourers and supervisory staff for the operation of the Contract and shall make available a sufficient number of staff to complete the supply of the Services. Failure or delay in the performance of the Contract due to the Contractor's inability to obtain personnel of the number and skill required shall constitute a default of the Contract.

**42** The Contractor shall ensure that no person will be discriminated against because of race, colour, sex, age, religion or origin. Wages and hours of labour employed shall be in accordance with all applicable federal, provincial and municipal enactments. The Contractor shall, at all times, enforce discipline and good order among their employees, and shall not employ on the Site any unfit person or anyone not skilled in the work assigned to them. Any persons employed on the Site, who become intoxicated, intemperate, disorderly, incompetent or willfully negligent, shall, at the written request of the RDCK Representative, be removed from the Site and shall not be employed again in any portion of the supply of the Services without the approval of the RDCK Representative.

## EMERGENCY CALL OUTS

**43** Before commencement of the Contract, the Contractor shall provide to the Owner with a list of at least three names and telephone numbers of the Contractor's representatives who can be called outside normal working hours to act for the Contractor for emergency "call outs" in connection with Work under the Contract. Names are to be listed in Schedule D – *Personnel and Equipment*. At least one person on the list shall be available at all times outside of normal working hours. The Contractor shall issue an updated list whenever a change in call out personnel or phone numbers is made.

## RIGHT TO AUDIT

**44** Upon reasonable notice the Contractor and/or any Sub-Contractors shall provide the RDCK and its internal auditors, external auditors, its regulators and such other entities/persons as the RDCK may designate, with unrestricted access at reasonable times to the data and records relating to the supply of the Services, including but not limited to the Contractor's marketing and sale of the recyclable material, the amounts charged to the RDCK by the Contractor, and the amounts of any commodity value rebates that are payable. Such access will be provided in order to verify the accuracy of charges and invoices for the Services supplied.

## CHANGE IN THE SERVICES

**45** The RDCK, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Services. The Contractor shall proceed with the supply of the Services as changed and the Services shall be supplied under the provisions of the Contract. No changes shall be undertaken by the Contractor,

without written order from the RDCK, except in an emergency endangering life or property, and no claims for additional compensation shall be valid unless the change in writing was so ordered.

**46** If such changes affect the requirements of the Contract, they will be so specified at the time of ordering the changes. The value of the addition or deduction from the Contract Price, and the method of determining such value, shall be by unit prices or combinations of unit prices as specified in Schedule C -*Pricing Schedules*, or use one of more of the following methods in deciding such value:

- by unit prices submitted in the Proposal
- by unit prices submitted by the Contractor and accepted by the RDCK
- by lump sum on the Contractor's estimate and accepted by the RDCK
- on a force account basis as specified hereinafter.

**INSPECTION OF THE WORK**

**47** The Owner's Representative will inspect the Work during the period of operation and will observe the Work in progress on behalf of the Regional District. The Owner's Representative will have the authority to stop the Work whenever such stoppage may be necessary, in his opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract Agreement.

**48** The Regional District and its representatives shall at all times have access to the Work whenever it is in preparation or progress and the Contractor shall provide proper facilities for such access and for inspection.

**49** If the specifications, the Regional District's instructions, laws, ordinances, or any public authority requires any Work to be specially tested or approved, the Contractor shall give the Owner's Representative timely notice of his readiness for inspection, and if the inspection is by an authority other than the Regional District, the date fixed for such inspection.

**50** If any Work should be covered up without approval or consent of the Regional District it must, if required by the Regional District, be uncovered for examination at the Contractor's expense.

**51** Examination of questioned Work may be ordered by the District and if so ordered the Work shall be uncovered by the Contractor. If such Work is found not to be in accordance with the Contract Documents through the fault of the Contractor, the Contractor shall pay the cost of examination and replacement of the Work. If such Work is found to be in accordance with the Contract Documents, the Regional District shall pay these costs.

**CONTRACT PERFORMANCE REVIEWS**

**52** From time to time as deemed necessary, the Manager may request that the Contractor participate in a Contract performance review. Documented performance arising from such reviews may be used as basis for alteration of the description of Services or suspension/termination of the Contract.

**RIGHTS OF WAIVER**

**53** A waiver of any breach of or provision of the Contract will not constitute or operate as a waiver or any other breach of any other provision, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

**DUTY OF CARE**

**54** The Contractor acknowledges that the RDCK, in the preparation of the Contract documents, provision of oral or written information to Proponents, review of Proposals or the carrying out of the RDCK's

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responsibilities under the Contract, does not owe a duty of care to the Contractor and the Contractor waives for itself and its successors, and waives the right to sue the RDCK in tort for any loss, including economic loss, damage, cost or expense arising from or connected with any error, omission or misrepresentation occurring in the preparation of the Contract documents, provision of oral or written information to Proponents, review of Proposals or the carrying out of the RDCK's responsibilities under the Contract.

**SEVERABILITY**

**55** All sections of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more sections herein are void the validity of the remaining paragraphs hereof will not be affected.

**COMPLIANCE WITH PERMITS, LAWS AND REGULATIONS**

**56** The laws and regulations of the place where the Services are supplied shall govern.

**57** The Contractor shall give all required notices and comply with all laws, ordinances, regulations, codes and orders of all authorities having jurisdiction relating to the supply of the Services, to preservation of public health, and to construction safety. If the Contractor observes anything in the Contract Documents to be at variance with the foregoing, they shall promptly notify the RDCK, in writing, and await the RDCK instructions. If the Contractor supplies any Services or performs any work, knowing it to be contrary to such laws, ordinances, regulations, codes or orders, and without giving notice requesting instructions from the RDCK, they shall bear all costs arising there from.

**58** The Contractor shall, at their own expense, procure all permits, licenses and certificates required by law for the supply of the Services.

**59** The Contractor will give all notices and obtain all the licenses and permits required to supply the Services. The Contractor will comply with all laws applicable to the supply of the Services and performance of the Contract.

**60** This Agreement shall be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

**SECURITY FOR SUPPLY OF SERVICES**

**61** Unless otherwise agreed in writing by the RDCK, the Contractor must provide the RDCK security for the performance of its obligations under the Contract in the form of an Irrevocable Commercial Letter of Credit in the amount of 10% of the Contract Price detailed in this Schedule, which security was issued by a financial institution within the RDCK that is acceptable to the RDCK in its absolute discretion and in form and substance approved by the RDCK.

**FORCE MAJEURE**

**62** In the event that either party is rendered wholly or partly unable to perform its obligations hereunder as a result of an event of Force Majeure, then subject to the RDCK's right of termination under Sections 21, 22, 23, 24 - *RDCK's Right to Terminate the Contract.*, that party will be excused from whatever performance is affected by the event of Force Majeure, to the extent so affected, provided that:

(a) the non-performing party promptly after the occurrence of the event of Force Majeure gives the other party notice describing the particulars of the occurrence;

(b) the suspension of performance is of no greater scope and of no longer duration than is required by

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the event of Force Majeure;

(c) the non-performing party uses reasonable commercial efforts to remedy its inability to perform; and

(d) when the non-performing party is able to resume performance of its obligations hereunder, that party will give the other party written notice thereof.

**GENERAL**

**63** Time shall be of the essence of this Agreement.

**64** 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.

**65** This Agreement shall be binding upon the parties and their respective successors, heirs and permitted assigns.

**66** 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.

**67** A waiver under Section 66 shall not be deemed to be a waiver of any subsequent breach of the same or any other provision of this Agreement.

**68** 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.

**69** The copyright in the Material belongs to the RDCK.

**70** 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.

**71** 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.

**72** Where the Contractor is a partnership, all partners are to execute this Agreement.

**73** Sections 2 c), d), Sections 5 and 69 of this Agreement will, notwithstanding the expiration or earlier termination of the Term, remain and continue in full force and effect.

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**74** 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** | **CJ INDUSTRIES INC.** |
|---|---|
| (Signature of Authorized Signatory) | (Signature of Authorized Signatory) |
| (Name and Title of Authorized Signatory) | (Name and Title of Authorized Signatory) |
| (Signature of Authorized Signatory) | (Signature of Authorized Signatory) |
| (Name and Title of Authorized Signatory) | (Name and Title of Authorized Signatory) |

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## SCHEDULE A: DESCRIPTION OF SERVICES

### 1. Services Required

The Services to be supplied to the RDCK consist of the operation and maintenance of the Burton and Edgewood Transfer Stations as outlined in the detailed description of Services and relevant Specifications.

The Contractor is to supply all personnel, labour, materials, and equipment to provide the Transfer Station Operations and Maintenance service starting October 1, 2026, for three (3) years extending to September 30, 2029, with the possibility of two (2), one (1) year extensions.

The following locations will be provided by the RDCK for use by the Contractor for the waste collection program:

- Edgewood Transfer Station, 8855 Highway 6
  Legally described as Lot 6 Block 6 and Lot 7 Plan NEP1214 District Lot 7892 Kootenay Land District Except Plan 8062.

- Burton Transfer Station, 248 Caribou Creek Road
  Legally described as Lot 1 Plan NEP6834 District Lot 7700 Kootenay Land District.

The location of the Nakusp Transfer Station is 1420 Hot Springs Road, Nakusp, BC, legally described as District Lot 863 Kootenay Land District Exc (1) Blk A-C (2) Pl 9020.

The Contract will include the Operation and Maintenance cost for the Burton and Edgewood Transfer stations. The Contractor is required to collect fees from users, track sales and waste data in a manner determined by the RDCK, and will be required to pay these user-fees to the RDCK on a bi-monthly basis. All Municipal Solid Waste (MSW) will be transported to the Nakusp Transfer Station. The Contractor will not be charged user fees at the Nakusp Transfer Station. The cost to transport MSW to the Nakusp Transfer Station should be included in the overall monthly operations cost, as described in Schedule C-1.

Material screening and general operation of the Recycle BC Recycling Depots at both Transfer Stations is the responsibility of the Contractor.

The Contractor shall screen incoming waste loads for Recyclable Materials and encourage diversion. Onsite diversion materials shall include tires, automotive batteries, propane tanks and bottles, yard and garden, wood waste, and scrap metal. It is the responsibility of the Contractor to maintain storage areas in a neat and tidy manner.

The RDCK will coordinate the chipping of Wood Waste, and Yard & Garden Waste at each site. When deemed necessary, the Contractor may be required to transport this chipped material to the Nakusp Transfer Station, at a rate agreed in this Procurement, as per Schedule C-1. Some chipped material may be used for site management by the Contractor as necessary.

Services include the operation and maintenance of the Burton and Edgewood transfer stations in accordance with regulatory bylaws adopted or amended by the Board of the Regional District of Central Kootenay.

### 1.1 Local Conditions

The Contractor shall, by personal inspection, examination, calculations, tests, or by any other means, satisfy himself at his own cost and risk, with respect to the local conditions to be encountered and the quantities, quality and practicality of the work and of his methods of procedure. No verbal agreements or conversations

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with any officer, agent, or employee of the District, either before or after the execution of the Contract Agreement, shall affect or modify any of the terms or obligations contained herein.

### 1.2 Reference Points and Layout

The Contractor, upon entering the site for the purpose of beginning Work, shall locate all monitoring wells, reference points, survey stakes, and legal survey pins, and take all necessary precautions to prevent their destruction. In the case of willful or careless destruction, he shall be charged with the resulting expense of replacement and shall be responsible for any mistakes that may be caused by the loss or disturbance of any such monitoring wells, reference points, survey stakes, and legal survey pins.

The Contractor shall not proceed with the Work until he has received instructions required for the execution of the Work from the Regional District.

If the Contractor, in the course of the Work, finds any discrepancy between the drawings and the physical conditions of the locality or any errors or omissions in drawings or in the layout as given by the instructions, he shall inform the Regional District immediately in writing and the Regional District shall promptly verify the same and issue appropriate instructions. Any work done after such discovery, before further work is authorized, will be done at the Contractor's risk.

## 2. Hours of Operation

The Contractor is required to have staff present on site during all posted hours of operation. The hours of operation of the Burton and Edgewood Transfer Stations and the Nakusp Transfer Station are set at the sole discretion of the RDCK and may be adjusted from time to time.

The days and hours of operation at the Sites are as follows:

| Hours of Operation | | | |
|---|---|---|---|
| Burton TS | Year Round | Sat: | 10:00am - 2:00pm |
| Edgewood TS | Summer<br>Jun 1 - Sep 30 | Sun:<br>Sun & Wed: | 9:00am - 1:00 pm<br>9:00am - 1:00pm |
| | Winter<br>October 1 – May 31 | Sun: | 9:00am - 1:00 pm |
| Nakusp TS<br>(for waste acceptance) | Summer<br>May 1 - Sep 30 | Mon, Wed & Sat: | 9:00am - 4:00pm |
| | Winter<br>Oct 1 - Apr 30 | Mon:<br>Wed & Sat: | 9:00am - 12:30pm<br>9:00am - 4:00pm |

Sites will be closed on the following days:

| | |
|---|---|
| New Year's Day | Labour Day |
| Family Day | Truth and Reconciliation Day |
| Good Friday | Thanksgiving Day |
| Victoria Day | Remembrance Day |
| Canada Day | Christmas Day |
| British Columbia Day | Boxing Day |

In the case of adjusted hours of operation, payment to the Contractor will be adjusted based on Schedule C-3: Extended or Reduced Hours of Operation Surcharge

### 2.1 Off-Hour Site Access

The District may allow off-hour access to the Nakusp Transfer Station for disposal. Any allowed off-hour deposits must follow written procedures and reporting requirements as defined by the RDCK.

### 2.2 Site Operations

The Site shall remain open to the public as described in Section 2-Hours of Operation.

The Contractor shall continue work after hours as required to meet the daily specifications contained herein; including time to open and close bins, prepare the tidiness of the site, place signage and traffic controls etc.

On special occasions, the Contractor may be required to open the Site to coordinate with subcontractors or to accept loads outside of normal operating hours. Under such circumstances, the Contractor shall be paid for the time that their staff are at the Site and for 30 minutes of each mobilization / demobilization time at the hourly price specified in Schedule C-3: Extended or Reduced Hours of Operation Surcharge

The Regional District reserves the right to authorize Regional District vehicles or other Contractors working for the Regional District to access the Site after hours when the Contractor is not in attendance.

## 3. Personnel

The Contractor shall employ properly qualified and trained staff to carry out the Work. The Contractor acknowledges that its employees, agents and sub-contractors will come into contact with the public in the execution of this Contract and that it is of primary importance to the RDCK that excellent relations with the public be maintained. All personnel performing work under this Contract shall conduct themselves in a courteous and polite manner towards the public.

The Contractor shall have sufficient personnel on duty at the Site at all times during the hours of operation together with the equipment specified in Schedule D: Personnel and Equipment to manage the receiving of waste and other items, to maintain the Site, and to provide assistance to the public and commercial users of the Site as required. The Contractor shall also be available at all times to respond to emergencies, should emergencies occur.

All Contractor personnel shall respond appropriately to environmental management issues that arise during performance of their duties under the Work (responding to spills, managing found Hazardous Wastes, etc.).

All employees employed by the Contractor must have sufficient knowledge, skill, and experience to perform properly the work assigned to them. All employees shall be trained in the terms and conditions of this Contract and shall conduct their work at all times in accordance with these terms and conditions

The Regional District may request the Contractor to suspend, discharge or take other disciplinary action against any of his employees or agents involved in performing the works or providing the service required under this Contract for any one or more of the following, which may constitute an offence against and breach of the terms and conditions of this Contract when occurring during normal working hours or when the said employee or agent is performing any work or service under this Contract:

a. intoxication;

b. unauthorized operation of vehicles or other equipment;

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c. use of foul, profane, vulgar or obscene language;

d. solicitation of gratuities or tips from any person for services performed under this contract;

e. permitting unauthorized use of RDCK facilities by others;

f. wanton or malicious damage to or destruction of private or public property;

g. willful, negligent or reckless action in disregard of safety or sanitary requirements or regulations or Contractor's safety program and operational training

h. any action which may constitute a public nuisance or disorderly conduct or be construed as abusive behaviour or be considered a threat to the public or public relations;

i. any conviction under the Criminal Code of Canada or the offence Act of British Columbia of any employee or agent of the contractor for an act done in the course of his performance of work under this Contract.

The Contractor shall comply forthwith with each such request and shall satisfy the RDCK that the employee or agent has been properly disciplined and has given assurance that the offence and breach shall not recur or that the said employee or agent has been removed from further involvement with Work or service under this Contract.

All employees of the Contractor who will be working on RDCK property will be identified in Schedule D: Personnel and Equipment. The list of Contractor employees shall only be altered with advance written approval of the Regional District.

**3.1 Outside of Operation Hours Call-Out Personnel**

The Contractor shall provide the RDCK with the name and telephone number of an Outside of Operation Hours Call-Out Person who can be called outside normal working hours to act for the Contractor for "call outs" in connection with Work under the Contract. This Person's name and phone number are to be listed in Schedule D: Personnel and Equipment.

In the event of an emergency this person may be called on to attend the site and respond appropriately. This Person may be contacted by Emergency Services Personnel or the RDCK.

**4. Work by Contractor**

The Work of this Contract to be performed by the Contractor shall include all work necessary to properly operate the sites in a manner acceptable to the RDCK and in compliance with applicable regulations and without adverse impacts on neighbouring properties and residents in the area. Operation of the Edgewood and Burton Transfer Stations shall include, but not be limited to the following tasks:

a. Keeping all required records, including but not limited to volume reports, and revenues collected, results of safety inspections and incident reports.

b. Submitting records of incoming material volumes and revenues collected digitally at the end of each opening day, submitted in digital format acceptable to the RDCK.

c. Keeping required records to submit Month End Product Summaries to the RDCK, to be submitted in digital format acceptable to the RDCK.

d. Depositing collected revenues on a bi-monthly basis.

e. Unlocking and locking entrance gates, and buildings on site and securing and locking the Sites at the end of the day.

f. Representing the RDCK in a professional and courteous manner with all customer and public interactions.

g. Collecting waste materials as outlined in the current RDCK Resource Recovery Bylaw, and transporting Mixed Waste and Controlled Waste to the Nakusp Transfer Station for disposal.

h. Applying tipping fees for waste materials collected in accordance with RDCK regulatory bylaw, and collecting these fees and issuing a receipt to the customer. These fees must be tracked and reported digitally at the end of each opening day.

i. Directing traffic to the appropriate unloading area and placing signs and barricades (supplied by the RDCK) to control traffic.

j. Stay updated on the annual changes of the Regulatory bylaw, including but not limited to waste material types, disposal fees, controlled materials, prohibited materials, site regulations, disposal requirements, definitions, etc.

k. Educate and inform the public regarding the RDCK Resource Recovery Bylaw requirements and enforce as required.

l. Checking and ensuring that customers deposit any Controlled Waste substances at the designated Controlled Waste area in accordance with the RDCK's disposal bylaw and provincial regulations.

m. Supervising unloading of loads at all areas on the facility to ensure that customers do not contaminate areas with undesirable materials. If material becomes contaminated, contractor will be required to sort material prior to disposing at Nakusp Transfer Station or to pay any extra fees for contaminated material or cleanup required.

n. Supervising unloading of waste materials at all areas on site to ensure prohibited and unacceptable controlled materials are turned away as per the bylaw

o. Inspect incoming loads prior to deposit in the bins or stockpile areas for compliance with the RDCK Resource Recovery Bylaw.

p. Supervising and maintaining the Wood Waste and Yard and Garden storage areas.

q. Operating, supervising and maintaining storage areas and/or bins/bunkers for recycled goods and diverted waste materials including, but not limited to wood waste, yard and garden waste, Scrap Metals, ODS Containing Appliances, propane tanks, tires, and lead acid batteries. This includes but is not limited to ensuring safe and easy access to stockpiles, and compact and orderly stockpiles to enable easy collection.

r. Ensuring roads and operating surfaces are maintained in good condition, including snow removal, fixing pot holes and other small repairs.

s. Removing snow and sanding all roads, foot traffic areas and operational areas, including clearing snow from 3' around bins, railings, gates, tipping areas, waste stockpiles, buildings/porta-potty roofs, signs, and other key areas, as described in detail in Section 20.

t. Maintaining and servicing all equipment required as part of the Contract and maintaining service records as required by applicable legislation.

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u. Erecting and relocating litter control fencing, if required. Fencing will be supplied by the RDCK.

v. Collecting litter daily at the Site and at entrance gate and area within 50m of entrance gate and maintain a clean, litter free area.

w. Collecting litter along the public roadways approaching the Site if required, a minimum of twice a year.

x. Communicating with RDCK about required signage. Signs will be provided by the RDCK. Contractor is responsible for erecting signs.

y. Other Force Account work as directed and authorized by the RDCK.

z. Provisional work items that the RDCK may elect to include in the scope of work for this Contract including operating the Transfer Stations for extended or reduced hours.

aa. Operations and maintenance of front gate.

bb. Surveillance and preventative works to limit trespassing.

cc. Regular safety inspections and adherence to safe work procedures under safety program and applicable regulations.

Notwithstanding the Contractor's responsibilities, the RDCK shall maintain overall authority for management and control of the Site. Nothing in this Contract grants the Contractor any interest in the Site, and the RDCK may, at its discretion, retain others to carry out work on and around the Site.

**5. Contractor's Responsibilities**

All equipment, labour, materials and associated costs for the supply of the Services will be the responsibility of the Contractor. The Contractor shall have the required expertise to supply the Services in a competent manner. The Contractor's responsibilities shall include, but not be limited to the following:

a. The Contractor shall supply all labour, materials, plant facilities and equipment and direction necessary to faithfully perform all requirements of the Contract.

b. During peak periods more than one staff member may be required during operating hours to oversee all operations, including waste and recycling areas.

c. The Contractor shall safeguard workers by ensuring clean, functional clothing, protective gloves and footwear, in accordance with WorkSafeBC regulations, is worn during the performance of the Contract.

d. The Contractor shall report any problem waste, Hazardous Waste, etc. encountered in collection, by email or other approved method, to the Regional District on the day of occurrence.

e. The Contractor shall present a positive image to residents by using clean, well maintained vehicles. The Contractor's vehicles shall be maintained in a clean, functional and operational condition with reference to relevant health or sanitary regulations.

f. The Contractor shall also, within six months from the commencement of the Contract, obtain certification in WorkSafeBC recognized First Aid Level One and Workplace Hazardous Material Information System (WHMIS). The cost of all training shall be at the Contractor's expense. All certifications must be maintained by the Contractor throughout the Term.

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g. Proof of certification for the above noted courses shall be required. In the event that proof of certification is not received within six (6) months of the commencement of the Contract, a monthly penalty of ten (10%) percent of the monthly contract payment due to the Contractor can apply until such time as the RDCK receives proof of certification.

**6. Contractor's Equipment**

The Contractor shall at all times provide, maintain and operate a sufficient number of vehicles, as approved by the RDCK, to properly maintain the level of service specified in this Contract.

Prior to commencing the Work, the Contractor must submit a list containing make and model years of all equipment used in the Work to the RDCK for approval. The Contractor must demonstrate that the maximum lifting height for customers into the bins to dispose of waste shall be 1067 mm (42").

The Contractor shall provide the following minimum equipment:

- Total 12 cubic yard hauling capacity with mechanical compaction capability; and/or total 20 cubic yard hauling capacity without mechanical compaction
- Capability to cover and secure load.

The Contractor shall ensure that all equipment comply with all Federal, Provincial and Municipal government requirements. The Contractor shall be responsible for maintenance, repairs and all other operating costs or requirements of the equipment supplied, including fuel, licensing, insurance, regular washing, storage, paint and other expenses.

The RDCK agrees to allow the Contractor to store his Equipment at the Site during non-operating hours, but accepts no responsibility for damage or vandalism. The Contractor shall not store any other Equipment or material at the Transfer Stations other than that Equipment and materials used for Transfer Site operations or construction or maintenance of equipment or as otherwise permitted by the RDCK. All Contractor equipment shall be removed from the Site at the termination of the Contract or if the equipment is deemed unusable for operations.

**7. Health and Safety**

The Contractor will be designated the Prime Contractor for the Site according to the definition given in the *Definitions Section* and in accordance with WorkSafe BC regulations.

The Contractor shall be solely and completely responsible for ensuring safety of all persons and property during the performance of the Work. This requirement shall apply during the Contract period and not be limited to normal working hours.

The Contractor shall be liable for any and all injury or damage which may occur to persons or to property due to any act, omission, neglect or default of the Contractor, or of his employees, workmen or agents.

The Contractor shall develop, maintain and supervise for the duration of the Work a comprehensive safety program that will effectively incorporate and implement all required safety precautions. Safety provisions shall conform to all applicable federal, provincial, and regional laws, RDCK's policies and procedures developed for the Transfer Station, ordinances, codes, and regulations. Where any of these are in conflict, the more stringent shall be followed.

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The Contractor shall satisfy the Manager that a safety program has been developed in accordance with the Occupational Health and Safety Regulations, and Safe Work Practices and Procedures of WorkSafeBC and shall incorporate all of the RDCK's operating requirements and restrictions This will include quarterly meetings where the contractor will meet with the RDCK representative to provide and report on the current safety program, provide incident reports, and any relevant information. This may be in the form of a phone call.

An appropriate Health & Safety Plan includes, but is not limited to:

- OHS Policy
- Risk Assessments
- Safe Work Procedure for first aid & working alone
- Emergency Response plan

The Contractor shall inform all workers, Sub-contractors and their workers, and the public attending the job Site through the course of the Work of the potential for potentially Hazardous Waste and the importance of safety precautions to ensure the safety of all workers and the public.

The Contractor shall assign an individual responsible and authorized to supervise and enforce compliance with all safety regulations required in the performance of the Work.

**8. Site Security**

It shall be the responsibility of the Contractor to ensure the Edgewood and Burton sites are kept secure at all times by ensuring that the entrance gates are kept locked at all times other than during the normal hours of operation.

The Contractor shall be responsible for securing all equipment and supplies to prevent them from being stolen or vandalized. Any additional security measures that the Contractor may deem necessary to secure the Site must be discussed with the RDCK prior to enacting.

The Contractor shall report any unauthorized access of the Transfer Station immediately to the RDCK.

**9. Salvaging**

Salvaging of materials from any part of the site by the Contractor is prohibited, unless the material is for the operation and use of the transfer station, and must be reported to the RDCK representative. The Contractor will be responsible for enforcing RDCK prohibitions on scavenging and salvaging at the Sites.

The removal of topsoil, cover material, sand, gravel or related material from the Site is strictly prohibited.

**10. Waste for Transfer to Nakusp**

All Municipal Solid Waste, unless authorized by the RDCK, will be disposed of at the Nakusp Transfer Station during normal hours of operation. Off-hour deposits may be allowed with prior written permission from the RDCK.

**11. Recycling Programs**

The Contractor shall cooperate with any authorized recycling program. The Extended Producer Responsibility stewardship program and/or the associated service providers may change from time to time. Except where

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noted, the RDCK shall coordinate service requests upon notification of need from the Contractor unless designated in writing that the Contract shall contact a recycling program service provider directly.

The Contractor shall encourage recycling in the Regional District by directing Transfer Station customers who bring acceptable recyclables to the Site to the appropriate recycling areas on-site or to other recycling facilities in the vicinity.

### 11.1 Recycle BC Recycling Depot Operations

The RDCK is part of the Recycle BC (RBC) program. The Contractor will be responsible for operating the recycling depots located at each Transfer Station. The Edgewood Depot is a CORE depot, while the Burton Depot is a Satellite Depot. At CORE Recycling Depot, five categories of materials are accepted (Paper and Cardboard, Mixed Containers, Flexible Plastics, White and Color Foam Packaging, Glass), and at Satellite Depot, three categories of materials are accepted (Paper and Cardboard, Mixed Containers. ICI recyclable materials are NOT accepted at neither Recycling Depots. ICI recyclable materials are deemed contaminants under Recycle BC's program.

Responsibilities of the Contractor in the operation of these depots include:

*Opening and Closing*

- Unlock containers at start of day.
- Tidy illegal dumping that may have occurred.
- Sort any materials illegally dumped or in incorrect containers in a safe manner.
- Move any full supersacks out of way and set up empty Mega-bags.
- Add barcode stickers on full supersacks prior to pickups.
- Lock up area/containers at end of day. Record the number of full Supersacks and approximate fill level of any roll-off bins on site at the end of the shift using a Daily Report.

*Ongoing throughout shift*

- Meet & greet depot users to provide instruction.
- Monitor loads that customers are bringing into the recycling facility, for compliance with the current Resource Recovery Facilities Regulatory Bylaw and Recycle BC Depot Guidelines.
- Monitor recycling bins between waste customers.
- Maintain cleanliness, tidies up the site, remove materials that have been put in the wrong place to the right spot (where feasible)
- Advise customers when prohibited and controlled materials are identified during a recycling screening (such as ICI loads) and provides education regarding alternative options for disposal and general RDCK Resource Recovery policies.
- Promote reduction of dumping of controlled materials, and promote regional initiatives such as Trash to Treasure, Household Hazardous Waste Roundups, and point source management of stewardship programs.

### 11.2 Other Recyclable Materials

The Contractor shall assist in the maintenance of on-site marshalling areas for the following materials:

- Wood Waste and Yard and Garden Waste
- Scrap Metals Propane Tanks, Major Appliances and Excluded ODS-Containing Products
- Reuse shed (currently closed due to COVID-19)
- Tires
- Batteries

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The Contractor may be asked to provide additional recycling facilities for other products at the Site in the future or to close certain areas if alternate facilities are provided for these products by the private sector within the Regional District.

The Contractor shall be responsible for ensuring that recyclable products are well sorted and neatly stacked. This includes, but is not limited to:

- Tires relatively cleaned and undamaged, separated into 3 areas for on and off rims and by size and stacked neatly in piles of 5.
- ODS appliances emptied and neatly lined upright in rows with the backs of the unit accessible.

The Contractor shall complete a Month End Product Summary reporting on all other recyclable materials using provided forms and the MARR program reporting using provided forms. The RDCK will arrange for the pick-up and processing of all other recyclable materials.

### *11.2.1 Wood Waste and Yard & Garden Waste*

The Contractor shall stockpile Wood Waste and Yard & Garden Waste at a storage area on each Site as designated by the RDCK's Representative. The Contractor shall report volumes of stockpiled material to the RDCK on a monthly basis using a form provided by the RDCK. The RDCK will arrange for the chipping of material when needed. This material may be used by the Contractor for site activities, such as road maintenance and site levelling, with authorization from the RDCK.

At rates described in Schedule C-2, the RDCK may request the Contractor to haul chipped Wood Waste and Yard & Garden waste to the Nakusp Landfill. The RDCK is under no obligation to hire the Contractor for this service, as alternate services or options for processing may be available.

No burning of Wood Waste or Yard and Garden Waste shall be permitted.

### *11.2.2 Scrap Metal, Propane Tanks, Major Appliances and Excluded ODS-Containing Products*

The Contractor shall stockpile Scrap Metal, Propane Tanks, Major Appliances, and Excluded ODS-Containing Products in a storage area designated by the RDCK's Representative and ensure that the stockpile is consolidated using the Contractors equipment, on a periodic basis, as required through the Contract term.

The Contractor shall handle Scrap Metal, Propane Tanks and Major Appliances and Excluded ODS-Containing Products by:

a. directing loads of clean Scrap Metal and all Major Appliances and Excluded ODS-Containing Products to the designated storage areas;

b. directing refrigeration units containing ODS to a separate collection area where units must be stored upright until the ODS is collected;

c. incorporating units clearly labelled as ODS-free into the Scrap Metal stockpile once ODS materials have been removed;

d. consolidating the pile as required by the Owner's Representative;

e. cleaning up the site after Scrap Metal is removed by Other Contractors;

f. propane tanks are neatly and safely stacked; and

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g. mini propane tanks are stored in either containers provided by the propane collectors, or covered containers, or in heavy duty contractor bags (25 per bag).

Payment for neatly stockpiling the Scrap Metal, Propane Tanks, Major Appliances and Excluded ODS-Containing Products and removing contaminants at a storage area designated by the RDCK's Representative will be included in the bi-monthly payment.

The RDCK shall arrange to have the ODS-Containing Products and other halocarbons drained from refrigeration appliances at the Site by an authorized technician. Once the CFRC/HFC is removed it shall be moved by the contractor to the Scrap Metal storage stockpile.

The RDCK shall periodically contract with a Scrap Metal dealer to crush, compact and haul away collected Scrap Metal and non-ODS Containing Products.

### *11.2.3 Reuse Shed*

The Contractor must screen materials intended for the Reuse Shed to ensure they are acceptable for reuse. Items not deemed reusable must be directed for disposal.

When requested by RDCK staff and on a regular basis, the Contractor shall assist with moving items determined by the RDCK to be non-reusable from the reuse shed to the appropriate disposal or recycling area.

Materials deposited in the Reuse Shed are charged in accordance with the current Resource Recovery Bylaw. Acceptance of material is not for free and revenues are to be reported in the Daily Summary.

### *11.2.4 Tires*

Passenger car and light truck tires shall be sorted, in an area designated by the RDCK's Representative, into three defined stockpiles:

(1) tires off rim
(2) tires on rim (16" or smaller or marked P, LT or T), and
(3) tires on rim (larger than 16" and not marked P, LT and T).

The Regional District shall arrange to have the tires shipped off-site for recycling as part of the Provincial Tire Stewardship Program. The Contractor is responsible for coordinating with the RDCK representative to ensure accurate and timely tire counts are provided, to coordinate with the tire recycler if needed, and to ensure the tires are stored in a neat and tidy manner as per the recycler's requirements.

Tires with tread code C (Compactor), E (Earthmoving), G (Grader), L (Loader), IND (Industrial) or NHS (Not for Highway Service) generally referred to as Grader/Loader or Small-Off-The-Road or Large-Off-The-Road tires are not accepted as part of the Provincial Stewardship Program, and therefore, are NOT accepted at either Site. The Contractor shall direct customers to the Nakusp landfill for Disposal.

### *11.2.5 Batteries*

An area for on-site stockpile of automotive batteries shall be provided and maintained and wherever possible the Contractor shall direct and/or remove lead acid batteries if inappropriately disposed and deposit them in the designated area.

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The Regional District shall arrange to have the batteries shipped off-site for recycling. The Contractor is responsible for coordinating with the RDCK representative to ensure accurate and timely battery counts are provided, to coordinate with the tire recycler if needed, and to ensure the batteries are stored in a neat and tidy manner as per the recycler's requirements.

**12. User Fees**

The RDCK has initiated waste disposal user fees at all Resource Recovery Facilities as detailed in Schedules A-1, A-2 and A-3 to Resource Recovery Facilities Regulatory Bylaw. The User Fee Schedules are updated periodically and are subject to change without notice.

The Contractor will collect and submit any and all applicable user fees as outlined in the current Resource Recovery Facilities Regulatory Bylaw - User Fee Schedule A-2 (user fees currently in effect) at the Transfer Stations.

Fees shall be collected, recorded, and submitted digitally, or a mutually agreed alternative, to the RDCK after each day of opening. The fees collected at the Sites cannot exceed those indicated in the User Fee Schedule.

The RDCK will provide the Contractor with a ticket/receipt book. It is expected that every transaction results in the generation of a receipt.

Fees collected will be deposited in the bank or electronically transferred to the RDCK on maximum of a bi-monthly basis. Deposit summaries reconciled with the hard copy daily receipts over the monthly period shall be submitted via registered mail to the RDCK on same day as bank deposits. Any discrepancies shall be addressed immediately with the RDCK representative. The RDCK reserves the right to adjust the frequency of deposits if there are issues with reconciliation.

Both sites are "cash only" sites. The Contractor will be responsible for providing a cash float sufficient for operations.

**13. Waste Screening**

The Contractor shall screen loads to detect recyclable materials, prohibited or controlled waste so that it is prevented from being disposed of incorrectly and inform the public regarding the RDCK Resource Recovery Bylaw requirements.

**14. Use of Shelter**

The RDCK shall provide shelter, and the rental of port-a-potty units and propane tanks at the Edgewood and Burton Transfer Stations. Any and all costs associated with the maintenance of the shelter are the responsibility of the Contractor including propane delivery, porta-potty cleanings and servicing, but excluding any applicable utility costs. Arrangement of servicing and delivery is up to the contractor. It is expected that the cleanliness of the porta-potty is maintained at a standard acceptable for use by RDCK representatives.

**15. Use of Sites**

The Contractor shall have use of the Sites only for the purpose of waste transfer or waste collection services and any other associated RDCK waste collection and waste reduction programs. The Contractor is not authorized to use the Sites for other business purposes or personal use or benefit.

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## 16. Education and Promotion

The RDCK is responsible for general public education initiatives relating to solid waste disposal, reuse and recycling. Education may include but is not limited to media news releases, preparation and distribution of newsletters and brochures and public meetings. The contractor will be responsible to participate in this as directed, which may include posting of temporary signs, educating the public on changes, handing out promotional material, etc.

## 17. Litter Collection

The Contractor shall be required to collect litter frequently and to keep the Sites tidy at all times, free from all loose paper, plastic, cardboard, litter, debris and similar material. The Contractor shall also collect any material that has blown from the Sites onto adjacent property. The Contractor shall remove and dispose of waste that has been placed in an unauthorized area on the Sites or in the vicinity of the gate outside the Sites at no extra cost to the RDCK.

The RDCK may order the collection of litter whenever such collection is deemed necessary.

From time to time, solids spillage may occur at the Sites. The Contractor shall be responsible for clean-up of spillage, and transporting collected material to the Nakusp Transfer Station.

Both Sites are not fully fenced, and some amount of illegal dumping does occur. The Contractor shall be responsible for periodic clean-up of illegally dumped material and transporting collected material to the Transfer Station. The RDCK recognizes that the Contractor will be hauling material for which no user fees were collected. To maintain accuracy of records, the Contractor is required to photograph large items or collections, and estimate the volume collected on a monthly basis. This will be recorded in the Month End Product Summary provided by the RDCK.

Payment for picking up and/or disposing of litter will be included in the monthly payment.

## 18. Snow Removal

All equipment, labour, materials and associated costs for the maintenance and snow removal services will be the responsibility of the Contractor. The Contractor shall have the required expertise to carry out the Work in a competent manner. The Contractor's responsibilities shall include, but not be limited to the following:

a. Snow removal will be conducted as close as possible to the specified opening hours of the Site but no more than twice per day. Snow removal is not required on days the site is not open to the public unless large storm accumulations justify removal between opening days or weather conditions are predicted that would make it impossible to clear snow in time for the site to be open. For example, if the weather forecast is for a warming then freezing period, the snow should be cleared so that it doesn't melt and freeze, becoming impossible to clear.

b. The Contractor shall monitor the weather at the site to determine if snow removal or sanding is necessary. This may require the Contractor to make a visit to the site, or to have staff that are local to the site which can provide the Contractor with real time weather updates.

c. Hand shoveling of some portions of the depot/transfer station is required to achieve the expected standards of the sites. The Contractor is expected to work this into the cost of snow removal as additional payment will not be made.

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d. Sanding or spreading of salt in the depot/transfer station area will be conducted with each snow clearing that occurs as close as possible to the specified opening hours of the site to ensure public areas are safe for foot and vehicle traffic. It is not required on days the site is not open to the public, even if snow clearing services have been required. Ensure the depot/transfer station area is maintained in such a way that the user has safe footing in the pedestrian areas and driving areas.

e. Sanding or spreading of salt may be required on days even if snow removal is not required. The same level of expectation around monitoring and providing this service applies.

f. Snow will be stored in such a manner and location that it does not interfere with access to the operations of the depot/transfer station and does not damage RDCK property. Areas that must be left clear of snow berms include but are not limited to the roadways, bins, stockpile areas and access, gates, base of bins, and attendant hut.

g. The Contractor is expected to perform snow removal in such a way that plans ahead for snow storage needs throughout the snow season. This includes pre-planning for snow storage areas during the examination of site.

h. A three-foot radius around the bins must be cleared of snow. If the equipment cannot remove the snow flush to the bins they must be hand shoveled. This may require a second staff person or additional hours and should be considered.

i. The snow underneath and in front of any railings/gates must be cleared. This may require hand shoveling.

**19. Recording and Reporting Fuel Consumption**

The RDCK requires that contractors communicate the quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of the services described in their contract on an annual basis. Fuel consumption associated with the provision of these services must be provided to the RDCK with an annual deadline of March 30th.

Contractor to provide the following information about total fuel consumption from the operation of vehicles, equipment and machinery used in the provision of your solid waste collection, transportation, and diversion service to the RDCK:

1. Vehicle class;
2. Type of fuel used by each vehicle; and
3. Amount of fuel in litres consumed from the operation of each vehicle and all equipment and machinery for the contracted service between January 1st and December 31st.

| Vehicle Class | Includes |
|---|---|
| Light Duty Vehicle | • 2 door passenger cars<br>• 4 door passenger cars<br>• Station Wagon |
| Light Duty Truck | • SUV's, minivans<br>• Full-size vans<br>• Pickup trucks with a gross vehicle weight rating (GVWR) under 3856 Kg (8500 lbs) and a curb weight under 2722 Kg (6000 lbs) |
| Heavy Duty Truck | • Road vehicles with a gross vehicle weight rating (GVWR) over 3856 Kg (8500 lbs) and a curb weight over 2722 Kg (6000 lbs) |

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| | |
|---|---|
| Off Road Vehicle | • Vehicles and equipment not licensed for road use (e.g. snow mobiles, ATVs, lawnmowers and trimmers, tractors, construction equipment) |

If actual quantities are not available, an estimate would be acceptable. If providing an estimate, the basis for determining this data must be provided.

**20. Reports and Meetings**

The Contractor will:

a. Digitally (by email), submit reports at the end of each operating day to the RDCK's Representative as to the daily volume and types of waste collected, and fees collected per Site. Refer to Appendix C Example for an example of the report format to be used. The RDCK will supply the form in Microsoft Excel format or an alternate agreed upon format for submission by the Contractor.

b. Digitally (by email), submit Monthly End Product Summary reports at the end of each month, summarizing stockpile volumes and remaining capacity to allow for the RDCK to schedule servicing.

c. Digitally, (by email), on a monthly basis submit inventory of MARR items collected.

d. Permit the RDCK's Representative at all reasonable times to inspect, examine, review and copy any and all findings, specifications, drawings, working papers, reports, documents and material whether complete or otherwise that have been produced, received or acquired by the Contractor on behalf of the RDCK, or provided by the RDCK to the Contractor as a result of the Contract.

e. The Contractor is required to attend bi-monthly operations meetings with the RDCK representative for the duration of the contract to discuss/review any and all issues related to the delivery of services included within this contract. The Contractor/RDCK shall record minutes and distribute copies within 7 days of each meeting. These meetings can either be in person, telephone, or video conference at the preference of the attendees. Agenda for each meeting shall include the following, as a minimum:

    1. Approval of minutes of previous meeting.
    2. Work progress since previous meeting.
    3. Field observations, including any problems, difficulties, or concerns.
    4. Proposed changes in the Work.
    5. Requests for information.
    6. Site safety issues.
    7. Other business.

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## SCHEDULE B: CONTRACT PAYMENT TERMS

**BUDGET**

**1** Total budget shall not exceed **$444,945** (excluding GST) over the three year contract term unless otherwise negotiated in advance of the work completed. Costs shall be based on amounts in Schedule C (excluding GST).

**INVOICING**

**2** Invoices to be submitted monthly.

**3** The following contract number and GL code(s) **must** be quoted on the invoice(s):

Contract Number: **2026-178-ENV**

GL Code: Account: 54030
Work Order: OPR422-302 – Burton Transfer Station Operations & Maintenance
OPR420-302 – Edgewood Transfer Station Operations & Maintenance

**4** Invoices must be emailed to ap@rdck.bc.ca, with the contract administrator identified on the first page of this contract in cc.

**5** Invoices to be paid on net 30 day term.

**6** 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.

**7** The Contractor's name on the invoice must match the name identified in the first page of this contract.

**8** Invoices for work performed in the calendar year shall be emailed to ap@rdck.bc.ca no later than January 15th of the following year.

**PAYMENT WITHHELD OR DEDUCTED**

**9** The RDCK may withhold payment on any Progress Payment as may be necessary or prudent to protect itself from loss on account of:

(a) the Contractor is not making satisfactory progress with the supply of the Services;

(b) defective Services which are not remedied;

(c) if applicable, there are claims of lien, or liens (or a lien) filed against any premises of which the Services are supplied or being supplied, or reasonable evidence of the probable filing of such claims of lien or of filing or registration of liens (or a lien) as a result of the failure of the Contractor to make payment properly to Sub-Contractors or for materials, labour, or otherwise;

(d) damages caused to another party by the Contractor;

(e) any other evidence of loss or danger of loss on the part of the RDCK, resulting from of the Contractor's operations.

(f) the RDCK has corrected deficiencies under Sections 17, 18 and 19 of the contract - *RDCK's Right to Obtain Services from Other Suppliers*.

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**MONIES DUE TO THE RDCK**

**10** The Contractor's payment for any commodity value to the RDCK, if any is required by the Contract, will be provided to the RDCK monthly.

**11** All monies payable to the RDCK by the Contractor under any stipulation herein or as provided in Sections 17, 18 and 19 of the contract - *RDCK's Right to Obtain Services from Other Suppliers*, or Section 6 of this Schedule -*Liquidated Damages*, may be retained by the RDCK out of any monies due, or which may become due, from the RDCK to the Contractor under this or any other Contract with the RDCK, or the RDCK may demand payment to the RDCK by the Contractor, or the RDCK may deduct monies from the Irrevocable Commercial Letter of Credit. The RDCK shall have full authority to withhold any amount or estimated amount, if circumstances arise which may indicate the advisability of so doing, though the final sum to be retained may be unascertained.

**12** The RDCK may also, at its discretion, calculate into the monies due to the RDCK, the RDCK's staff time plus a 10% overhead in any event where the RDCK has had to correct deficiencies as per Sections 17, 18 and 19 of the contract - *RDCK's Right to Obtain Services from Other Suppliers.*

**LIQUIDATED DAMAGES**

**13** In case the Contractor fails to commence or complete the supply of the Services in accordance with the Contract, and to the satisfaction of the Manager, within the time or times specified, the Contractor shall pay to the RDCK a sum of the annual Contract Price divided by 365 for each and every day that the Services have not been supplied after the times specified; which sum or sums, in view of the difficulty of ascertaining the losses which the RDCK will suffer by reason of delay in the supply of Services, is hereby agreed upon and fixed as a reasonable measure of the RDCK's costs and determined by the parties hereto as the liquidated damages that the RDCK will suffer by reason of said delay and default, and not as a penalty. The RDCK may deduct and retain the amounts of such liquidated damages as per Sections 10,11 and 12 of this Schedule - *Monies Due to the RDCK*.

**NEGOTIATIONS DURING CONTRACT TERM**

**14** If the RDCK requires changes to the supply of the Services, negotiations for payment to the Contractor for Services not specified herein shall be based on a comparison of similar Services that are specified herein, and as specifically measured by the increase or decrease in process time required, manpower, equipment, etc., each of which will be specifically identified, fully itemized, and at the discretion of the Manager, justified. If similar comparison is not practical, then the item will be specifically negotiated, based on time required, manpower, equipment, etc., each of which will be specifically identified and fully itemized.

**ANNUAL ADJUSTMENTS**

**15** The price as presented in Schedule C: *Pricing Schedules* shall be adjusted annually on the anniversary date of the Contract according to the following formula:

*Cumulative* Annual *Contract Price* x *Percentage Change of the Statistics Canada Average Consumer Price Index for British Columbia for the Transportation Industry* of the 12 months prior to the month immediately preceding the date for which the fee rate is being adjusted.

**16** On the anniversary of the Contract it is the responsibility of the Contractor to engage with the RDCK to determine any adjustments. Supporting calculations and documentation shall be available for both parties to review and approve. The Contractor shall adjust invoices accordingly as soon as possible.

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**17** The RDCK will, at its absolute discretion, reserve the right to review and adjust the formula annually. The tables referenced by Statistics Canada will be the most up to date and relevant tables available at the time of the adjustment. No other adjustment to the Contract Price will be made during the term of the Contract.

**[Continued on next page]**

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## SCHEDULE C: PRICING SCHEDULES

NOT INCLUDED IN DRAFT

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## SCHEDULE D: PERSONNEL & EQUIPMENT

NOT INCLUDED IN DRAFT

DRAFT

## SCHEDULE E - SUBCONTRACTORS

NOT INCLUDED IN DRAFT

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## SCHEDULE F – SITE PLANS




EDGEWOOD TRANSFER STATION & RECYLING
EDGEWOOD TS & RECYCLING
(418 955, 5 526 959
UTM NAD83 Z11)
Kokanee Range
2460 m
Columbia River
6
Nelson
Castlegar
Esri, NASA, NGA, USGS, Esri Canada, Esri, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NRCan, Parks Canada
0 15 30 60
Meters
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
Cadastre
Site Boundary
Map Scale:
1:960
5
Date: June 22, 2026
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 ommissions on this map.
Document Path: K:\CLIENTS\RDCKDepartments\Environmental Services\ResourceRecov


NAKUSP TRANSFER STATION, RECYLING & LF
Hot Springs Rd
NAKUSP T.S. L.F. & RECYCLING
(443 101, 5 568 728
UTM NAD83 Z11)
Columbia R.
Selkirk Mountains
Esri Canada, Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, NRCan, Parks Canada, Esri, USGS
Nelson
6
0 35 70 140
Meters
Source: Esri
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
Cadastre
Site Boundary
Map Scale:
1:1,980
5
Date: June 23, 2026
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 ommissions on this map.

# Agreement Amendment

**Contract #: 2023-253-ENV**
**Amendment #: 01**
**Project: ICI Recycling Service – First Extension Term**
**GL Account #: 54030 / OPR640-100, OPR641-100, OPR639-100**
**Board Resolution(s): Add Board Resolution(s) # relevant to this Amendment**
**RDCK Contract Lead: Akane Norimatsu**,

THIS AGREEMENT AMENDMENT is executed and dated for reference the:

_____ day of _____, **2026**
(Day) (Month) (Year)

**THE REGIONAL DISTRICT OF CENTRAL KOOTENAY AND WASTE MANAGEMENT OF CANADA CORPORATION HEREBY AMEND THE SERVICES AGREEMENT FOR ICI RECYCLING DATED FOR REFERENCE THE 17th DAY OF SEPTEMBER 2024 AS FOLLOWS:**

**1 TERM**

The Term in Section 1 (c) shall be extended for the First Extension Term commencing on September 1, 2026 and ending on August 31, 2027.

**2 SCHEDULE B: CONTRACT PAYMENT TERMS AMENDMENT**

Effective for the First Extension Term only, Section 1 of Schedule D: Contract Payment Terms is amended to include the following:

Total budget shall not exceed $158,240 (excluding GST) over the First Extension Term unless otherwise negotiated in advance of the work completed.

Please quote Contract No. **2023-253-ENV** on all invoices associated with this work.

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All other terms and conditions of the Agreement dated for reference the 17TH day of September 2024 and subsequent amendments shall remain in effect.

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** | **WASTE MANAGEMENT OF CANADA CORPORATION** |
|---|---|
| (Signature of Authorized Signatory) | (Signature of Authorized Signatory) |
| (Name and Title of Authorized Signatory) | (Name and Title of Authorized Signatory) |
| (Signature of Authorized Signatory) | (Signature of Authorized Signatory) |
| (Name and Title of Authorized Signatory) | (Name and Title of Authorized Signatory) |

DRAFT

**ATTACHMENT B**

# The Corporation of the Village of Salmo

P.O. Box 1000
Salmo, BC V0G 1Z0
www.salmo.ca

Phone: (250) 357-9433
Fax: (250) 357-9633
Email: info@salmo.ca

August 11th, 2026

Regional District of Central Kootenay
202 Lakeside Drive, PO Box 590
Nelson, BC V1L 5R4

**RE: RENEWAL OF LICENSE OF OCCUPATION AGREEMENT**

Dear Regional District of Central Kootenay,

Please be advised that the current License of Occupation between the Corporation of the Village of Salmo and the Regional District of Central Kootenay for the property having a civic address of 1017 Glendale Avenue, Salmo, British Columbia, legally described as Lot 16 District Lot 206 Kootenay District Plan 2160 Except Part Included In Plan 11031 PIO: 011-356-073 has expired & a renewal is required.

As stipulated in the contract, *" The duration of this Agreement herein granted shall be for a term of five (5) years commencing on July 1, 2020 and ending June 30, 2025, with the option to extend the term of the agreement for up to three (3) one-year periods, unless earlier terminated in accordance with Section 25."*

This extension would reflect the second of a potential of 3 one-year extensions, with the extended term commencing on July 1, 2026 and ending on June 30, 2027. The fees in Section 3.1 will be adjusted for inflation annually, reflecting the Statistics Canada Consumer Price Index, effective January 1st to December 31st of each year. The increase will be applied to the monthly charge of $578.70 + GST. Please sign the acceptance below and return.

Regards,

**Village of Salmo**

_____
Derek Kwiatkowski, Chief Administrative Officer
Village of Salmo

_____
Diana Lockwood, Mayor
Village of Salmo

*We, as authorized representatives, opt to renew our License of Occupation for 1 year as is our option in the License of Occupation agreement dated July 1, 2020:*

**Regional District of Central Kootenay**

_____
Name

_____
Signature

_____
Title

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CITY OF PRINCE GEORGE

Office of the Mayor

1100 Patricia Blvd. | Prince George, BC, Canada, V2L 3A9
250-561-7600 | mayorandcouncil@princegeorge.ca | **PrinceGeorge.ca**

Rural Governments in British Columbia

Transmitted via email

August 20, 2026

**RE: City of Prince George requesting support for the Northern and Rural Homeowners Grant**

Dear Colleagues,

On behalf of Prince George City Council, thank you to the many local governments that have supported our request for the Province to reconsider its decision to end the Northern-Rural Homeowner Benefit.

## Background:

The homeowner grant offered by the Government of British Columbia helps reduce the amount of property tax residents pay each year on their principal residence. The grant is available to homeowners who pay property taxes either to a municipality or directly to the Province if they live in a rural area.

The current regular grant amount is $570 for properties in the Capital, Metro Vancouver, and Fraser Valley Regional Districts. For all other areas of the province, the grant amount is $770. Effective for the 2027 and subsequent taxation years, the additional $200 Northern and Rural Homeowner Benefit will be repealed.

## Why this matters:

Repealing this benefit will have a disproportionate impact on northern and rural communities, where residents already face higher living costs associated with transportation, longer supply chains, increased heating and cooling expenses, and more limited access to services than those typically experienced in southern urban centres.

Maintaining regional recognition within provincial programs remains essential to supporting affordability, economic resilience, and fairness for northern and rural residents.

## Requested action:

The resolution was endorsed at the North Central Local Government Association (NCLGA) Convention and has been forwarded to the Union of BC Municipalities (UBCM) for consideration at the September 2026 Convention. The resolution has been included in the 2026 UBCM Resolutions Book and can be found on page 84.

We are also pleased to note that MLA Rosalyn Bird has expressed support for the resolution, and NCLGA is advocating to the relevant provincial ministers in support of maintaining the benefit.

We believe a strong and united voice opposing this planned provincial change remains important. We encourage northern and rural local governments affected by this decision to support the resolution at the September 2026 UBCM Convention by speaking in favour of it at the Pro Mic and voting to endorse the resolution.

CITY OF PRINCE GEORGE

Office of the Mayor

1100 Patricia Blvd. | Prince George, BC, Canada, V2L 3A9
250-561-7600 | mayorandcouncil@princegeorge.ca | **PrinceGeorge.ca**

We also welcome additional letters of support that the City can reference as part of ongoing advocacy efforts, including meetings with provincial ministers and government officials.

Finally, we encourage local governments to engage directly with their MLAs to reinforce the importance of maintaining fair and regionally responsive provincial programs that recognize the unique challenges facing northern and rural communities.

Respectfully,

Simon Yu
Mayor
City of Prince George

# Board Report
## Application Process - Zoning

## Consideration of Adoption of Bylaw No. 3087

| | |
|---|---|
| **File Reference:** | Z2306F |
| **Electoral Area/Municipality:** | F |
| **Services Impacted** | Planning and Land Use S104 |

## 1.0 PURPOSE OF REPORT

The purpose of this report is to consider adoption of Amendment Bylaw No. 3087, a bylaw to amend RDCK Zoning Bylaw No. 1675, 2004.

This bylaw was granted first, second and third reading at the August 20, 2026 Board meeting via resolution 422/26, shown below:

> *That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST, SECOND and THIRD reading by content.*
>
> *And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026 until the following item has been obtained:*
> *- Approval from the Ministry of Transportation and Transit pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).*

The amendment was sent to MOTT who informed RDCK staff that approval was not required as the subject properties are just outside of the controlled access area. As such, the amendment is being brought back for adoption without MOTT approval.

| **GENERAL INFORMATION** |
|---|
| **Applicant:** Joshua Hango |
| **Property Owners:**<br>- Parcel 1: Janis and Robert Lindsay<br>- Parcel 2: Lisa Pozin |
| **Property Location:**<br>- Parcel 1: 442 Johnston Road, Electoral Area 'F'<br>- Parcel 2: No Address, Electoral Area 'F' |
| **Legal Description:**<br>- Parcel 1: BLOCK 12 DISTRICT LOT 370 KOOTENAY DISTRICT PLAN 2091 (PID: 005-641-993) |

| |
|---|
| - Parcel 2: LOT 13 DISTRICT LOT 370 KOOTENAY DISTRICT PLAN 2091 EXCEPT PARCEL 1 (REFERENCE PLAN 108355I) (PID: 014-086-522) |
| **Property Sizes:**<br>- Parcel 1: 0.381 ha<br>- Parcel 2: 0.224 ha |
| **Current Zoning:**<br>- Parcel 1: Country Residential (R2)<br>- Parcel 2: Country Residential (R2) |
| **Current Official Community Plan Designation:**<br>- Parcel 1: Country Residential (CR)<br>- Parcel 2: Country Residential (CR) |

The property owners are proposing to rezone the subject lands from Country Residential (R2) to Country Residential (R2) Site-Specific to facilitate a boundary adjustment subdivision that will result in two undersized lots.

## 2.0 RECOMMENDATION

That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby ADOPTED; AND FURTHER that the Chair and Corporate Officer be authorized to sign the same.

## CONCURRENCE

Planning Manager – Nelson Wight Approved
Acting Manager of Development and Community Sustainability – Amy Wilson Approved
Chief Administrative Officer – Stuart Horn Approved

**ATTACHMENTS:**
Attachment A - Amendment Bylaw No. 3087
Attachment B – Previous Staff Report and Attachments

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3087

A Bylaw to amend Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004

WHEREAS it is deemed expedient to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

**1** That Schedule 'A' of Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004, be amended by changing the Zoning Designation of BLOCK 12 DISTRICT LOT 370 KOOTENAY DISTRICT PLAN 2091 (PID 005-641-993) and LOT 13 DISTRICT LOT 370 KOOTENAY DISTRICT PLAN 2091 EXCEPT PARCEL 1 (REFERENCE PLAN 108355I) (PID 014-086-522) from Country Residential (R2) to Country Residential (R2) Site-Specific to allow two undersized lots, specifically that despite section 603(3), the minimum lot size for a lot created under Sections 603(1) and 603(2) shall be 0.184 hectares where serviced by a community water system and 0.184 hectares where not serviced by a community water system for the area shown on the attached map outlined in blue and that despite section 603(3), that the minimum lot size for a lot created under Sections 603(1) and 603(2) shall be 0.2 hectares where serviced by a community water system and 0.381 hectares where not serviced by a community water system for the area shown outlined in green on the attached Map.

**2** This Bylaw shall come into force and effect upon its adoption.

**CITATION**

**3** This Bylaw may be cited as **"Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026."**

| | | | |
|---|---|---|---|
| READ A FIRST TIME this | 20 | day of | August , 2026. |
| READ A SECOND TIME this | 20 | day of | August ,2026. |
| READ A THIRD TIME this | 20 | day of | August , 2026. |
| ADOPTED this | 24 | day of | September, 2026. |

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

# Committee Report

**Date of Report:** August 04, 2026
**Date & Type of Meeting:** August 19, 2026, Rural Affairs Committee
**Author:** Sadie Chezenko, Planner 1
**Subject:** LAND USE BYLAW AMENDMENT
**File:** Z2603F - HANGO
**Electoral Area/Municipality** F

## SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is for the Regional Board to consider an application for a land use bylaw amendment in Electoral Area 'F' to rezone a property from Country Residential (R2) to Country Residential (R2) Site Specific. The application is proposed to facilitate a boundary adjustment subdivision.

Given the existing nature of the undersized lots, the limited scope of the proposed amendment, and the absence of concerns raised by neighbouring property owners or referral agencies, Staff recommend that Amending Bylaw No. 3087, 2026 being a bylaw to amend Zoning Bylaw No. 1675, 2004 be given FIRST and SECOND and THIRD reading by content and that final adoption be withheld pending approval by Ministry of Transportation and Transit (MOTT) and the registration of a Section 219 Restrictive Covenant for riparian protection or the registration of a Section 219 Restrictive Covenant to prohibit disturbance within 15m of the stream boundary of Kootenay Lake.

## SECTION 2: BACKGROUND/ANALYSIS

| GENERAL INFORMATION |
|---|
| **Applicant:** Joshua Hango |
| **Property Owners:**<br>- Parcel 1: Janis and Robert Lindsay<br>- Parcel 2: Lisa Pozin |
| **Property Location:**<br>- Parcel 1: 442 Johnston Road, Electoral Area 'F'<br>- Parcel 2: No Address, Electoral Area 'F' |
| **Legal Description:**<br>- Parcel 1: BLOCK 12 DISTRICT LOT 370 KOOTENAY DISTRICT PLAN 2091 (PID: 005-641-993)<br>- Parcel 2: LOT 13 DISTRICT LOT 370 KOOTENAY DISTRICT PLAN 2091 EXCEPT PARCEL 1 (REFERENCE PLAN 108355I) (PID: 014-086-522) |
| **Property Sizes:**<br>- Parcel 1: 0.381 ha<br>- Parcel 2: 0.224 ha |
| **Current Zoning:**<br>- Parcel 1: Country Residential (R2)<br>- Parcel 2: Country Residential (R2) |

**Current Official Community Plan Designation:**

- Parcel 1: Country Residential (CR)
- Parcel 2: Country Residential (CR)

**Site Context**

The subject properties are on the Northshore in Electoral Area 'F' just across from the City of Nelson. They are designated for Country Residential (CR) use and are similarly zoned Country Residential (R2) in RDCK Zoning Bylaw no. 1675, 2004. The area surrounding the properties is designated Country Residential (CR) and most properties are used for residential purposes.

Parcel 2 is vacant, and Parcel 1 has been improved with a single detached home. The properties slope downward from northwest to southeast towards Kootenay Lake and are accessed off Johnstone Road via easements.




*Figure 1: Overview Map*

**Development Proposal**

The property owners are proposing to rezone the subject lands from Country Residential (R2) to Country Residential (R2) Site-Specific to facilitate a boundary adjustment subdivision that will result in two undersized lots. The proposed boundary adjustment is being pursued to provide Parcel 2 with legal road frontage, as required by Nelson Hydro to provide electrical service to the property.

Both existing parcels are already below the minimum lot size required by the zoning bylaw, and the proposed boundary adjustment will not reduce their overall areas. However, because the adjusted parcel boundaries will create lots that do not meet the minimum lot size requirements of the bylaw, a site-specific rezoning is required.

Parcel 1 has an area of 0.381 ha and Parcel 2 has an area of 0.224 ha. The proposed boundary adjustment would provide Parcel 2 (Proposed Parcel B) with frontage on Johnstone Road through the creation of a narrow panhandle, as shown in Figure 2. Excluding the panhandle, the developable portion of proposed Parcel B is 0.184 ha. This distinction is relevant because the RDCK Subdivision Bylaw does not permit the panhandle portion of a lot to be included when calculating the required minimum lot size.

To facilitate the boundary adjustment, the applicant is requesting the following site-specific amendments to RDCK Zoning Bylaw No. 1675:

> **From:** Section 603(3): *The minimum lot size for a lot created under Sections 603(1) and 603(2) shall be **0.2** hectares where serviced by a community water system and **0.4** hectares where not serviced by a community water system.*
>
> **To:** Section 603(3): *For proposed Parcel A, the minimum lot size for a lot created under Sections 603(1) and 603(2) shall be **0.2** hectares where serviced by a community water system and **0.381** hectares where not serviced by a community water system and for proposed Parcel B, the minimum lot size for a lot created under Sections 603(1) and 603(2) shall be **0.184** hectares where serviced by a community water system and **0.184** hectares where not serviced by a community water system.*

This amendment would apply only to the subject parcels and would not affect the minimum lot size requirements elsewhere in the R2 Zone.

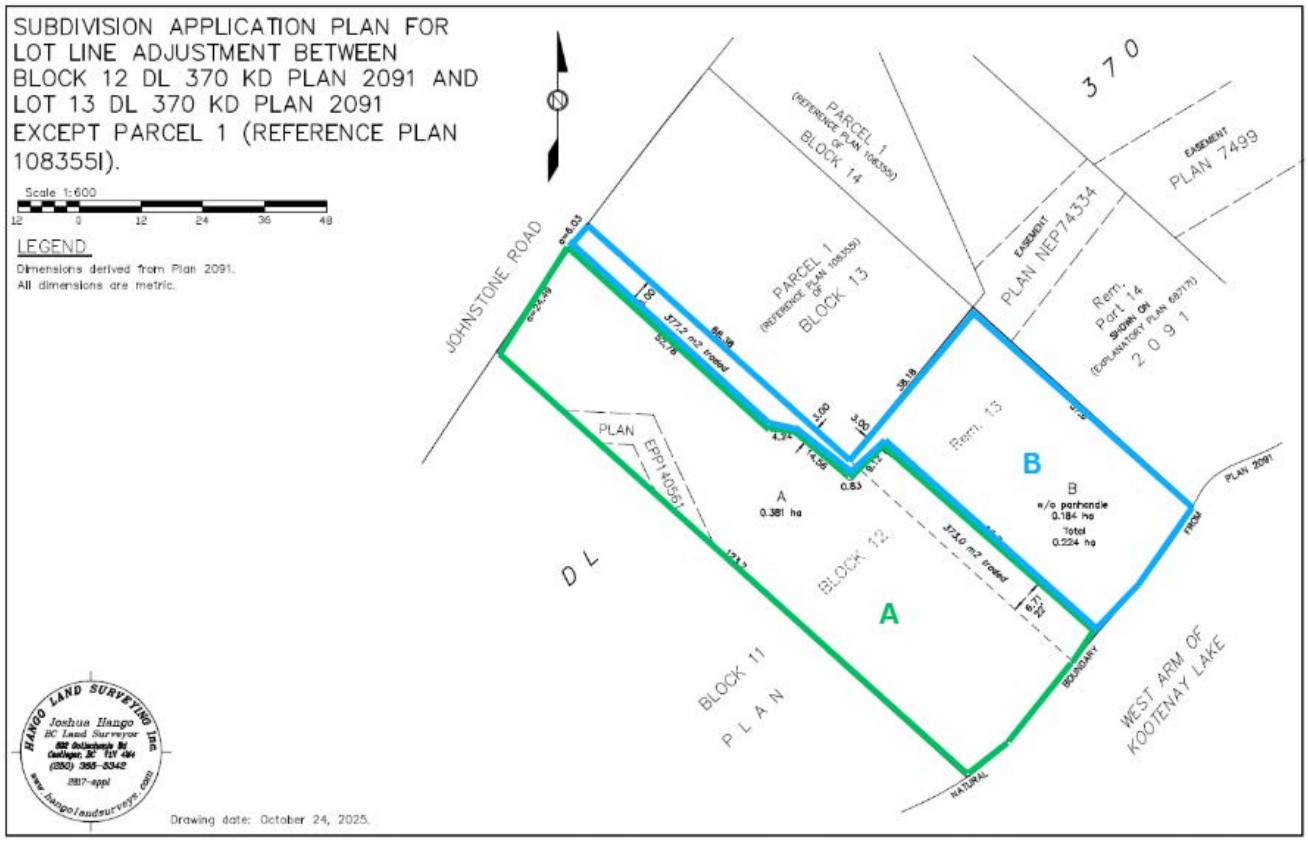



*Figure 2: Site Plan*

**Land Use Considerations**

**Official Community Plan (OCP)**

The OCP land use designation for this property is Country Residential (CR). The OCP states that Country Residential development generally includes single detached housing, manufactured homes, duplexes, and other buildings and uses that fit with the low-density character of the designation. The proposal is consistent with the OCP.

**Zoning Bylaw**

The subject properties are zoned Country Residential (R2) in RDCK Zoning Bylaw No. 1675, 2004. The only proposed change to the zoning is to allow the reduction of the minimum lot sizes as outlined in the development proposal.

## SECTION 3: DETAILED ANALYSIS

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

| | | | | | |
|---|---|---|---|---|---|
| **Included in Financial Plan:** | ☐ Yes | ☒ No | **Financial Plan Amendment:** | ☐ Yes | ☒ No |
| **Debt Bylaw Required**: | ☐ Yes | ☒ No | **Public/Gov't Approvals Required:** | ☐ Yes | ☒ No |

The application fee was paid in full pursuant to *Planning Procedures and Fees Bylaw No. 2457, 2015*.

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

The application was processed in accordance with Planning Fees and Procedures Bylaw No. 2457, 2015.

### 3.3 Environmental Considerations

The properties include riparian areas adjacent to Kootenay Lake. Riparian areas make critical contributions to a healthy aquatic environment. They stabilize slopes, absorb storm water runoff, provide fish and wildlife habitat,

and increase landscape connectivity and biodiversity. They are also important natural assets because of their role in buffering adjacent areas and watercourses from pollution, sedimentation, erosion and the impacts of temperature and weather changes, which may continue to have increasing impacts with climate change.

From an environmental perspective, it is generally ideal to leave riparian areas undisturbed and when avoidance is impossible, to minimize impacts and offset impacts in ways recommended by a Qualified Environmental Professional. Proposed Parcel B is currently undeveloped and there is no riparian protection development permit area (DPA) in this part of the RDCK. If development is planned in the future, the owners are encouraged to hire a Qualified Environmental Professional to guide the development in a manner that minimizes the impact to the riparian habitat and seeks opportunities to offset proposed impacts.

In addition, any proposed development on the properties will need to comply with the RDCK Floodplain Management Bylaw which specifies floodplain setbacks and flood construction levels near watercourses.

### 3.4 Social Considerations:

None anticipated.

### 3.5 Economic Considerations:

None anticipated.

### 3.6 Communication Considerations:

**Public and Neighbour Notice**

In accordance with Schedule 'C' of the *Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015*, a 'Notice of Development' sign was placed on the subject property. Notice of this proposal was sent via mail to owners and tenants of all parcels within 100 meters of the subject property. The proposal and relevant information was also posted to the RDCK Active Applications page where all current planning applications are made available to the public. To date, no responses to these notices have been received.

**Agency Referral Responses**

In accordance with Schedule 'C' of the *Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015*, planning staff referred the application to all applicable Regional District departments, First Nations, government ministries and agencies for a period of thirty (30) days. Responses are attached to this report as Attachment B.

### 3.7 Staffing/Departmental Workplace Considerations:

Staff reviewed the application in accordance with the Land Use Amendments Procedures within Schedule 'D' of the *Planning Procedures and Fees Bylaw No. 2547, 2015.*

### 3.8 Board Strategic Plan/Priorities Considerations:

Not applicable.

## SECTION 4: SUMMARY

**Planning Discussion**

The creation of undersized lots is generally discouraged because they may not provide sufficient area to accommodate servicing, safe building sites, parking, and access, and can contribute to overdevelopment. For waterfront properties, the creation of undersized lots can also contribute to the degradation of riparian areas.

In this case, the undersized lots are an existing condition, and the proposed boundary adjustment will not further reduce their size. Rather, the site-specific rezoning would facilitate a boundary adjustment that provides proposed Parcel B with the road frontage required for Nelson Hydro to provide electrical service. To mitigate against development impacts to riparian areas, staff are recommending that the owner of Parcel 2 enter into either:

- a restrictive covenant with the RDCK that ensures that a QEP is hired to conduct a riparian assessment in accordance with the RDCK Terms of Reference that would identify how Proposed Lot B (the undeveloped lot) can be developed with as little impact on the riparian area as possible or;
- a restrictive covenant with the RDCK that prohibits disturbance within 15m of the stream boundary of Kootenay Lake.

Given the existing nature of the undersized lots, the limited scope of the proposed amendment, and the absence of concerns raised by neighbouring property owners or referral agencies, staff recommend that the Board grant first, second, and third readings to the amendment bylaw and withhold adoption until approval is received from the Ministry of Transportation and Transit (MOTT) and one of the two restrictive covenants is registered.

**Options**

**Option 1: Grant First, Second and Third Reading and withhold consideration of Adoption until MOTT approval and the registration of Section 219 Restrictive Covenant for Riparian Protection**
That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST, SECOND and THIRD reading by content.

And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026 until the following items have been obtained:

- Approval from the Ministry of Transportation and Transit pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).
- Registration of a Section 219 Restrictive Covenant for riparian protection prepared to the satisfaction of the General Manager of Development and Community Sustainability or the registration of a Section 219 Restrictive Covenant to prohibit disturbance within 15m of the stream boundary of Kootenay Lake prepared to the satisfaction of the General Manager of Development and Community Sustainability

**Option 2: Grant First, Second and Third Reading and withhold consideration of Adoption until MOTT approval**
That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST, SECOND and THIRD reading by content.

And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026 until the following item has been obtained:

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

**Option 3: Deny the application**
That the Board take no further action in regard to Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026.

## SECTION 5: RECOMMENDATIONS

That Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST, SECOND and THIRD reading by content.

And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026 until the following items have been obtained:

- Approval from the Ministry of Transportation and Transit pursuant to Section 52(3)(a) of the Transportation Act (Controlled Access).
- Registration of a Section 219 Restrictive Covenant for riparian protection prepared to the satisfaction of the General Manager of Development and Community Sustainability or the registration of a Section 219 Restrictive Covenant to prohibit disturbance within 15m of the stream boundary of Kootenay Lake prepared to the satisfaction of the General Manager of Development and Community Sustainability

Respectfully submitted,

Sadie Chezenko, Planner 1

## CONCURRENCE

Planning Manager – Nelson Wight Approved
Acting Manager of Development and Community Sustainability – Amy Wilson Approved
Chief Administrative Officer – Stuart Horn Approved

**ATTACHMENTS:**
**Attachment A – Amendment Bylaw No. 3087**
**Attachment B – Referral Responses**

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3087

A Bylaw to amend Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004

WHEREAS it is deemed expedient to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

That Schedule 'A' of Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004, be amended by changing the Zoning Designation of BLOCK 12 DISTRICT LOT 370 KOOTENAY DISTRICT PLAN 2091 (PID 005-641-993) and LOT 13 DISTRICT LOT 370 KOOTENAY DISTRICT PLAN 2091 EXCEPT PARCEL 1 (REFERENCE PLAN 108355I) (PID 014-086-522) from Country Residential (R2) to Country Residential (R2) Site-Specific to allow two undersized lots, specifically that despite section 603(3), the minimum lot size for a lot created under Sections 603(1) and 603(2) shall be 0.184 hectares where serviced by a community water system and 0.184 hectares where not serviced by a community water system for the area shown on the attached map outlined in blue and that despite section 603(3), that the minimum lot size for a lot created under Sections 603(1) and 603(2) shall be 0.2 hectares where serviced by a community water system and 0.381 hectares where not serviced by a community water system for the area shown outlined in green on the attached Map.

**1** This Bylaw shall come into force and effect upon its adoption.

**CITATION**

**2** This Bylaw may be cited as **"Regional District of Central Kootenay Zoning Amendment Bylaw No. 3087, 2026."**

| | | | |
|---|---|---|---|
| READ A FIRST TIME this | 20 | day of | August , 2026. |
| READ A SECOND TIME this | 20 | day of | August ,2026. |
| READ A THIRD TIME this | 20 | day of | August , 2026. |

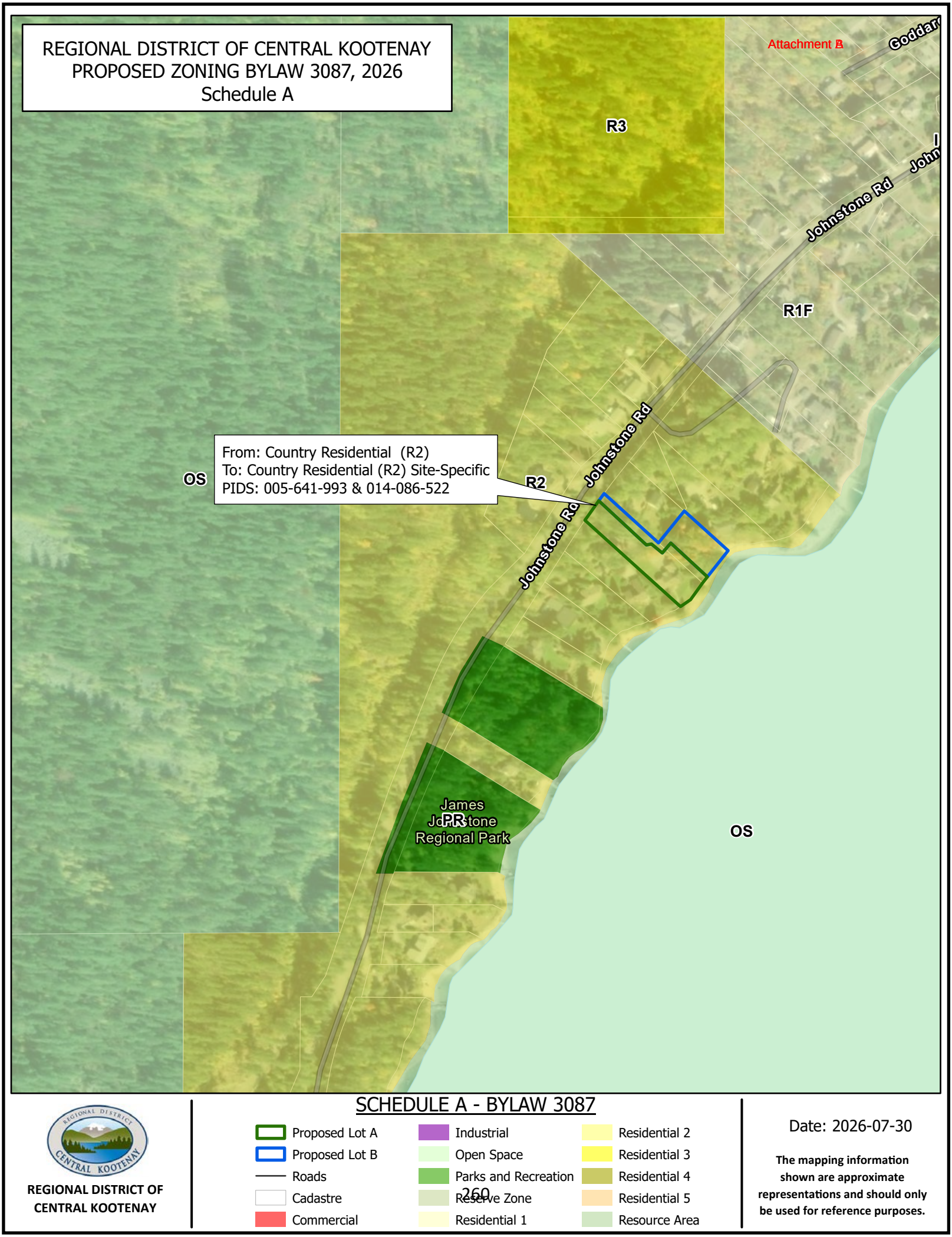
[Controlled Highway or Exceeds 4500 sq.m] APPROVED under **Section 52 (3)(a) of the Transportation**

**Act** this [Date] day of [Month] , 20XX.

_____
Approval Authority,
Ministry of Transportation and Transit

ADOPTED this [Date] day of [Month] , 20XX.

_____ _____
[Name of Board Chair], Board Chair [Name of CO], Corporate Officer


REGIONAL DISTRICT OF CENTRAL KOOTENAY
PROPOSED ZONING BYLAW 3087, 2026
Schedule A
Attachment B
R3
R1F
Johnstone Rd
From: Country Residential (R2)
To: Country Residential (R2) Site-Specific
PIDS: 005-641-993 & 014-086-522
OS
R2
James Johnstone Regional Park
PR
OS
SCHEDULE A - BYLAW 3087
Proposed Lot A
Proposed Lot B
Roads
Cadastre
Commercial
Industrial
Open Space
Parks and Recreation
Reserve Zone
Residential 1
Residential 2
Residential 3
Residential 4
Residential 5
Resource Area
REGIONAL DISTRICT OF CENTRAL KOOTENAY
Date: 2026-07-30
The mapping information shown are approximate representations and should only be used for reference purposes.

## Referral Responses- Z2603F

| Agency/Department/First Nation | Response |
|---|---|
| Crown Land Authorizations | That you for the opportunity to review. On behalf of Crown Lands, I have no concerns with the proposed Bylaw Amendment. |
| Ecosystems Section Head - Kootenay-Boundary Region Ministry of Water, Land & Resource Stewardship | See attached letter. |
| Fortis BC | Please be advised FortisBC Inc. (Electric) has no concerns as it appears from our internal mapping we have no electric asset in the area. |
| Ministry of Transportation and Transit (MOTT) | Thank you for the opportunity to comment on the above noted referral.<br><br>The ministry has received an application for a two-lot boundary adjustment in alignment with the plans provided in the referral package. A thorough review has been completed, and a Preliminary Layout Review (PLR) letter has been issued outlining the necessary conditions to be met in order to facilitate the boundary adjustment. As such, the ministry has no concerns with the proposed bylaw amendment. |
| Nelson Hydro | Nelson Hydro has no objections to the proposed rezoning or boundary adjustments. |
| Okanagan Indian Band | The Territorial Stewardship Division would like to acknowledge receipt of the above referral.<br>The Okanagan Indian Band ("OKIB") has conducted a desktop review of the project. The location of the project to which the referral relates is within Syilx (Okanagan Nation) territory, and may have impacts on Syilx Aboriginal Title and Rights, which OKIB holds as part of the Syilx. However, the project is located outside the OKIB's Area of Responsibility as a member of the Syilx. At this time, we defer to the Lower Similkameen Indian Band and Penticton Indian Band for a more in depth review. Please keep us informed of any updates or changes to the project as this may change our assessment and our view on the need for further consultation with OKIB.<br>liml?mt \| Thank You |
| Penticton Indian Band | See attached letters. |
| Shuswap Indian Band | See attached letter. |

**Penticton Indian Band**
Natural Resources Department
841 Westhills Drive | Penticton, B.C.
V2A 0E8
Referrals@pib.ca | www.pib.ca
Telephone: 250-492-0411
Fax: 250-493-2882

**Consulting ID**:
PIB-2026-2025

**Project Name**
PIB-2026-2025-Bylaw Amendment Application .

**Consulting Organization:**
Regional District of Central Kootenay

17-Jun-2026 15:14 PDT

Attention: Sadie Chezenko

We are in receipt of the above referral. This proposed activity is within the snpink'tn (PIB) Area of Interest within the Okanagan Nation's Territory, and the lands and resources are subject to our unextinguished Aboriginal Title and Rights.

The Supreme Court of Canada in the *Tsilhqot'in* case has confirmed that the province and Canada have been applying an incorrect and impoverished view of Aboriginal Title, and that Aboriginal Title includes the exclusive right of Indigenous People to manage the land and resources as well as the right to benefit economically from the land and resources. The Court therefore concluded that when the Crown allocates resources on Aboriginal title lands without the Indigenous peoples' consent, it commits a serious infringement of constitutionally protected rights that will be difficult to justify.

snpink'tn (PIB) has specific referral processing requirements for both government and proponents which are integral to the exercise of our management right and to ensuring that the Crown can meet its duty to consult and accommodate our rights, including our Aboriginal title and management rights. According to this process, proponents are required to pay a $500 processing fee for each referral. This fee must be paid within 30 days. Proper consultation and consideration of potential impacts cannot occur without the appropriate resources therefore it is only with payment that proper consultation can begin and the proposed activity/development can be reviewed.

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Referrals@pib.ca | www.pib.ca
Telephone: 250-492-0411
Fax: 250-493-2882

Invoice Number: PIB-2026-2025
Referrals Processing Fee
Sub Total $ 500.00
Tax $ 0.00
Total $ $500.00

INVOICE AMOUNT FOR PRELIMINARY OFFICE REVIEW $500.00

We accept cash and cheque via mailing as well as EMT. Our mailing address is 841 Westhills Drive Penticton BC, V2A OE8. Our EMT is PIBPayments@pib.ca.
Please have 'ATTN: Natural Resources File # PIB-2026-2025 PC:132 ' in the notes if you are using EMT or if you are using another method, please supply the referral number with it .

Upon receipt of the processing fee, we will commence our review. You may then expect to receive a letter from us notifying you of the results of our review of potential impacts of the project within 30 to 90 days.

If the proposed activity requires a more in-depth review, snpink'tn (PIB) will notify the proponent and all parties will negotiate a memorandum of agreement regarding a process for review of the proposed activity.

Please note that our participation in the referral and consultation process does not define or amend snpink'tn (PIB) Aboriginal Rights and Title, or limit any priorities afforded to Aboriginal Rights and Title, nor does it limit the positions that we may take in future negotiations or court actions.

If you require further information or clarification, please do not hesitate to contact me.

limləmt,

Caroline Stewart
Office Administrator

**Penticton Indian Band**
Natural Resources Department
841 Westhills Drive | Penticton, B.C.
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Telephone: 250-492-0411
Fax: 250-493-2882

snpink'tn (Penticton) Indian Band səxʷtəxt'am' department
Natural Resources
email: cstewart@pib.ca
office: 250-492-0411 Ext: 241
address: 841 Westhills

**Penticton Indian Band**
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Fax: 250-493-2882

**Consulting ID**:
PIB-2026-2025

**Project Name**
PIB-2026-2025-Bylaw Amendment Application .

**Consulting Organization:**
Regional District of Central Kootenay

17-Jun-2026 15:16 PDT

Attention: Sadie Chezenko - Laura Christie

RE: 40 (forty) day extension

Thank you for the above application that was received on 16-Jun-2026.

This letter is to inform you that due to current levels of internal capacity, we are unable to review your referral in your proposed timeline. With additional time, the snpink'tn (Penticton) Indian Band səxʷtəxt'am' department will be able to ensure that an informed review process will occur. We are setting the new timeline to be 40 days from the existing timeline.

syilx (Okanagan Nation) Title includes snpink'tn right to proactively use and manage our resources. In Tsilhqot'in, the Supreme Court of Canada emphasizes the need to seek the consent of the title-holding Aboriginal group, and warns, without consent for a project, the proponent risks having the project cancelled. The obligation to seek free, prior and informed consent is further required by the United Nations Declaration on the Rights of Indigenous People (UNDRIP). UNDRIP requires that Indigenous peoples shall be consulted and cooperated with in good faith in order to obtain their free and informed consent prior to the approval of any project affecting their lands or territories and other resources, particularly in connection with the development, utilization or exploitation of mineral, water or other resources.

Please note that not receiving a response regarding a referral from snpink'tn in the pre-application, current or post-application stage does not imply our support for the project.

**Penticton Indian Band**
Natural Resources Department
841 Westhills Drive | Penticton, B.C.
V2A 0E8
Referrals@pib.ca | www.pib.ca
Telephone: 250-492-0411
Fax: 250-493-2882

I appreciate your co-operation.

limləmt,

Caroline Stewart
Office Administrator
snpink'tn (Penticton) Indian Band səxʷtəxt'am' department
Natural Resources
email: cstewart@pib.ca
office: 250-492-0411 Ext: 241
address: 841 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8

Attachment B

3A – 492 Arrow Road
Invermere, BC V0A 1K2

T: 250-341-3678
F: 250-341-3683

www.shuswapband.net

29-Jun-2026 15:31 MDT

Weyt-k (Hello),

Shuswap Band is in receipt of the project information for: -Bylaw Amendment Application .

The proposed project is located within Shuswap Band's Caretaker Area, within the greater *Secwépemcúlecw* (Secwepemc Traditional Territory). As land users and stewards, Shuswap Band members continue to exercise their Section 35 Aboriginal rights as their ancestors have done for generations, including hunting, trapping, gathering, and fishing, along with rights associated with spiritual and cultural traditions that are practiced in accordance with Secwepemc customs, laws, and governance structures. Secwepemc share an obligation of caretaker responsibility (stewardship) which is to act mindfully, learning from and caring for surrounding ecosystems for the health and survival of future generations, as is their Indigenous right (UNDRIP, Bill 41, Bill C15) Secwepemc culture hinges on the belief that the land responds positively to care and respect, and that *tmicw* (the air, lands, and resources) is interconnected at a watershed level. It is therefore critical for Shuswap Band to be actively engaged and consulted on all developments occurring within their Caretaker Area.

*Based on our initial review, the nature of the proposed activity, its location, and the current information available to our office at this time, we do not see any apparent significant impacts to our asserted Indigenous rights at this time. However, we may at future date want to revisit consultation on this matter should new information become available.*

The province is responsible for ensuring adequate consultation and where appropriate, accommodation to address potential impacts of proposed developments on Shuswap Band's Caretaker Territory of asserted Aboriginal Rights and Title. It is Shuswap Band's expectation that continued consultation on projects and on matters shall continue to be carried out, particularly those that may affect our long-term traditional land use, occupancy and access, including potential cumulative impacts between proposed activity and other previous or future

3A – 492 Arrow Road
Invermere, BC V0A 1K2

T: 250-341-3678
F: 250-341-3683

www.shuswapband.net

developments within the project footprint and in adjacent areas (watershed, habitat type, aquifer, viewscape, etc.).

*Kukwstsétsemc* (Thank you).

Referrals Coordinator
*"Our people are our strength. Our children are our future."*

Cc: Barb Cote - Chief, Shuswap Band
Mark Thomas - Councillor, Shuswap Band
Richard Martin - Councillor, Shuswap Band
Braydi Rice – Director, Territorial Stewardship, Shuswap Band
Joshua Martin – Director, Culture and Heritage, Shuswap Band

July 5, 2023

Greetings,

The Kootenay-Boundary Ecosystems Section of the Ministry of Water, Land and Resource Stewardship has received your referral request. We are currently unable to provide a detailed review of the referral but provide the following standard requirements, recommendations and/or comments:

1. All activities are to follow and comply with all higher-level plans, planning initiatives, agreements, Memorandums of Understanding, etc. that local governments are parties to.

2. Changes in and about a "stream" [as defined in the *Water Sustainability Act* (WSA)] must only be done under a license, use approval or change approval; or be in compliance with an order, or in accordance with Part 3 of the *Water Sustainability Regulation*. Authorized changes must also be compliant with the Kootenay-Boundary Terms and Conditions and Timing Windows documents. Applications to conduct works in and about streams can be submitted through FrontCounter BC.

3. No "development" should occur within 15 m of the "stream boundary" of any "stream" [all as defined in the *Riparian Areas Protection Regulation* (RAPR)] in the absence of an acceptable assessment, completed by a Qualified Professional (QP), to determine if a reduced riparian setback would adversely affect the natural features, functions and conditions of the stream. Submit the QP assessment to the appropriate Ministry of Water, Land and Resource Stewardship office for potential review. Local governments listed in Section 2(1) of RAPR are required to ensure that all development is compliant with RAPR.

4. The federal *Species at Risk Act* (SARA) protects Endangered, Extirpated or Threatened species listed under Schedule 1 of SARA. Developers are responsible to ensure that no species or ecosystems at risk (SEAR), or Critical Habitat for Federally listed species, are

Ministry of Water, Land and Resource Stewardship
Land Use Policy, Planning and Ecosystems
PO BOX 9367 Stn Prov Govt
Victoria, BC
V8W 9M3
www.gov.bc.ca/WLRS

adversely affected by the proposed activities. The BC Species and Ecosystem Explorer website provides information on known SEAR occurrences within BC, although the absence of an observation record does not confirm that a species is not present. Detailed site-specific assessments and field surveys should be conducted by a QP according to Resource Inventory Standard Committee (RISC) standards to ensure all SEAR have been identified and that developments are consistent with any species or ecosystem specific Recovery Strategy or Management Plan documents, and to ensure proposed activities will not adversely affect SEAR or their Critical Habitat for Federally-listed Species at Risk (Posted).

5. Development specific Best Management Practices (BMPs) should be applied to help meet necessary legislation, regulations, and policies. Current BC BMPs can be found at: Natural Resource Best Management Practices - Province of British Columbia (gov.bc.ca) and Develop with Care 2014 - Province of British Columbia.

6. Vegetation clearing, if required, should adhere to the least risk timing windows for nesting birds (i.e., development activities should only occur during the least risk timing window). Nesting birds and some nests are protected by Section 34 of the provincial *Wildlife Act* and the federal *Migratory Birds Convention Act*. Guidelines to avoid harm to migratory birds can be found at: Guidelines to avoid harm to migratory birds - Canada.ca. If vegetation clearing is required during the bird nesting period (i.e., outside of the least risk timing window) a pre-clearing bird nest survey should be completed by a QP. The following least risk windows for birds are designed to avoid the bird nesting period:

| Bird Species | Least Risk Timing Windows |
|---|---|
| Raptors (eagles, hawks, falcons, & owls) | Aug 15 – Jan 30 |
| Herons | Aug 15 – Jan 30 |
| Other Birds | Aug 1 – March 31 |

7. The introduction and spread of invasive species is a concern with all developments. The provincial *Weed Control Act* requires that an occupier must control noxious weeds growing or located on land and premises, and on any other property located on land and premises, occupied by that person. Information on invasive species can be found at: Invasive species - Province of British Columbia. The Invasive Species Council of BC

provides BMPs that should be followed, along with factsheets, reports, field guides, and other useful references. For example, all equipment, including personal equipment such as footwear, should be inspected prior to arrival at the site and prior to each daily use and any vegetative materials removed and disposed of accordingly. If noxious weeds are established as a result of this project or approval, it is the tenure holder's responsibility to manage the site to the extent that the invasive, or noxious plants are contained or removed.

8. Section 33.1 of the provincial *Wildlife Act* prohibits feeding or attracting dangerous wildlife. Measures should be employed to reduce dangerous human-wildlife conflicts. Any food, garbage or organic waste that could attract bears or other dangerous wildlife should be removed from the work area. If this is not feasible and waste is not removed, it should be stored in a bear-proof container to avoid drawing wildlife into the area and increasing the threat of human/wildlife conflict.

9. If this referral is in relation to a potential environmental violation it should be reported online at Report All Poachers & Polluters (RAPP) or by phone at 1-877-952-RAPP (7277).

10. Developments must be compliant with all other applicable statutes, bylaws, and regulations.

If the references above do not address your concerns, please do not hesitate to reach out to me for further investigation into your concerns.

Kind Regards,

Shannon White, RPBio
*Ecosystems Section Head - Kootenay-Boundary Region*
Ministry of Water, Land & Resource Stewardship
778-520-2683 / Shannon.white@gov.bc.ca

# Board Report

*September 24, 2026*

## North Slocan Lake Library Society Service Establishment Bylaw 3089

**Author:** Tom Dool, Research Analyst
**File Reference:** 3200/10
**Electoral Area/Municipality:** Area H North, Village of New Denver
**Services Impacted:**

## 1.0 STAFF RECOMMENDATION

That the North Slocan Lake Library Contribution Service Establishment Bylaw No. 3089, 2026 be read a FIRST and SECOND time.

## 2.0 BACKGROUND/HISTORY

At the June 19, 2025, Open Board meeting it was resolved (322/25)

> *That the Board direct staff to prepare a service case analysis and report back to the Board on the implications of establishing a North Slocan Library Service Bylaw for library services in a defined portion of Area H, Silverton and New Denver.*

The directed service case analysis was presented at the March 19, 2026 Open Board meeting, the Board was informed that the establishment of a Library Service, as defined by the Library Act, would be cost prohibitive. As an alternative, staff proposed the establishment of a North Slocan Lake Library Contribution Service. The Board directed staff to proceed with drafting a bylaw to establish a library contribution service.

At the June 18th Open Board Meeting the Board resolved (274/26)

> *That the Board direct staff to prepare a North Slocan Lake Library Contribution Service Establishment Bylaw, to include the Village of New Denver and a defined portion of Area H North, and that the bylaw be brought forward to the Board for consideration.*

## 3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

The Board is seeking sustainable funding mechanisms for literacy initiatives like the New Denver Reading Room or the extension of Library Services from established libraries like the one in the Village of Nakusp.

### 3.1 Legislative Considerations

Local Government Act (LGA) s332(1) allows that a regional district may operate any service that the board considers necessary or desirable for all or part of the Regional District. The Board may establish a contribution service, within a

defined portion of Area H, and New Denver to fund literacy projects like the New Denver reading room. This solution would utilize existing governance at the Slocan Valley Service Committee, require no additional staffing, and is best suited to the intentions of the Board.

The Director for Electoral Area H has indicated that they would prefer to seek participating area approval by assent vote in accordance with LGA s342(2)(a). The Director for the Village of New Denver has indicated that they would prefer to seek elector approval by consent of Village LGA s342(2)(c).

The service participants are not agreed to the method of seeking participating area approval, so it must be obtained separately in accordance with LGA s342(3). As required in LGA s343(2) the method of and responsibility for obtaining participating area approval within the municipality is the responsibility of Village Council. The method of and responsibility for obtaining participating area approval in the defined portion of Electoral Area H is the responsibility of the Board.

LGA s346 allows that if a proposed participating area is all of a municipality, the council may give participating area approval by consenting on behalf of the electors to adoption of the bylaw and notifying the Board of Council's consent.

LGA s342 (2)(a)(b) allows that the Board may choose to seek participating area approval within the defined portion of Electoral Area H by either Alternative Approval Process or by Assent Vote.

## 4.0 PROPOSED SOLUTION

That the North Slocan Lake Library Society Service Establishment Bylaw No. 3089, 2026 be read a FIRST and SECOND time.

The proposed solution provides service participants ample consideration of the service as proposed by the bylaw. If service participants are agreed the Board may choose to proceed with third reading of the bylaw. If the service participants would prefer changes to the bylaw prior to third reading, they may request that the Board direct staff to further amend the bylaw.

### 4.1 Financial Considerations of the Proposed Solution

The proposed service anticipates a Five (5) Year Financial Plan described in Figure 1.

**Figure 1. 5 Year Financial Plan**

| Description | 2027 | 2028 | 2029 | 2030 | 2031 |
|---|---|---|---|---|---|
| Requisition | $(17,573) | $(9,680) | $(9,921) | $(10,169) | $(10,422) |
| Insurance | $43 | $44 | $44 | $45 | $45 |
| Grants | $7,311 | $7,494 | $7,681 | $7,873 | $8,070 |
| Assent Vote Cost | $8,129 | $0 | $0 | $0 | $0 |
| General Admin Fee | $1,087 | $1,114 | $1,142 | $1,171 | $1,200 |
| Community Services Fee | $1,003 | $1,028 | $1,054 | $1,080 | $1,107 |
| Total | $- | $- | $- | $- | $- |

The proposed dollar amount requisitioned by the service participants is described in Figure 2.

**Figure 2. Requisition Amounts**

| Jurisdiction | 2027 | 2028 | 2029 | 2030 | 2031 |
|---|---|---|---|---|---|
| Area H North | $10,226 | $(5,632.97) | $(5,773.22) | $(5,917.53) | $(6,064.76) |
| New Denver | $7,346 | $(4,047.03) | $(4,147.78) | $(4,251.47) | $(4,357.24) |
| Total | $17,573 | $(9,680.00) | $(9,921.00) | $(10,169.00) | $(10,422.00) |

The proposed maximum annual allowable requisition for the service is $18,088 or a rate of $0.041/$1000 of net assessed value of land and improvements.

Based on the average assessed value of residential properties in Area H North and New Denver Figure 3 describes the potential annual taxation impact.

**Figure 3 Taxation Impacts**

| Jurisdiction | 2027 | 2028 | 2029 | 2030 | 2031 |
|---|---|---|---|---|---|
| Area H North | $15.23 | $8.43 | $8.68 | $8.94 | $9.21 |
| New Denver | $6.23 | $6.51 | $6.70 | $6.90 | $7.11 |

An assent vote for the defined portion of Electoral Area H, in accordance with LGA 344 will cost approximately $8,129. If the assent vote is successful and participating area approval is received for the defined portion of Electoral Area H, the cost of the assent vote will become a cost of the service. As a cost of the service, rate payers within the Village of New Denver will be required to fund approximately 40% of the cost of the assent vote in Electoral Area H.

To avoid the estimated $8,129 cost to the service and subsequent cost share with the Village of New Denver, the Board may direct staff to seek participating area approval in the defined portion of Electoral Area H by alternative approval process.

### 4.2 Public Benefit and Stakeholder Engagement of Proposed Solution

The proposed solution enables the Board to better support literacy in Area H North and New Denver.

There is no requirement for public engagement at second, reading of the bylaw. Once the final form of the bylaw is given third reading, the public engagement will occur as a component of the Elector Approval Process. The Board may choose to seek elector approval through Assent Vote or the Alternative Approval Process.

The will be provided with a report which includes the implications of seeking elector approval by Assent or Alternative Approval Process at third reading.

## 5.0 SUMMARY

**Recommendation:** That the North Slocan Lake Library Contribution Service Establishment Bylaw No. 3089, 2026 be read a FIRST and SECOND time.

**Advantages**

- Provides the Board with consideration of the proposed bylaw as directed.
- Provides service participants an opportunity to provide further input into the development of the bylaw.

**Disadvantages**

- None

**Alternative Recommendation:** That Resolution 274/26, a resolution directing staff to prepare a North Slocan Lake Library Contribution Service Establishment Bylaw, to include the Village of New Denver and a defined portion of Area H North, and that the bylaw be brought forward to the Board for consideration, be rescinded.

**Advantages**

- Provides clear direction as to how the Board would like to proceed on the matter.
- Removes the matter from future consideration until such time as the Board issues a new resolution.

**Disadvantages**

- None

## 6.0 RECOMMENDATION

That the North Slocan Lake Library Contribution Service Establishment Bylaw No. 3089, 2026 be read a FIRST and SECOND time.

Respectfully submitted,
Tom Dool, Research Analyst

## 7.0 CONCURRENCE

Corporate Officer – Mike Morrison Approved

Chief Administrative Officer - Stuart Horn Approved

**ATTACHMENTS:**
Attachment A – North Slocan Lake Library Society Service Establishment Bylaw No. 3089, 2026

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

# Bylaw No. 3089

A bylaw to establish a contribution service to provide sustainable funding to literacy and library services.

WHEREAS the regional district may, by bylaw, establish service under the provisions of the *Local Government Act.*

AND WHEREAS the Board of the Regional District of Central Kootenay deems it expedient to establish a contribution service within Electoral Area H and the Village of New Denver to provide sustainable funding to literacy and library services.

AND WHEREAS pursuant of the *Local Government Act* participating area approval has been obtained separately, by consent of the Council of New Denver and by Assent Vote of the electors of Area H.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

1 The Regional District hereby establishes a service within the Village of New Denver and Electoral Area H, to be known as the "North Slocan Lake Library Contribution Service" for the contribution of funding to libraries and literacy initiatives with the service area.

2 The participants to the service established under Section 1 of this bylaw shall be the Village of New Denver and Electoral Area H.

3 The boundaries of the service area established by this bylaw are the boundaries of a defined portion of Electoral Area H and the Village of New Denver as described in Schedule A of this bylaw.

4 Pursuant of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

a. Property value taxes;
b. Fees and charges;
c. Revenue raised by other means; or
d. Revenue received by way of the agreement, enterprise, gift, grant or otherwise.

5 The maximum amount that may be requisitioned annually for this service shall not exceed the greater of $ 18,088 (Eighteen Thousand and Eighty Eight Dollars) or $0.041/$1,000 of the net taxable value of land and improvements in the service area.

6 This Bylaw may be cited as “North Slocan Lake Library Contribution Service Establishment Bylaw No. 3089, 2026”.

READ A FIRST TIME this 24th day of September, 2026.

READ A SECOND TIME this 24th day of September, 2026.

READ A THIRD TIME this day of , 2026.

I hereby certify that this is a true and correct copy of the “North Slocan Lake Library Contribution Service Establishment Bylaw No. 3089, 2026” as read a third time by the Regional District of Central Kootenay Board on the day of , 2026.

_____

Mike Morrison, Corporate Officer

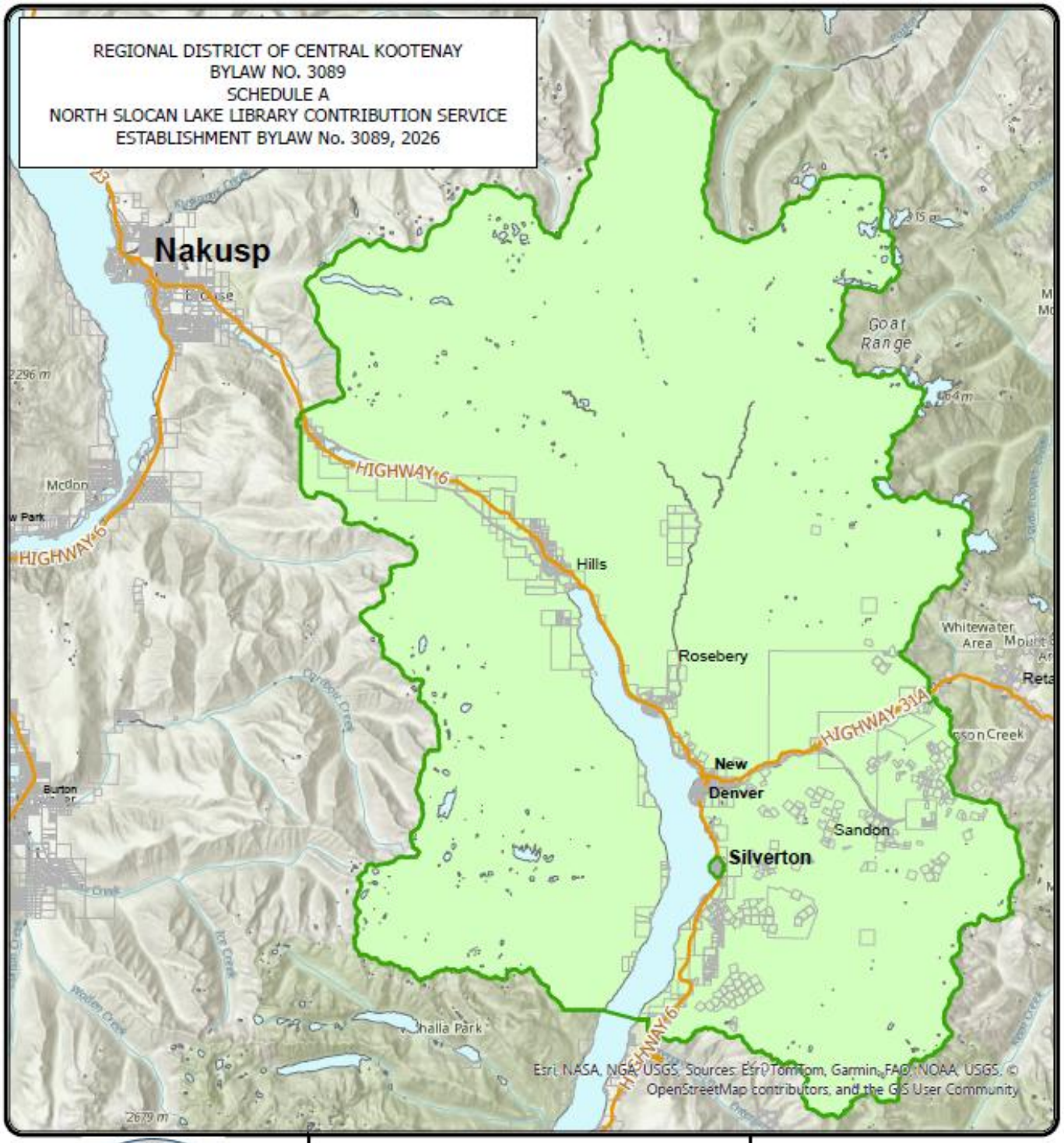
APPROVE by the Inspector of Municipalities on the day of , 2026.

ASSENT RECEIVED as per the *Local Government Act – by consent of the Council of Village of New Denver and Assent of the Electors of Area H.*

ADOPTED this day of , 2026.

_____ _____

Aimee Watson, Board Chair Mike Morrison, Corporate Officer




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

**SCHEDULE A - BYLAW No. 3089, 2026**

North Slocan Library Service Area

Note: The village of Silverton is not included in this service area

**Map Scale:**
1:276,782

Date: August 18, 2026

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 ommissions on this map.

# Board Report

*September 24th, 2026*

## 2027 Permissive Tax Exemption Bylaw

**Author:** Tom Dool, Research Analyst
**File Reference:** 3200/10
**Electoral Area/Municipality:** All Rural Electoral Areas
**Services Impacted** All Rural Services

## 1.0 STAFF RECOMMENDATION

That Permissive Tax Exemption Bylaw No. 3090, 2026 be read a FIRST, SECOND and THIRD time by content.

That Permissive Tax Exemption Bylaw No. 2090, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

## 2.0 BACKGROUND/HISTORY

**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.

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.

## 3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

Regional District staff confirmed that all 15 applicants have met the criteria specified in the Regional District Permissive Tax Exemption Policy. Organizations proposed to be included in Permissive Tax Exemption Bylaw 3090, 2026 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
Krestova Improvement District

**Area J**
Castlegar and District Golf Course

**Area K**
Nakusp Centennial Golf Course
Fauquier and District Golf Course

### 3.1 Legislative Considerations

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.

## 4.0 PROPOSED SOLUTION

Staff recommend that Permissive Tax Exemption Bylaw No. 3090, 2026 be read a first, second, and third time by content and adopted.

### 4.1 Financial Considerations of the Proposed Solution

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**

| Organization | Electoral Area | Rate/$1000 | Assessed Value | Taxation |
|---|---|---|---|---|
| Boswell Historical Society | A | $1.284 | $150,300 | $193 |
| Riondel Golf Club | A | $1.284 | $951,000 | $1,221 |
| Riondel Golf Club Society | A | $1.284 | $2,540,700 | $3,262 |
| South Kootenay Lake Art Connect | A | $1.284 | $150,500 | $193 |
| Creston Golf Club | B | $2.516 | $1,982,000 | $4,987 |
| Balfour & District Business & Historic Assoc | E | $1.256 | $189,800 | $238 |
| Balfour Recreation Commission | E | $1.256 | $2,050,300 | $2,575 |
| Granite Pointe Golf and Recreation Society | E | $1.256 | $173,000 | $217 |
| Salmo District Golf Course | G | $1.832 | $894,800 | $1,639 |
| Krestova Improvement District | H | $0.791 | $756,000 | $598 |
| Slocan Lake Golf Club | H | $0.791 | $1,094,100 | $865 |
| Valley View Golf Course | H | $0.791 | $1,287,300 | $1,018 |
| Castlegar Golf Club | J | $1.748 | $2,711,000 | $4,739 |
| Fauquier and District Golf Club | K | $0.681 | $2,397,000 | $1,632 |
| Nakusp Centennial Golf Course | K | $0.681 | $1,463,100 | $996 |
| **Total** | | | **$18,790,900** | **$24,376** |

Note: Please note that Beaver Valley Water Supply infrastructure has been excluded from the financial analysis component. As local government public infrastructure on a crown land lease the proposed exemption is deemed not to have an impact on taxation.

### 4.2 Public Benefit and Stakeholder Engagement of Proposed Solution

To ensure eligible organizations were notified of the opportunity to apply for exemption the Regional District placed notices in available local publications, on the corporate web page, and available social media channels.

Previous applicants were notified of by letter and email regarding the opportunity to re-apply for the exemption.

A review of the financial statements and AGM minutes submitted by applicants included in the bylaw suggest that the applicants are providing well-used and appreciated recreational opportunities in their communities.

The Beaver Valley Water System and the Krestova Improvement District reservoir are critical pieces of community infrastructure.

This years applicant organizations are the same as the previous year. Many of these organizations have received exemptions annually for the past 10 years or more.

## 5.0 RECOMMENDATION

That Permissive Tax Exemption Bylaw No. 3090, 2026 be read a FIRST, SECOND and THIRD time by content.

That Permissive Tax Exemption Bylaw No. 2090, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Respectfully submitted,
Tom Dool, Research Analyst

## CONCURRENCE

Mike Morrison – Senior Manager of Corporate Administration Approved
Yev Malloff – Chief Financial Officer Approved
Stuart Horn – Chief Administrative Officer Approved

**ATTACHMENTS:**
Attachment A – Permissive Tax Exemption Bylaw No. 3090, 2026
Attachment B – Policy Number 100-01-20 Regional District Permissive Tax Exemption Policy

# REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3090

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 & 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

(2) 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

(3) 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, District Lot 5027, Kootenay Land District
P.I.D. #014-787-806

(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 NEP5069, District Lot 4598, Kootenay Land District except Plan 15837
P.I.D. #010-364-498

(5) 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. #014-889-323

(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 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. #023-569-212

(8) Land and Improvements occupied by the **Krestova Improvement District** legally described as follows.

Roll Number 707.08909.762
Mckenzie Rd Krestova, BC
Crown Lease #406065

(9) 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 NEP5565, District Lot 398, Kootenay Land District
P.I.D. #007-740-085

(10) 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

(11) 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

(12) 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

(13) 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

(14) 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

(15) 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

**2** The tax exemption established by this Bylaw shall be for the taxation year 2027.

**3** This Bylaw may be cited as **"Permissive Tax Exemption Bylaw No. 3090, 2026."**

| | | | | |
|---|---|---|---|---|
| READ A FIRST TIME this | 24th | day of | September | , 2026. |
| READ A SECOND TIME this | 24th | day of | September | , 2026. |
| READ A THIRD TIME this | 24th | day of | September | , 2026. |
| ADOPTED this | 24th | day of | September | , 2026. |

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

| | | | | | |
|---|---|---|---|---|---|
| **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 may 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

- 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 1st
Applications Due – No later than August 1st
Permissive Tax Exemption Approval – October Board Meeting
Submission of Permissive Tax Exemption Bylaw to the Province – by October 31st

## SCHEDULE B: APPLICATION FORMS

The inputs below are the information required of the Property Tax Exemption Application Form. The Form itself will 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

## RELATED LEGISLATION:

The Local Government Act S277, S391-S396
The Community Charter Div 7

# Board Report

*September 15,2026*

## Delegated Authority Bylaw

**Author:** Mike Morrison, Corporate Officer
**File Reference:** 08-3200-10
**Electoral Area/Municipality:** ENTIRE RDCK
**Services Impacted** All Services

## 1.0 STAFF RECOMMENDATION

"That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be read a Third time by content"

"That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same."

## 2. BACKGROUND/HISTORY

At the August Board meeting the Board received and gave two readings to Bylaw 3091 which opened a comment period for Directors to give feedback to staff on the proposed bylaw. At the close of the comment period comments and requested changes were received from five Directors. That feedback was incorporated into a revised Bylaw 3091 that staff are proposing for adoption.

The attachments to this report are as follows :

- **Attachment A- Bylaw 3091 Table of Changes** describes the revisions to the bylaw at second reading. **Attachment B- Bylaw 3091 – Suggested Changes Not Incorporated** lists suggested changes that were not included in the current bylaw version.
- **Attachment C- Bylaw 3019 -Redline** - highlighting the revisions so Directors can easily view these within the Bylaw
- **Attachment D Bylaw 3019** – presents the bylaw as proposed for adoption

While attachments A and B provide explanations for the changes made or not made , other comments of a general nature are explained below.

1. There was a suggestion brought forward by Director Jackman at the August Board meeting that the bylaw should be split into three separate bylaws. Staff met with Director Jackman during the review period to discuss this and to review the specific items of concern, and concurrence was obtained on retaining the current single bylaw structure but with some items removed from the bylaw to allow for further discussion and, at the Board's discretion, possible policy development. This discussion is reflected in the revised bylaw proposed for adoption.

2. Requirements for reporting were brought up several times in both the Board discussion and in the subsequent comments. There was no clear consensus on reporting , with some Directors preferring more reporting, and others less. Three new requirements for reporting were added to the bylaw as requested by Directors. Generally speaking, the reporting required under this bylaw will give the Board more visibility into the work of staff than it has previously had. In the opinion of staff the proposed reporting systems are less burdensome than achieving Board approval, and represent a reasonable balance between business efficiency and transparency. Note these requirements can be reviewed and adjusted over time based on feedback from staff and the preferences of future Boards

3. Some comments were received regarding Schedule C – Risk Categories. As was noted in a previous report this Schedule originated from a resource document published by the Municipal Insurance Association of BC and was incorporated into RDCK Policy 300-03 04 Minimum Required Insurance for Contracts. This policy will be updated within the next two years to better reflect the types of agreements the RDCK enters into and the RDCK's continued incorporation of risk considerations in our business practices. For the time being , staff believe it is appropriate and necessary to include within the bylaw in order to ensure decisions regarding risk are routed to the correct staff.

## 3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

### 3.1 Alignment to Board Strategic Plan

This initiative strongly aligns with the following two focus areas under the Organizational Excellence priority:

- Continue to update our policies and processes to be responsive and adaptable.
- Review our governance structures to ensure we have the appropriate balance of input and accountability.

### 3.2 Legislative Considerations

The Local Government Act (LGA) requires that Board authority be delegated by bylaw. Adoption of this bylaw will move some existing authorities delegated by RDCK policy into bylaw, thus bringing the RDCK into alignment with LGA requirements. Lidstone & Company was retained for review of the draft bylaw and has confirmed the authorities comply with LGA requirements.

Section 230 of the Local Government Act provides for the following:

> ***230*** *(1)Subject to section 231, a board may delegate a power, duty or function only by bylaw adopted by an affirmative vote of at least 2/3 of the votes cast.*

## 4.0 PROPOSED SOLUTION

"That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be read a Third time by content"

"That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same."

## 4.1 Financial Considerations of the Proposed Solution

There are no direct financial impacts from adoption of the bylaw, however the bylaw proposes to significantly increase the threshold by which Board approval of an expenditure is required.

## 4.2 Risks with the Proposed Solution

Adoption of the bylaw will transfer decisions that previously came before the Board -including financial commitments over $75,000 and risk provisions in agreements and land-related instruments- to staff, which reduces the Board's opportunity to review individual decisions before they are made. The risk exposures addressed within this bylaw are primarily financial risks associated with entering into agreements. Whether a decision is made by the Board or by staff, the risk exposure to the organization is the same. Key considerations for the Board here in contemplating approval of the risk related authorities are as follows:

- Staff have an understanding of the unique operational circumstances and risks of each agreement the RDCK enters into and are best positioned to make most risk decisions on behalf of the organization.
- The RDCK maintains liability coverage through MIABC, is well insured against contractual risks, and generally has experienced few claims resulting from contractual risk.
- The bylaw defines reasonable limitations and conditions for each authority that effectively will 'guardrail' staff's authority. If a decision exceeds the limitations placed on staff, then that decision would come to the Board.
- The approved risk categories in Policy 300-03-04 Minimum Required Insurance for Contracts are incorporated as Schedule C to the bylaw.
- Risks of RDCK contractual liability are effectively managed through use of our comprehensive and legally vetted agreement templates, and the bylaw requires these be used where possible. However, use of non -RDCK agreements is sometimes required. The bylaw limits senior manager discretion in use of external agreements (and indemnification of third parties) to minimal and low risk situations. Medium and high-risk situations would require corporate review and CAO, CFO or CO approval, and will sometimes include legal review or input from MIABC.
- RDCK agreement templates require contractors to indemnify the RDCK, and this indemnification is financially backed by the contractor's insurance coverage. For business reasons, and as permitted within Policy 300-03-04, the RDCK must sometimes modify our standard conditions or waive contractor insurance requirements for project or service delivery reasons. The bylaw requires that insurance modification for medium and high-risk situations only be authorized by the CAO, the CFO or the CO. Current policy requires that the Board approve insurance modification for high -risk activities, but achieving this is often not timely or practical for business efficiency reasons so it is proposed that CAO, CFO and CO be granted this authority.
- The bylaw requires that the exercise of authorities delegated by the Board in relation to risk transfer in medium and high-risk activities be reported to the Board, so the Board still has visibility into the agreements
- There are also risks with the improper exercise of a delegated authority. These, however, have always been present and in recent years the development of corporate standards, accountability mechanisms and more effective systems for oversight have resulted in better internal control to mitigate these risks.

### 4.3 Resource Allocation and Workplan Impact

A very large proportion of organizational resources is allocated to achieve Board approval for relatively routine items. Often these items first require written reporting to and consideration by one or more of the several dozen RDCK Committees and Commissions.

Effective delegation of authority will substantially reduce the staff time required to prepare reports for approvals. This would allow staff resources to be redirected to core service delivery and operations, will simplify the governance functions of the RDCK, and allow the Board, Committees, and Commissions to focus meeting time on the most significant items.

The delegation framework was designed to reduce time demands and decision-making pinch points on the CAO by enabling some administrative decisions to be made by the Corporate Officer and Chief Financial Officer, and by delegating authority across senior management group for more routine matters.

This bylaw establishes an internal framework for managers to understand the limitations of their authority. The absence of this framework in the past has in some circumstances led to improperly executed agreements, inadequate vetting of risk through corporate channels, and overall increased risk to the organization. Following bylaw adoption internal guidelines will be created and supporting business processes implemented to ensure the delegations are adhered to in practice. Staff training will be required.

### 4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The public should experience the impacts of the bylaw through improved service in some parts of our business as resources required for reporting are redirected to service delivery and core operations.

### 4.5 Leveraging Technology

AI tools were used in the development of this bylaw for background research, jurisdictional review, initial bylaw drafting, and summarizing information for Board reports.

### 4.6 Next Steps and Timeline

Once adopted , staff will proceed with putting the internal decision making frameworks and reporting templates and processes in place prior to bylaw being in force as of Jan. 1 2027. Directors can expect the first report at the Feb. 2027 Board meeting.

### 4.6 Measuring Success

Successful implementation of the bylaw is when both staff and Board believe RDCK business is facilitated by the delegation of authority and risk is adequately managed. Implementation of the bylaw will be carefully monitored by senior managers, and suggested amendments will be tracked. Staff will likely recommend the Bylaw be reviewed and updated by the Board every 2 years.

## 5.0 ALTERNATIVE SOLUTION(S)

That the Board decline to give third reading and adoption to Bylaw 3091 and direct staff to make further changes to the bylaw.

### 5.1 Risks with the Alternative Solution(s)

Some of the areas proposed for formal delegation are assumed by staff to already be in place and have historically been acted upon by staff under that assumption. One objective of the bylaw then is to formalize what may be effectively already in place and to remove any ambiguity regarding the limits of staff authority. If the Board determines clearly that an authority within this proposed bylaw is not to be delegated, then staff must bring that matter before the Board. The Board should be aware that for some areas a decision not to formalize delegated authority within the bylaw may result in a significant increase in the number of items on the Board agenda.

Improving business efficiency and reducing time demands on the CAO were key objectives identified at the outset of this project. If the Board declines to adopt a comprehensive delegation framework then this will impair staff's ability to achieve meaningful administrative progress on these objectives in the areas of contracts, procurement, risk management, and land administration. Because the delegation framework impacts the entire organization, this bylaw may be the most significant tool available within the Board's powers to enable administrative improvement to delivery of services.

### 5.2 Resource Allocation and Workplan Impact

The following are the expected impacts if the Board delays or declines to move forward with a delegated authority bylaw at this time:

- The delay may be significant as a new RDCK Board will take some time to get familiar with the concepts of delegated authority that underlie the bylaw
- A significant amount of organizational resources is allocated to achieve Board approval for relatively routine items. Existing staff resources for those purposes will not be redirected to core service delivery and operations
- Governance functions of the RDCK (Board, Committees, and Commissions) will continue to focus meeting time on less significant items.
- The concerns raised by Samson regarding concentration of decision making at the CAO level will not be addressed
- A decision by the Board to **not** formalize delegated authority within the bylaw may result in a significant increase in the number of items on the Board agenda and reduce organizational effectiveness further. As noted previously, some of the areas proposed for delegation are assumed by staff to already be in place and have historically been acted upon by staff under that assumption.

## 8.0 RECOMMENDATION

1. That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be read a Third time by content.

2. That the Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026 be ADOPTED and the Chair and Corporate Officer be authorized to sign the same.

Respectfully submitted,
Mike Morrison, Corporate Officer

## CONCURRENCE

Chief Administrative Officer – Stuart Horn Approved

**ATTACHMENTS:**

**Attachment A- Bylaw 3091 Table of Changes**
**Attachment B- Bylaw 3091 – Suggested Changes Not Incorporated**
**Attachment C- Bylaw 3091-Redline**
**Attachment D Bylaw 3091-Clean**

# Attachment A- Bylaw 3091 Table of Changes

| Bylaw Section | Description of Change | Proposed by | Reason |
|---|---|---|---|
| Section 7 (2) | Item removed | Director | As reported in August, the provisions for reconsideration of a delegate's decision were not appropriate to include in Bylaw 3091; however, this was included in staff's first bylaw draft. 7.2 was included in error in the version that received 2 readings and is now removed. |
| Section 7 (3) | New wording added | Director | Request for a review of the bylaw every 2 years is reasonable and able to be included. |
| Section 12 | New section | Staff | Added bylaw effective date to allow staff time to build reporting systems required by the bylaw, and to adjust internal approvals and business processes to reflect bylaw requirements. |
| Schedule A Part 1 (1) | New wording added to Limitations column | Staff | Added Master Municipal Construction Documents (MMCD) and Canadian Construction Documents Committee (CCDC) to approved templates. These are typically used for RDCK construction projects. |
| Schedule A Part 1 (1) | Reporting requirement added | Director | Added requirement to report agreements valued over $75,000. |
| Schedule A Part 1 (2&3) | New wording added to Delegated Powers | Staff | Clarified that extension authority only applies to procurement-related agreements covered under Part 1. |
| Schedule A Part 2 (3) | Reporting requirement added | Director | This formalizes current practice of reporting significant departmental re-organizations. |
| Schedule A Part 3 (1) | Item removed | Staff | Upon review, some Section 219 covenants are already authorized under Planning Bylaws and others require further discussion. Section 218 SROWs for RDCK purposes are already covered under Part 3(5). |
| Schedule A Part 3 (7) | New wording added to Limitations column | Director | Concern that longer permitted use might allow construction activities to occur. "Up to twelve months" replaced with "Renewal for additional 30 periods is permitted". |
| Schedule A Part 3 (8) | Item removed | Staff | Alignment with Policy 500-01-10 – Parkland Dedication will require further discussion. |

| Bylaw Section | Description of Change | Proposed by | Reason |
|---|---|---|---|
| Schedule A Part 4 (2) | Item removed | Director | Concern was expressed regarding broad CAO authority to enforce bylaws. Staff concur with removal of this item pending further discussion and/or policy development. |
| Schedule A Part 4 (3) | New wording added to Limitations column | Director | Staff concur that the current practice of compliance agreement language confirming Board's right to future actions, if conditions are not fulfilled, be included within the Limitations. |
| Schedule A Part 4 (5) | New Wording | Director | Concern was noted with "take all steps to defend" wording, and staff concur it is reasonable to include narrower wording. |
| Schedule A Part 4 (6) | New wording added to Delegated Powers | Director | Staff concur with the suggestion that any access restriction apply if an account exceeds 90 days in arrears. |
| Schedule A Part 5 (5) | Item removed | Staff | This section duplicated authorities contained in Part 3 (7), so it was removed. |
| Schedule A Part 8 (3) | Reporting requirement added | Director | Added to match reporting requirements for CAO emergency spending authorities. |
| | | | |

## Attachment B -Bylaw 3091 -Suggested Changes  Not Incorporated

| Bylaw Section | Requested Change | Explanation |
|---|---|---|
| Section 6 (8) | A delegation includes the authority to take steps necessary to give effect to that delegation only within the limits expressly stated in Schedule A and subject to Board policies. | The requested addition repeats provisions already included in Section 2 (1). |
| Section 7 (1) | If this Bylaw expressly requires a delegate to report to the Board in exercising authority, the delegate must report in writing to the Board prior to exercising such authority, except in bona fide emergencies. | This would add unduly burdensome administrative processes that do not align with the intent of the bylaw to streamline RDCK business. |
| Section 9 | Bylaw 2541 (RDCK Officers) be repealed as originally proposed by staff | Bylaw 2541 only establishes the officer positions in accordance with  the Local Government Act. Legal review concurred that 2541 could stay in place as-is with Bylaw 3091 defining the authority associated  with those positions. |
| Schedule A Part 1 | Remove Schedule A Part 1, Financial Authorities and Procurement, in its entirety for now, until the Board considers the prioritization framework. | Purchasing thresholds were flagged specifically by Samson as a high priority, and no broader concerns were noted by others with the general approach proposed by staff. Purchasing authorities have no direct connection to the prioritization of project work and are primarily applicable to the ongoing, routine business of the RDCK. |
| Schedule A Part 1 (1) | Reduce CAO purchasing authority to $150,000 and Senior Manager to $75,000. | Currently proposed purchasing limits are in line with comparator jurisdictions. Reducing the purchasing thresholds will limit the achievement of organizational efficiency. |
| Schedule A Part 1 (2) | Extend the terms of an existing agreement only once, and only where the extension does not exceed 20% of the original term. All other extensions require Board approval. | Agreement extensions are customized to best align with the RDCK's business needs. Staff believe the limitations already proposed for this item provide sufficient guardrails on staff authority. |
| Schedule A Part 1 (7) | Limit non-competitive purchases to $150,000. | Staff feel it is best to align these purchase thresholds with the same amounts indicated for competitive purchases. Note that policy allows non-competitive purchases only in specific circumstances. |
| Schedule A Part 2 (1, 3, 4, 5) | Add reporting requirements for HR-related items. | Staff do not feel it is appropriate or necessary for these items to be included. |

| Bylaw Section | Requested Change | Explanation |
|---|---|---|
| Schedule A Part 2 (3) | Make establishment of new positions subject to Board approval | Current practice is that new positions are considered by the Board annually and approved through the Financial Plan |
| Schedule A Part 4 (1) | Reduce limits for CAO approval of claims settlement. | $50,000 is reasonable as it corresponds to the RDCK's deductible under our MIABC Liability coverage. Exercise of this authority is subject to the Financial Plan and must be reported to the Board. |
| Schedule A Part 4 (4) | Require Board approval for all nondisclosure agreements. | The proposed CAO authority to enter into an NDA is already very limited and effectively guardrailed. |
| Schedule A Part 5 (6) | Remove staff authority to approve site licenses and facility use agreements for events with under 300 attendees. | Likely would require significant extra time for Commission reporting to achieve approvals for small events. |
| Schedule A Part 6 (4) | Require Board approval for all medium- and high-risk insurance modifications. | The proposed authority from staff confirms an existing practice necessary for the effective and timely delivery of RDCK services. Currently, all medium- and high-risk agreements within staff's purchasing authority do not come to the Board. Requiring that would significantly increase the number of agreements the Board must approve and defeat the purpose of delegating the authority. |
| Schedule A Part 7 (4) | Reduce emergency spending authority to $500,000. | Staff believe the current suggested amount is appropriate and could be necessary during a serious emergency event. |
| Schedule A Part 8 (3) | Reduce spending authority for Mine Manager. | Mines Act 21(c) provides the manager or the manager's designate with every facility for conducting the operation of the mine in accordance with the requirements of this Act, the regulations and the code. Staff believe the emergency spending authorization is reasonably required to satisfy the Mines Act requirement. |
| Schedule B, 5th row | Require Chair to certify bylaws. | This is only the authority to certify true and correct copies of bylaws already signed by the Board Chair, or resolutions adopted by the Board. These are routinely required by Provincial Ministries, the Municipal Finance Authority, or granting agencies, and is an administrative function of the corporate office. |

# REGIONAL DISTRICT OF CENTRAL KOOTENAY
# Bylaw No. 3091

A Bylaw to delegate certain powers, duties, and functions of the Regional Board to officers and employees of the Regional District of Central Kootenay.

WHEREAS the *Local Government Act* authorizes the Board of a regional district, by bylaw, to delegate its powers, duties, and functions, including those specifically established by an enactment, to its officers and employees;

AND WHEREAS the Board wishes to consolidate, modernize, and expand its delegation of administrative authority within a comprehensive instrument to enable efficient and effective administration of Regional District services while maintaining appropriate Board oversight;

NOW THEREFORE, the Regional Board of the Regional District of Central Kootenay in open meeting assembled enacts as follows:

**DEFINITIONS AND INTERPRETATION**

1 (1) In this Bylaw:

**Act** means the *Local Government Act*, *RSBC 2015, c. 1*;

**Authorized Designate** means an Employee or Officer provided with written authority to exercise an Employee's duties, powers, or functions during:

(a) the Employee's temporary absence or inability to act, until revoked; or
(b) a period of time specified by the Employee, or an Officer provided by the Board with written authority to exercise an Officer's duties, powers, or functions during:
(c) the Officer's temporary absence or inability to act, until revoked; or
(d) a period of time specified by the Board;

**Board** means the Board of Directors of the Regional District of Central Kootenay;

**Board Chair** means the Board member who has been elected as the chair of the Board, and includes the vice-chair;

**CAO** or **Chief Administrative Officer** means the Officer position of the chief administrative officer established under the Regional District of Central Kootenay Officers Bylaw No. 2541, 2016, pursuant to the Act;

**CO** or **Corporate Officer** means the Officer position of the corporate officer established under the Regional District of Central Kootenay Officers Bylaw No. 2541, 2016, pursuant to the Act;

**CFO** or **Chief Financial Officer** means the Officer position of the chief financial officer established under the Regional District of Central Kootenay Officers Bylaw No. 2541, 2016, pursuant to the Act;

**Emergency Management Plan** means RDCK's emergency management plan prepared in accordance with the *Emergency and Disaster Management Act, SBC 2023, c. 37*;

**Emergency Management Program** means the RDCK program that provides emergency mitigation, preparedness, response, and recovery;

**Emergency Operations Centre** means a physical, virtual, distributed or hybrid organizational structure that is provided with appropriate equipment, personnel, and resources to gain situational awareness; provide strategic direction to affect response and recovery efforts; liaise and communicate with other levels of government; and develop public messaging prior to and during Emergencies and Disasters;

**Emergency Operations Centre Director** means the Emergency Operations Centre position with overall responsibility and authority for coordination of response and recovery activities within the RDCK when the Emergency Operations Centre is activated;

**Employee** means an exempt or union employee of the RDCK;

**Financial Plan** means the Regional District of Central Kootenay Five-Year Financial Plan Bylaw No. 3075, 2026, or any five-year financial plan bylaw the Board has adopted in its place for the relevant fiscal year;

**Manager** means any Employee position which formally includes managerial responsibility for RDCK services within its position title and position description, and which reports directly to a Senior Manager within the RDCK organizational structure;

**Mine Manager** means the position of mine manager under the *Mines Act, RSBC 1996, c. 293*, which is responsible for the management and operation of a mine, and includes the person the mine manager has designated in writing under the Mines Act to act in that capacity during the mine manager's absence;

**Officer** includes the Chief Administrative Officer, Corporate Officer, and Chief Financial Officer, and any other position designated in an officer designation bylaw;

**Senior Manager** means any senior management Employee position that directly reports to the CAO within the RDCK organizational structure, and includes an Officer;

**Supervisor** means any Employee position which formally includes supervisory oversight of other Employees, and for the purpose of procurement authorities, this also includes employees with supervisory responsibilities for RDCK programs, facilities, or assets, as approved by the Chief Financial Officer;

**Purchasing Policy** means any policy adopted by the Board in relation to procurement activities, as amended or replaced from time to time; and

**RDCK** means the Regional District of Central Kootenay.

(2) In this Bylaw:

(a) words importing the singular number include the plural and vice versa and words importing the neuter gender include the masculine and the feminine genders;
(b) headings given to sections are for convenience of reference only and do not form part of this Bylaw;
(c) unless expressly stated otherwise, a reference to a "section" is a reference to a section in this Bylaw, a reference to a “part” is a reference to a part in this Bylaw, and a reference to a "schedule" is a reference to a schedule in this Bylaw;
(d) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and its regulations, as amended, revised, consolidated, or replaced from time to time, and a reference to a bylaw or policy is a reference to a RDCK bylaw or policy, as amended, revised, consolidated, or replaced from time to time; and
(e) a reference to the current title of a position includes the position as it may be renamed from time to time, or to any successor position that is most closely connected to the position if it is modified or eliminated from time to time.

**DELEGATED AUTHORITY — SCHEDULE A**

2 (1) The Board hereby delegates to the RDCK’s Officers or Employees set out in Column 3 of Schedule A all the powers, duties, and functions of the Board, as set out in the corresponding Column 2 of Schedule A, subject to the conditions and limitations set out in that Schedule.

(2) Where any authority is delegated to a Senior Manager or Manager, that authority may only be exercised pursuant to the RDCK service or portfolio of RDCK services for which that Senior Manager or Manager normally has responsibility.

(3) If a Senior Manager is absent or there is a position vacancy, the Chief Administrative Officer, Chief Financial Officer, or Corporate Officer may exercise an authority delegated to Senior Managers in relation to any portfolio of RDCK services that a non-Officer Senior Manager would normally have responsibility for.

**DELEGATION OF GENERAL AUTHORITY TO THE CHIEF ADMINISTRATIVE OFFICER**

3 In addition to the powers duties and functions outlined in the Act, other RDCK bylaws, and this Bylaw, the Board delegates to the Chief Administrative Officer all the powers, duties, and functions of the Board to:

(a) supervise and direct all Officers and Employees of the RDCK;
(b) develop, approve, and implement operational policies and guidelines, procedures, and practices dealing with administrative matters; and
(c) implement all Board approved policies and directives.

**DELEGATES**

4 (1) A delegation of a power, duty, or function under this Bylaw is to the person who holds the named position and includes a delegation to any person who is, from time to time:

(a) formally recognized as the deputy of the delegate and is acting in the capacity of the delegate during the delegate's temporary absence;
(b) the Authorized Designate of an Employee or Officer, including under paragraph (d);
(c) the CAO;
(d) designated by the Board to act in the place of the listed Officer; or
(e) appointed by the Board to the listed Employee or Officer position on an acting, interim, or time-limited basis.

(2) This section applies to the position of CAO where the Board has appointed an interim or acting CAO.

(3) Where Schedule A identifies two or more positions as authorized signatories, any one of those positions may sign or approve a measure, or carry out a delegated power, duty, or function, unless the instrument requires joint execution or exercise or the Board otherwise directs.

**NO FURTHER DELEGATION**

5 A person to whom a power, duty, or function has been delegated under this Bylaw has no authority to further delegate that power, duty, or function to another person.

**SCOPE**

6 (1) Subject to the Act, unless a power, duty, or function of the Board has been expressly delegated by this Bylaw or another RDCK bylaw, all powers, duties, and functions of the Board remain with the Board.

(2) All delegated authority under this Bylaw is subject to:

(a) the requirements of all applicable statutory and regulatory provisions;
(b) the approved annual Financial Plan Bylaw;
(c) applicable Board policies, resolutions, and administrative directives; and
(d) the RDCK's Purchasing Policy in Schedule C, where applicable.

(3) If

(a) the Board passes a resolution to authorize a project or expenditure, and
(b) prior to the end of the current calendar year, the Board, by bylaw, amends the Financial Plan to include financial authorization for the project or expenditure,

then at any time during that calendar year an Officer or Employee may proceed with procuring, negotiating, and executing agreements and other documents pursuant to the Board direction on that project or expenditure, conditionally made subject to the adoption and requirements of the Financial Plan.

(4) If the Board adopts the Financial Plan by bylaw each year, Officers and Employees may proceed with procuring, negotiating, and executing agreements and other documents pursuant to the items budgeted within the Financial Plan, subject to the requirements of this Bylaw.

(5) Nothing in this Bylaw prevents a delegate from referring a matter to the Board for decision, even if the delegate has authority to act under this Bylaw.

(6) The Board may exercise any power, duty, or function delegated under this Bylaw, provided that the power, duty, or function has not already been exercised by the delegate.

(7) In the event of a conflict between this Bylaw and any Board policy, including the Purchasing Policy, this Bylaw prevails to the extent of the conflict.

(8) A delegation of a power, duty, or function under this Bylaw includes the authority to take all steps necessary to give effect to that delegation, including the authority to negotiate, review, execute, and administer any agreement or document, and to direct staff in connection with the exercise of the delegated authority.

(9) If authority is delegated within this Bylaw to a Manager, that authority is also delegated to the Senior Manager.

**REFERRAL~~, AND~~ REPORTING AND REVIEW**

7 (1) If this Bylaw expressly requires a delegate to report to the Board in exercising authority, the delegate must report in writing to the Board at the next regular Board meeting after exercising such authority, unless otherwise specified in Schedule A;

~~(2) If the Board is required to reconsider a delegated decision under Part 8, the delegate must provide the Board with all relevant records and other information considered in making the decision.~~

(3) This bylaw shall be reviewed by the Board no later than two years from the date of adoption , and recurring every two years thereafter

**SIGNING AUTHORITY — SCHEDULE B**

8 (1) The Board hereby establishes the signing authority set out in Schedule B, which identifies the positions authorized to execute documents on behalf of the RDCK.

(2) Where Schedule B identifies two or more positions as authorized signatories, any one of those positions may sign unless the instrument requires joint execution or the Board otherwise directs.

**REPEAL**

9 **Regional District of Central Kootenay Chief Administrative Officer Bylaw No. 17, 1967**, and all amendments thereto, is hereby repealed effective January 1 ,2027 ~~upon adoption of this Bylaw~~.

**SEVERABILITY**

10 If any provision of this Bylaw is, for any reason, declared invalid by a court of competent jurisdiction, the invalid provision shall be severed, and the remainder of this Bylaw shall continue in force and effect.

**CITATION**

11 This Bylaw may be cited as the **"Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026"**.

**IN FORCE**

12 This Bylaw comes into force on January 1, 2027.

READ A FIRST TIME this day of , 2026.

READ A SECOND TIME this day of , 2026.

READ A THIRD TIME this day of , 2026.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this day of , 2026.

Aimee Watson~~ons~~, Board Chair

Mike Morrison, Corporate Officer

# SCHEDULE A

## DELEGATED AUTHORITY

*Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026*

**Part 1 — Financial Authorities and Procurement**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Execute agreements for the purchase of goods, services, or construction works. | | Subject to use of standard RDCK procurement templates or MMCD & CCDC, approved Financial Plan, and Purchasing Policy No. 300-06-12. Any agreement related to an activity defined as High Risk under Schedule C requires the second signatory to be from CAO, CFO, or CO. Agreements valued over $75,000 reported to Board |
| | | CAO | Up to $250,000. Over $125,000 requires a second signature from CFO or CO. |
| | | Senior Manager | Up to $125,000. Over $50,000 requires a second signature from CAO, CFO, or CO. |
| | | Manager | Up to $50,000. Over $30,000 requires a second signature from a Senior Manager. |
| | | Supervisor | Up to $15,000. |
| 2 | Extend the term of an existing purchase of goods, services, or construction works agreement where no substantive scope changes will occur and where extension provisions are included within the original contract. | | Extension cost must be included within approved Financial Plan and limited to the extension periods identified within the agreement. Value of the extension period cannot exceed the original contract value. Maximum contract length of five (5) years including extensions. Reported to Board at next meeting. |
| | | Senior Manager | Contract values up to $125,000. |
| | | CAO; CFO; CO | Contract Values up to $250,000. |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 3 | Extend the term of an existing purchase of goods, services, or construction works agreement where no substantive scope changes will occur and where extension provisions are not included within the original agreement. | CAO; Senior Manager | Extension cost must be included within approved Financial Plan. Maximum extension period of ninety (90) days. |
| 4 | Execute funding agreements where the RDCK is the grant recipient. | CAO; Senior Manager | Grant values over $5,000 require that the Board has directed the original grant application. Financial Plan amendment required if the grant is not already included in the Financial Plan. Reported to Board at next regular meeting. |
| 5 | Execute agreements for the sale or disposal of surplus, unused, or retired RDCK assets and equipment, excluding real property. | CAO; Senior Manager | Subject to approved policy and legislated requirements for asset disposal. CAO approval required for sale of assets valued over $75,000. |
| 6 | Waive purchasing authorization limits in extraordinary circumstances. | CAO | In accordance with the requirements in the Purchasing Policy No. 300-06-12, and only to address an emergent operational priority that may arise infrequently. Scope, scale, and duration of the waiver limited to the minimum required to address the situation, as determined by CAO. Board to be informed the within twenty four (24) hours. |
| 7 | Approve a non- competitive purchase. | CAO; Senior Manager | Subject to requirements and limitations outlined in the Purchasing Policy No. 300-06-12. CAO can approve up to $250,000, Senior Manager can approve up to $125,000. |
| 8 | Prepare and submit to the Board for approval a five-year Financial Plan for capital and operating programs on an annual basis. | CAO | Must reflect input from the Board, Committees, and Commissions. |

**Part 2 — Human Resources and Personnel**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Establish employee positions and appoint, promote, suspend, discipline, and terminate all Employees. | CAO | Subject to applicable collective agreements and employment agreements. All subject to approved Financial Plan. |
| 2 | Promote and discipline Officers other than the CAO. | CAO | Subject to applicable employment agreements, and subject to the Act provisions for Officer positions. |
| 3 | Organize and/or reorganize departments of the Regional District as may be necessary to carry out the efficient and effective administration of the affairs of the Regional District. | CAO | Subject to applicable collective agreements and employment agreements.Reported to the Board. |
| 4 | Negotiate and approve employment agreements for all non-CAO positions. | CAO | Subject to Financial Plan. Must incorporate standard employment terms and conditions for non -unionized employees. Union positions subject to collective agreements. |
| 5 | Approve compensation adjustments for non-union employees. | CAO | Subject to approved Financial Plan and RDCK standard compensation framework. |
| 6 | Settle labour grievances and employment disputes and authorize mediation settlements. | CAO | Subject to approved Financial Plan. Settlements must conform to common law principles and applicable collective agreements. Reported to Board at next regular meeting. |
| 7 | Authorize the temporary sharing or assignment of RDCK staff with or to an external agency, government, or organization. | CAO | Subject to applicable collective agreements and employment agreements. Written agreements required with the external party . Reported to Board at next regular meeting. |
| 8 | Update the Regional Volunteer Fire Department Service Level Policy schedules to add or | CAO | Subject to confirmation by qualified authority (e.g., Office of the Fire Commissioner). |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| | remove RDCK fire departments based on the services each department is trained, equipped, and qualified to provide. | | Reported to Board at next regular meeting. |
| 9 | Appoint Bylaw Enforcement Officers and other regulatory officers as authorized by applicable enactments. | CAO | In accordance with applicable legislation and Board-approved programs. Reported to Board at next regular meeting. |

All agreements must be on RDCK standard templates unless otherwise approved by the CAO, CFO, or CO. All procurement is subject to applicable trade agreements, including the Canadian Free Trade Agreement (CFTA), TILMA, and the New West Partnership Trade Agreement.

**Part 3 — Land and Land Use Instruments**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| ~~1~~ | ~~Execute Section 219 covenants (Land Title Act) and Section 218 statutory rights of way.~~ | ~~CAO~~ | ~~For purposes consistent with RDCK service mandate and Board-approved projects.~~ |
| 2 | Discharge or release obsolete charges, covenants, easements, and notations from land titles where no longer required by the RDCK. | CO | Where the charge, covenant, or notation is expired, superseded, or is no longer required for RDCK purposes, as recommended by the applicable Manager. Reported to Board at next regular meeting. |
| 3 | Execute extension of lease or licence agreements where the RDCK is the landlord/licensor. | CAO; Senior Manager | Only where extensions are permitted within existing agreements. Subject to Financial Plan and any cost increase must reflect fair market value. Reported to Board at next regular meeting. |
| 4 | Execute agreement amendments, renewals, and extensions that continue existing RDCK licences and leases of real property owned by others. | CAO; CO | Applies only to (a) agreements with the Province of BC, the BC Transportation Financing Authority, Teck Resources, Columbia Power Corp, and RDCK member municipalities; and<br>(b) agreements with other parties where the extension |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| | | | period is described within the existing agreement.<br><br>All require that there are no substantive changes from the previous agreement, and that any cost changes are included within the Financial Plan. Reported to Board at next regular meeting. |
| 5 | Execute Right of Way and Easement agreements where the RDCK grants or receives an interest in land for the purpose of delivering an RDCK service. | CO | Where RDCK is granting an interest, the authority is limited to utility servicing (water, wastewater, electrical transmission, gas) and/or where the interest is pursuant to operation of a regional park. Reported to Board at next regular meeting. |
| 6 | Cancel a Notice on Title related to a building bylaw infraction where compliance has been achieved. | CAO | Senior Manager must confirm that compliance has been achieved to the satisfaction of the delegate. Reported to Board at next regular meeting. |
| 7 | Authorize temporary or emergency uses of RDCK property by a third party. | CAO | Term not to exceed thirty (30) days for emergency and other temporary uses; ~~up to twelve (12) months for other temporary uses~~.Renewal for additional 30 day periods is permitted. Subject to RDCK template agreements, indemnification, insurance, and public safety requirements. |
| ~~8~~ | ~~Approve parkland dedication requirements for subdivisions.~~ | ~~CAO~~ | ~~Consistent with applicable planning policies and LGA s. 510.~~ |

**Part 4 — Legal, Litigation, and Bylaw Enforcement**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Settle legal claims, demands, or actions against the RDCK, whether | CAO | Limit is up to $1550,000 per claim subject to |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| | or not court proceedings have been commenced. | | recommendation from legal counsel. Reported to Board at next regular meeting. Subject to Financial Plan. |
| 2 | ~~Initiate legal or bylaw enforcement proceedings to collect amounts owing, enforce RDCK bylaws or agreements, or protect RDCK interests.~~ | ~~CAO~~ | ~~Reported to Board at next regular meeting. Authority includes directing voluntary compliance and provincial court proceedings.~~ |
| 3 | Execute compliance agreements related to enforcement of RDCK bylaws. | CAO | Compliance agreements must be without prejudice to future Board actions. Reported to Board at next regular meeting. |
| 4 | Enter into nondisclosure agreements on behalf of the RDCK. | CAO | Limited only to situations where third party proprietary information is provided to the RDCK, or where the agreement is requested by a body of the provincial or federal governments for the purpose of sharing confidential information with the RDCK. Agreements must not preclude sharing information with the Board in a closed meeting or override FOIPPA obligations. Maximum term three (3) years. Reported to Board as applicable. |
| 5 | ~~Defend legal actions and take all steps to defend~~ Retain legal counsel and direct the defense of the RDCK's interests. | CAO | On advice of legal counsel. May include counterclaims and third-party claims. Reported to Board at next regular meeting. |
| 6 | Establish and enforce requirements for continued access to RDCK services when an account payable to the RDCK is more than ninety(90) days in arrears. | CFO | Reported to Board at next regular meeting. |

**Part 5 — Operational and Service Delivery**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Develop and recommend for Board approval, policies dealing | CAO | Board approval of policies is required. |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| | with non-administrative matters, either as directed by the Board or as otherwise desirable for service provision. | | |
| 2 | Execute financial contribution agreements and service agreements with other local governments or provincial and federal agencies where the RDCK is either the service recipient or service delivery partner. | CAO; Senior Manager | Authority applies only to:<br>(a) new agreements under $15,000 value, and<br>(b) renewal of existing service agreements below $250,000 in value.<br>New agreements over $15,000 value require Board approval. Subject to approved Financial Plan and purchasing thresholds in Part 1 of this Schedule A. Agreement form subject to satisfaction of CO. Reported to Board at next regular meeting. |
| 3 | Execute fire services mutual aid and emergency response agreements with other local governments and provincial and federal agencies. | CAO | Subject to approved Financial Plan and alignment with RDCK Emergency Management Program. Reported to Board at next regular meeting. |
| 4 | Close or restrict public access to RDCK-managed parks, recreation facilities, or service infrastructure to protect public safety or during active operations. | CAO; Senior Manager | Public to be promptly notified of closure or restriction. Reported to Board at next regular meeting. |
| ~~5~~ | ~~Approve licences of occupation for non-exclusive temporary uses of RDCK-owned or licensed property.~~ | ~~CAO~~ | ~~Term not to exceed twelve (12) months. Subject to use of RDCK standard license template and indemnification, insurance, zoning, and fee requirements being met. Reported to Board at next regular meeting.~~ |
| 6 | Execute site licence and/or facility use agreements for special events held on RDCK owned or licensed lands. | Senior Manager | Term not to exceed five (5) days. Subject to use of RDCK site license template and RDCK template indemnification, insurance, and fee requirements being met. CO concurrence required. Maximum three hundred (300) attendees unless event is held |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| | | | by the RDCK, a local school district, or is for the purpose of a youth sports tournament. |
| 7 | Execute facility rental and use agreements for RDCK parks, recreation facilities, and community facilities. | Senior Manager | Term not to exceed twelve (12) months unless otherwise authorized by the Board. Does not include leases or site license agreements. Subject to RDCK template agreement indemnification and insurance requirements. |
| 8 | Execute connection agreements and latecomer agreements related to RDCK water and utility services. | Senior Manager | In accordance with the applicable service establishment bylaw, regulatory bylaws, and works and services requirements. |
| 9 | Execute data/ information sharing agreements on behalf of the RDCK. | CO | RDCK agreement template must be used where RDCK data is shared externally. |
| 10 | Issue a suspension or impose conditional access requirements on a person under the Staff Safety and Harassment Policy No. 200-04-03. | Senior Manager | Term up to one year. In accordance with the Staff Safety and Harassment Policy No. 200-04-03. Reported to Board at next regular meeting. |
| 11 | Issue a suspension and decide appeals under the Staff Safety and Harassment Policy No. 200-04-03. | CAO | Suspension term up to two years. In accordance with the Staff Safety and Harassment Policy No. 200-04-03. Reported to Board at next regular meeting. |

**Part 6 — Risk Management**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Execute and renew RDCK insurance coverage agreements for all required coverage types, including cyber liability. | CAO | Subject to approved Financial Plan. Board informed of any changes to coverage terms annually. |
| 2 | Approve RDCK use of agreement templates created by third parties. | | Only as may be necessary for RDCK business purposes and subject to all other requirements of this Bylaw. |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| | | Senior Manager | Limited to services and activities designated as Minimal or Low risk within Schedule C. |
| | | CAO; CFO; CO | Services and activities designated as Medium or High risk within Schedule C. |
| 3 | Execute agreements where the RDCK indemnifies, holds harmless, and releases a third party. | | Subject to Financial Plan and all other requirements of this Bylaw, Indemnities must be within RDCK's existing insurance coverage limits and exclude indemnity for another party's sole negligence or wilful misconduct. Limited to the listed authorized agreement types. Medium and high risk agreements reported to Board. |
| | | Senior Manager | (a) indemnities required by the funder within a grant funding agreement;<br>(b) indemnities required where the RDCK rents, licenses, or leases real property and equipment;<br>(c) indemnities included within software and technology use agreements;<br>(d) indemnities required pursuant to RDCK temporary rentals of facilities or equipment;<br>(e) included within agreements for services and activities designated as Minimal or Low risk within Schedule C. |
| | | CAO; CFO; CO | (a) indemnities required pursuant to information or data sharing agreements;<br>(b) indemnities required pursuant to agreement types listed in Schedule A Part 3;<br>(c) where RDCK and another local government indemnify each other within a service agreement; |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| | | | (d) indemnities included within agreements for services and activities designated as Medium or High risk within Schedule C. |
| 4 | Modify or waive contractor insurance requirements within agreements. | | Subject to Financial Plan and all other requirements of this Bylaw. Delegate must document rationale. Medium and high risk reported to Board |
| | | Senior Manager | Limited to Minimal and Low Risk categories per Schedule C. |
| | | CAO; CFO; CO | Medium and High Risk categories per Schedule C. |

**Part 7 — Emergency Management**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Develop, implement, and maintain the RDCK Emergency Management Program and Emergency Management Plans. | CAO | Consistent with the Emergency and Disaster Management Act and RDCK Emergency Management Bylaw. Board to be informed of material changes. |
| 2 | Act as or designate the RDCK Emergency Operations Centre Director during a declared emergency or exercise. | CAO | EOC director powers are subject to designation policy. |
| 3 | Enter into agreements with local governments or provincial or federal agencies that may be required for effective response during a declared emergency. | CAO | Authority applies only after an evacuation alert is issued or during state of local emergency declared under the Emergency and Disaster Management Act and subject to the requirements of the Emergency and Disaster Management Act. Must be reported to the Board within twenty-four (24) hours. Must be consistent with RDCK Emergency Management Program and bylaws. |

| | | | |
|---|---|---|---|
| 4 | Authorize emergency expenditures necessary to protect life, safety, critical infrastructure or RDCK property or assets. | CAO | Up to $5,000,000 in an emergency declared under the Emergency and Disaster Management Act. Must be reported to the Board within twenty-four (24) hours. |

**Part 8 — HB Mine**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Exercise the owner/ agent function under the Mines Act (RSBC 1996) to appoint a Mine Manager for the HB Mine Tailings Facility. | CAO | Subject to applicable regulatory requirements. Any changes to appointees reported to Board at next regular meeting. |
| 2 | Exercise all powers and discharge all duties imposed on a mine manager under the *Mines Act*, the regulations, the code, and any permit issued in respect of a mine owned or operated by the RDCK. | Mine Manager | Subject to applicable regulatory requirements. Material decisions reported to Board at next regular meeting. |
| 3 | Authorize emergency expenditures up to $500,000 that are necessary to protect life, safety, and property during a mine emergency. | Mine Manager | Limited to situations in the mine Trigger And Action Response Plan where conditions have reached Level 2 ( Moderate Risk) or Level 3 (High Risk), or where the emergency expenditure is recommended by the mine Engineer of Record. Reported to Board within 24 hours. |

# SCHEDULE B

## DELEGATED AUTHORITY

*Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026*

This Schedule identifies who may execute documents on behalf of the RDCK. Signing authority identified in this Schedule does not confer decision-making authority; the underlying decision must be authorized either by a Board resolution, a Board bylaw, or a delegation in Schedule A of this Bylaw.

| Document / Instrument Type | Authorized Signatories | Conditions |
|---|---|---|
| **All agreements, debentures, plans, and instruments approved by Board resolution or bylaw, unless authority is otherwise delegated within this bylaw** | Board Chair plus CO | ~~Document must be~~ Aa~~pproved~~ by Board resolution or bylaw prior to execution. |
| **Land Title Office documents related to real property purchases (Form A, C, Form 17, Application to Deposit Plans, declarations)** | CAO or Legal Counsel acting under CAO instruction | Must relate to a transaction authorized by the Board or by a delegate under Schedule A. |
| **CAO Employment Agreements** | Board Chair | Must be authorized by Board resolution. Agreement in a form approved by the Board. |
| **Minutes of open Board meetings** | Board Chair plus CO or Deputy CO | In accordance with the RDCK Procedure Bylaw. |
| **Certified copies of bylaws and Board resolutions** | CO; Deputy CO | In accordance with the *Local Government Act.* |
| **FOI responses and privacy-related correspondence** | CO (as designated by the Board under RDCK Freedom of Information Bylaw 2960) | In accordance with the RDCK Freedom of Information Bylaw and the *Freedom of Information and Protection of Privacy Act*. |

# SCHEDULE C

## RISK CATEGORIES

*Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026*



| TYPE OF CONTRACT | MINIMAL RISK | LOW RISK | MEDIUM RISK | HIGH RISK |
|---|---|---|---|---|
| **Business Consulting and Professional Services** | ▮ Conceptual or graphic design | ▮ Public consultation meetings away from the local government | ▮ Audits, actuarial services | ▮ Geological andgeotechnical surveys and studies |
| | ▮ Event planning | ▮ Financial valuations, estimates, or projections | ▮ Design and drafting (including structural designs, engineering plants, or dwellings with built-in machinery and equipment) | ▮ Legal and medical services |
| | ▮ Facilitation of presentations | ▮ Advertising, promotions, newsletters, and publications | ▮ Design of electrical, mechanical, and plumbing systems | ▮ Hydrogeological and contaminated sites assessment |
| | ▮ Data collection | ▮ Advice or evaluation of HR products or benefits | ▮ Design of computer systems or programs; | ▮ Dam inspections and assessments |
| | ▮ Feasibility studies and needs assessment | ▮ Mediation or negotiation on behalf of the local ▮ government with public or external agencies | ▮ Media broadcasts and communications | ▮ Landfill design |
| | ▮ Project or program facilitation and administration | ▮ Technical writing with consultations away from the localgovernment facilities (e.g. planning processes) | ▮ Inspections, surveys, or mapping | ▮ Refrigeration system and ice plant ▮ inspection and design |
| | ▮ Strategic planning for land use, art, cultural, social, and community programs or services | ▮ Presentations involving physical fitness activities | ▮ Professional certifications | |
| | ▮ Training and development events ( indoors) | ▮ Business consulting services | ▮ Laboratory studies or testing | |
| | ▮ Grant writing | | ▮ Forestry and wildfire mitigation consulting | |
| | | | ▮ Land acquisition consulting services | |
| | | | ▮ Water quality monitoring | |
| **Community Programs (Sports, leisure recreation)** | ▮ Health and wellness programs | ▮ Programs involving animals | ▮ Bike riding (not mountain biking), ▮ skateboarding, and rollerblading lessons | ▮ Mountain biking |
| | ▮ Leisure and recreation classes and workshops | ▮ No-contact, low-impact, self-defense martial arts | ▮ Boating, canoeing, kayaking, sailing and skim boarding | ▮ Longer sightseeing trips and programs |
| | ▮ Non-contact recreational sports | ▮ Off-site day trips within BC using public transportation | ▮ Off-site recreation, day trips, and tours within British Columbia involving use of a charter bus or rental passenger vehicle(i.e. senior sightseeing, day camp, hiking, and orienteering activities) | ▮ Boxing and combative martial arts |
| | ▮ Supervised social activities (e.g seniors center drop in, tots playtime etc...) | ▮ Swimming, diving, and wading in a public life- guarded facility | ▮ Programs for adults and youth involving use of inflatables, bouncy castles, or trampolines | ▮ Rock climbing |
| | ▮ Swimming and skating lessons | ▮ Personal training sessions and wall climbing lessons | ▮ Swimming or wading in a non-public and/or non life-guarded site | ▮ Snowshoeing, snowboarding and ski lessons, and winter tubing |
| | ▮ Art, cultural, or general interest programs | ▮ Community art, mural, or beautification projects that involve installation or erection of minor structures | ▮ Contact sports | ▮ Snorkeling and scuba diving |
| | ▮ Community art, mural, or beautification projects that do not involve installation of any structures | ▮ Small performances that do not require special set-up, modification to the premises, or specialized equipment; or that do not involve high-risk activities | ▮ Any recreational programming involving vulnerable people | ▮ Windsurfing |
| | ▮ Community involvement activities (community meetings) | | | ▮ Performances that require special set-up, modification to thepremises |
| | | | | ▮ Large concerts |

| TYPE OF CONTRACT | MINIMAL RISK | LOW RISK | MEDIUM RISK | HIGH RISK |
|---|---|---|---|---|
| **Construction and Other Trades Work** | ▮ Most, if not all, construction and trade work contracts court some risk, and therefore we have not rated any type of contract in this category as minimal risk | ▮ Contracts involving independent sub trades that deal with a small aspect of a larger project, such as installation of roofing, windows, drywall, painting etc. or repair or maintenance projects where the total contract value is less than $100,000 | ▮ Contracts involving independent sub trades that deal with a smallaspect of a larger project, suchas installation of roofing, windows, drywall, painting etc. or significant repairs or maintenance where the total contract value is more than $100,000 | ▮ Contractors providing one or more of the following services:<br>▮ Construction of buildings, infrastructure, or retainingwalls<br>▮ Renovations or restoration projects<br>▮ Repair of building envelope (incl roofing)<br>▮ Street or road work |
| | | ▮ Office furniture and equipment installation | ▮ Forestry and tree removal | |
| | | ▮ Basic facilities maintenance or handyperson services | ▮ Snow plowing and winter road maintenance Park and trail maintenance services | |
| | | | ▮ Processing waste materials (wood, scrap metal) | |
| | | | ▮ Well installation | |
| | | | ▮ Insect, pest , or problem wildlife control | ▮ Construction or maintenance work involving refrigeration or iceplant systems<br>▮ Telecommunications installations or servicing<br>▮ Construction or maintenance work in or around streams or dams |
| **Leases** | ▮ Residential leases | ▮ Commercial leases (i.e. offices, small retail stores, coffee shops, health services, local government offices) | ▮ Commercial and light industrial leases (i.e. full- service restaurants with deep-frying that servealcohol, auto garages) | ▮ Air, land, and ground leases (generally have a term of 60 years or more) |
| | | | ▮ Right of Way and License of Occupation agreements | ▮ Electrical transmission, utilities, telecommunications |
| | | | | ▮ Leases for waste processing facilities or contaminated soils management |

| TYPE OF CONTRACT | MINIMAL RISK | LOW RISK | MEDIUM RISK | HIGH RISK |
|---|---|---|---|---|
| **License to use / occupy and special events** | ▮ Block parties, picnics, and small group demonstrations and rallies | ▮ Festivals, community celebrations – NO alcohol consumption | ▮ Competitive runs and cycling events | |
| | ▮ Neighbourhood matching fund programs | ▮ Occupancy of streets at one singlelocation | ▮ Corporate functions – with or without alcohol consumption | |
| | ▮ Photography, videography, or filming - lessthan one day | ▮ Photography, videography, or filming – lessthan one week | ▮ Encroachments or right-of-ways | |
| | ▮ Walk-a-thons and other non-competitive runs | ▮ Private or non-profit functions – NO alcohol consumption | ▮ Festivals, community celebrations – involving alcohol consumption | |
| | ▮ Small to medium size meetings in local government facilities | ▮ Small theatrical, artistic, or cultural performances on local government streets or in parks | ▮ Field sporting events organized by community groups | |
| | | ▮ Small-scale parades on local government streets or in parks | ▮ Large-scale parades and special events on local government streets or in parks.<br>▮ Greater than 500persons | |
| | | ▮ Special events involving rental of local government building facilities for less than one day | ▮ Non-competitive horse riding events | |
| | | ▮ Temporary use of streets | ▮ Occupancy of streets at multiple locations | |
| | | ▮ Larger walk-a-thons and othernon-competitive runs | ▮ Operation of horse-drawn carriages or pedicab tourist carriages on local government streets or in parks | |
| | | ▮ Large meetings in local government facilities | ▮ Rock, rap, or other large concerts | |
| | | | ▮ Special events or filming involving rental of local government facilities – six or more | |
| | | | ▮ Special events or filming on local government streets or in parks – six or more<br>▮ calendar days or recurring annually | |
| | | | ▮ Large walk-a-thons and other non-competitive runs | |
| | | | ▮ Hockey tournaments | |
| | | | ▮ Any event involving pyrotechnics | |
| | | | ▮ Circus and amusements ( rides, inflatables, bouncy castles etc...) | |
| | | | ▮ Community cleanups and highway litter pickup | |
| | | | ▮ Any event where alcohol is consumed | |
| **Procurement (goods)** | ▮ Most, if not all, procurement contracts have some risk, and therefore we have not rated any type of contract in this category as minimalrisk | ▮ Vendor supplying or delivering one or more of the following products (excludes installation): | ▮ Vendor supplying or delivering one or more of the following products (excludes installation): | |
| | | ▮ Office furnishings,equipment, hardware/software, stationery, supplies, or parts | ▮ Janitorial equipment or supplies | |
| | | ▮ Linens and uniforms (drapes, flags, or workmen, police, or fire uniforms) | ▮ Plants or ground maintenance supplies (e.g. fertilizer) | |
| | | | ▮ Telecommunication systems | |
| | | | ▮ Construction materials, hardware, or supplies | |
| | | | ▮ Light manual/electrical tools, equipment, or parts | |
| | | | ▮ Street furniture or amenities | |
| | | | ▮ Electrical supplies or parts | |
| | | | ▮ Automobiles or auto parts | |
| | | | ▮ Specialized heavy equipment, machinery, or parts (including fire apparatus and marine vessels); | |
| | | | ▮ Fuels or industrial lubricants | |

| TYPE OF CONTRACT | MINIMAL RISK | LOW RISK | MEDIUM RISK | HIGH RISK |
|---|---|---|---|---|
| Operating Agreements | • Most, if not all, operating agreements have some risk, and therefore we have not rated any type of contract in this category as minimal risk. | ▮ Single location childcare/ developmentservices | ▮ Alarm monitoring, patrol, or other security services | |
| | | ▮ Leisure, arts and crafts, or other cultural programs or workshops | ▮ Art, cultural, exhibiting, or educational services | |
| | | ▮ Employment placement or assistance programs | ▮ Community policing services (incl. animal control ) | |
| | | | ▮ Courier/delivery, transportation, moving, packing, or storageservices | |
| | | | ▮ Food preparation, catering services, or restaurants (incl. arena concessions) | |
| | | | ▮ Janitorial or laundry services | |
| | | | ▮ Multi-location licensed childcare/development services | |
| | | | ▮ Marina operation | |
| | | | ▮ Drop-in centres offering services for vulnerable people (seniors, youth etc...) | |
| | | | ▮ Parking facilities | |
| | | | ▮ Property management | |
| | | | ▮ Recreational services | |
| | | | ▮ Hazardous waste roundup events | |
| | | | ▮ Recycle depot maintenance | |

# REGIONAL DISTRICT OF CENTRAL KOOTENAY
# Bylaw No. 3091

A Bylaw to delegate certain powers, duties, and functions of the Regional Board to officers and employees of the Regional District of Central Kootenay.

WHEREAS the *Local Government Act* authorizes the Board of a regional district, by bylaw, to delegate its powers, duties, and functions, including those specifically established by an enactment, to its officers and employees;

AND WHEREAS the Board wishes to consolidate, modernize, and expand its delegation of administrative authority within a comprehensive instrument to enable efficient and effective administration of Regional District services while maintaining appropriate Board oversight;

NOW THEREFORE, the Regional Board of the Regional District of Central Kootenay in open meeting assembled enacts as follows:

**DEFINITIONS AND INTERPRETATION**

1 (1) In this Bylaw:

**Act** means the *Local Government Act*, *RSBC 2015, c. 1*;

**Authorized Designate** means an Employee or Officer provided with written authority to exercise an Employee's duties, powers, or functions during:

(a) the Employee's temporary absence or inability to act, until revoked; or
(b) a period of time specified by the Employee, or an Officer provided by the Board with written authority to exercise an Officer's duties, powers, or functions during:
(c) the Officer's temporary absence or inability to act, until revoked; or
(d) a period of time specified by the Board;

**Board** means the Board of Directors of the Regional District of Central Kootenay;

**Board Chair** means the Board member who has been elected as the chair of the Board, and includes the vice-chair;

**CAO** or **Chief Administrative Officer** means the Officer position of the chief administrative officer established under the Regional District of Central Kootenay Officers Bylaw No. 2541, 2016, pursuant to the Act;

**CO** or **Corporate Officer** means the Officer position of the corporate officer established under the Regional District of Central Kootenay Officers Bylaw No. 2541, 2016, pursuant to the Act;

**CFO** or **Chief Financial Officer** means the Officer position of the chief financial officer established under the Regional District of Central Kootenay Officers Bylaw No. 2541, 2016, pursuant to the Act;

**Emergency Management Plan** means RDCK's emergency management plan prepared in accordance with the *Emergency and Disaster Management Act, SBC 2023, c. 37*;

**Emergency Management Program** means the RDCK program that provides emergency mitigation, preparedness, response, and recovery;

**Emergency Operations Centre** means a physical, virtual, distributed or hybrid organizational structure that is provided with appropriate equipment, personnel, and resources to gain situational awareness; provide strategic direction to affect response and recovery efforts; liaise and communicate with other levels of government; and develop public messaging prior to and during Emergencies and Disasters;

**Emergency Operations Centre Director** means the Emergency Operations Centre position with overall responsibility and authority for coordination of response and recovery activities within the RDCK when the Emergency Operations Centre is activated;

**Employee** means an exempt or union employee of the RDCK;

**Financial Plan** means the Regional District of Central Kootenay Five-Year Financial Plan Bylaw No. 3075, 2026, or any five-year financial plan bylaw the Board has adopted in its place for the relevant fiscal year;

**Manager** means any Employee position which formally includes managerial responsibility for RDCK services within its position title and position description, and which reports directly to a Senior Manager within the RDCK organizational structure;

**Mine Manager** means the position of mine manager under the *Mines Act, RSBC 1996, c. 293*, which is responsible for the management and operation of a mine, and includes the person the mine manager has designated in writing under the Mines Act to act in that capacity during the mine manager's absence;

**Officer** includes the Chief Administrative Officer, Corporate Officer, and Chief Financial Officer, and any other position designated in an officer designation bylaw;

**Senior Manager** means any senior management Employee position that directly reports to the CAO within the RDCK organizational structure, and includes an Officer;

**Supervisor** means any Employee position which formally includes supervisory oversight of other Employees, and for the purpose of procurement authorities, this also includes employees with supervisory responsibilities for RDCK programs, facilities, or assets, as approved by the Chief Financial Officer;

**Purchasing Policy** means any policy adopted by the Board in relation to procurement activities, as amended or replaced from time to time; and

**RDCK** means the Regional District of Central Kootenay.

(2) In this Bylaw:

(a) words importing the singular number include the plural and vice versa and words importing the neuter gender include the masculine and the feminine genders;
(b) headings given to sections are for convenience of reference only and do not form part of this Bylaw;
(c) unless expressly stated otherwise, a reference to a "section" is a reference to a section in this Bylaw, a reference to a “part” is a reference to a part in this Bylaw, and a reference to a "schedule" is a reference to a schedule in this Bylaw;
(d) unless expressly stated otherwise, a reference to an enactment is a reference to an enactment of British Columbia and its regulations, as amended, revised, consolidated, or replaced from time to time, and a reference to a bylaw or policy is a reference to a RDCK bylaw or policy, as amended, revised, consolidated, or replaced from time to time; and
(e) a reference to the current title of a position includes the position as it may be renamed from time to time, or to any successor position that is most closely connected to the position if it is modified or eliminated from time to time.

**DELEGATED AUTHORITY — SCHEDULE A**

2 (1) The Board hereby delegates to the RDCK’s Officers or Employees set out in Column 3 of Schedule A all the powers, duties, and functions of the Board, as set out in the corresponding Column 2 of Schedule A, subject to the conditions and limitations set out in that Schedule.

(2) Where any authority is delegated to a Senior Manager or Manager, that authority may only be exercised pursuant to the RDCK service or portfolio of RDCK services for which that Senior Manager or Manager normally has responsibility.

(3) If a Senior Manager is absent or there is a position vacancy, the Chief Administrative Officer, Chief Financial Officer, or Corporate Officer may exercise an authority delegated to Senior Managers in relation to any portfolio of RDCK services that a non-Officer Senior Manager would normally have responsibility for.

**DELEGATION OF GENERAL AUTHORITY TO THE CHIEF ADMINISTRATIVE OFFICER**

3 In addition to the powers duties and functions outlined in the Act, other RDCK bylaws, and this Bylaw, the Board delegates to the Chief Administrative Officer all the powers, duties, and functions of the Board to:

(a) supervise and direct all Officers and Employees of the RDCK;
(b) develop, approve, and implement operational policies and guidelines, procedures, and practices dealing with administrative matters; and
(c) implement all Board approved policies and directives.

**DELEGATES**

4 (1) A delegation of a power, duty, or function under this Bylaw is to the person who holds the named position and includes a delegation to any person who is, from time to time:

(a) formally recognized as the deputy of the delegate and is acting in the capacity of the delegate during the delegate's temporary absence;
(b) the Authorized Designate of an Employee or Officer, including under paragraph (d);
(c) the CAO;
(d) designated by the Board to act in the place of the listed Officer; or
(e) appointed by the Board to the listed Employee or Officer position on an acting, interim, or time-limited basis.

(2) This section applies to the position of CAO where the Board has appointed an interim or acting CAO.

(3) Where Schedule A identifies two or more positions as authorized signatories, any one of those positions may sign or approve a measure, or carry out a delegated power, duty, or function, unless the instrument requires joint execution or exercise or the Board otherwise directs.

**NO FURTHER DELEGATION**

5 A person to whom a power, duty, or function has been delegated under this Bylaw has no authority to further delegate that power, duty, or function to another person.

**SCOPE**

6 (1) Subject to the Act, unless a power, duty, or function of the Board has been expressly delegated by this Bylaw or another RDCK bylaw, all powers, duties, and functions of the Board remain with the Board.

(2) All delegated authority under this Bylaw is subject to:

(a) the requirements of all applicable statutory and regulatory provisions;
(b) the approved annual Financial Plan Bylaw;
(c) applicable Board policies, resolutions, and administrative directives; and
(d) the RDCK's Purchasing Policy in Schedule C, where applicable.

(3) If

(a) the Board passes a resolution to authorize a project or expenditure, and
(b) prior to the end of the current calendar year, the Board, by bylaw, amends the Financial Plan to include financial authorization for the project or expenditure,

then at any time during that calendar year an Officer or Employee may proceed with procuring, negotiating, and executing agreements and other documents pursuant to the Board direction on that project or expenditure, conditionally made subject to the adoption and requirements of the Financial Plan.

(4) If the Board adopts the Financial Plan by bylaw each year, Officers and Employees may proceed with procuring, negotiating, and executing agreements and other documents pursuant to the items budgeted within the Financial Plan, subject to the requirements of this Bylaw.

(5) Nothing in this Bylaw prevents a delegate from referring a matter to the Board for decision, even if the delegate has authority to act under this Bylaw.

(6) The Board may exercise any power, duty, or function delegated under this Bylaw, provided that the power, duty, or function has not already been exercised by the delegate.

(7) In the event of a conflict between this Bylaw and any Board policy, including the Purchasing Policy, this Bylaw prevails to the extent of the conflict.

(8) A delegation of a power, duty, or function under this Bylaw includes the authority to take all steps necessary to give effect to that delegation, including the authority to negotiate, review, execute, and administer any agreement or document, and to direct staff in connection with the exercise of the delegated authority.

(9) If authority is delegated within this Bylaw to a Manager, that authority is also delegated to the Senior Manager.

**REFERRAL,REPORTING AND REVIEW**

7 (1) If this Bylaw expressly requires a delegate to report to the Board in exercising authority, the delegate must report in writing to the Board at the next regular Board meeting after exercising such authority, unless otherwise specified in Schedule A;

(2) This bylaw shall be reviewed by the Board no later than two years from the date of adoption , and recurring every two years thereafter

**SIGNING AUTHORITY — SCHEDULE B**

8 (1) The Board hereby establishes the signing authority set out in Schedule B, which identifies the positions authorized to execute documents on behalf of the RDCK.

(2) Where Schedule B identifies two or more positions as authorized signatories, any one of those positions may sign unless the instrument requires joint execution or the Board otherwise directs.

**REPEAL**

9 **Regional District of Central Kootenay Chief Administrative Officer Bylaw No. 17, 1967**, and all amendments thereto, is hereby repealed effective January 1 ,2027.

**SEVERABILITY**

10 If any provision of this Bylaw is, for any reason, declared invalid by a court of competent jurisdiction, the invalid provision shall be severed, and the remainder of this Bylaw shall continue in force and effect.

**CITATION**

11 This Bylaw may be cited as the **"Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026"**.

**IN FORCE**

12 This Bylaw comes into force on January 1, 2027.

READ A FIRST TIME this day of , 2026.

READ A SECOND TIME this day of , 2026.

READ A THIRD TIME this day of , 2026.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this day of , 2026.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer

# SCHEDULE A

## DELEGATED AUTHORITY

*Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026*

**Part 1 — Financial Authorities and Procurement**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Execute agreements for the purchase of goods, services, or construction works. | | Subject to use of standard RDCK procurement templates or MMCD & CCDC, approved Financial Plan, and Purchasing Policy No. 300-06-12. Any agreement related to an activity defined as High Risk under Schedule C requires the second signatory to be from CAO, CFO, or CO. Agreements valued over $75,000 reported to Board |
| | | CAO | Up to $250,000. Over $125,000 requires a second signature from CFO or CO. |
| | | Senior Manager | Up to $125,000. Over $50,000 requires a second signature from CAO, CFO, or CO. |
| | | Manager | Up to $50,000. Over $30,000 requires a second signature from a Senior Manager. |
| | | Supervisor | Up to $15,000. |
| 2 | Extend the term of an existing purchase of goods, services, or construction works agreement where no substantive scope changes will occur and where extension provisions are included within the original contract. | | Extension cost must be included within approved Financial Plan and limited to the extension periods identified within the agreement. Value of the extension period cannot exceed the original contract value. Maximum contract length of five (5) years including extensions. Reported to Board at next meeting. |
| | | Senior Manager | Contract values up to $125,000. |
| | | CAO; CFO; CO | Contract Values up to $250,000. |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 3 | Extend the term of an existing purchase of goods, services, or construction works agreement where no substantive scope changes will occur and where extension provisions are not included within the original agreement. | CAO; Senior Manager | Extension cost must be included within approved Financial Plan. Maximum extension period of ninety (90) days. |
| 4 | Execute funding agreements where the RDCK is the grant recipient. | CAO; Senior Manager | Grant values over $5,000 require that the Board has directed the original grant application. Financial Plan amendment required if the grant is not already included in the Financial Plan. Reported to Board at next regular meeting. |
| 5 | Execute agreements for the sale or disposal of surplus, unused, or retired RDCK assets and equipment, excluding real property. | CAO; Senior Manager | Subject to approved policy and legislated requirements for asset disposal. CAO approval required for sale of assets valued over $75,000. |
| 6 | Waive purchasing authorization limits in extraordinary circumstances. | CAO | In accordance with the requirements in the Purchasing Policy No. 300-06-12, and only to address an emergent operational priority that may arise infrequently. Scope, scale, and duration of the waiver limited to the minimum required to address the situation, as determined by CAO. Board to be informed the within twenty four (24) hours. |
| 7 | Approve a non- competitive purchase. | CAO; Senior Manager | Subject to requirements and limitations outlined in the Purchasing Policy No. 300-06-12. CAO can approve up to $250,000, Senior Manager can approve up to $125,000. |
| 8 | Prepare and submit to the Board for approval a five-year Financial Plan for capital and operating programs on an annual basis. | CAO | Must reflect input from the Board, Committees, and Commissions. |

**Part 2 — Human Resources and Personnel**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Establish employee positions and appoint, promote, suspend, discipline, and terminate all Employees. | CAO | Subject to applicable collective agreements and employment agreements. All subject to approved Financial Plan. |
| 2 | Promote and discipline Officers other than the CAO. | CAO | Subject to applicable employment agreements, and subject to the Act provisions for Officer positions. |
| 3 | Organize and/or reorganize departments of the Regional District as may be necessary to carry out the efficient and effective administration of the affairs of the Regional District. | CAO | Subject to applicable collective agreements and employment agreements.Reported to the Board. |
| 4 | Negotiate and approve employment agreements for all non-CAO positions. | CAO | Subject to Financial Plan. Must incorporate standard employment terms and conditions for non -unionized employees. Union positions subject to collective agreements. |
| 5 | Approve compensation adjustments for non-union employees. | CAO | Subject to approved Financial Plan and RDCK standard compensation framework. |
| 6 | Settle labour grievances and employment disputes and authorize mediation settlements. | CAO | Subject to approved Financial Plan. Settlements must conform to common law principles and applicable collective agreements. Reported to Board at next regular meeting. |
| 7 | Authorize the temporary sharing or assignment of RDCK staff with or to an external agency, government, or organization. | CAO | Subject to applicable collective agreements and employment agreements. Written agreements required with the external party . Reported to Board at next regular meeting. |
| 8 | Update the Regional Volunteer Fire Department Service Level Policy schedules to add or | CAO | Subject to confirmation by qualified authority (e.g., Office of the Fire Commissioner). |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| | remove RDCK fire departments based on the services each department is trained, equipped, and qualified to provide. | | Reported to Board at next regular meeting. |
| 9 | Appoint Bylaw Enforcement Officers and other regulatory officers as authorized by applicable enactments. | CAO | In accordance with applicable legislation and Board-approved programs. Reported to Board at next regular meeting. |

All agreements must be on RDCK standard templates unless otherwise approved by the CAO, CFO, or CO. All procurement is subject to applicable trade agreements, including the Canadian Free Trade Agreement (CFTA), TILMA, and the New West Partnership Trade Agreement.

**Part 3 — Land and Land Use Instruments**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Discharge or release obsolete charges, covenants, easements, and notations from land titles where no longer required by the RDCK. | CO | Where the charge, covenant, or notation is expired, superseded, or is no longer required for RDCK purposes, as recommended by the applicable Manager. Reported to Board at next regular meeting. |
| 2 | Execute extension of lease or licence agreements where the RDCK is the landlord/licensor. | CAO; Senior Manager | Only where extensions are permitted within existing agreements. Subject to Financial Plan and any cost increase must reflect fair market value. Reported to Board at next regular meeting. |
| 3 | Execute agreement amendments, renewals, and extensions that continue existing RDCK licences and leases of real property owned by others. | CAO; CO | Applies only to (a) agreements with the Province of BC, the BC Transportation Financing Authority, Teck Resources, Columbia Power Corp, and RDCK member municipalities; and<br>(b) agreements with other parties where the extension period is described within the existing agreement. |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| | | | All require that there are no substantive changes from the previous agreement, and that any cost changes are included within the Financial Plan. Reported to Board at next regular meeting. |
| 4 | Execute Right of Way and Easement agreements where the RDCK grants or receives an interest in land for the purpose of delivering an RDCK service. | CO | Where RDCK is granting an interest, the authority is limited to utility servicing (water, wastewater, electrical transmission, gas) and/or where the interest is pursuant to operation of a regional park. Reported to Board at next regular meeting. |
| 5 | Cancel a Notice on Title related to a building bylaw infraction where compliance has been achieved. | CAO | Senior Manager must confirm that compliance has been achieved to the satisfaction of the delegate. Reported to Board at next regular meeting. |
| 6 | Authorize temporary or emergency uses of RDCK property by a third party. | CAO | Term not to exceed thirty (30) days for emergency and other temporary uses..Renewal for additional 30 day periods is permitted. Subject to RDCK template agreements, indemnification, insurance, and public safety requirements. |

**Part 4 — Legal, Litigation, and Bylaw Enforcement**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Settle legal claims, demands, or actions against the RDCK, whether or not court proceedings have been commenced. | CAO | Limit is up to $15,000 per claim subject to recommendation from legal counsel. Reported to Board at next regular meeting. Subject to Financial Plan. |
| 2 | Execute compliance agreements related to enforcement of RDCK bylaws. | CAO | Compliance agreements must be without prejudice to future Board actions. Reported to Board at next regular meeting. |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 3 | Enter into nondisclosure agreements on behalf of the RDCK. | CAO | Limited only to situations where third party proprietary information is provided to the RDCK, or where the agreement is requested by a body of the provincial or federal governments for the purpose of sharing confidential information with the RDCK. Agreements must not preclude sharing information with the Board in a closed meeting or override FOIPPA obligations. Maximum term three (3) years. Reported to Board as applicable. |
| 4 | Retain legal counsel and direct the defense of the RDCK's interests. | CAO | On advice of legal counsel. May include counterclaims and third-party claims. Reported to Board at next regular meeting. |
| 5 | Establish and enforce requirements for continued access to RDCK services when an account payable to the RDCK is more than ninety(90) days in arrears. | CFO | Reported to Board at next regular meeting. |

**Part 5 — Operational and Service Delivery**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Develop and recommend for Board approval, policies dealing with non-administrative matters, either as directed by the Board or as otherwise desirable for service provision. | CAO | Board approval of policies is required. |
| 2 | Execute financial contribution agreements and service agreements with other local governments or provincial and federal agencies where the RDCK is either the service recipient or service delivery partner. | CAO; Senior Manager | Authority applies only to:<br>(a) new agreements under $15,000 value, and<br>(b) renewal of existing service agreements below $250,000 in value.<br>New agreements over $15,000 value require Board approval. Subject to approved Financial Plan and purchasing thresholds |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| | | | in Part 1 of this Schedule A. Agreement form subject to satisfaction of CO. Reported to Board at next regular meeting. |
| 3 | Execute fire services mutual aid and emergency response agreements with other local governments and provincial and federal agencies. | CAO | Subject to approved Financial Plan and alignment with RDCK Emergency Management Program. Reported to Board at next regular meeting. |
| 4 | Close or restrict public access to RDCK-managed parks, recreation facilities, or service infrastructure to protect public safety or during active operations. | CAO; Senior Manager | Public to be promptly notified of closure or restriction. Reported to Board at next regular meeting. |
| 5 | Execute site licence and/or facility use agreements for special events held on RDCK owned or licensed lands. | Senior Manager | Term not to exceed five (5) days. Subject to use of RDCK site license template and RDCK template indemnification, insurance, and fee requirements being met. CO concurrence required. Maximum three hundred (300) attendees unless event is held by the RDCK, a local school district, or is for the purpose of a youth sports tournament. |
| 6 | Execute facility rental and use agreements for RDCK parks, recreation facilities, and community facilities. | Senior Manager | Term not to exceed twelve (12) months unless otherwise authorized by the Board. Does not include leases or site license agreements. Subject to RDCK template agreement indemnification and insurance requirements. |
| 7 | Execute connection agreements and latecomer agreements related to RDCK water and utility services. | Senior Manager | In accordance with the applicable service establishment bylaw, regulatory bylaws, and works and services requirements. |
| 8 | Execute data/ information sharing agreements on behalf of the RDCK. | CO | RDCK agreement template must be used where RDCK data is shared externally. |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 9 | Issue a suspension or impose conditional access requirements on a person under the Staff Safety and Harassment Policy No. 200-04-03. | Senior Manager | Term up to one year. In accordance with the Staff Safety and Harassment Policy No. 200-04-03. Reported to Board at next regular meeting. |
| 10 | Issue a suspension and decide appeals under the Staff Safety and Harassment Policy No. 200-04-03. | CAO | Suspension term up to two years. In accordance with the Staff Safety and Harassment Policy No. 200-04-03. Reported to Board at next regular meeting. |

**Part 6 — Risk Management**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Execute and renew RDCK insurance coverage agreements for all required coverage types, including cyber liability. | CAO | Subject to approved Financial Plan. Board informed of any changes to coverage terms annually. |
| 2 | Approve RDCK use of agreement templates created by third parties. | | Only as may be necessary for RDCK business purposes and subject to all other requirements of this Bylaw. |
| | | Senior Manager | Limited to services and activities designated as Minimal or Low risk within Schedule C. |
| | | CAO; CFO; CO | Services and activities designated as Medium or High risk within Schedule C. |
| 3 | Execute agreements where the RDCK indemnifies, holds harmless, and releases a third party. | | Subject to Financial Plan and all other requirements of this Bylaw, Indemnities must be within RDCK's existing insurance coverage limits and exclude indemnity for another party's sole negligence or wilful misconduct. Limited to the listed authorized agreement types. Medium and high risk agreements reported to Board. |

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| | | Senior Manager | (a) indemnities required by the funder within a grant funding agreement;<br>(b) indemnities required where the RDCK rents, licenses, or leases real property and equipment;<br>(c) indemnities included within software and technology use agreements;<br>(d) indemnities required pursuant to RDCK temporary rentals of facilities or equipment;<br>(e) included within agreements for services and activities designated as Minimal or Low risk within Schedule C. |
| | | CAO; CFO; CO | (a) indemnities required pursuant to information or data sharing agreements;<br>(b) indemnities required pursuant to agreement types listed in Schedule A Part 3;<br>(c) where RDCK and another local government indemnify each other within a service agreement;<br>(d) indemnities included within agreements for services and activities designated as Medium or High risk within Schedule C. |
| 4 | Modify or waive contractor insurance requirements within agreements. | | Subject to Financial Plan and all other requirements of this Bylaw. Delegate must document rationale. Medium and high risk reported to Board |
| | | Senior Manager | Limited to Minimal and Low Risk categories per Schedule C. |
| | | CAO; CFO; CO | Medium and High Risk categories per Schedule C. |

**Part 7 — Emergency Management**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Develop, implement, and maintain the RDCK Emergency Management Program and Emergency Management Plans. | CAO | Consistent with the Emergency and Disaster Management Act and RDCK Emergency Management Bylaw. Board to be informed of material changes. |
| 2 | Act as or designate the RDCK Emergency Operations Centre Director during a declared emergency or exercise. | CAO | EOC director powers are subject to designation policy. |
| 3 | Enter into agreements with local governments or provincial or federal agencies that may be required for effective response during a declared emergency. | CAO | Authority applies only after an evacuation alert is issued or during state of local emergency declared under the Emergency and Disaster Management Act and subject to the requirements of the Emergency and Disaster Management Act. Must be reported to the Board within twenty-four (24) hours. Must be consistent with RDCK Emergency Management Program and bylaws. |
| 4 | Authorize emergency expenditures necessary to protect life, safety, critical infrastructure or RDCK property or assets. | CAO | Up to $5,000,000 in an emergency declared under the Emergency and Disaster Management Act. Must be reported to the Board within twenty-four (24) hours. |

**Part 8 — HB Mine**

| # | Delegated Power, Duty or Function | Delegate | Conditions and Limitations |
|---|---|---|---|
| 1 | Exercise the owner/ agent function under the Mines Act (RSBC 1996) to appoint a Mine Manager for the HB Mine Tailings Facility. | CAO | Subject to applicable regulatory requirements. Any changes to appointees reported to Board at next regular meeting. |
| 2 | Exercise all powers and discharge all duties imposed on a mine manager under the *Mines Act*, the regulations, the code, and any | Mine Manager | Subject to applicable regulatory requirements. Material decisions reported to Board at next regular meeting. |

| | | | |
|---|---|---|---|
| | permit issued in respect of a mine owned or operated by the RDCK. | | |
| 3 | Authorize emergency expenditures up to $500,000 that are necessary to protect life, safety, and property during a mine emergency. | Mine Manager | Limited to situations in the mine Trigger And Action Response Plan where conditions have reached Level 2 ( Moderate Risk) or Level 3 (High Risk), or where the emergency expenditure is recommended by the mine Engineer of Record. Reported to Board within 24 hours. |

# SCHEDULE B

## DELEGATED AUTHORITY

*Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026*

This Schedule identifies who may execute documents on behalf of the RDCK. Signing authority identified in this Schedule does not confer decision-making authority; the underlying decision must be authorized either by a Board resolution, a Board bylaw, or a delegation in Schedule A of this Bylaw.

| Document / Instrument Type | Authorized Signatories | Conditions |
|---|---|---|
| **All agreements, debentures, plans, and instruments approved by Board resolution or bylaw, unless authority is otherwise delegated within this bylaw** | Board Chair plus CO | Approved by Board resolution or bylaw prior to execution. |
| **Land Title Office documents related to real property purchases (Form A, C, Form 17, Application to Deposit Plans, declarations)** | CAO or Legal Counsel acting under CAO instruction | Must relate to a transaction authorized by the Board or by a delegate under Schedule A. |
| **CAO Employment Agreements** | Board Chair | Must be authorized by Board resolution. Agreement in a form approved by the Board. |
| **Minutes of open Board meetings** | Board Chair plus CO or Deputy CO | In accordance with the RDCK Procedure Bylaw. |
| **Certified copies of bylaws and Board resolutions** | CO; Deputy CO | In accordance with the *Local Government Act.* |
| **FOI responses and privacy-related correspondence** | CO (as designated by the Board under RDCK Freedom of Information Bylaw 2960) | In accordance with the RDCK Freedom of Information Bylaw and the *Freedom of Information and Protection of Privacy Act*. |

# SCHEDULE C

## RISK CATEGORIES

*Regional District of Central Kootenay Delegation of Authority Bylaw No. 3091, 2026*

RDCK Policy 300-03-04 | Minimum Required Amounts of Insurance for Contracts | Appendix A

| TYPE OF CONTRACT | MINIMAL RISK | LOW RISK | MEDIUM RISK | HIGH RISK |
|---|---|---|---|---|
| **Business Consulting and Professional Services** | ▮ Conceptual or graphic design | ▮ Public consultation meetings away from the local government | ▮ Audits, actuarial services | ▮ Geological andgeotechnical surveys and studies |
| | ▮ Event planning | ▮ Financial valuations, estimates, or projections | ▮ Design and drafting (including structural designs, engineering plants, or dwellings with built-in machinery and equipment) | ▮ Legal and medical services |
| | ▮ Facilitation of presentations | ▮ Advertising, promotions, newsletters, and publications | ▮ Design of electrical, mechanical, and plumbing systems | ▮ Hydrogeological and contaminated sites assessment |
| | ▮ Data collection | ▮ Advice or evaluation of HR products or benefits | ▮ Design of computer systems or programs; | ▮ Dam inspections and assessments |
| | ▮ Feasibility studies and needs assessment | ▮ Mediation or negotiation on behalf of the local ▮ government with public or external agencies | ▮ Media broadcasts and communications | ▮ Landfill design |
| | ▮ Project or program facilitation and administration | ▮ Technical writing with consultations away from the localgovernment facilities (e.g. planning processes) | ▮ Inspections, surveys, or mapping | ▮ Refrigeration system and ice plant ▮ inspection and design |
| | ▮ Strategic planning for land use, art, cultural, social, and community programs or services | ▮ Presentations involving physical fitness activities | ▮ Professional certifications | |
| | ▮ Training and development events ( indoors) | ▮ Business consulting services | ▮ Laboratory studies or testing | |
| | ▮ Grant writing | | ▮ Forestry and wildfire mitigation consulting | |
| | | | ▮ Land acquisition consulting services | |
| | | | ▮ Water quality monitoring | |
| **Community Programs (Sports, leisure recreation)** | ▮ Health and wellness programs | ▮ Programs involving animals | ▮ Bike riding (not mountain biking), ▮ skateboarding, and rollerblading lessons | ▮ Mountain biking |
| | ▮ Leisure and recreation classes and workshops | ▮ No-contact, low-impact, self-defense martial arts | ▮ Boating, canoeing, kayaking, sailing and skim boarding | ▮ Longer sightseeing trips and programs |
| | ▮ Non-contact recreational sports | ▮ Off-site day trips within BC using public transportation | ▮ Off-site recreation, day trips, and tours within British Columbia involving use of a charter bus or rental passenger vehicle(i.e. senior sightseeing, day camp, hiking, and orienteering activities) | ▮ Boxing and combative martial arts |
| | ▮ Supervised social activities (e.g seniors center drop in, tots playtime etc...) | ▮ Swimming, diving, and wading in a public life- guarded facility | ▮ Programs for adults and youth involving use of inflatables, bouncy castles, or trampolines | ▮ Rock climbing |
| | ▮ Swimming and skating lessons | ▮ Personal training sessions and wall climbing lessons | ▮ Swimming or wading in a non-public and/or non life-guarded site | ▮ Snowshoeing, snowboarding and ski lessons, and winter tubing |
| | ▮ Art, cultural, or general interest programs | ▮ Community art, mural, or beautification projects that involve installation or erection of minor structures | ▮ Contact sports | ▮ Snorkeling and scuba diving |
| | ▮ Community art, mural, or beautification projects that do not involve installation of any structures | ▮ Small performances that do not require special set-up, modification to the premises, or specialized equipment; or that do not involve high-risk activities | ▮ Any recreational programming involving vulnerable people | ▮ Windsurfing |
| | ▮ Community involvement activities (community meetings) | | | ▮ Performances that require special set-up, modification to thepremises |
| | | | | ▮ Large concerts |

| TYPE OF CONTRACT | MINIMAL RISK | LOW RISK | MEDIUM RISK | HIGH RISK |
|---|---|---|---|---|
| **Construction and Other Trades Work** | ▮ Most, if not all, construction and trade work contracts court some risk, and therefore we have not rated any type of contract in this category as minimal risk | ▮ Contracts involving independent sub trades that deal with a small aspect of a larger project, such as installation of roofing, windows, drywall, painting etc. or repair or maintenance projects where the total contract value is less than $100,000 | ▮ Contracts involving independent sub trades that deal with a smallaspect of a larger project, suchas installation of roofing, windows, drywall, painting etc. or significant repairs or maintenance where the total contract value is more than $100,000 | ▮ Contractors providing one or more of the following services:<br>▮ Construction of buildings, infrastructure, or retainingwalls<br>▮ Renovations or restoration projects<br>▮ Repair of building envelope (incl roofing)<br>▮ Street or road work |
| | | ▮ Office furniture and equipment installation | ▮ Forestry and tree removal | |
| | | ▮ Basic facilities maintenance or handyperson services | ▮ Snow plowing and winter road maintenance Park and trail maintenance services | |
| | | | ▮ Processing waste materials (wood, scrap metal) | |
| | | | ▮ Well installation | |
| | | | ▮ Insect, pest , or problem wildlife control | ▮ Construction or maintenance work involving refrigeration or iceplant systems<br>▮ Telecommunications installations or servicing<br>▮ Construction or maintenance work in or around streams or dams |
| **Leases** | ▮ Residential leases | ▮ Commercial leases (i.e. offices, small retail stores, coffee shops, health services, local government offices) | ▮ Commercial and light industrial leases (i.e. full- service restaurants with deep-frying that servealcohol, auto garages) | ▮ Air, land, and ground leases (generally have a term of 60 years or more) |
| | | | ▮ Right of Way and License of Occupation agreements | ▮ Electrical transmission, utilities, telecommunications |
| | | | | ▮ Leases for waste processing facilities or contaminated soils management |

| TYPE OF CONTRACT | MINIMAL RISK | LOW RISK | MEDIUM RISK | HIGH RISK |
|---|---|---|---|---|
| **License to use / occupy and special events** | ▮ Block parties, picnics, and small group demonstrations and rallies | ▮ Festivals, community celebrations – NO alcohol consumption | ▮ Competitive runs and cycling events | |
| | ▮ Neighbourhood matching fund programs | ▮ Occupancy of streets at one singlelocation | ▮ Corporate functions – with or without alcohol consumption | |
| | ▮ Photography, videography, or filming - lessthan one day | ▮ Photography, videography, or filming – lessthan one week | ▮ Encroachments or right-of-ways | |
| | ▮ Walk-a-thons and other non-competitive runs | ▮ Private or non-profit functions – NO alcohol consumption | ▮ Festivals, community celebrations – involving alcohol consumption | |
| | ▮ Small to medium size meetings in local government facilities | ▮ Small theatrical, artistic, or cultural performances on local government streets or in parks | ▮ Field sporting events organized by community groups | |
| | | ▮ Small-scale parades on local government streets or in parks | ▮ Large-scale parades and special events on local government streets or in parks.<br>▮ Greater than 500persons | |
| | | ▮ Special events involving rental of local government building facilities for less than one day | ▮ Non-competitive horse riding events | |
| | | ▮ Temporary use of streets | ▮ Occupancy of streets at multiple locations | |
| | | ▮ Larger walk-a-thons and othernon-competitive runs | ▮ Operation of horse-drawn carriages or pedicab tourist carriages on local government streets or in parks | |
| | | ▮ Large meetings in local government facilities | ▮ Rock, rap, or other large concerts | |
| | | | ▮ Special events or filming involving rental of local government facilities – six or more | |
| | | | ▮ Special events or filming on local government streets or in parks – six or more<br>▮ calendar days or recurring annually | |
| | | | ▮ Large walk-a-thons and other non-competitive runs | |
| | | | ▮ Hockey tournaments | |
| | | | ▮ Any event involving pyrotechnics | |
| | | | ▮ Circus and amusements ( rides, inflatables, bouncy castles etc...) | |
| | | | ▮ Community cleanups and highway litter pickup | |
| | | | ▮ Any event where alcohol is consumed | |
| **Procurement (goods)** | ▮ Most, if not all, procurement contracts have some risk, and therefore we have not rated any type of contract in this category as minimalrisk | ▮ Vendor supplying or delivering one or more of the following products (excludes installation): | ▮ Vendor supplying or delivering one or more of the following products (excludes installation): | |
| | | ▮ Office furnishings,equipment, hardware/software, stationery, supplies, or parts | ▮ Janitorial equipment or supplies | |
| | | ▮ Linens and uniforms (drapes, flags, or workmen, police, or fire uniforms) | ▮ Plants or ground maintenance supplies (e.g. fertilizer) | |
| | | | ▮ Telecommunication systems | |
| | | | ▮ Construction materials, hardware, or supplies | |
| | | | ▮ Light manual/electrical tools, equipment, or parts | |
| | | | ▮ Street furniture or amenities | |
| | | | ▮ Electrical supplies or parts | |
| | | | ▮ Automobiles or auto parts | |
| | | | ▮ Specialized heavy equipment, machinery, or parts (including fire apparatus and marine vessels); | |
| | | | ▮ Fuels or industrial lubricants | |

| TYPE OF CONTRACT | MINIMAL RISK | LOW RISK | MEDIUM RISK | HIGH RISK |
|---|---|---|---|---|
| Operating Agreements | • Most, if not all, operating agreements have some risk, and therefore we have not rated any type of contract in this category as minimal risk. | ▮ Single location childcare/ developmentservices | ▮ Alarm monitoring, patrol, or other security services | |
| | | ▮ Leisure, arts and crafts, or other cultural programs or workshops | ▮ Art, cultural, exhibiting, or educational services | |
| | | ▮ Employment placement or assistance programs | ▮ Community policing services (incl. animal control ) | |
| | | | ▮ Courier/delivery, transportation, moving, packing, or storageservices | |
| | | | ▮ Food preparation, catering services, or restaurants (incl. arena concessions) | |
| | | | ▮ Janitorial or laundry services | |
| | | | ▮ Multi-location licensed childcare/development services | |
| | | | ▮ Marina operation | |
| | | | ▮ Drop-in centres offering services for vulnerable people (seniors, youth etc...) | |
| | | | ▮ Parking facilities | |
| | | | ▮ Property management | |
| | | | ▮ Recreational services | |
| | | | ▮ Hazardous waste roundup events | |
| | | | ▮ Recycle depot maintenance | |

# Board Report

*September 24, 2026*

## Liquor License Third Party Operator Assignment: Nelson & District Community Complex, Creston & District Community Complex

**Author:** Trisha Davison, General Manager of Community Services
**File Reference:**
**Electoral Area/Municipality:** City of Nelson, Town of Creston, Electoral Areas B, C, F and Defined Areas A, E
**Services Impacted** S224 & S226

## 1.0 STAFF RECOMMENDATION

That the Board authorize staff to make an application to the Liquor and Cannabis Regulation Branch to designate the Nelson Leafs Hockey Society as a Third-Party Operator under the RDCK's liquor primary licence for the Nelson & District Community Complex.

That the Board approve the use of Third-Party Operator arrangements under RDCK-held liquor primary licences for the Nelson Leafs Hockey Society at the Nelson & District Community Complex, for the Creston Valley Junior Hockey Society at the Creston & District Community Complex, subject to appropriate insurance, risk management, compliance, and oversight measures being included within the Facility Use Agreements.

That the Board designate the General Manager of Community Services and the Regional Manager of Operations & Asset Management as the RDCK's Licensee Representatives with the BC Liquor and Cannabis Regulation Branch for the RDCK's liquor primary licenses held at the Nelson and District Community Complex and at the Creston and District Community Complex.

## 2.0 BACKGROUND

Since approximately 2014 for the Nelson & District Community Complex (NDCC) and Creston & District Community Complex (CDCC), the arrangement for the sale of alcohol at Junior Hockey games has been through written permission via the facility use agreement with the Nelson Leafs Hockey Society (the Leafs) and through a third-party operator (TPO) designation with the Creston Valley Junior Hockey Society (the Thunder).

As practice, Recreation Managers and Facility Managers liaised with the local inspector(s) and the hockey club personnel to ensure regulations were adhered to; in the years since the licenses were commissioned, there have been only minor notices registered for improper signage and missing on-site information such as pricing. There have been no major infractions caused by illegal sales of alcohol, overconsumption or sales to minors, and there have been no loss claims made against the RDCK due to the sale of alcohol in the facilities.

The variation in approaches was recognized by staff as a potential risk in 2022, but with guidance from the British Columbia Liquor and Cannabis Regulation Branch (LCRB) it was determined the RDCK was in compliance while administering these two models.

As part of the ongoing negotiation of long-term facility use agreements with the junior hockey organizations, staff sought additional clarification from the LCRB regarding the eligibility requirements and approval processes associated with third-party operators to ensure consistency between facilities and alignment with updated agreements.

Following those discussions, staff were advised in August 2026 that the RDCK's existing arrangements were not compliant with current LCRB requirements. Staff were informed that the Nelson Leafs were not authorized to operate under the RDCK licence and that the existing TPO arrangement with the Creston Valley Thunder should not have been approved in its current form. Based on this advice, staff were further advised that the hockey clubs would need to obtain Special Event Permits (SEPs) in order to continue selling alcohol at junior hockey games. To support the clubs' ability to continue liquor service and revenue generation at the beginning of the season, staff proceeded to suspend and initiate cancellation of the RDCK licences in accordance with the direction provided by the LCRB.

Subsequent discussions with senior licensing officials within the LCRB resulted in additional clarification regarding the available operating models. Staff were advised that the information previously provided was incomplete and in some cases incorrect and that both a Third-Party Operator model and a transfer of the liquor licences to the hockey organizations were potential options available for consideration. These discussions also confirmed that the local inspector had no significant concerns with the historic operation of either facility. As a result, staff identified a potential path forward that would support both regulatory compliance and the operational needs of the hockey organizations.

This report is the result of those discussions and presents options for the Board's consideration.

Given that both arrangements have operated for many years without significant compliance concerns, the LCRB has agreed to allow the existing liquor service arrangements to continue while the RDCK seeks formal direction from the Board and works to establish a compliant and fully documented operating model.

## 3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

The issue requiring Board direction is whether the RDCK wishes to continue permitting third-party organizations to operate under RDCK-held liquor licences despite the associated regulatory and liability risks, or whether responsibility for liquor licensing should be transferred directly to the hockey organizations.

As summary of the details associated with the identified issue are as follows:

- The Nelson Leafs currently do not have official status through the LCRB to be a TPO under the RDCK liquor license, which means that we are not in compliance with the terms of our license. A formal application by the RDCK is required and the Nelson Leafs would have to provide various pieces of information and formally accept all responsibilities associated with operating under the RDCK license.
- The Creston Thunder have TPO status and are noted on the license. The issue in this case is there is nothing on file indicating that the Board approved this arrangement and agreed to accept the risks of this arrangement.

- While Facility Use Agreements outline terms associated with alcohol service for both teams, staff are concerned that the Board may not fully understand the significance of this relationship and want to ensure our administrative processes are sound.

In conversation with the LCRB, staff have identified a preferred path forward that is felt to best support hockey clubs while protecting the long-term interests of the RDCK.

### 3.1 Alignment to Board Strategic Plan

This matter aligns with the Board's Organizational Excellence priority. Through the review of long-standing liquor service practices at RDCK recreation facilities, staff identified the need to clarify governance, accountability, and regulatory compliance requirements associated with third-party operator arrangements.

### 3.2 Legislative Considerations

The sale and service of liquor within RDCK recreation facilities is governed by the Liquor Control and Licensing Act, applicable regulations, and policies administered by the Liquor and Cannabis Regulation Branch (LCRB). Under this framework, the holder of a liquor licence is responsible for ensuring compliance with all licence conditions, including the lawful sale and service of liquor, staff and volunteer training requirements, occupant safety, and adherence to terms imposed by the licence. Where a third-party operator arrangement exists, the RDCK, as the licence holder, retains ultimate responsibility for regulatory compliance and may be subject to enforcement action, penalties, or licence sanctions in the event of non-compliance.

The RDCK has authority under the Local Government Act to own, operate, and manage recreation facilities and to enter into agreements related to the operation and use of those facilities. The decision to permit a third-party operator to conduct liquor sales within an RDCK facility is therefore a discretionary governance decision of the Board. There is no legislative requirement that the RDCK provide liquor service or permit a third-party operator arrangement.

### 3.3 What Are the Risks

The primary risk associated with this issue is a governance and accountability risk. Under a third-party operator model, the RDCK retains responsibility as the liquor licence holder while a third-party organization conducts liquor service operations and receives the direct financial benefit from alcohol sales. As a result, the RDCK continues to assume regulatory, liability, and reputational risks associated with liquor service activities.

Staff have also identified administrative and compliance concerns related to the existing arrangements. The Nelson Leafs are not currently identified as an approved third-party operator under the RDCK liquor licence, and staff have been unable to locate records demonstrating that the Board formally considered and authorized the existing arrangement with the Creston Valley Thunder. While both organizations operate under facility use agreements that address alcohol service, staff believe there is value in formalizing these arrangements and obtaining clear Board direction regarding the RDCK's willingness to continue operating under a third-party operator model. Addressing these matters would strengthen governance processes, improve regulatory compliance, and provide greater clarity regarding roles, responsibilities, and risk management expectations.

## 4.0 PROPOSED SOLUTION

The proposed solution centers around allowing for alcohol sales to occur at junior hockey games through a third-party operator agreement in both the NDCC and CDCC facilities.

The proposed solution is based on maintaining operational flexibility within both facilities while supporting long-standing community partners. Retaining the RDCK liquor licence provides the organization with continued authority over liquor service activities within the facilities and preserves future options for additional events and user groups. While the TPO arrangement creates ongoing compliance and oversight responsibilities, staff believe these risks can be appropriately managed through contractual safeguards, insurance requirements, training, and operational oversight. This approach appears to be the common and best practice. The consequence for non-compliance by the TPO could be loss of use of the license.

Currently, Stuart Horn is identified as the RDCK representative responsible for the organization's liquor licences, with Craig Stanley also listed on the CDCC licence. Should the Board endorse the Third-Party Operator model, staff recommend updating the licence records and designating the General Manager of Community Services (Trisha Davison) and the Regional Manager of Operations & Asset Management (Craig Stanley) as the RDCK's Licensee Representatives with the BC Liquor and Cannabis Regulation Branch for the liquor primary licences held at the Nelson & District Community Complex and the Creston & District Community Complex.

## 4.1 Financial Considerations of the Proposed Solution

The RDCK receives no direct financial benefit from the TPO arrangement.

A budget increase would not be required to support this arrangement. Existing staff resources can support this arrangement.

Potential exposure exists if a compliance violation or legal claim occurs.

## 4.2 Risks with the Proposed Solution

There are risks with granting TPO status to an organization under the RDCK license. These risks include:

- **Regulatory Compliance** - The RDCK as the license holder continue to be responsible to the LRCB for regulatory compliance under the Liquor Control and Licensing Act. Potential risks include:
    - Service to minors or those intoxicated
    - Failure to properly supervise liquor sales and service
    - Non-compliance with Serving It Right requirements
    - Over-services, disorderly conduct or security issues
    - Failure to adhere to occupancy limits or license conditions

  If there are violations, penalties are assessed against the license holder notthe TPO.

- **Liability exposure** – The local government may face increased exposure to:
    - Legal claims arising from liquor incidents
    - Property damage
    - Injuries occurring as a result of liquor consumption
    - Reputational damage associated with alcohol related incidents.

- **Liquor Service Operational Control**
    - RDCK is not directly connected to staff and volunteer conduct, cash handling, inventory control and enforcement of facility policies.

- **Financial exposure** – There could be financial exposure to the local government through:
    - If the RDCK were to be named in a lawsuit as a result of an alcohol related incident

- Reputational risk causing indirect financial impacts
- Ultimately if a financial penalty were to be imposed due to a regulatory compliance issue, the RDCK is accountable to pay those fines.

**Risk Mitigation**

Staff recognize that permitting a third-party organization to operate under the facility liquor licence carries inherent risks, particularly as the licence holder retains responsibility for regulatory compliance. These risks may be reduced through clearly defined operating procedures, robust contractual provisions including indemnification of the RDCK by the clubs, appropriate insurance coverage, staff oversight, and mandatory training requirements. The establishment of clear accountability measures and the ability to revoke operating privileges where concerns arise would further support the responsible management of the arrangement.

Under the TPO agreement, the RDCK retains full control as to whether the TPO noted is permitted to provide alcohol service. As the hockey teams are highly reliant on the revenue from alcohol sales, the teams has a very strong vested interest in ensuring they are following all license requirements.

**LCRB Approval**

The Creston Valley Thunder are already approved at TPO's under the CDCC liquor license.

For the Nelson Leafs, even if the RDCK permits the TPO arrangement with the hockey team, the LCRB still needs to approve that the team meets all of their necessary requirements.

## 4.3 Resource Allocation and Workplan Impact

Long term this is expected to have no workplan impacts. While there are responsibilities related to oversight and due diligence as the license holder, this is not expected to exceed the existing staffing resources.

## 4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

While the direct financial benefit accrues to the hockey club, staff believe the broader public benefit arises from supporting the long-term sustainability of a community-based organization that delivers recreational, entertainment, and volunteer opportunities within the region. Revenue generated through liquor sales assists the organization in funding operations and may reduce reliance on public funding sources while contributing to the continued success of a valued community amenity.

## 4.5 Leveraging Technology

Not applicable.

## 4.6 Measuring Success

The biggest success measure will be an improved relationship and understanding between the RDCK and the hockey clubs regarding the roles and responsibilities around the provision of alcohol under a formalized arrangement between the parties.

## 5.0 ALTERNATIVE SOLUTION(S)

The alternative solution is to transfer the license to the hockey clubs exclusively whereby the RDCK would no longer have a liquor license for arena in either facility.

### 5.1 Financial Considerations of the Alternative Solution(s)

The financial considerations would large be imposed on the club. They would be responsible for annal renewal and potentially costs that are unknown to the RDCK at this time.

### 5.2 Risks with the Alternative Solution(s)

A summary of risks with this solution include:

- **Reduced Operational Control and Facility Flexibility** – If the hockey clubs become the licence holders, the RDCK would have less direct control over liquor service operations, including service hours, event operations, staffing, and customer service standards. Licence conditions may also affect facility scheduling, programming, tournaments, rentals, and the ability to accommodate other user groups within the facility. Some of these concerns could be addressed through the Facility Use Agreement but would still add a layer of administration to managing the facility use by other groups.

- **Administrative and Equity Considerations** – Transferring a licence to a specific organization may create questions regarding fairness and the rationale for providing this opportunity to one user group over others.

- **Residual Liability and Reputational Risk** – While responsibility for liquor service compliance would shift to the hockey clubs, the RDCK would continue to face potential exposure as the facility owner and occupier, including risks associated with premises liability, building safety, contractual disputes, and reputational impacts arising from incidents occurring within the facility. Appropriate insurance and indemnification provisions would remain important risk management tools.

**Reduced Risks**

- Primary responsibility for liquor licensing compliance would transfer to the hockey clubs as licence holders.
- The RDCK would no longer be responsible for overseeing day-to-day liquor service operations.
- Regulatory penalties and enforcement actions related to liquor service would generally be directed to the licence holder rather than the RDCK.

### 5.3 Resource Allocation and Workplan Impact

Staff are unfamiliar with this type of arrangement and at this time are not clear on the degree of impact with could have on staff workplans or service delivery.

### 5.4 Public Benefit and Stakeholder Engagement of Alternative Solution

The primary advantage of this approach is the alignment of operational responsibility, regulatory accountability, and financial benefit with a single organization. Unlike a third-party operating arrangement under the RDCK's licence, a licence transfer would place responsibility for liquor service operations directly with the organization receiving the associated revenues. The public benefit of this approach is therefore largely indirect, arising from

the potential strengthening of a community organization and the reduced administrative and regulatory burden on the local government.

### 5.5 Measuring Success

That there are limited to no long term impacts of changing a long standing operating model.

## 6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

Discussion was had about the hockey clubs moving to Special Event Permits (SEP) instead of either the TPO or license transfer options. LCRB indicated that SEP are intended for one off events and are therefore not appropriate for the ongoing nature of a season of hockey games.

## 7.0 OPTIONS SUMMARY

**Option 1: Continue with and formalize a third-party operator relationship with the Nelson Leafs Hockey Society and the Creston Valley Junior Hockey Society.**

**Recommendation:**
That the Board authorize staff to make an application to the Liquor and Cannabis Regulation Branch to designate the Nelson Leafs Hockey Society as a Third-Party Operator under the RDCK's liquor primary licence for the Nelson & District Community Complex.

That the Board approve the use of Third-Party Operator arrangements under RDCK-held liquor primary licences for the Nelson Leafs Hockey Society at the Nelson & District Community Complex, for the Creston Valley Junior Hockey Society at the Creston & District Community Complex, subject to appropriate insurance, risk management, compliance, and oversight measures being included within the Facility Use Agreements.

That the Board designate the General Manager of Community Services and the Regional Manager of Operations & Asset Management as the RDCK's Licensee Representatives with the BC Liquor and Cannabis Regulation Branch for the RDCK's liquor primary licenses held at the Nelson and District Community Complex and at the Creston and District Community Complex.

**Option 2: Transfer the RDCK licenses at the NDCC and CDCC to the junior hockey clubs operating out of those facilities.**

**Recommendation:**
This option is not recommended.

## 8.0 RECOMMENDATION

That the Board authorize staff to make an application to the Liquor and Cannabis Regulation Branch to designate the Nelson Leafs Hockey Society as a Third-Party Operator under the RDCK's liquor primary licence for the Nelson & District Community Complex.

That the Board approve the use of Third-Party Operator arrangements under RDCK-held liquor primary licences for the Nelson Leafs Hockey Society at the Nelson & District Community Complex, for the Creston Valley Junior Hockey Society at the Creston & District Community Complex, subject to appropriate insurance, risk management, compliance, and oversight measures being included within the Facility Use Agreements.

That the Board designate the General Manager of Community Services and the Regional Manager of Operations & Asset Management as the RDCK's Licensee Representatives with the BC Liquor and Cannabis Regulation Branch for the RDCK's liquor primary licenses held at the Nelson and District Community Complex and at the Creston and District Community Complex.

Respectfully submitted,

Trisha Davison, General Manager of Community Services

## CONCURRENCE

Chief Administrative Officer – Stuart Horn Approved
Corporate Officer – Mike Morrison Approved
Regional Manager of Operations & Asset Management – Craig Stanley Approved

# Board Report

*September 24, 2026*

## Subdivision Parkland Dedication (Subdivision File #S1524C)

**Author:** Mark Crowe, Regional Park Planner
**File Reference:** 7015-20
**Electoral Area/Municipality:** Electoral Area C
**Services Impacted** Service S201, Parkland Reserve RES237

## 1.0 STAFF RECOMMENDATION

That the Board approve a proposed cash payment of $28,750 in lieu of parkland dedication in accordance with Section 510 of the Local Government Act in conjunction with the proposed subdivision of property under RDCK Subdivision File #S1524C.

## 2.0 BACKGROUND/HISTORY

Subdivision File #S1524C relates to a proposed subdivision of property owned by Don and Candace Root, located at 2631 Crusher Road in Electoral Area C, involving land legally described as:

- Lot 2 PLAN NEP698A DISTRICT LOT 892 KOOTENAY LAND DISTRICT PARCEL C, (EXPL PL 20776I) OF PCL 1 (SEE 19422I) OF PCL B (SEE 9152I) (PID 015-716-244)
- Lot 1 PLAN NEP698A DISTRICT LOT 892 KOOTENAY LAND DISTRICT PARCEL B, (SKETCH PLAN 3331I) EXC PCL 1 (REF PLAN 61171I), PARCEL 1, PLAN 698A, DISTRICT LOT 892, KOOTENAY LAND DISTRICT, (REF PL 61171I) OF PCL B (SKETCH PL 3331I) OF LOT 1 (PID 015-716-414)
- Block 116 DISTRICT LOT 9554 KOOTENAY LAND DISTRICT (PID 016 469-968)
- Parcel 1 of Parcel B, Lot 1, DL 892, Kootenay, Plan 698 A, Reference Plan 61171I (PID 015-716-368)

The subdivision will result in a remainder lot to be assigned Parcel A, EPP151488 (currently unregistered) and Proposed Lots 1 to 7 (Attachment A).

Parkland dedication requirements at the time of subdivision flow directly from Section 510 of the Local Government Act. For land being subdivided it is mandatory for the applicant to provide up to 5% parkland in the form of land or cash in lieu of land for park acquisition.

Although the RDCK Parkland Dedication Policy typically uses BC Assessment values as the basis for calculating cash-in-lieu, staff recommended a market appraisal in this case because the properties' Farm Classification resulted in assessed values that did not reasonably reflect the market value of the land. The specific provision from the Policy is provided below:

> *10. For cash-in-lieu of parkland dedication, the BC Assessment assessed value of the land will be used as a baseline. The RDCK and property owner must agree that the assessed value reasonably represents the*

*approximate value of the land. In cases where agreement cannot be reached, the property owner is responsible to pay for, and provide to, the RDCK a market appraisal of the land prepared by a Real Estate Appraiser registered with the Appraisal Institute of Canada. If agreement on the value of the land still cannot be reached, the RDCK will use the process outlined in the Province of BC's Parkland Acquisition Best Practices Guide, as amended from time to time, to resolve the situation.*

The subdivision applicant Don Root engaged Randal Penner, P. App with Creston Valley Appraisals to provide a market appraisal of the land, dated July 9, 2026. A table showing the BC Assessment Land Value and the Appraised Land Value is provided below. Staff are proposing that the cash in lieu of land amount be based on the Appraised Land Value of $575,000.

| PID | Acres | Description | BCAA Assessment Land Value | Appraised Land Value (July 9, 2026) |
|---|---|---|---|---|
| 015-716-414 & 015-716-368 | 18.71 | Vacant (No Improvement) | $6774 | $317,000 |
| 015-716-244 | 5.03 | Vacant (No Improvement) | $109,050 | $258000 |
| 016-469-968 | 5.21 | Vacant Landlocked (No Improvement) | $1692 | $0 |
| | | **Total** | **$117,515** | **$575,000** |

## 3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

The Appraised Land Value is $575,000 making the proposed 5% cash-in-lieu amount of $28,750.

### 3.1 Alignment to Board Strategic Plan

Manage our assets and service delivery in a fiscally responsible manner.

### 3.2 Legislative Considerations

Parkland dedication requirements at the time of subdivision flow directly from Section 510 of the Local Government Act.

### 3.3 What Are the Risks?

Not Applicable.

## 4.0 PROPOSED SOLUTION

The Board approve the proposed 5% cash-in-lieu amount of $28,750.

### 4.1 Financial Considerations of the Proposed Solution

Cash-in-lieu of parkland dedication is held in a restricted reserve account for each Electoral Area.

### 4.2 Risks with the Proposed Solution

Not Applicable.

### 4.3 Resource Allocation and Workplan Impact

Not Applicable.

### 4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The public benefits through money paid into a reserve fund that can be used for parkland acquisition.

### 4.5 Leveraging Technology

Not applicable.

### 4.5 Measuring Success

The parkland dedication funds must be paid prior to subdivision approval by the RDCK.

## 5.0 ALTERNATIVE SOLUTION(S)

There is no proposed alternative solution. For land being subdivided it is mandatory for the applicant to provide up to 5% parkland in the form of land or cash in lieu of land for park acquisition.

## 6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

If agreement on the value of the land is not agreed to by the Board is presumed that the RDCK will use the process outlined in the Province of BC's Parkland Acquisition Best Practices Guide to resolve the situation.

## 7.0 OPTIONS SUMMARY

**Recommendation:**

That the Board approve a proposed cash payment of $28,750 in lieu of parkland dedication in accordance with Section 510 of the Local Government Act in conjunction with the proposed subdivision of property under RDCK Subdivision File #S1524C.

## 8.0 RECOMMENDATION

That the Board approve a proposed cash payment of $28,750 in lieu of parkland dedication in accordance with Section 510 of the Local Government Act in conjunction with the proposed subdivision of property under RDCK Subdivision File #S1524C.

Respectfully submitted,

Mark Crowe, Regional Park Planner

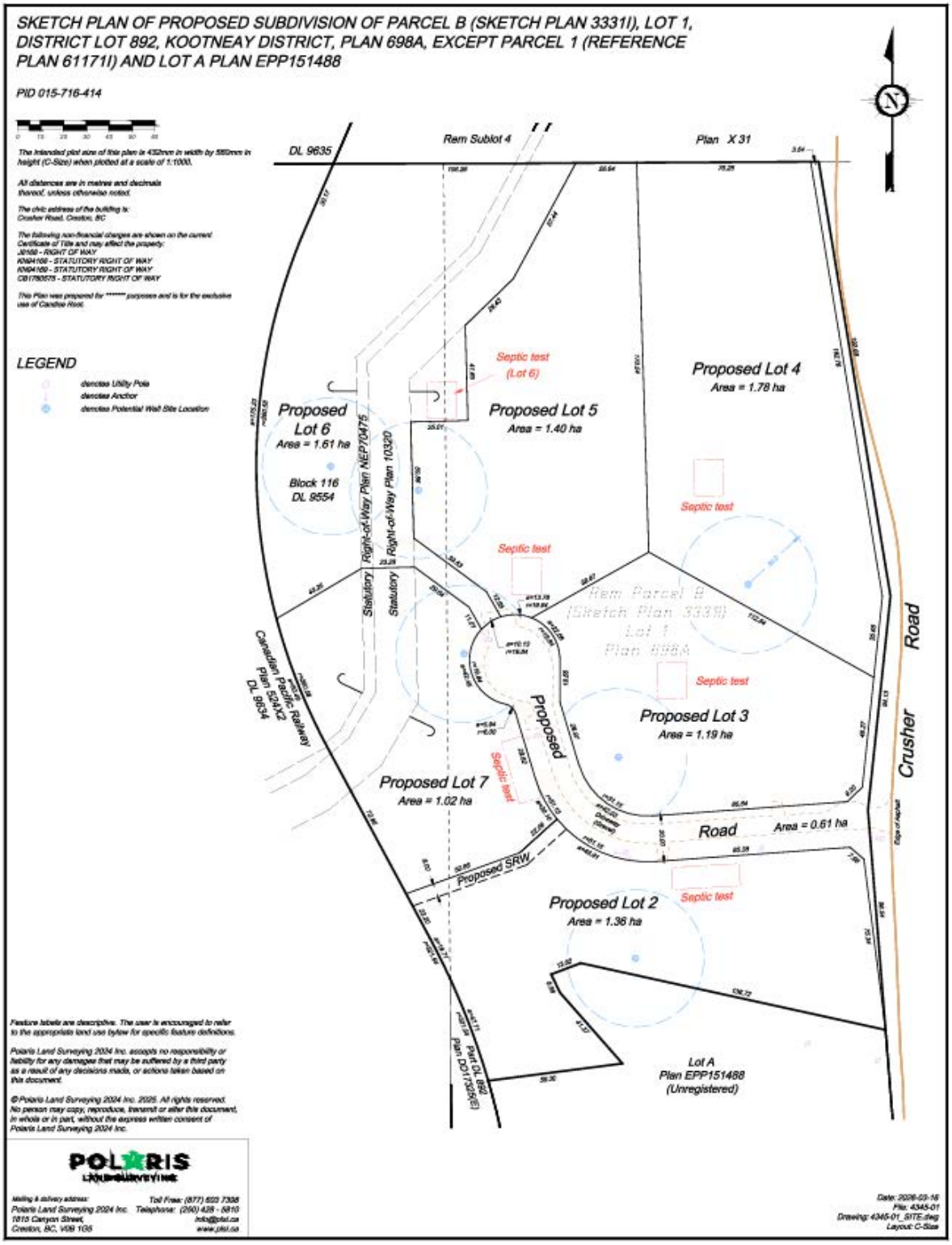
## CONCURRENCE

Stuart Horn – Chief Administrative Officer Approved
Trisha Davison – Regional Manager – Recreation & Client Services Approved

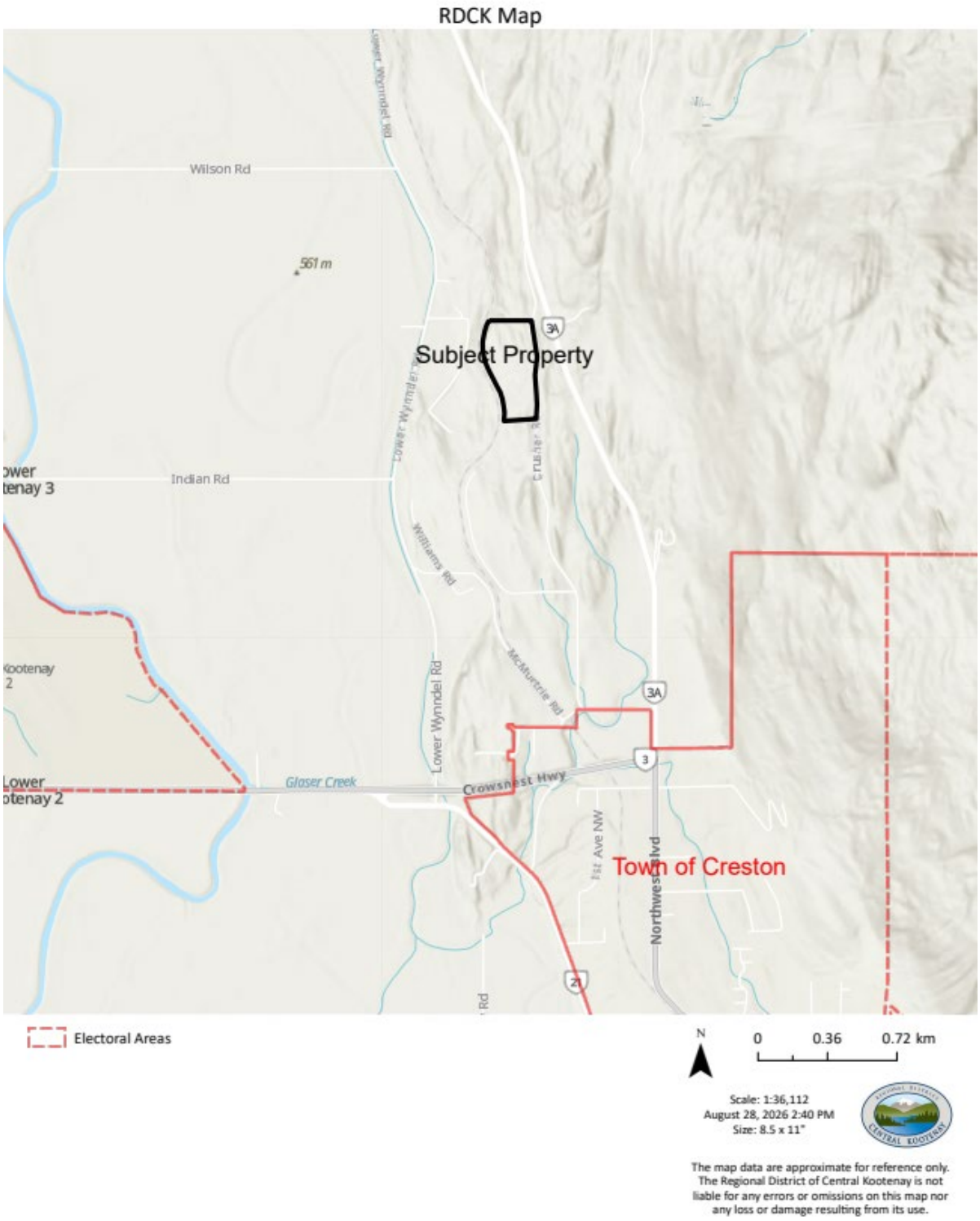
**ATTACHMENTS:**

Attachment A – Proposed Subdivision
Attachment B – Location Map

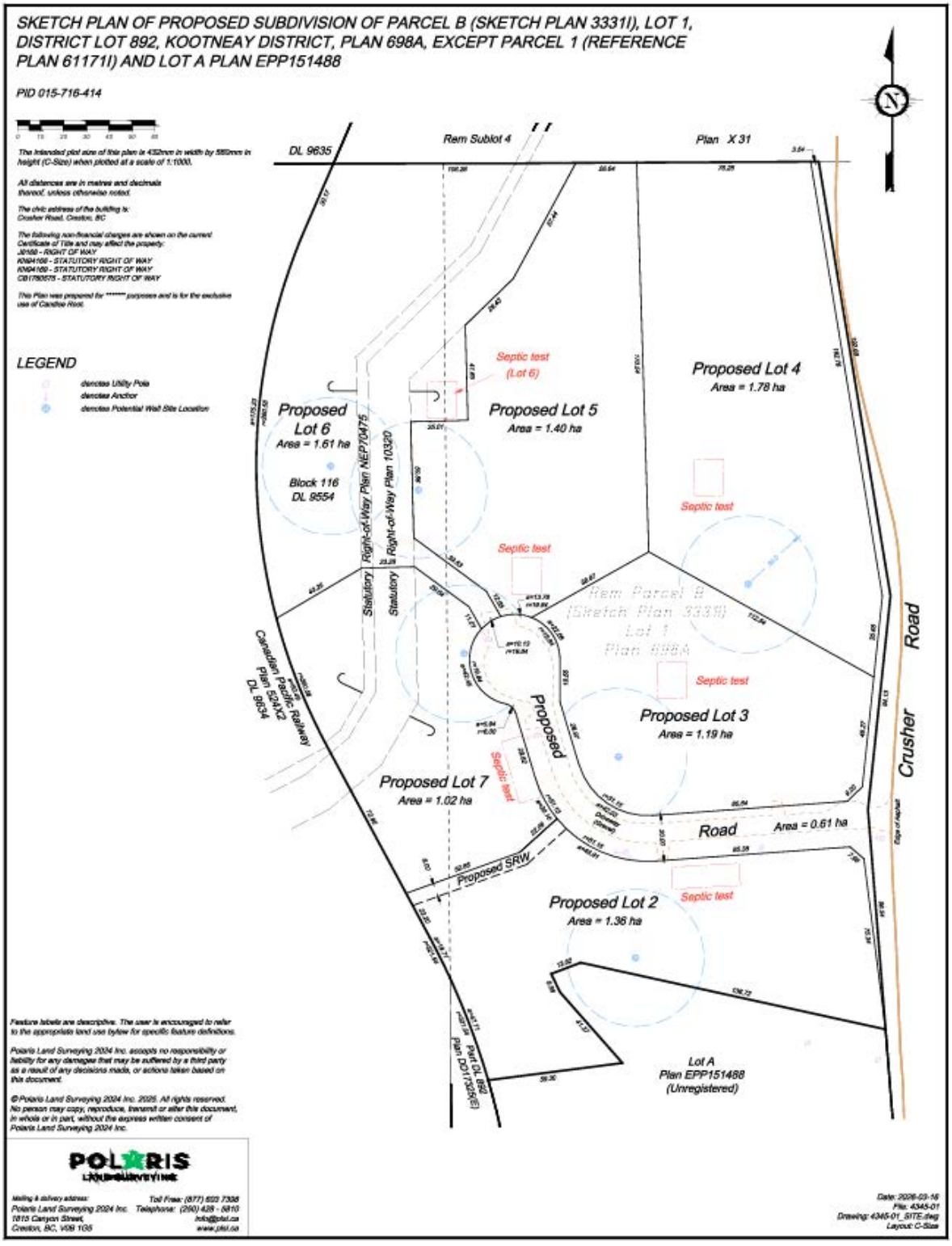
Attachment A – Proposed Subdivision



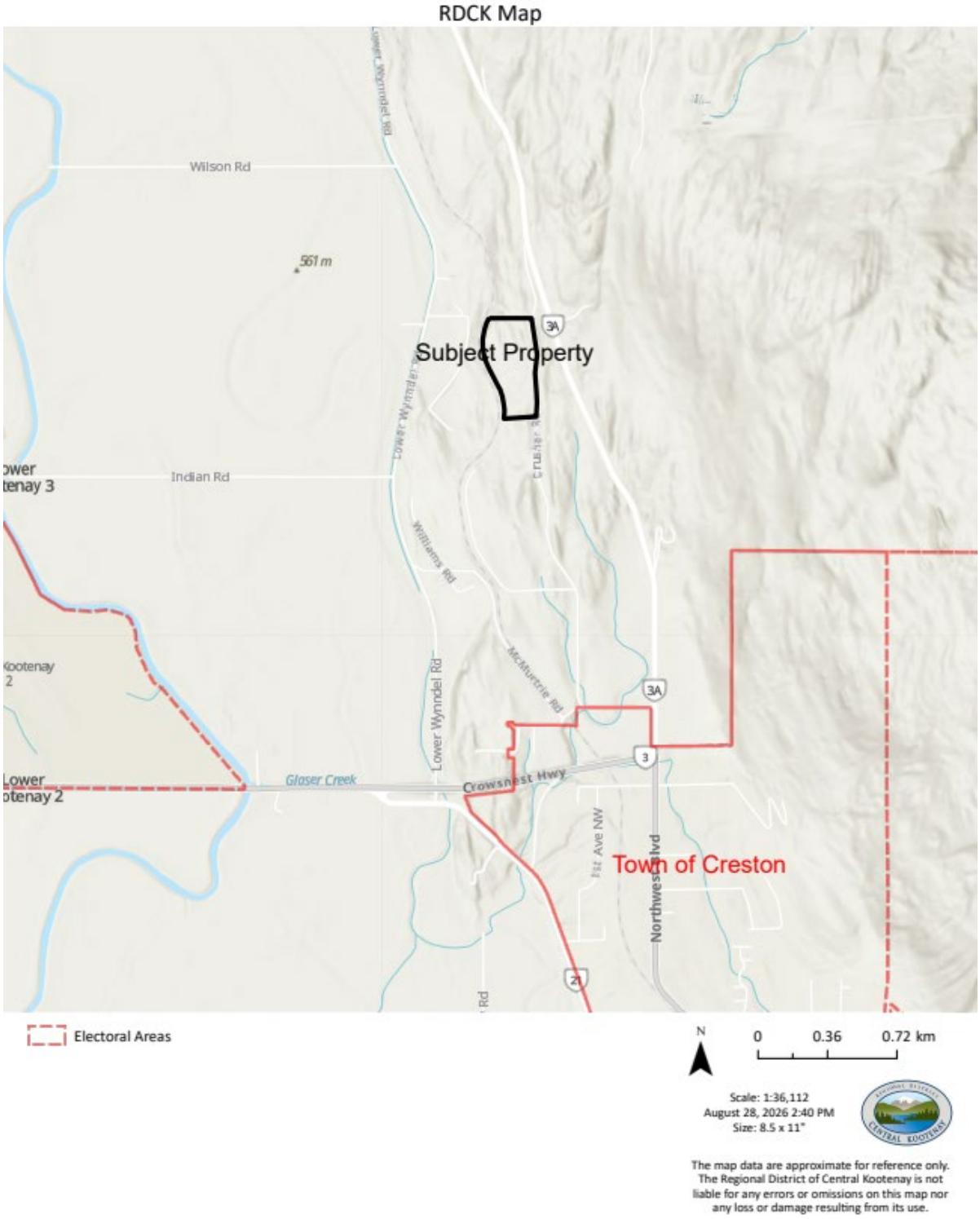
Attachment B – Location Map



Attachment A – Proposed Subdivision



Attachment B – Location Map



# Board Report

*September 24, 2026*

## Retroactive Approval, BC Alliance for Healthy Living Active Communities Grant Submission

**Author:** Kristi Calder, Regional Manager – Recreation & Client Services
**File Reference:** 01-0515-20
**Electoral Area/Municipality:** CRESTON VALLEY SERVICES COMMITTEE
**Services Impacted** S224

## 1.0 STAFF RECOMMENDATION

That the Board approves the Regional District of Central Kootenay acting as the applicant and grant holder for the BC Alliance for Healthy Living Active Communities Grant, on behalf of Kootenay Holds Climbing and Wellness Society, for funding of up to $20,000.

And further,

That the Board authorizes staff to enter into an agreement with Kootenay Holds Climbing and Wellness Society governing the transfer, use, reporting, and accountability requirements associated with any grant funding received through the BC Alliance for Healthy Living Active Communities Grant.

## 2.0 BACKGROUND/HISTORY

At its September 3, 2026 meeting, the Creston Valley Services Committee considered an opportunity presented by Kootenay Holds Climbing and Wellness Society ("Kootenay Holds") to seek funding through the BC Alliance for Healthy Living (BCAHL) Active Communities Grant Program.

The Committee provided the following direction to staff:

*"That staff would further explore this opportunity with Kootenay Holds Climbing and Wellness Society, look at the implications, cost and cost recovery and make a recommendation to the Board."*

Subsequent discussions between Kootenay Holds and BCAHL confirmed that the proposed project would be eligible for funding and that local governments are required to act as the formal grant holder. The funder advised:

*"The local government needs to be the formal grant holder and will receive the funds, but they can then distribute it to your organization."*

The grant application deadline was September 18, 2026. Due to the timing between committee consideration and the application deadline, the application was submitted in advance of Board consideration to preserve the

funding opportunity, subject to subsequent Board approval. Should the Board choose not to support participation in the grant program, staff will immediately withdraw the application from further consideration. The proposed project would support Kootenay Holds' efforts to establish a community bouldering and movement facility in Creston. The facility is anticipated to operate from leased premises and is not planned to be located within an RDCK-owned or operated facility.

## 3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

The Active Communities Grant Program provides funding opportunities of up to $20,000 to local governments and Indigenous governments to increase access to physical activity programs and opportunities. Because Kootenay Holds is a non-profit society and not an eligible applicant, it cannot apply directly to the program. The grant guidelines require a local government to act as the formal applicant and grant holder.

The opportunity before the Board is to determine whether the RDCK should act as a flow-through agency on behalf of Kootenay Holds, allowing the organization to access up to $20,000 in external grant funding that would otherwise be unavailable to it. If successful, the project is intended to support the purchase of equipment associated with delivering accessible climbing and movement programming in the Creston Valley. The initiative seeks to increase local opportunities for physical activity and recreation, particularly for children, youth, families, older adults, and residents experiencing barriers to participation.

### 3.1 Alignment to Board Strategic Plan

At the time of writing this report, staff have not completed a detailed review of the proposed project against the Board's current Strategic Plan objectives and priorities. The project appears generally consistent with broad objectives related to healthy communities, recreation participation, physical activity, and community well-being. However, staff are unable to conclusively state that the project aligns with specific Board priorities without further assessment. Board members should be aware that approval of this request would be made prior to a comprehensive strategic alignment review.

### 3.2 Legislative Considerations

The Community Charter and Local Government Act provide local governments with authority to enter into agreements and receive grant funding. There is no legislative requirement for the RDCK to participate in this grant application. Participation is discretionary.

Should funding be awarded, staff recommend a formal funding agreement between the RDCK and Kootenay Holds establishing:

- Eligible use of funds;
- Reporting requirements;
- Repayment obligations if grant conditions are breached;
- Insurance and indemnification provisions;
- Record retention requirements; and
- Responsibility for completion of grant deliverables and reporting.

### 3.3 What Are the Risks

Key risks include:

- The project is not proposed to occur within an RDCK-owned facility and therefore provides no direct asset ownership benefit to the RDCK.
- Staff have not completed a strategic alignment review prior to application submission.
- The project is dependent upon Kootenay Holds securing an appropriate leased facility.

- Failure by Kootenay Holds to meet grant conditions could create administrative or reputational risk for the RDCK as grant holder.
- The Board may be perceived as endorsing the project despite limited direct involvement in project planning and delivery.

These risks can be mitigated through a formal funding agreement and clear delineation of responsibilities.

## 4.0 PROPOSED SOLUTION

Staff recommend that the RDCK continue acting as the formal applicant and grant holder for the Active Communities Grant Program application submitted on behalf of Kootenay Holds. Should funding be approved by BCAHL, funds would flow through the RDCK to Kootenay Holds in accordance with a formal contribution agreement. The RDCK would oversee compliance with grant conditions and ensure required reporting is completed accurately and on time.

### 4.1 Financial Considerations of the Proposed Solution

The grant request is for up to $20,000. No RDCK financial contribution is being requested. The intention is for 100% of grant funds received to be provided to Kootenay Holds for eligible project costs in accordance with grant requirements.

Administrative impacts to the RDCK are expected to be modest and limited primarily to:

- Application administration;
- Execution and monitoring of a funding agreement;
- Financial oversight; and
- Final grant reporting.

The Active Communities Grant Program requires that all grant funds be expended within 12 months of receipt by the grant recipient. Once grant-funded activities have been completed, all funds have been spent in accordance with grant requirements, and final reporting has been submitted and accepted by the grantor, the RDCK's obligations under the grant agreement would conclude. The RDCK is not proposing an ongoing partnership, operating role, or financial commitment related to Kootenay Holds Climbing and Wellness Society beyond the term of the grant.

The RDCK's involvement would be limited to acting as the grant holder, overseeing compliance with grant requirements, and ensuring completion of required reporting. This approach provides a defined and time-limited commitment for the RDCK.

No ongoing operational or maintenance obligations for the RDCK are anticipated.

### 4.2 Risks with the Proposed Solution

Potential risks include:

- Grant compliance failures by Kootenay Holds;
- Increased administrative workload for staff;
- Reputational risks if the project is unsuccessful;
- Potential ambiguities regarding ownership of purchased assets.

Mitigation measures include formal agreements, reporting requirements, and oversight of eligible expenditures.

The risk of creating an ongoing organizational commitment is limited, as the grant program requires project completion and expenditure of funds within 12 months, after which the RDCK's administrative responsibilities would cease following completion of final reporting requirements.

## 4.3 Resource Allocation and Workplan Impact

Staff time requirements are expected to be limited. Work would primarily involve:

- Updating the application;
- Administering any grant agreement;
- Processing funding transfers; and
- Reviewing and submitting final reports.

The project is not anticipated to materially delay current recreation initiatives.

## 4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The proposed project has demonstrated community interest through community surveys and engagement conducted by Kootenay Holds. The project seeks to improve access to indoor physical activity opportunities in the Creston Valley and supports participation among a broad range of residents. Stakeholders include:

- Kootenay Holds Climbing and Wellness Society;
- Community participants;
- Recreation partners;
- Schools and community organizations; and
- BC Alliance for Healthy Living.

## 4.5 Leveraging Technology

Technology impacts are minimal. The project may utilize standard software and digital systems for program registration, communications, participant tracking, and reporting. No significant technology investments are anticipated for the RDCK.

## 4.6 Measuring Success

Success will be measured based on:

- Approval of grant funding;
- Successful transfer and administration of funds;
- Completion of eligible project activities;
- Submission of all required grant reporting; and
- Compliance with all program requirements.

Staff would report back to the Board should significant issues arise during project implementation.

## 5.0 ALTERNATIVE SOLUTION(S)

The Board may choose not to endorse RDCK participation as the grant holder. Under this option, the application would be withdrawn from consideration and Kootenay Holds would be unable to access this funding stream through the Active Communities Grant Program.

### 5.1 Financial Considerations of the Alternative Solution(s)

There would be no financial or administrative obligations to the RDCK. The community would forgo the opportunity to access up to $20,000 in external funding.

### 5.2 Risks with the Alternative Solution(s)

The primary risk is the loss of an external funding opportunity intended to support increased physical activity and recreation opportunities in the Creston Valley.

### 5.3 Resource Allocation and Workplan Impact

Minimal staff time would be required to formally withdraw the application.

### 5.4 Public Benefit and Stakeholder Engagement of Alternative Solution

No additional recreation opportunities would result from the grant program. Community expectations created through the application process may be negatively affected.

### 5.5 Measuring Success

Success under this option would be measured through avoidance of administrative and compliance responsibilities associated with acting as grant holder.

## 6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

The option of the RDCK directly undertaking an Active Communities Grant project was not considered within the timeline available prior to the application deadline.

No other eligible applicant self-identified that could fulfill the local government requirement of the grant program.

## 7.0 OPTIONS SUMMARY

**Option 1 (recommended):**

That the Board approves the Regional District of Central Kootenay acting as the applicant and grant holder for the BC Alliance for Healthy Living Active Communities Grant, on behalf of Kootenay Holds Climbing and Wellness Society, for funding of up to $20,000.

And further,

That the Board authorizes staff to enter into an agreement with Kootenay Holds Climbing and Wellness Society governing the transfer, use, reporting, and accountability requirements associated with any grant funding received through the BC Alliance for Healthy Living Active Communities Grant.

**Option 2:**
That the Board decline participation as the grant holder for the BC Alliance for Healthy Living Active Communities Grant application submitted on behalf of Kootenay Holds Climbing and Wellness Society and direct staff to withdraw the application.

## 8.0 RECOMMENDATION

That the Board approves the Regional District of Central Kootenay acting as the applicant and grant holder for the BC Alliance for Healthy Living Active Communities Grant, on behalf of Kootenay Holds Climbing and Wellness Society, for funding of up to $20,000.

And further,

That the Board authorizes staff to enter into an agreement with Kootenay Holds Climbing and Wellness Society governing the transfer, use, reporting, and accountability requirements associated with any grant funding received through the BC Alliance for Healthy Living Active Communities Grant.

Respectfully submitted,

Kristi Calder, Regional Manager - Recreation & Client Services

## CONCURRENCE

Trisha Davison, General Manager – Community Services Approved
Craig Stanley, Regional Manager – Operations & Asset Management Approved
Stuart Horn, Chief Administration Officer Approved

**ATTACHMENTS:**
Attachment A – BC Alliance for Healthy Living Active Communities Grant Submission



# CALL FOR APPLICATIONS:
## Active Communities Grant Program

We are now accepting applications for the Active Communities Grant Program until September 18, 2026.

The Active Communities Grant Program provides grants to Indigenous and local governments to create or expand physical activity opportunities in their communities.

The purpose of the Active Communities Grants Program is to:

1. Support people in BC of all ages and abilities to increase their access to community-based physical activity, sport, and recreation programs and opportunities.
2. Create physical and social environments within communities that encourage regular physical activity and ensure equitable and inclusive access and opportunities for people from diverse backgrounds, particularly those who come from equity-owed groups.

Active Communities Grants of up to $20,000 are intended to build capacity, create or promote physical activity opportunities, support physical activity planning, and increase participation in physical activity through sustainable, community-level changes.

Some examples of potential projects include policy development and implementation, staff training in adaptive equipment or accessible programming, and engaging community members to create participant-informed inclusive programming. Please refer to our website for a list of previously funded projects in the Active Communities Grants Program. Note that projects for infrastructure development are no longer eligible for this funding.

The Active Communities Grant program is a successful initiative of BC's Physical Activity Strategy, with previous rounds of grants supporting nearly 100 communities across BC. The current grant program continues to prioritize supporting communities to increase physical activity opportunities, with new emphasis on supporting BC's Age Forward Strategy through projects aimed at older adults.

## Eligibility Criteria

The following local government organizations are eligible to apply:

- First Nations Bands
- First Nations Tribal Councils
- Métis Chartered Communities
- Municipalities
- Regional Districts

Applicants are encouraged to build relationships to improve physical activity in the community. For example, this collaboration could include a partnership between the Indigenous government or local government and the regional health authority. It could also involve other community partners, such as local non-governmental organizations, school districts, businesses, community groups, or community members.

We know that initiatives are often most meaningful and impactful when they are informed by the community. Applicants are encouraged to engage with community members throughout the planning and implementation process of the project.

## Active Communities Grant Guidelines:

- Applicant must be based within, and the project must serve residents of British Columbia. • Applicant is an Indigenous government (First Nation, Tribal Council, Band) or Chartered Métis Community or local government (municipality, regional district). Unincorporated communities are eligible through their regional district.
- Project activities must increase opportunities for physical activity, specifically through improving access, inclusion, and healthy community planning, programs and spaces.
- Grants up to $20,000 are available to communities. BCAHL may fund a portion of projects with higher budgets if other funding sources are contributing to the project. Alternatively, BCAHL may consider funding one portion of a larger project so long as it aligns with the purpose of the Active Communities Grant Program.
- All proposed activities should be completed, and all funding spent, within 12 months of receiving the funds.
- Projects must include evaluation activities, including the collection of evaluation data. • Project leads should be willing to participate in BCAHL-led evaluation and knowledge exchange activities.
- Applicants should demonstrate existing or planned collaboration with other community partners over the project timeline.
- Projects are encouraged to demonstrate a link to broader and longer-term local policies, strategies and/or community knowledge and culture.
- Project expenses must be reasonable in relation to proposed activities.
- Infrastructure development projects are not eligible for an Active Communities grant

# Active Communities Grant Application

## Indigenous or Local Government Information

**Name of Indigenous or Local Government(s) (list all Indigenous or local governments participating in the project):**

Regional District of Central Kootenay (RDCK)

**Lead Indigenous/Local Government (responsible for managing the grant funds and for fulfilling grant requirements):**

Regional District of Central Kootenay (RDCK)

| **Mailing address:** | **City/Town:** | **Postal code:** |
|---|---|---|
| 202 Lakeside Drive | Nelson, BC | V1L 6B9 |

*Please ensure the official 'Lead Indigenous/Local Government' name and mailing address for cheque processing*

## Key Contact

| | |
|---|---|
| **Name:** Trisha Davison | **Position/title**: General Manager, Community Services |
| **Phone number:** (778) 460-5238 | **Email address:** tdavison@rdck.bc.ca |

## Secondary Contact

| | |
|---|---|
| **Name:** Kristina Schrage | **Position/title:** President, Kootenay Holds |
| **Phone number: (**250) 514-1148 | **Email address:** kootenayholds@gmail.com |

## Project Description

| | |
|---|---|
| **Project name:** Kootenay Holds: Inclusive Bouldering and Movement for the Creston Valley | **Expected start date:** Fall 2026 |

**Project goal(s) and objectives:** The goal of this project is to increase access to inclusive, affordable and engaging opportunities for physical activity in the Creston Valley. Kootenay Holds, in collaboration with the RDCK and other local community partners, will develop and pilot a community-informed bouldering gym and children's play space designed to offer year round recreational opportunities for people of all ages and abilities to move, play, learn and connect. This program requires specialized equipment and accessible space modifications to operate safely.

**Community where the project will take place:** Creston, BC

**Please check one or more boxes below to describe your project's physical activity focus. Our project plans to:**

X Increase the number of opportunities available to be physically active
X Increase participation in physical activity
☐ Encourage and support physical activity leadership in the community
☐ Build staff/community capacity to help others be physically active
X Increase accessibility of physical activity programs/facilities/activities z
☐ Adapt physical/built environments to encourage more physical activity
☐ Develop and implement policies to encourage physical activity
☐ Other, please specify:

**Provide a description of the project, including:**



- **Key project activities**
- **Partner organizations and their roles**
- **Benefits to the community members**
- **How accessibility, equity, diversity and inclusion have been considered***

**Key Project Activities:**

- Engage community members to identify barriers to physical activity and inform program development. (Completed)
- Develop and deliver introductory bouldering and movement programs for children, youth, families, adults and older adults. (Underway)
- Develop low-cost and accessible opportunities for participants who face financial, physical, social or other barriers to participation.
- Train local volunteers and program leaders in safe, inclusive and adaptable physical activity programming.
- Build partnerships with local organizations to expand reach and ensure programming reflects community knowledge, culture, and needs.
- Collect quantitative and qualitative evaluation data to measure participation, accessibility, and program impact.

**Partners and Collaboration:**

The RDCK will act as the local-government applicant, providing project administrative oversight and connecting the initiative with broader local recreation priorities and community networks. Kootenay Holds will lead community engagement, program development and implementation.

Kootenay Holds will also build on existing relationships with organizations including the Town of Creston, Creston Valley Youth Network, Yaqan Nukiy, and the Creston Valley Chamber of Commerce, while seeking additional partnerships with schools, recreation organizations, community groups and organizations serving older adults.

**Community Benefits:**

Bouldering and movement activities provide opportunities to develop strength, balance, coordination, mobility, physical literacy, problem-solving and confidence in a non-competitive environment. Programming will provide new opportunities for children and youth, allow families to be active together, support healthy aging, and engage people who may not participate in traditional organized sports.

In a rural community with limited access to indoor recreation, increasing local access can also reduce geographic and transportation barriers to participation as well as create more opportunities during winter and smokey summers.

**Accessibility, Equity, Diversity and Inclusion:**

Kootenay Holds is committed to ensuring equitable and inclusive access for people from diverse backgrounds, particularly those who come from equity-owed groups, including older adults, Indigenous community members, members of the 2SLGBTQI+ community, people with lower incomes, and residents who experience physical, social, or geographic barriers to participation. In alignment with BC's Age Forward Strategy, our programming will include dedicated bouldering and movement sessions for older adults that focus on balance,

mobility, confidence, and safe physical activity progression. These sessions will be designed with input from older adults to ensure activities are adaptable, welcoming, and responsive to participants' needs. We will also offer low-cost and subsidized registration options, quiet sensory-aware times, gender specific programming, and beginner-friendly instruction to reduce financial, sensory, and social barriers. By integrating community feedback, partnering with local health and social organizations, and proactively addressing accessibility, equity, diversity, and inclusion, this project will create sustainable opportunities for older adults and other equity-owed groups to participate in safe, enjoyable, and community-connected physical activity.

Attachment A

## Community Context

**Please indicate the group(s) that will be included in the project activities. Check all that apply:**

X Early years (0-5)
X Children (6-12)
X Youth (13-18)
X Women
X Men
X Older adults (50+)
X Families
X Indigenous Peoples (First Nations, Métis, Inuit)
X New immigrants
X Persons with disabilities
X Members of visible minority/racialized groups
X Members of 2SLGBTQI+ communities
X People with lower incomes
X Community members (General Population)
☐ Other, please specify:

**Describe how community members will be reached by the project.**

**• How will you communicate with, or engage community members? • Will community members be involved in the planning and/ or implementation of the project? If so, please describe.**

Kootenay Holds will use a combination of existing community relationships, local-government networks, direct community engagement and public communication to reach residents throughout the Creston Valley.

To date, we have built relationships with the Town of Creston, the RDCK, the College of the Rockies, the Rotary Club and the Columbian Basin Trust.

Direct community engagement will occur throughout the project rather than only at the beginning. Residents will have opportunities to help identify barriers, suggest programming, and provide feedback that will shape future programming.

Community members have already played an important role in shaping Kootenay Holds. An initial community survey received 231 responses and helped inform our understanding of local demand, programming interests and the community's desire for accessible, year-round recreation.

We have additionally held a community engagement event where initial plans were shared and feedback gathered. These activities have informed our business plan and continuing engagement with community members will inform ongoing programming.

## Evaluation and Sustainability

**Please describe how you will evaluate your project, including how you will collect data and measure results.**

**For example:**

- **Qualitative (stories, opinions) data your project will collect**
- **Quantitative (numbers) data your project will collect**

Kootenay Holds will use a combination of quantitative and qualitative data to evaluate the project's reach, participation and impact. Evaluation will occur throughout the project and will be used to improve programming as it is delivered.

Quantitative data will include:

- Number of programs and sessions delivered;
- Number of participants and repeat participants;
- Participant age ranges and other relevant demographic information;
- Number of subsidized or low-cost participant spaces provided;
- Number of volunteers and community leaders trained;
- Number of community partners involved; and
- Participant attendance and retention over the project period.

Qualitative data will be collected through short participant surveys, informal feedback and, where appropriate, participant stories. Participants will be asked about their

experience, enjoyment, confidence in participating in physical activity, sense of belonging, and whether the program helped reduce barriers to being active.

We will also ask participants about barriers they experienced before participating and whether the program improved their access to physical activity opportunities. Feedback will specifically inform our understanding of accessibility, inclusion and the needs of different age groups and abilities.

Project data will be reviewed throughout the 12-month project to identify what is working, who is being reached and where additional barriers remain. Participant feedback will be used to adapt programming during the project rather than only evaluating it at the end.

At the conclusion of the project, we will compare participation and feedback against our initial objectives and summarize key outcomes, lessons learned and recommendations for future programming. This evaluation will help demonstrate the project's impact while providing practical information to Kootenay Holds, the Town of Creston and community partners about how to sustainably increase physical activity opportunities in the Creston Valley.

**Explain how this project will be sustained beyond the funding period.**

Kootenay Holds has developed a business plan designed to support the long-term sustainability of the organization. Our projected operating costs can be covered through a combination of memberships, drop-in fees, youth and family programming, and other earned revenue.

Our primary challenge is securing the one-time startup funding required to establish the facility and launch operations, rather than ongoing operational funding. Once established, our business model is designed to generate sufficient revenue to cover ongoing operating expenses.

**Are you willing to participate in knowledge exchange/knowledge translation activities? (i.e., virtual meeting or webinar to discuss project challenges and successes)**

☒ Yes
☐ No
☐ Maybe
If no or maybe, please explain:

**Please provide any additional information about your project that might be relevant to this application.**

Community demand for this project is well-documented through multiple local planning and engagement processes. Page 38 of the Town of Creston's Official Community Plan identifies climbing as a priority recreation opportunity, stating: *"Explore opportunities for the development and enhancement of sites and facilities for sports including, but not limited to: climbing…"* This demonstrates clear municipal support for expanding indoor recreation options such as bouldering.

Recent community engagement further reinforces this need. A 231-response Kootenay Holds

survey highlighted strong interest in accessible, year-round physical activity opportunities for children, youth, families, and older adults. In addition, a Chamber of Commerce landscape survey identified a community desire for facilities that meet Creston's growing social, cultural, recreational, and economic needs — with a climbing gym specifically mentioned by respondents. Together, these findings show that residents are actively seeking inclusive indoor recreation spaces and that this project directly responds to documented community priorities.

# Project Budget

| | |
|---|---|
| **Organization:** Kootenay Holds Climbing and Wellness Society | |
| **Name of project lead:** Kristina Schrage | |
| **Email:** kootenayholds@gmail.com | **Phone:** (250) 514-1148 |
| **REVENUE** | |
| **Active Communities Grant** | $20,000 |
| **Other funding source(s) (if any)** | **Other Grants** $40,000<br>**Sponsorship/ Community Fundraising:** $15,000<br>**Presale passes:** $10,000<br>**In kind Donations:** $12,800 |
| **Total revenue (a)** | **$97800** |
| **EXPENDITURES** | |
| **Staffing (Program Coordinator, Assistant, contracted service, etc.)** | |
| | |
| | |
| | |
| **Supplies/Services (Program supplies, room rentals, etc.)** | |
| **Volunteer Hours** | **$6,000** |
| **Bouldering Wall** | **$24,900.00** |
| **Mats** | **$13,000.00** |
| **Holds** | **$10,000.00** |
| **Childrens Play Zone** | **$8,000.00** |
| **Leasehold Improvements** | **$3,000.00** |
| **Fixtures and Storage** | **$5,000.00** |
| **Furniture** | **$1,200.00** |
| **Rental Shoes** | **$1,500.00** |
| **Administration and Software** | **$4,000.00** |
| **Electronics** | **$1,200.00** |
| **Legal Fees (waivers, lease)** | **$3,000.00** |

| | |
|---|---|
| **Project administration (RDCK Staff)** | **$5,000** |
| **Contingency** | **$13,000.00** |
| **Other (Please specify)** | |
| **Total expenditure (b)** | **$97800** |
| | |
| **Total surplus or deficit (a)-(b) =** | **$0** |

**Budget notes:**
The Active Communities Grant funding will be used primarily to purchase essential safety and accessibility equipment, including bouldering mats, adaptive holds, and welcoming furnishings and fixtures that support inclusive participation. These items are critical for creating a safe, comfortable, and accessible environment for children, youth, older adults, and participants with varying physical abilities. We currently have $12,000 in confirmed funding and $13,000 in pending.

## Other Funding Sources

**Have you applied for or received any funding from other grants for this project?** ☐ N/A have not applied for other grants

| Grant Name | Amount Requested / Application Status[1] |
|---|---|
| RDCK | $4,000 - Confirmed |
| Town of Creston | $500 - Confirmed |
| Sponsorships | $1,000 - Confirmed |
| Event Fundraising | $6,500 Confirmed |
| In Kind Donations | $4,000 Confirmed |
| Other Grants (Rotary, Credit Union) | $13,000 Pending |

[1] Submitted, pending, confirmed

# Project Timeline

**Please describe your project's key activities, timeline, and expected outcomes.**

**Fall 2026**

| Activity | Estimated duration | Who is involved | Outcome |
|---|---|---|---|
| Fundraising | April 2026 - February 2027 | KH Board | Ability to put down payments on equipment |

| | | | |
|---|---|---|---|
| Community engagement | April 2026- February 2027 | KH Board | Continue to attend farmers markets, fairs, and other events with our portable bouldering wall |

Attachment #1

**Winter 2027**

| Activity | Estimated duration | Who is involved | Outcome |
|---|---|---|---|
| Finalize programming plans | January- February 2027 | KH Board | Curriculum and activity plans created to support healthy living and physical literacy. |

**Spring 2027**

| Activity | Estimated duration | Who is involved | Outcome |
|---|---|---|---|
| Procurement of equipment (walls, mats, holds, climbing shoes, etc.) | March-April 2027 | KH Board | Essential equipment acquired to launch programming |
| Staff recruitment | March-April 2027 | KH Board | One facility manager and one programming instructor hired and trained |
| Install equipment | May-June 2027 | Kootenay Holds Board; Volunteers | Location prepared and ready to launch programming |
| Community outreach and registration for programs | May-June 2027 | KH Board and staff | Increased awareness and readiness to participate in accessible indoor recreation |

**Summer 2027**

| Activity | Estimated duration | Who is involved | Outcome |
|---|---|---|---|
| Launch Summer Camps and inclusive programming | July 1-August 2027 | KH Board and staff | Participants gain movement skills, confidence, and access to healthy recreation. |

| | | | |
|---|---|---|---|
| Develop after school programs | Aug 2027 | KH Staff | After-school programming prepared for fall launch. |

Attachment A

**Fall 2027**

| Activity | Estimated duration | Who is involved | Outcome |
|---|---|---|---|
| Evaluate program impacts | Sept, 2027 | KH Board, Staff | Evidence of improved physical literacy, confidence, and community engagement. |
| Continue to offer programs for youth and other groups | ongoing | KH Staff | Sustained access to healthy indoor recreation for the community. |

# Application Checklist

**Once you have completed the application, please review the checklist below:**

X I confirm that I represent an Indigenous government, Chartered Métis Community or local government, and that I believe that this project is eligible for support from the Active Communities Grant.
X Yes, I understand there is a requirement to track project data to contribute learning and findings to BCAHL's evaluation of the grants program.
X Yes, I understand that there is a requirement to complete a final report at the end of the project.
X Yes, I have only applied for eligible expenses.
X Yes, I have completed all sections of the application.
X Yes, I have reviewed my application before submitting

**Applications for the Active Communities Grant Program are due at 11:59pm on Friday, September 18, 2026. Please send your application or questions regarding the application process to:**

**Carly Pettit, Manager of Physical Activity Programs**
cpettit@bchealthyliving.ca

# Additional Information

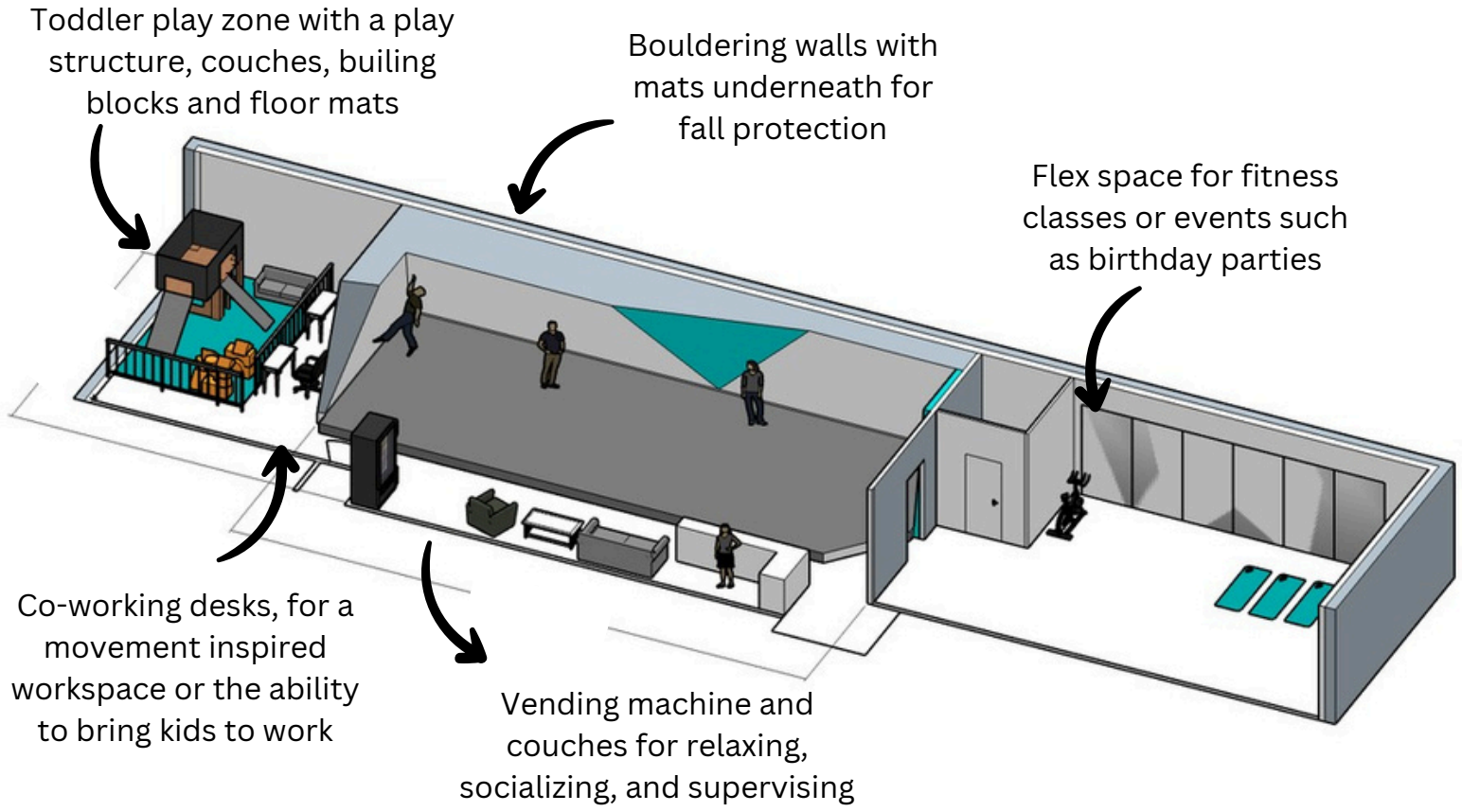
Attachment A

| Application Scoring Criteria | |
|---|---|
| **Points** | **Criteria** |
| 10 | **Project goal(s) and objectives:**<br>- Goal(s) and objectives are clearly defined |
| 25 | **Project plan:**<br>- Project activities are appropriate, realistic and feasible for achieving project goals and objectives<br>- Project is based on current evidence and/or best practices, and/or community knowledge and culture<br>- Accessibility, equity, diversity, and inclusion have been addressed in the project plan* |
| 10 | **Community**<br>- Good explanation for how the community will be reached and included - Adequate description provided for how the community will be involved in project planning and implementation |
| 10 | **Project partnerships:**<br>- A clear description of how partnerships will be established and involved |
| 10 | **Sustainability**<br>- Explanation on how the project will be sustained beyond the funding period, including how it might be shared with other communities |
| 10 | **Project budget:**<br>- Detailed breakdown of expenses<br>- Expenses are reasonable and align clearly to the proposed activities. - Administrative expenses are not excessive |
| 10 | **Evaluation plan:**<br>- A clear explanation of evaluation methods and key indicators/measures to be collected |
| 10 | **Timeline:**<br>- The timeline is feasible and reasonable<br>- There are clearly defined activities and outcomes |
| 5 | **Overall quality of the proposal** |
| **/100** | **TOTAL** |

# Kootenay Holds

## Design Concept

**Bouldering Gym and Toddler Play Zone**



# Start-Up and Business Income/Expense

9/10/26

## Start-Up

| Income | | Current Confirmed | Current Pending |
|---|---|---|---|
| Grants | $60,000.00 | $4,500.00 | $13,000.00 |
| Business Sponsorships / Community Contributions / Fundraising Events | $15,000.00 | $7,500.00 | |
| Presale Passes | $10,000.00 | | |
| **In-Kind** | | | |
| Volunteer Hours and Material Donations | $12,800.00 | $4,000.00 | |
| **Total** | **$97,800.00** | **$16,000.00** | **$13,000.00** |

| Expenses | |
|---|---|
| Volunteer Hours | $6,000.00 |
| Bouldering Wall | $24,900.00 |
| Mats | $13,000.00 |
| Holds | $10,000.00 |
| Childrens Play Zone | $8,000.00 |
| Leasehold Improvements | $3,000.00 |
| Fixtures and Storage | $4,000.00 |
| Furniture | $1,200.00 |
| Rental Shoes | $1,500.00 |
| Administration and Software | $4,000.00 |
| Electronics | $1,200.00 |
| Legal Fees (waivers, lease) | $3,000.00 |
| **Subtotal** | **$79,800.00** |
| Contingency approx 20% | $18,000.00 |
| **Total** | **$97,800.00** |
| **Project Balance** | **$0.00** |

## Operations

| Income | |
|---|---|
| Monthly Passes | $6,000 |
| Drop-In/Punch Passes | $1,200 |
| Youth Programming, Events | $2,000 |
| **Total** | **$9,200** |

| Expenses | |
|---|---|
| Overhead | $3,500 |
| Staff | $5,000 |
| **Total** | **$8,500** |
| **Monthly Balance** | **$700** |

CRESTON VALLEY

TOWN of CRESTON

July 28, 2026

Delivered Via Email <kootenayholds@gmail.com>

Kootenay Holistic Climbing and Wellness Society

Dear Society Members,
kootenayholds@gmail.com
**Subject: Letter of Support for the Kootenay Holds Climbing and Wellness Society**

On behalf of the Town of Creston, I am pleased to provide this letter of support for the Kootenay Holds Climbing and Wellness Society and its proposed community bouldering and wellness centre. The Society's project aims to establish a family-oriented recreational facility combining an indoor bouldering gym and children's play space that will serve residents of all ages, abilities, and backgrounds.

The Town recognizes the value of accessible recreation opportunities and the important role they play in supporting physical health, mental well-being, youth engagement, and community connection. The proposed facility would provide local families with a year-round space to remain active, support the development of physical literacy among children and youth, and create opportunities for residents to build confidence, resilience, and social connections through recreation.

We understand the Society has undertaken significant community engagement in the development of this project, including a community survey that demonstrated strong local interest and support for a climbing facility in the Creston Valley. The project has also established relationships with a number of community organizations and partners, reflecting a collaborative approach to addressing local recreation needs.

In addition to its recreational benefits, the Town believes this project has the potential to contribute positively to the broader community by enhancing local amenities, supporting community wellness, and helping attract and retain residents and families in the Creston Valley. The facility may also support tourism and economic activity by expanding recreation opportunities available within our region.

The Town of Creston recently demonstrated its support for the organization through the approval of a discretionary grant and remains pleased to see the Society advancing this initiative. We are supportive of the proposed bouldering centre and appreciate the efforts of the Kootenay Holds Climbing and Wellness Society to create new recreational opportunities for our community.

We wish the Society every success in securing funding and bringing this project to fruition.

Sincerely,



**Arnold DeBoon**
Mayor

AD/am



# Can Creston Support a Climbing and Wellness Centre?

## What We Already Know

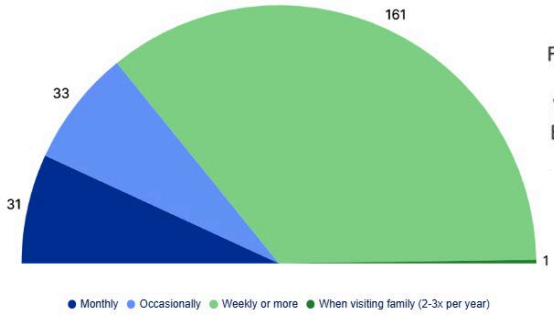
In January, the Kootenay Holds Climbing and Wellness Society put out a survey asking members of Creston Valley and nearby rural areas if they support the development of a climbing and wellness centre in Creston and what they think this centre should hold.

231
231

**The 100% positive response rate show that our community is largely in support of an inclusive centre to facilitate active movement, community connection, and support youth development.**

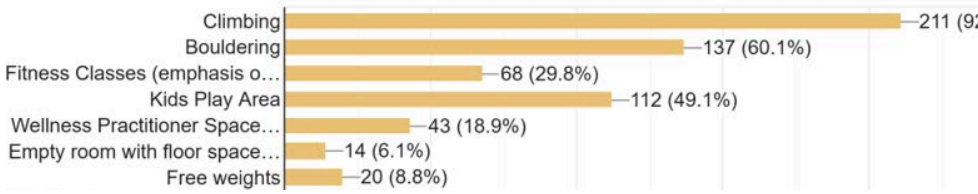
## Results

### How often would you use the centre?




161 respondents would use the facility **weekly or more**

### What activities interest you most?




Respondents mentioned climbing, bouldering, a kids play area, and an empty room for fitness classes, free weights, and other events

### Why would a community climbing and wellness centre be good for you and your family?

Other than the obvious health/exercise responses, we also heard:

**84**

**Kids' Health and Activities**

"A safe space for us to burn off energy!"

**82**

**We climbed before we came to Creston**

"I used to go climbing and bouldering all the time. I would love to get back into it."

**49**

**Community Building**

"The sense of community that comes from it is like nothing I've ever experienced in any other sport."

**34**

**Family Oriented Activities**

"Having a space available that our family could go to recreate would be invaluable."

**Let's make this a reality - Donate Today! kootenayholds.com/donate.**

E-transfer to KootenayHolds@gmail.com

Contact Kristina at KootenayHolds@gmail.com

NOMAD WALLS

mobile & modular
climbing wall builder

# BUDGETARY QUOTE

26-242 Kootenay Holds
**Product:** Bouldering gym



# PROJECT UNDERSTANDING

We were recently contacted by Kristina Schrage from the project Kootenay Holds. They are currently working on a small bouldering gym project for the community of Creston, BC.

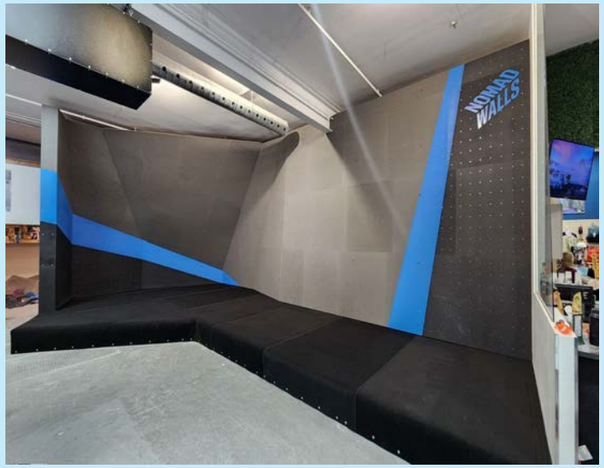
We firmly believe that we can offer the best solution on the market to answer all of their needs. They are looking for a complete solution covering all aspects of having a climbing wall fully operational to provide the community with great climbing experiences.

As operators of climbing structures ourselves, we are looking forward to accompanying such a project through the whole process and share as much knowledge as possible.

As wall builders, we pride ourselves in providing very carefully thought products with the highest quality. We carefully select all of our materials to provide the best climbing experience and product longevity.

This document presents a budgetary quote to give a ballpark estimate of what the climbing solution could cost based on the preliminary information received. In the next steps, we will work with the client to develop an elegant visual design and geometry that truly reflects their vision and aligns with the budget.

# NOMAD PROJECTS

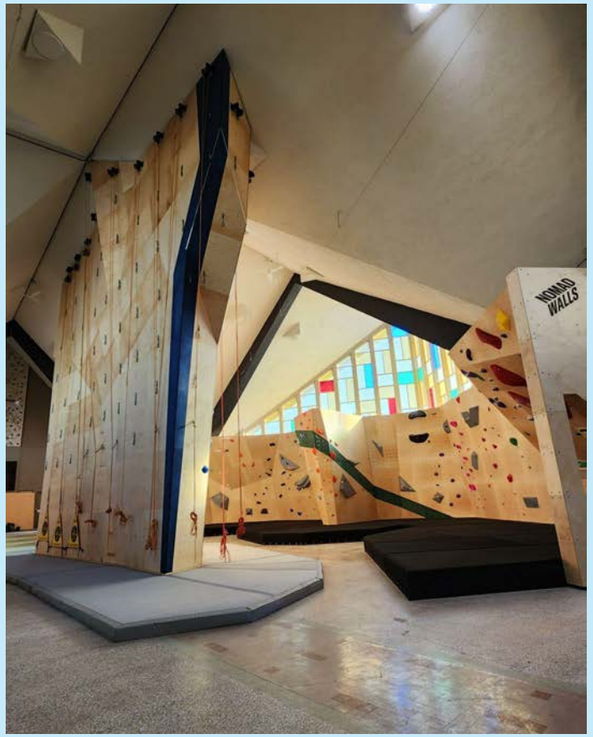




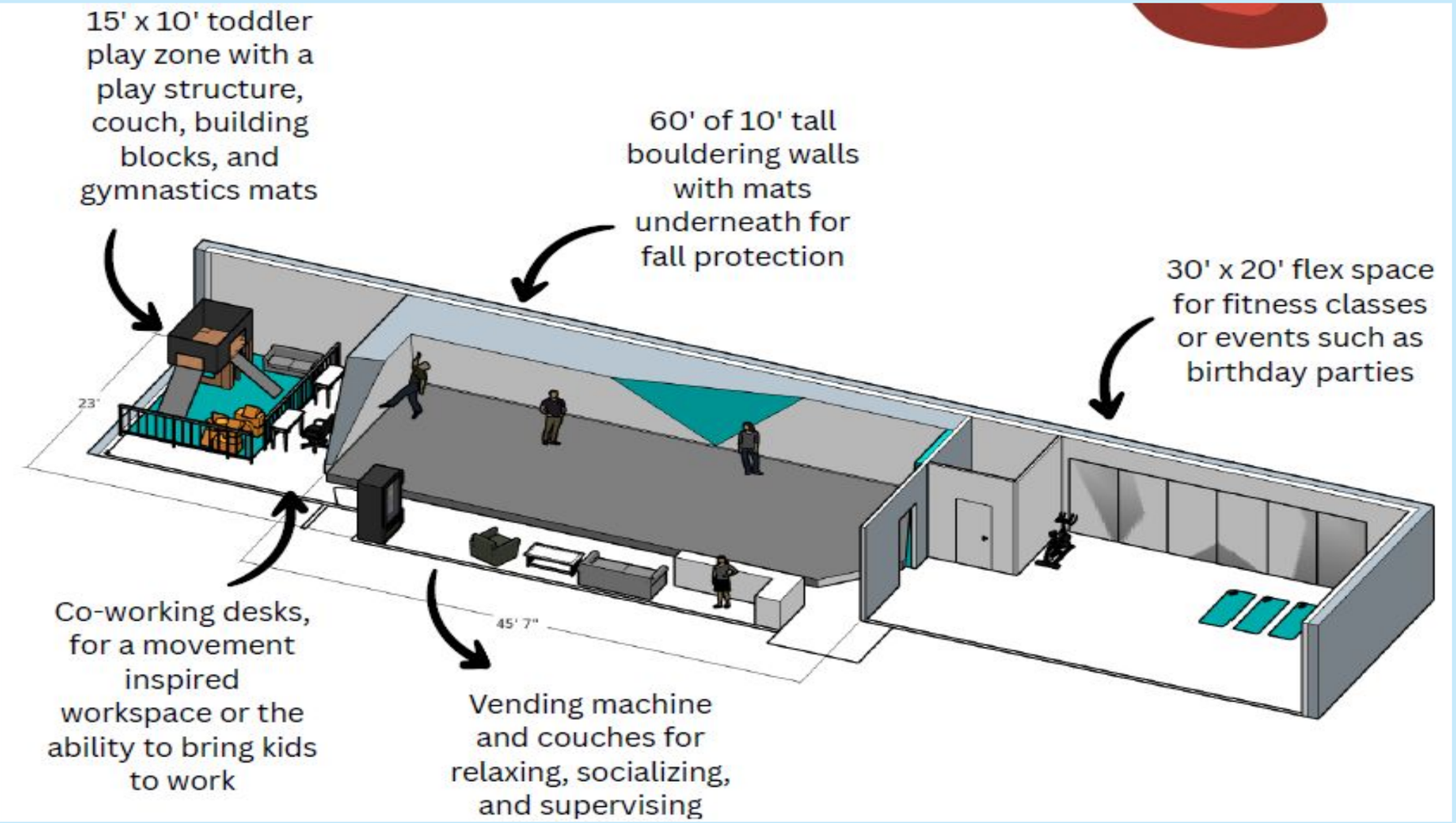






# CLIENT VISUAL



# PROPOSED SOLUTION 1 & FEES

Based on the preliminary information received, we estimated the climbable area at **600ft$^2$** and the associated fall reception mats zone at **420ft$^2$** . We look forward to working with the clients to develop a wall design that truly reflects their vision. We will refine this quote based on the detailed design.

**Bouldering walls: 36,000$ CAD**
**Bouldering mats: 16,800$ CAD**
**Climbing holds and volumes: 14,000$ CAD**
**Shipping: TBC**

**Included**

- Project management
- Design & fabrication
- Installation
- Engineering drawings
- Holds and volumes (budget)

**Excluded**

- Team travel (more information required)
- Shipping (more information required)
- Toddler play zone
- Fitness zone

# PROPOSED SOLUTION 2 & FEES

This second estimation is based on a smaller wall with a linear length of **36ft**. We estimated the climbable area at **415ft$^2$** and the associated fall reception mats zone at **325ft$^2$** . We look forward to working with the clients to develop a wall design that truly reflects their vision. We will refine this quote based on the detailed design.

**Bouldering walls: 24,900$ CAD**
**Bouldering mats: 13,000$ CAD**
**Climbing holds and volumes: 10,000$ CAD**
**Shipping: TBC**

**Included**

- Project management
- Design & fabrication
- Installation
- Engineering drawings
- Holds and volumes (budget)

**Excluded**

- Team travel (more information required)
- Shipping (more information required)
- Toddler play zone
- Fitness zone

# TECHNICAL SPECIFICATIONS

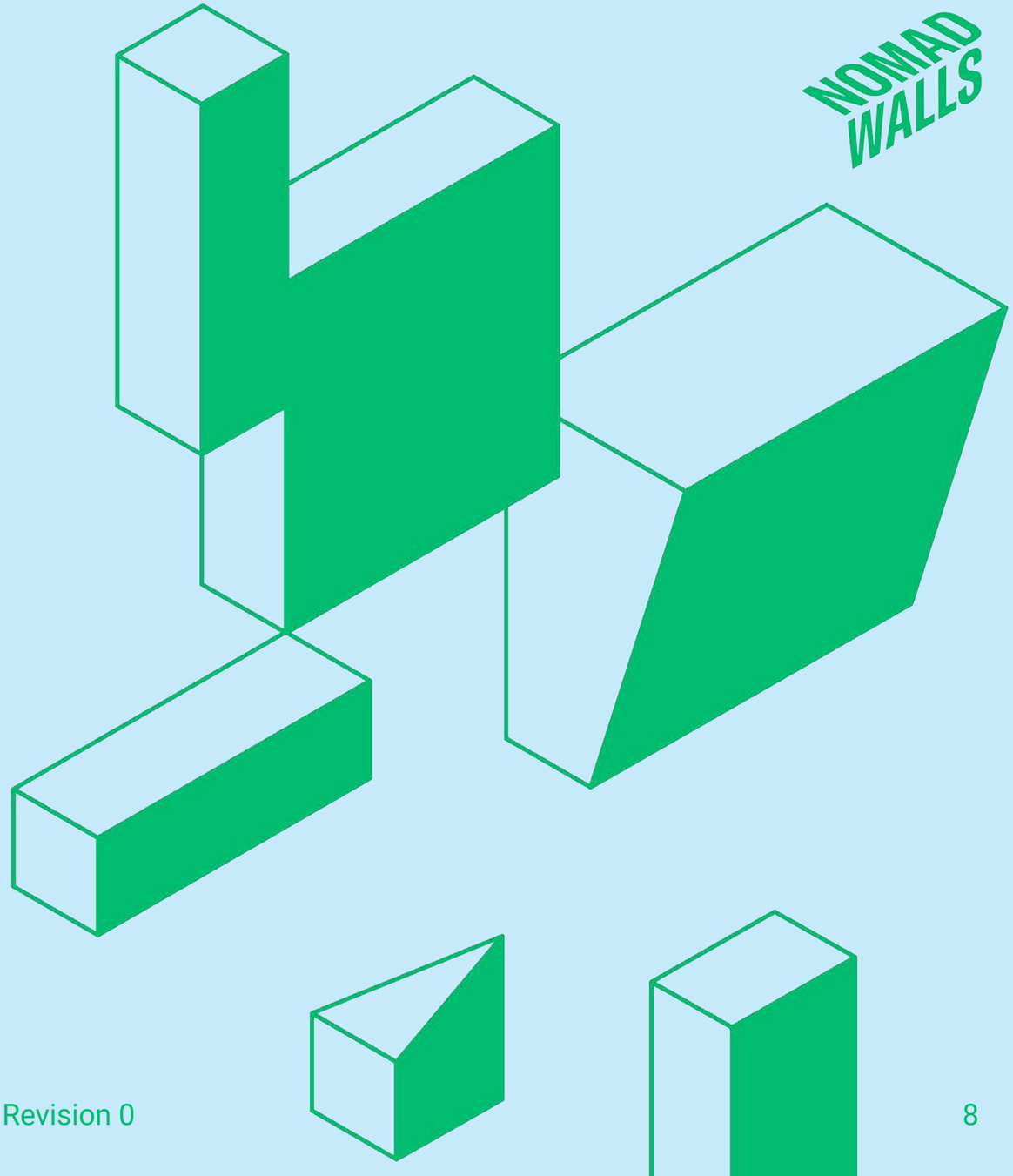
**Climbing Walls**

- Baltic birch plywood 18mm with high quality abrasive polyurethane texture
- Zinc plated industrial T-nuts with 2 screws (metric or imperial)
- High precision laser-cut steel structure
- CWB certified welds

# SCHEDULE

Production times are always subject to change depending on when the order is placed and the workload in our pipeline. Nevertheless, an estimated 8-10 weeks production time is to be expected for the parts to be ready to ship once the final design is approved.

We will provide a more accurate project schedule upon the contract signature.



# PAYMENT TERMS

All payments shall be made by Electronic Fund Transfer (Canadian Bank Account). Invoice payment terms are NET 5 days at the beginning of each phases per the following table:

| Phase | % total amount |
|---|---|
| Project approval | 25,00% |
| Final design approval | 25,00% |
| Fabrication | 30,00% |
| Installation | 20,00% |

Every overdue invoice will incur a late fee penalty of 50$ and applicable interest of 2% per month will be applied.

This budgetary quote from Nomad Walls, including all of the attachments, is uniquely intended for the individual or the entity to whom it is addressed to. It is understood that it may contain proprietary or confidential information. The recipient must not share any of this information with a third party without the written consent of Nomad Walls.

This quote is valid for 30 days.

## Budgetary quote approval:

**Client name and title**

**Signature and date**




# NEED ANYTHING ELSE ?

Our team is here to help
your vision become reality!
**nomadwalls.com**

# Board Report

*September 24, 2026*

## Community Sustainable Living Advisory Committee: Revised Governance and Funding Report for the Regional Sustainability and Resilience Function

| | |
|---|---|
| **Author:** | Paris Marshall Smith, Sustainability & Resilience Supervisor |
| **File Reference:** | 01-0515-20-CSL |
| **Electoral Area/Municipality:** | All |
| **Services Impacted** | S100 General Administration; S101 Rural Administration; S105 Community Sustainable Living; A108 Development and Community Sustainability Services |

## 1.0 STAFF RECOMMENDATION

THAT the Board direct staff to prepare terms of reference, and any necessary bylaw, to reconstitute the sustainability and resilience function currently carried by the Community Sustainable Living Advisory Committee as a Committee of the Whole of the Board, providing a regular regional forum for sustainability, resilience and emerging cross-boundary issues for the Board's consideration;

AND FURTHER, that the Board endorse Funding Model 2 (General Administration Service 100 and Rural Administration Service 101) as described in Section 4.1 of this report as the basis for preparing the 2027 draft Financial Plan, with an annual allocation retained for scoping and exploration of emerging issues;

AND FURTHER, that the Board direct staff to make the necessary changes to wind down the Community Sustainable Living Service 105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward to the Board a transition plan for existing Community Sustainable Living Service 105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

## 2.0 BACKGROUND/HISTORY

**Purpose of this revised report**

This report returns to the Board following the August 2026 report on the future of the Community Sustainable Living Advisory Committee (CSLAC) and Service S105. That report (Attachment A) set out four funding models and recommended reconstituting CSLAC as a standing committee funded through Model 2. Directors raised substantial and useful feedback at the table. This revised report responds to that feedback directly. It presents a governance option the Board itself pointed toward, a Committee of the Whole, and it

adds the detail Directors asked for on cost, on how existing projects continue, and on how the RDCK works with its municipal partners.

**Board direction to date**

- At its June 2026 meeting the Board directed staff to prepare a proposal to move sustainability work out of an opt-in service and into a permanent governance home, and to prepare terms of reference for a reconstituted committee (resolution 277/26). The August 2026 report responded to that direction, and this report builds on the discussion it prompted.
- The August report recommended reconstituting CSLAC as a standing committee funded through Model 2. At the table, Directors pointed toward a different governance model, a Committee of the Whole of the Board. This report follows that lead. The funding recommendation, Model 2, is unchanged. What is new is the governance form, the detail Directors asked for on how projects continue and what it costs to explore an idea, a direct answer on cost to rural areas, and an explicit link to the Board's strategic plan.

**What we heard from the Board**

Several themes came through clearly and shape this report.

- **Directors want a space for conversation, and to work together:**

  The strongest message was that the RDCK needs a regular place to work through the big issues facing the region in a changing world, and to do that as a whole Board rather than in a silo. Directors asked whether the function needs to sit in a service at all, and whether the Board would get better value from a Committee of the Whole.

- **Directors want to work more closely with municipal partners:**

  There was clear interest in understanding what member municipalities are already doing, and in integrating that work with rural priorities so the region operates as a team at a regional level.

- **Directors want to know that area-specific projects will continue:**

  Members asked how a project actually flows from an idea, through staff and finance support, to delivery, and what happens to the projects already underway, Section 4.0.

- **Directors want the strategic plan link and the cost of exploring an idea made explicit:**

  There was a question about how the function relates to the Board's strategic plan when it does not sit in a single service, and what it actually costs to scope or pilot a new idea, Section 3.1.

- **Directors asked specific questions about existing partnerships:**

  Including where the Slocan Lake and River Partnership lands under the new structure.

- **Rural Directors raised fairness and cost:**

  The cost is estimated for both electoral areas and municipalities in Section 4.1.

**Summary in brief –** *please see ATTACHMENT A for the full report from August 2026*

- **Why the current model is under review**

Service S105 is an opt-in requisition service. Participants are Electoral Areas A through J and the Villages of Kaslo and Silverton. Area K withdrew effective 2026. Areas E and J are expected to withdraw in 2027. Together those three represent about 29 percent of the S105 tax base. Silverton will withdraw in 2027, and Kaslo is reconsidering its position. Every withdrawal raises the cost for those who remain, which makes the

next withdrawal more likely. The service is on a path to becoming unviable regardless of the value of the work.

- **Track record**

Between 2017 and 2024 the sustainability function initiated 29 projects and programs, an average of 3.6 per year, most of them regional in scope. Grant revenue attracted through the function has leveraged its relatively small requisition more than five times over, bringing more than 2.9 million dollars in community investment into the region. Section 4 traces several of these projects from idea to outcome.

- **Where the work is already funded today,**

Much of the substantive program has already moved out of Community Sustainable Living Service 105. Food Policy Council core funding moved to General Administration (Service S100) in 2025 (resolution 695/24). Invasive species agreements have been funded from General Administration since 2024. Climate Action Plan implementation is funded through the Local Government Climate Action Program held in General Administration, and two staff positions are grant funded and held in Development and Community Sustainability Services Allocation 108. In practice S105 has become a residual service carrying the committee, the Supervisor's time and a small project fund. This proposal aligns the funding structure with what is already happening operationally.

## 3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

**Problem 1: The opt-in service model is structurally fragile**

Any participant may withdraw, subject to the consent of the remaining participants. Each withdrawal raises the cost for those who stay, which increases the incentive for the next participant to leave. With 29% of the requisition base departing by 2027 and two of the three municipal participants signaling withdrawal or reconsideration, the service is on a path to becoming unviable regardless of what the Board does about the work itself. This is a design problem, not a performance problem.

**Problem 2: Who pays does not match who benefits**

Watersheds, invasive species, food systems, transportation corridors, wildfire and drought do not follow municipal or electoral area boundaries. The nine member municipalities benefit from regional watershed data, regional emissions inventories, regional grant applications and regional partnership tables.

This report is candid that the proposed solution asks the seven municipalities who do not participate in CSLAC and the electoral areas who have opted out to begin contributing through General Administration. Section 4.4 sets out why staff believe that is justified, and Funding Models 2 and 4 are designed specifically to keep that contribution proportionate to the benefit received.

**The opportunity the Board identified: a space to govern in a changing region**

The clearest message from the Board was not about the service at all. It was that the RDCK lacks a regular, structured place to sit together as a region and work through the issues that are changing. The climate is shifting the ground under core RDCK business: drinking water security, wildfire and smoke, drought, flood risk, food supply and rural mobility. These arrive as cross-boundary problems that no single service, council or advisory body owns. Reconstituting the function as a Committee of the Whole would give the Board exactly that space, a regular regional forum where the whole Board, with its municipal partners, can look ahead, scope emerging issues, and decide together what the RDCK should do about them before they become reactive expenditures. This reframes the question from how to save a service to how the Board wants to govern a region in a changing world.

## 3.1 Alignment to Board Strategic Plan

Directors asked for this link to be made explicit. The Board's strategic plan identifies environmental protection, watershed governance, regional economic sustainability and collaborative governance as core priorities. A regular regional forum supports all four directly, and it does so in a way a single service cannot, because these priorities cut across services.

The strategic plan commits the RDCK to outcomes, protected watersheds, a resilient food system, lower emissions and communities prepared for climate impacts, that no individual department can deliver on its own. Delivering them needs a function that can look across services and partners, scope an issue, test a response and bring a recommendation to the Board. Making that function a Committee of the Whole, rather than an optional service that some areas buy into, formalizes sustainability and resilience as a permanent governance priority and gives the Board a standing venue to steer toward its own plan. In a changing operating environment, that foresight is how the strategic plan gets delivered rather than simply stated.

## 3.2 Legislative Considerations

A Committee of the Whole is a governance instrument of the Board. Under the Local Government Act the Board has authority to establish committees, including a committee of the whole, and to set their composition and terms of reference. A committee of this kind does not require a service establishing bylaw, participant assent or a requisition.

The Emergency Programme Executive Committee (EPEC) is a useful precedent. It is a whole-of-Board governance vehicle for a cross-cutting regional responsibility that no single service owns, and it demonstrates that the Board already uses this structure where a function needs region-wide oversight rather than a service. Staff will consider the appropriateness of including the EPEC into the scope of this Committee of the Whole.

The August report set out the legislative steps to wind down Service S105 and the apportionment rules that shape the funding models. Those still apply and are in *Section 3.2 in Attachment A*. What is new here is the governance instrument itself.

## 3.3 What Are the Risks

The full risk discussion, including the risk of taking no action and letting the service erode by attrition, is in *Attachment A.*

# 4.0 PROPOSED SOLUTION

Staff propose that Service S105 and CSLAC be wound down as a standalone requisition service, and that the sustainability and resilience function be reconstituted as part of at ToR for a Committee of the Whole of the Board. This is not a disbanding of the function. It is a rehousing of it in a stronger and more permanent form.

**What the Committee of the Whole would do**

The forum's purpose would be to evaluate emerging sustainability and resilience issues, scope potential new project and program areas, review evidence and partner proposals, support on-going work, oversee the RDCK's regional partnerships, and bring recommendations to the Board. Final decisions on funding and implementation remain with the Board. Because it is a Committee of the Whole, every Director, from every electoral area and every municipality, sits at the table, and municipal staff can be invited to participate. No one is left out of the conversation.

**A space to work as a team at a regional level**

Directors asked for a place to understand what municipalities are already doing and to integrate that with rural work. The Committee of the Whole is built for exactly that. It is the one table where the region can ask what sustainability and resilience actions Castlegar or Nelson are undertaking, how that connects to rural watershed and food work, and where the RDCK can add value at a regional scale rather than duplicating what members already do well on their own. It can receive referrals from Advisory Planning Commissions, sub-regional committees and member councils, so issues that cross boundaries have a home. This is the work as a team function the Board described.

**How an idea becomes a project: the feasibility-to-pilot pathway**

Directors asked what it costs to explore an idea and how a project flows. Staff recommend the terms of reference formalize the pathway the function has always used in practice:

- An idea or emerging issue is brought forward by a Director, staff, a partner or a community.
- The committee determines whether to proceed or not, if yes then directs a scoping assessment: what is the problem, who else is working on it, what would it cost, is there external funding, and does the RDCK have a role. Scoping is mostly staff time, plus a small research or consulting cost where needed.
- If it warrants testing, a small pilot is designed and funded, wherever possible from grants. Pilots have ranged from a few thousand dollars, such as the $6,500 Lardeau Valley grid resilience pilot, to larger grant-funded projects.
- The pilot is evaluated. It either moves with direction of the Board to an existing service with a business case to the Board, or it is closed out and the learning documented.

This is the answer to the question about the cost of exploring an idea. Scoping is deliberately cheap, exactly so the RDCK can decide against an idea before it becomes an expensive commitment. Evaluating an idea and choosing not to pursue it costs far less than implementing it and finding out. And similarly doing nothing also comes with costs in terms of lost opportunities or the increased cost of catching up and reacting after the fact.

**How the function supports area-specific projects: four worked examples**

The clearest way to show that projects continue, and to answer how a project flows and where it lands, is to trace real ones. The following table shows how four projects moved through the pathway above. Each shows how it started, how it was funded, who worked on it, and where it landed.

| Project | How it started and who scoped it | How it was funded | Where it landed |
|---|---|---|---|
| Central Kootenay Food Policy Council | Started 2017 as a small S105 contribution with Directors appointed to the council (res 718/17). | Began on S105 taxation and grants; grew over several years. | Graduated to General Administration core funding, $30,000 per year, in 2025 (res 695/24). No longer in the service.<br>Provides benefit to whole of RDCK. |
| Ymir and Quartz Creek Watershed Natural Asset Management Plan | Began as a scoping question, then a workplan and budget (res 305/23, 377/23), led by in collaboration with Water Services. | Delivered almost entirely on a $80,000 Community Works Fund grant from Area G (res 385/24); staff time the only local cost. | Complete and now being considered for how to secure the land against logging. This was a case study where the learning can be applied to whole of the RDCK. |
| Rural Mobility Community Advisory Committee and Rural Mobility Pilots | Direction to investigate regional transportation; working group seeded and terms of reference set (res 384/24), initiated by community via Director motion, let by staff. | Seeded with $15,000 from the LGCAP; and then two $25,000 + $20,000 Age-friendly grants, application for CBT funding and Community Development funding received. | Active pilot, concludes 2027, when the Board decides on continuation. Has served rural areas across the region as well as Nelson, Kaslo, Creston, Nakusp, Castlegar. New Denver, Salmo and Slocan. |
| Regional Approach to Rural Climate Adaptation | Joined the Rural Development Institute's regional adaptation partnership in 2019 (res 233/19), with a Selkirk College research agreement (res 595/19). | $12,500 of in-kind staff time over two years, leveraging a multi-partner research effort. | Fed directly into the RDCK's climate adaptation planning. A clear example of regional coordination value, benefit to the whole of the RDCK. |

First, the pathway has an exit as well as an entrance. The Food Policy Council shows an idea that earned an ongoing home and left the service; Ymir shows one graduating to the service that owns it long term. Things do not accumulate in the committee forever. Second, grants can carry the pilots, and taxation only sustains what has proven it is worth sustaining. That discipline is what keeps the function from becoming the catchall some Directors were rightly worried about.

**Where existing partnerships land, including the Slocan Lake and River Partnership**

One Director asked specifically where the Slocan Lake and River Partnership goes. The Partnership is active, its terms of reference are complete, and it is about to launch a request for proposals for Sensitive Ecosystem Inventory (SEI) with Community Works funding. It convenes the Slocan Lake communities, Sinixt and Syilx Nations and the Villages of New Denver, Silverton and Slocan, around shared lake and shoreline health.

Under the proposed structure it does not disappear and it is not downloaded onto the villages. It separates cleanly into two parts, which is exactly how Model 2 works. The regional coordination part, convening the partners, holding the terms of reference, managing the partnership and pursuing grants, is a regional governance cost, funded from the regional base, and much of it is grant fundable. The project delivery part, the mapping and shoreline work, is grant funded, as it is now. In practice the Partnership moves from an S105

line to the regional coordination function, and delivery continues on grants without interruption. The same logic applies to the Kootenay Lake Partnership, which is a cost of regional governance.

## 4.1 Financial Considerations of the Proposed Solution

All four models assume the committee itself is a Board governance cost. They differ in how staff and program costs are apportioned. In Model 2 - Municipalities and electoral areas (both) pay the regional coordination share through S100. Electoral areas carry the rural share through S101. The full apportionment analysis for all twenty participants across all four models is provided in *Attachment B*.

**The costs to be housed**

The annual program cost to be apportioned is approximately $240,000, made up of about $18,000 in committee costs, meetings, Director stipends and mileage, and about $222,000 in staff and program administration.

The costs to be housed are staff time currently charged to S105 and associated administration; the committee, treated as a cost of Board governance; the regional program, including partnership contributions, communications, and regional data products; and an annual allocation for scoping and pilots (to be determined). Directors asked that this exploratory allocation be protected so the committee can evaluate ideas cheaply, and staff recommend the 2027 budget include an explicit scoping and pilot allocation.

**What rural communities pay now, and what they would pay under Model 2**

Rural Directors asked to see the change for their own areas, and this is central to the fairness question. The key structural point is simple. Today about $240,000 is carried by twelve participants. Under Model 2 a similar total is carried by twenty participants, because the member municipalities that contribute nothing today begin to share the regional coordination cost. Spreading a similar total across a much larger assessment base lowers the amount for the areas that pay today.

The table below compares the current S105 contribution with the Model 2 amount for each current rural participant. The Model 2 figures are calculated from the apportionment workbook in *Attachment B*.

| Participant | Current S105 | Model 2 (proposed) | Change |
|---|---|---|---|
| **Electoral Areas (pay the regional and rural share)** | | | |
| Electoral Area A | 24,928 | 17,521 | -7,407 (-30%) |
| Electoral Area B | 31,082 | 21,847 | -9,235 (-30%) |
| Electoral Area C | 12,655 | 8,895 | -3,760 (-30%) |
| Electoral Area D | 14,301 | 10,052 | -4,249 (-30%) |
| Electoral Area E | 35,394 | 24,877 | -10,517 (-30%) |
| Electoral Area F | 33,007 | 23,199 | -9,808 (-30%) |
| Electoral Area G | 13,781 | 9,686 | -4,095 (-30%) |
| Electoral Area H | 32,188 | 22,624 | -9,564 (-30%) |
| Electoral Area I | 14,368 | 10,099 | -4,269 (-30%) |
| Electoral Area J | 22,480 | 15,800 | -6,680 (-30%) |
| Electoral Area K (withdrawn, pays 0 today) | 0 | 11,594 | + 11,594 (new) |

| Participant | Current S105 | Model 2 (proposed) | Change |
|---|---|---|---|
| **Member Municipalities (pay the regional coordination share only)** | | | |
| City of Castlegar | 0 | 17,367 | +17,367 (new) |
| Town of Creston | 0 | 8,371 | +8,371 (new) |
| City of Nelson | 0 | 25,235 | +25,235 (new) |
| Village of Kaslo | 7,426 | 2,063 | -5,363 (-72%) |
| Village of Nakusp | 0 | 2,722 | +2,722 (new) |
| Village of New Denver | 0 | 1,103 | +1,103 (new) |
| Village of Salmo | 0 | 1,385 | +1,385 (new) |
| Village of Silverton | 1,851 | 514 | -1,337 (-72%) |
| Village of Slocan | 0 | 584 | +584 (new) |
| **Total, all participants** | **243,462** | **240,000** | |

Collectively, the twelve current participants pay about $240,000 today and would pay about $167,000 under Model 2, roughly a 30 percent reduction, because the seven non-participating municipalities and Area K begin contributing to the regional coordination they benefit from. Every current rural participant pays less. The two villages, Kaslo and Silverton, pay substantially less because, as municipalities, they carry only the regional coordination share and not the rural delivery share.

This is the direct answer to the concern that the change is costly to rural areas, and to the specific worry about the cost of watershed work. Under Model 2, rural areas pay less for the regional function than they do today, and sub-regional watershed delivery with a concentrated local benefit is cost shared with the beneficiary rather than carried by the whole rural base.

For the remaining seven municipalities who do not participate in CSLAC, they are asked to contribute to a regional coordination service. Section 4.4 sets out why staff believe that is beneficial (more detail in *Section 4.4 of Attachment A)*, and Funding Models 2 and 4 try to allocate the costs appropriately.

## 4.2 Risks with the Proposed Solution

- **Policy change:** Moving sustainability work into General Administration requires the Board to affirm that this is a core regional governance function. That is a deliberate policy position.
- **New cost to member municipalities:** Seven municipalities would begin contributing to work they do not fund today. Member councils will reasonably want to weigh the value for their community.
- **Loss of a flexible project fund:** S105 has carried a discretionary fund used to leverage grants. Under any model that flexibility is reduced unless a base allocation is deliberately preserved. Staff recommend protecting a small scoping and pilot allocation, as Directors requested.
- **Transition management:** Active commitments, including the Watershed Governance Initiative, the Slocan Lake and River Partnership, the Kootenay Lake Partnership and the Rural Mobility pilot, must continue uninterrupted while S105 is wound down. These operate under existing agreements and grant conditions that must be honoured.
- **Crowded agendas:** A Committee of the Whole competes with regular Board business for time. Staff recommend a set quarterly schedule (meet every 3 months) so the forum is protected rather than squeezed.

### 4.3 Resource Allocation and Workplan Impact of Proposed Solution

The Sustainability and Resilience Supervisor will lead the transition, supported by the General Manager of Development and Community Sustainability Services, and by Finance and Corporate Administration on the terms of reference, apportionment and Financial Plan components. The transition, terms of reference and engagement can be completed within existing staff capacity. Active projects will not be disrupted, and existing funding agreements continue under their current authorities through the transition.

### 4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The full value case, why regional coordination does not duplicate municipal capacity, the grant leverage members gain, the benefit to smaller municipalities, and the honest concession that for the three largest municipalities the benefit is coordination, collaboration and data rather than direct service, is set out in *Section 4.4 of Attachment A* and is not repeated here.

What is worth adding for this report is how present those partnerships already are. Staff work with the City of Nelson on regional emissions inventories and climate action including HomeSave and the commercial organic diversion pilot. Staff work with the Town of Creston and the Creston Valley Services Committee on the Goat Watershed water sustainability planning, in partnership with yaqan nu?kiy and the Province. Staff convene the Villages of New Denver, Silverton and Slocan through the Slocan Lake and River Partnership. The Rural Mobility pilot has served Nelson, New Denver, Salmo and Slocan, and the upcoming Adaptation Plan will involve all municipalities. A Committee of the Whole makes these partnerships stronger and gives members a standing place to shape work they already benefit from.

### 4.5 Leveraging Technology

Regional data products, including emissions inventories, State of Climate Action reporting and shared mapping through GIS, are a core part of what the function delivers to members. The reconstituted forum would continue to develop these shared tools, which give every member, and especially smaller municipalities, access to data and analysis they could not produce individually.

### 4.6 Measuring Success

- A Board decision on the governance and funding model
- A funding model reflected in the 2027 Financial Plan with the support of member municipalities
- No disruption to active projects through the transition
- Grant revenue sustained or improved in the first two years under the new structure, measured against the five-year average
- A functioning regional forum that meets on a set schedule and brings emerging issues to the Board before they become reactive costs

## 5.0 ALTERNATIVE SOLUTION(S)

Two alternatives are available to the Board.

**Alternative A: a standing committee rather than a Committee of the Whole**

The August 2026 report recommended a standing committee with guaranteed municipal representation. This remains a sound option and achieves the same structural fix. A standing committee is a smaller, dedicated group that meets and reports to the Board. A Committee of the Whole puts every Director in the room. The trade-off is focus against participation. A standing committee gives dedicated attention and a lighter meeting load; a Committee of the Whole gives full participation and is the better fit for the space for regional conversation the Board described, at the cost of more Board time. Both keep final decisions with the Board, both wind down S105, and either can be funded through Model 2. Staff now recommend the Committee of

the Whole because it responds most directly to what Directors asked for and present the standing committee as a fully workable alternative.

**Alternative B: retain Service S105 with a reduced workplan**

Retain S105 scaled to the smaller funding base left after withdrawals. This would mean fewer meetings, reduced staff time and elimination of the pilot fund. Remaining participants would not face a requisition increase but would receive substantially less service, and reduced staff capacity would cut grant revenue disproportionately, since grant development is staff intensive. This does not resolve the structural problem. It remains vulnerable to further withdrawals, and each withdrawal makes the next more likely. It defers the decision rather than resolving it, and staff would expect to return to the Board on the same question within two to three budget cycles.

### 5.1 Financial Considerations of the Alternative Solution(s)

A standing committee under Model 2 has the same financial profile as the recommended option. Retaining a reduced S105 would apportion a shrinking budget across a shrinking base, about 71 percent of the current base after Areas K, E and J, and lower again if Silverton and Kaslo withdraw, with staff time, meeting frequency and project capacity scaled down accordingly.

### 5.2 Risks with the Alternative Solution(s)

A standing committee carries only the modest risk that a smaller group is seen as less inclusive than a Committee of the Whole, which is why municipal representation must be guaranteed in its terms of reference. A reduced S105 leaves the structural problem, and the mismatch between who pays and who benefits, entirely unaddressed.

### 5.3 Resource Allocation and Workplan Impact of the Alternative Solution(s)

Under a reduced S105, sub-regional watershed commitments and partnership contributions would need to be reviewed against the smaller budget, and some would likely be discontinued or transferred. Grant administration capacity would be the first constraint reached.

### 5.4 Public Benefit and Stakeholder Engagement of the Alternative Solution(s)

A standing committee delivers substantially the same public benefit as the recommended option. A reduced S105 delivers a narrower benefit, fewer pilots, less grant leverage and reduced ability to respond to emerging issues, and partners including the Kootenay Lake Partnership and the Slocan Lake and River Partnership would need to be advised of reduced RDCK capacity.

### 5.5 Measuring Success of the Alternative Solution(s)

For a standing committee, success is measured as for the recommended option. For a reduced S105, success would be the orderly delivery of a smaller workplan and the orderly discontinuation of commitments that can no longer be supported, understood as deferring rather than resolving the question.

## 6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

These options were weighed in the August report and are summarized here for completeness.

- Cancelling the function and Service S105 entirely
- Transferring reporting to the Rural Affairs Committee only
- Absorbing the function into an existing operating service

## 7.0 OPTIONS SUMMARY

The options below all establish a permanent governance home and wind down Service 105, except Option 5, which retains it. Options 1, 2 and 4 use a Committee of the Whole and differ in the funding model. Option 3 uses a standing committee.

**Option 1 (Staff Recommendation): Committee of the Whole with Shared Regional and Rural Funding (Model 2)**

THAT the Board direct staff to prepare terms of reference, and any necessary bylaw, to reconstitute the sustainability and resilience function currently carried by the Community Sustainable Living Advisory Committee as a Committee of the Whole of the Board, providing a regular regional forum for sustainability, resilience and emerging cross-boundary issues for the Board's consideration;

AND FURTHER, that the Board endorse Funding Model 2 (General Administration Service 100 and Rural Administration Service 101) as described in Section 4.1 of this report as the basis for preparing the 2027 draft Financial Plan, with an annual allocation retained for scoping and exploration of emerging issues;

AND FURTHER, that the Board direct staff to make the necessary changes to wind down the Community Sustainable Living Service S105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward a transition plan for existing Community Sustainable Living Service 105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

**Option 2: Committee of the Whole with Full General Administration Funding (Model 3)**

THAT the Board direct staff to prepare terms of reference, and any necessary bylaw, to reconstitute the sustainability and resilience function as a Committee of the Whole of the Board; endorse Funding Model 3 as the basis for the 2027 draft Financial Plan; wind down the Service S105 requisition no later than the 2028 Financial Plan; and bring forward a transition plan for existing commitments as part of the 2027 budget process.

AND FURTHER, that the Board endorse Funding Model 3 (General Administration Service 100) as described in Section 4.1 of this report as the basis for preparing the 2027 draft Financial Plan, with an annual allocation retained for scoping and exploration of emerging issues;

AND FURTHER, that the Board direct staff to make the necessary changes to wind down the Community Sustainable Living Service S105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward a transition plan for existing Community Sustainable Living Service 105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

**Option 3: Standing Committee with Shared Regional and Rural Funding (Model 2)**

THAT the Board direct staff to prepare terms of reference to reconstitute the function as a standing committee of the Board with guaranteed municipal representation; endorse Funding Model 2 as the basis for the 2027 draft Financial Plan, with project-specific costs recovered on Model 4 principles; wind down the Service S105 requisition no later than the 2028 Financial Plan; and bring forward a transition plan for existing commitments.

AND FURTHER, that the Board endorse Funding Model 2 (General Administration Service 100 and Rural Administration Service 101) as described in Section 4.1 of this report as the basis for preparing the 2027 draft Financial Plan, with an annual allocation retained for scoping and exploration of emerging issues;

AND FURTHER, that the Board direct staff to make the necessary changes to wind down the Community Sustainable Living Service S105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward a transition plan for existing Community Sustainable Living Service 105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

**Option 4: Committee of the Whole with Core Funding and Fee for Use (Model 4)**

THAT the Board direct staff to prepare terms of reference, and any necessary bylaw, to reconstitute the sustainability and resilience function as a Committee of the Whole of the Board; endorse Funding Model 4 as the basis for the 2027 draft Financial Plan; wind down the Service S105 requisition no later than the 2028 Financial Plan; and bring forward a transition plan for existing commitments as part of the 2027 budget process.

AND FURTHER, that the Board endorse Funding Model 4 (Core plus fee for use General Administration Service 100 plus cost recovery) as described in Section 4.1 of this report as the basis for preparing the 2027 draft Financial Plan, with an annual allocation retained for scoping and exploration of emerging issues;

AND FURTHER, that the Board direct staff to make the necessary changes to wind down the Community Sustainable Living Service S105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward a transition plan for existing Community Sustainable Living Service 105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

**Option 5: Retain Service S105 with a Reduced Workplan**

THAT the Board direct staff to retain Community Sustainable Living Service 105 with a workplan and budget scaled to the reduced participant base, and report back on the projects and partnerships that can no longer be supported at that funding level.

## 8.0 RECOMMENDATION

THAT the Board direct staff to prepare terms of reference, and any necessary bylaw, to reconstitute the sustainability and resilience function currently carried by the Community Sustainable Living Advisory Committee as a Committee of the Whole of the Board, providing a regular regional forum for sustainability, resilience and emerging cross-boundary issues for the Board's consideration;

AND FURTHER, that the Board endorse Funding Model 2 (General Administration Service 100 and Rural Administration Service 101) as described in Section 4.1 of this report as the basis for preparing the 2027 draft Financial Plan, with an annual allocation retained for scoping and exploration of emerging issues;

AND FURTHER, that the Board direct staff to make the necessary changes to wind down the Community Sustainable Living Service S105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward a transition plan for existing Community Sustainable Living Service 105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

Respectfully submitted,

Paris Marshall Smith, Sustainability & Resilience Supervisor

## 9.0 CONCURRENCE

Chief Administrative Officer - Stuart Horn Approved
Chief Financial Officer - Yev Malloff Approved
General Manager of Development and Community Sustainability Services - Amy Wilson Approved

**ATTACHMENTS**

Attachment A: CSLAC Transition to a Standing Committee of the Board: Governance and Funding Options
Attachment B: CSLAC Funding Model Comparison, all twenty participants across four funding models.

# Board Report

*August 20, 2026*

## Community Sustainable Living Advisory Committee – Transition to a Standing Committee of the Board: Governance and Funding Options

| | |
|---|---|
| **Author:** | Paris Marshall Smith, Sustainability & Resilience Supervisor |
| **File Reference:** | 01-0515-20-CSL |
| **Electoral Area/Municipality:** | All Electoral Areas (A–K) and all Member Municipalities |
| **Services Impacted** | S100 General Administration; S101 Rural Administration; S105 Community Sustainable Living; A108 Development and Community Sustainability Services |

## 1.0 STAFF RECOMMENDATION

THAT the Board direct staff to prepare a bylaw and draft Terms of Reference to reconstitute the Community Sustainable Living Advisory Committee (CSLAC) as a standing committee of the Board, on the model of the Rural Affairs Committee but with municipal representation, for the Board's consideration no later than Q4 2026;

AND FURTHER, that the Board endorse Funding Model 2 (Shared Regional and Rural Administration) as described in Section 4.1 of this report as the basis for preparing the 2027 draft Financial Plan, with project-specific costs recovered from benefiting services and sub-regional committees;

AND FURTHER, that the Board direct staff to adjust the 2026 Financial Plan and make the necessary changes to wind down the Service S105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward a transition plan for existing Service S105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

## 2.0 BACKGROUND/HISTORY

**Board Direction**

At its June 2026 meeting, the Board directed staff to prepare a proposal to transition the Community Sustainable Living Advisory Committee (CSLAC) from a committee governing Service S105 to a standing committee of the Board, with sustainability work funded through General Administration, and to prepare draft Terms of Reference for a reconstituted committee (resolution 277/26). This report responds to that direction and sets out four funding models for the Board's consideration. Staff has not yet prepared a draft Terms of Reference, wanting first to receive Board input on the proposal.

**Why the Current Model Is Under Review**

Service S105, the Community Sustainable Living Service, is an opt-in requisition service. Participants are Electoral Areas A through J and the Villages of Kaslo and Silverton. The seven remaining member municipalities, Castlegar, Creston, Nakusp, Nelson, New Denver, Salmo and Slocan, do not contribute to S105, although the regional work

it funds affects them. Some examples include the sub-regional Goat River Watershed Water Sustainability Planning which includes Creston, the regional Rural Mobility Pilot which has benefited Nelson, New Denver, Salmo and Slocan.

- Area K has withdrawn effective 2026, representing 6% of the S105 requisition.
- Areas E and J are expected to withdraw in 2027, representing 14% and 9% respectively.
- Combined, these three areas represent 29% of the current S105 tax base.
- Silverton has indicated it will withdraw and Kaslo is considering its position.

In December 2025 staff presented four scenarios in response to these withdrawals. CSLAC members responded with a single framing question: what does sustainability look like at the RDCK in 2026 and beyond — who does the work, how is it funded, and under what governance? Participants were consistent that the question was not whether to do the work, but where it belongs.

**CSLAC's Role and Track Record**

CSLAC was established to provide a regional forum for sustainability and resilience work that sits outside traditional core services. Over more than a decade it has guided regional and sub-regional work on watershed governance, food security, climate adaptation, rural mobility, energy resilience and invasive species management. Its most consistent function has been evaluating ideas before they become commitments: scoping, testing feasibility, piloting at small scale, and recommending to the Board only what has proven out. The Committee has also been the RDCK's principal vehicle for attracting and administering external grants for this work. Between 2017 and 2024, CSLAC initiated 29 projects and programs – an average of 3.6 projects per year. Most of its initiatives are regional in scope and benefit. Grant revenue attracted through the sustainability function has leveraged its relatively small contribution of over 5.3 times for more than $2.9 million in community investment.

**Where the Work Is Already Funded Today**

An important feature of the current arrangement is that the sustainability portfolio as determined will migrate out of S105. Core funding for the Central Kootenay Food Policy Council moved to S100 in 2025 (resolution 695/24). Invasive species agreements have been funded from S100 since 2024 (resolutions 379/24 and 696/24). Climate Action Plan implementation is funded through the Local Government Climate Action Program held in S100. The Community Resilience Coordinator and Senior Energy Specialist positions are grant-funded (Local Government Climate Action Program and FortisBC respectively) and held in A108. The rural mobility pilot work is funded through grants (Age Friendly Grants and Local Government Climate Action Program) transferred to A108. Staff time for the Sustainability & Resilience Supervisor is currently split 75% S105 and 25% S100. In practice, S105 has become a residual service carrying the committee itself, the Supervisor's time, and a small pool of project funds (none for the last 3 years) while the substantive sustainability program is already regionally funded. The proposal in this report aligns the funding structure with what is already happening operationally.

**Current Service S105 Project Commitments**

The following table lists active projects associated with Service S105 and the Committee, their status, and where staff propose the work would sit under a standing committee model.

| Project | Status / End Date | Current Funding | Proposed Future Funding |
|---|---|---|---|
| Rural Mobility Community Advisory Committee / Regional Mobility Working Group | Active pilot; year 2 launching; pilot concludes 2027 | Age-friendly Communities grant; Local Government Climate Action Program (S100); staff time A108/S105 | Complete the pilot under existing grant authorities. Board decision required in 2027 on whether to continue, and if so under what |

| Project | Status / End Date | Current Funding | Proposed Future Funding |
|---|---|---|---|
| | | | service. Staff coordination from grants via A108. |
| Watershed Governance Initiative — Goat Watershed Water Sustainability Planning (Creston Valley) | Active; engagement underway, planning phase continuing | Watershed Security Fund and Investment Agriculture grants; S105 staff time; reporting already shared with Creston Valley Services Committee | Regional coordination from S100 sub-regional planning and implementation costs proposed for cost-share with the Creston Valley Services Committee. See discussion below. |
| Slocan Lake and River Partnership | Active; project work underway | Grant funding for Sensitive Ecosystem inventory (SEI); S105 staff time | Regional partnership coordination from the S100 could be grant funded; project delivery grant-funded. |
| Kootenay Lake Partnership | Active; ongoing coordinator contribution | Diverse sources, S105 staff time to provide admin support. | Standing committee budget in S100. This is a government-to-government partnership commitment and is properly a cost of regional governance. |
| Ymir / Quartz Creek Watershed Natural Asset Management Plan | Final report received; next steps underway. | Community Works Fund (Area G), S105 staff time to support admin and project development. | Natural asset management for RDCK-owned water systems is an asset management function – perhaps included in Water Services? |
| Regional Invasive Species Working Group | Active; 2026 funding requested | Already funded from S100 (resolutions 379/24, 696/24) | No change — remains in S100. |
| Climate Action Strategy implementation and business cases | Active; business cases brought forward individually | Local Government Climate Action Program funds held in S100 | No change — remains in S100. Standing committee reviews business cases before they reach the Board. |
| Central Kootenay Food Policy Council core funding | Active; annual agreement | S100 since 2025 (resolution 695/24) | No change — remains in S100. |
| Committee administration, communications and reporting | Ongoing | S105 (stipends, mileage, meeting support, website and print materials) | S100 as a cost of Board governance. |

**The Creston Valley Cost-Share Question**

The Goat Watershed Water Sustainability Planning process raises a question the Board should settle explicitly, because it will recur. The project is regionally significant, it is the RDCK's most dedicated water sustainability planning process and is being pursued in partnership with yaqan nu?kiy and the Province, but its direct benefits are concentrated in the Creston Valley. The same pattern applies to the Slocan Lake and River Partnership and the Kootenay Lake Partnership.

Staff propose the following principle for the Board's consideration: the standing committee budget funds the regional functions: convening, scoping, grant development, partnership and Crown/First Nations relationship management, and the transfer of method and learning between valleys. Where a project moves into sub-regional planning or implementation with an identifiable local benefit, a share of costs is recovered from the benefiting service or sub-regional committee, in this case the Creston Valley Services Committee.

This is not a cost-download. It is the difference between paying to develop a water sustainability planning process once, regionally, and each valley building one from scratch. It also protects the regional budget from being consumed by whichever sub-region is most active in a given year and speaks to the fairness concern raised most often in the June 2025 interviews with CSLAC members.

## 3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

There are two distinct problems, and they need to be separated.

**Problem 1: The opt-in service model is structurally fragile**
Any participant may withdraw, subject to the consent of the remaining participants. Each withdrawal raises the cost for those who stay, which increases the incentive for the next participant to leave. With 29% of the requisition base departing by 2027 and two of the three municipal participants signaling withdrawal or reconsideration, the service is on a path to becoming unviable regardless of what the Board does about the work itself. This is a design problem, not a performance problem.

**Problem 2: Who pays does not match who benefits**
Watersheds, invasive species, food systems, transportation corridors, wildfire and drought do not follow municipal or electoral area boundaries. The nine member municipalities benefit from regional watershed data, regional emissions inventories, regional grant applications and regional partnership tables.
This report is candid that the proposed solution asks the seven municipalities who do not participate in CSLAC and the electoral areas who have opted out to begin contributing through General Administration. Section 4.4 sets out why staff believe that is justified, and Funding Models 2 and 4 are designed specifically to keep that contribution proportionate to the benefit received.

**The opportunity**
Rather than asking "how do we sustain this service?", the question is "where does the work of sustainability belong?" Reconstituting CSLAC as a standing committee of the Board would:

- Remove the opt-out dynamic that has destabilized the service.
- Distribute the cost of regional coordination across the base that receives the benefit.
- Retain the committee's structure, staff expertise and grant capacity that have taken a decade to build.
- Give the Board a permanent, structured venue for evaluating emerging issues before they become reactive expenditures.
-

### 3.1 Alignment to Board Strategic Plan

The Board's strategic plan identifies environmental protection, watershed governance, regional economic sustainability and collaborative governance as core priorities.

A standing committee supports all four directly. It provides the structured space to anticipate emerging risks such as drought, wildfire, food insecurity, rural transportation gaps and to evaluate evidence-based responses before they require reactive investment, and to coordinate across service areas and partner governments. The strategic plan commits the RDCK to work the organization cannot deliver without a function that can scope and test it.

Making the committee a standing committee of the Board rather than a service committee formalizes sustainability and resilience as a permanent governance priority rather than an optional program contingent on which areas choose to participate in a given year.

### 3.2 Legislative Considerations

Under the Local Government Act the Board has authority to establish committees to advise it, and to determine their composition and terms of reference by bylaw or resolution. The Rural Affairs Committee is established on this basis and is the closest existing model.

Three points matter for the Board's decision:

- A standing committee does not require a service establishing bylaw, participant assent or a requisition. It is a governance instrument, created and dissolved by the Board.
- The Rural Affairs Committee is composed of Electoral Area Directors. CSLAC has always included municipal participation and the work is region-wide. A reconstituted CSLAC should therefore be a standing committee of the whole Board, or a standing committee with guaranteed municipal representation. This is a substantive difference from the RAC model and needs to be settled in the Terms of Reference.
- Winding down Service S105 requires notice to participants, a repeal bylaw and Financial Plan amendments. Existing multi-year commitments funded from S105 must be honoured or formally reassigned before the service closes. Staff propose a target of no later than the 2028 Financial Plan to allow this to be done properly.

Cost apportionment is also legislatively constrained and shapes the funding models in Section 4.1. General Administration (S100) is apportioned across all participants (electoral areas and municipalities). Rural Administration (S101) is apportioned across electoral areas only. Any fee-for-service recovery, like GIS, may require an agreement or an established cost-recovery framework.

### 3.3 What Are the Risks

**Risks of taking no action**

The primary risk is accelerating fragmentation. As areas withdraw and the S105 budget shrinks, the service becomes less viable, staff capacity diminishes, grant opportunities are lost, and the regional sustainability function erodes incrementally rather than through a Board decision.

A comparative analysis prepared places the RDCK in the top tier of BC regional districts for sustainability programming, alongside the Capital Regional District and the Regional Districts of Nanaimo, Central Okanagan and Okanagan-Similkameen. That analysis observes that peer districts relying on fragmented or opt-in models sit consistently in the middle tier. Capacity of this kind takes a decade to build and is expensive to rebuild.

**Risks that the transition itself creates**

The principal risks are set out at Section 4.2, and the most significant is political rather than financial: moving costs into General Administration asks members who do not currently pay to begin paying.

## 4.0 PROPOSED SOLUTION

Staff propose that Service S105 be wound down as a standalone requisition service and that CSLAC be reconstituted as a standing committee of the Board. This is not a disbanding of the function; it is a rehousing of it.

**What the standing committee would do**

The committee's mandate would be to evaluate emerging sustainability and resilience issues, scope potential new project and program areas, review evidence and partner proposals, oversee the RDCK's regional sustainability partnerships, and bring recommendations forward to the Board. Final decisions on funding and implementation remain with the Board.

Staff recommend the Terms of Reference formalize a feasibility-to-pilot pathway, which is in substance what CSLAC has always done:

- An idea or emerging issue is brought forward by a Director, staff, a partner or a community.
- The committee directs a scoping assessment: what is the problem, who else is doing this, what would it cost, is there external funding, does the RDCK have a role?
- If it warrants testing, a small pilot is designed and funded, wherever possible from grants.
- The pilot is evaluated. It either graduates to an existing service with a business case to the Board, or it is closed out and the learning documented.

A structured evaluation function prevents the RDCK from committing to programs that will not work and gives the Board a place to send ideas that do not fit an existing service.

**Composition and reporting**
Directors would be appointed by the Board, with representation across electoral areas and member municipalities. The committee would report directly to the Board. Its costs, including staff support, Director stipends, mileage, meeting expenses, would be treated as a cost of governance rather than a separately taxed service, consistent with how the Board funds its other committees.

## 4.1 Financial Considerations of the Proposed Solution

To date CSLAC and S105 have operated within their approved annual budgets. No extraordinary expenditure is requested as part of this transition. What changes is where existing costs sit, see ATTACH 01 for full details and below for summary of apportionment distribution across models.

The costs to be housed are:

- **Staff:** Sustainability & Resilience Supervisor time currently charged to S105 (0.75 FTE), plus associated administrative and management time.
- **Committee:** Director stipends, mileage, meeting support, agenda preparation and minutes.
- **Regional program:** Regional partnership contributions, communications, State of Climate Action and Local Government Climate Action Program reporting, and the regional data products described in Section 4.4.
- **Project development:** Scoping, feasibility work and pilots (sought from grants wherever possible) with a base allocation (has been $25,000 in the past).

**Four funding models**
All four models assume the committee itself is a Board governance cost. They differ in how staff and program costs are apportioned.

| Model | How staff and program costs are funded | Who pays | Main advantage | Main risk |
|---|---|---|---|---|
| 1. Departmental host (A108 + S100) | All staff salaries and program administration remain in A108 Development and Community Sustainability Services administration and are recovered through A108's existing allocation. Meetings and Director stipends charged to S100 as a Board activity. | A108 costs follow the existing departmental allocation; committee costs fall to all participants through S100. | Smallest structural change and the least visible tax impact. Staff stay with the department that delivers the work. | Cross-cutting regional work has no obvious host service to be allocated to. Risk that the function is squeezed whenever host services set priorities — the same erosion risk in a different form. |

| Model | How staff and program costs are funded | Who pays | Main advantage | Main risk |
|---|---|---|---|---|
| 2. Shared regional and rural (S100 + S101) RECOMMENDED | Staff salaries split between S100 and S101 on a defensible basis reflecting where the work occurs (indicatively 50/50, to be set by Finance and reviewed annually). Meetings and stipends in S100. Project-specific costs recovered from benefiting services and sub-regional committees. | Municipalities and electoral areas (both) pay the regional coordination share through S100. Electoral areas carry the rural share through S101. | Closest match between cost and benefit. Municipalities with their own capacity are not asked to fund rural service delivery. | Requires a split methodology that will be scrutinized annually. Adds pressure to S101. More administratively complex than Model 3. |
| 3. Full General Administration (S100) | All staff, committee and program costs in S100. | All participants, every electoral area and every municipality, on the General Administration apportionment basis. | Simplest to administer and to explain. Strongest statement that regional sustainability is core governance, not an optional program. | Largest new cost exposure for the seven municipalities that contribute nothing today. Hardest to carry politically without the value case in Section 4.4 being accepted. |
| 4. Core plus fee for use (S100 + recoveries) | S100 funds a base of approximately 50% - the committee, regional coordination, horizon scanning, regional data and reporting, and grant development. The balance is recovered through fee-for-service agreements with the areas, municipalities, services or sub-regional committees requesting project work, on the model used for GIS services. | All participants fund the base through S100. Beyond that, members and services pay for what they request. This would either be funded through grants, or taxation if costs are known ahead of budget year and can be planned. | Members with in-house capacity buy only what they need. Scales with demand and keeps a guaranteed floor of regional capacity. Most directly answers the fairness objection. | Revenue uncertainty makes work planning and grant commitments harder. Administrative overhead of scoping, quoting and billing. Risk of reintroducing the opt-in dynamic at project level if the base is set too low. |

| UNIFORM RATE PER $100,000 OF ASSESSMENT | |
|---|---|
| Model 1 — new visible cost (all participants) | $0.76 |
| Model 2 — municipalities (S100 only) | $5.46 |
| Model 2 — electoral areas (S100 + S101) | $14.17 |
| Model 3 — all participants | $10.16 |
| Model 4 — guaranteed base (all participants) | $5.08 |

A full draft analysis is provided in ATTACH01.

**Why staff recommend Model 2**

Model 3 is the cleanest expression of the principle that this is core regional governance, and the Board may reasonably choose it. Staff recommend Model 2 because it makes the same structural fix while keeping the ask of member municipalities proportionate to the benefit they receive. Municipalities are asked to fund regional coordination, data and partnership work they demonstrably use; they are not asked to fund rural service delivery in electoral areas.

Model 2 also combines well with Model 4 rather than competing with it. Staff recommend that project-specific work with an identifiable local beneficiary such as the Goat River Watershed water sustainability planning, Slocan River riparian mapping work, a possible sub-regional mobility pilot, be recovered from the benefitting service or committee under Model 4 principles, on top of the Model 2 base. That combination gives the Board a stable regional foundation and a fair mechanism for local work.

Model 1 is the least disruptive but does not resolve the underlying problem. It relocates a fragile funding arrangement rather than fixing it and leaves cross-cutting regional work without a home.

## 4.2 Risks with the Proposed Solution

- **Policy change:** Moving sustainability work into General Administration requires the Board to affirm that this is a core regional governance function. That is a deliberate policy position and should be voted on explicitly rather than arrived at through a budget line.

- **New cost to member municipalities:** Seven member municipalities would begin contributing to work they do not fund today. This is a substantive question and member councils will reasonably want to assess the value against the cost for their own community. If that assessment has to happen inside the compressed 2027 budget timeline, the decision risks being made on timing rather than on the merits. Staff recommend the analysis at Section 4.4 be brought to each member council with sufficient lead time for councils to form a position and put questions to staff.

- **Loss of a flexible project fund:** S105 currently carries a discretionary project fund that has been used to leverage external grants. Under any of the models, that flexibility is reduced unless a base allocation is deliberately preserved. Staff recommend the 2027 budget include an explicit scoping and pilot allocation, however small.

- **Transition management:** Active commitments such as the Watershed Governance Initiative, Slocan Lake and River Partnership, Kootenay Lake Partnership and Rural Mobility Community Advisory Committee must continue uninterrupted while S105 is wound down. These operate under existing agreements and grant conditions that must be honoured.

## 4.3 Resource Allocation and Workplan Impact

The Sustainability & Resilience Supervisor will lead the transition planning, supported by the General Manager of Development and Community Sustainability Services and with Finance and Corporate Administration on the Terms of Reference, apportionment, and Financial Plan components.

Indicative timeline:

| Milestone | Target |
|---|---|
| Board decision on governance model and funding model (this report) | Q3 2026 |
| Engagement with member municipality councils and CSLAC partner organizations | Q3–Q4 2026 |
| Draft Terms of Reference and committee bylaw to the Board | Q4 2026 |
| Funding model reflected in the 2027 draft Financial Plan | 2027 budget process |
| Reconstituted committee established and first meeting held | Early 2027 |
| Service S105 discontinuance bylaw and Financial Plan amendments | No later than the 2028 Financial Plan |

The transition proposal, Terms of Reference, and engagement can be completed within existing staff capacity. Active projects will not be disrupted; existing funding agreements and commitments continue under their current authorities through the transition period.

## 4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

There is no legislated obligation requiring a particular governance structure for sustainability work. This is a Board governance decision. The question the Board will be asked at the budget table is: why should a municipality that already does this work internally pay for a regional service?

Staff offer six answers, and one honest concession.

**1. The problems do not stop at the municipal boundary**

Nelson, Castlegar and Creston can manage their own corporate emissions, their own facilities and their own land use. None of them can manage the watershed their drinking water comes from, the invasive plants arriving on the highway corridor, the smoke in the airshed, the flood risk originating upstream, or the farmland outside their boundary that supplies them. Every one of those sits in electoral area or Crown land, and every one of them lands on a municipality when it goes wrong. Regional coordination does not duplicate municipal capacity, it operates at the scale where these problems are flexible.

**2. Grant leverage that no single member can achieve alone**

The RDCK's sustainability function has consistently attracted external funding well in excess of the S105 requisition. For a member municipality to benefit from a share of a coordination cost that buys access to projects delivered in and around its community that it did not have to staff, write the grant for or administer, see section 4.1.

**3. Benefit to small municipalities**

Silverton, New Denver, Slocan, Salmo, Kaslo and Nakusp cannot employ a climate specialist, an energy specialist or a food systems coordinator. For these communities the regional function is not a duplication of internal capacity. Shared regional capacity is the same argument the Board accepts for building inspection, GIS, emergency management and asset management.

**The honest concession**

For the RDCK's three largest municipalities, the marginal benefit is coordination, data, grant access and partnership rather than service delivery. That is a real distinction. It is exactly why staff recommend Model 2 rather than Model 3, and why project-specific costs should be recovered from the beneficiaries under Model 4 principles. Members should be asked to pay for what they use, and the funding structure should be able to demonstrate that they do.

**The avoided-cost argument**

Finally, and least visibly: the function's value includes the projects that were scoped and not pursued. Evaluating an idea properly and deciding against it is cheaper than implementing it and finding out. Foresight work reduces reactive expenditure in services everyone already pays for.

## 4.5 Leveraging Technology

To be determined

### 4.6 Measuring Success

- Board decision on next steps
- A funding model reflected in the 2027 Financial Plan with the support of member municipalities
- No disruption to active projects through the transition period
- Grant revenue sustained or improved in the first two years under the new structure, measured against the five-year average

Staff will report to the Board at each milestone.

## 5.0 ALTERNATIVE SOLUTION(S)

The alternative is to retain Service S105 with a reduced workplan and budget, scaled to the smaller funding base following member withdrawals. This would mean fewer meetings, reduced staff time allocation and elimination of the pilot project fund.

### 5.1 Financial Considerations of the Alternative Solution(s)

Reducing the S105 budget to reflect the remaining requisition base, 71% after Areas K, E and J, and lower again if Silverton and Kaslo withdraw would require scaling back staff time, meeting frequency and project capacity. Remaining participants would not face a requisition increase but would receive substantially less service, and the reduction in staff capacity would reduce grant revenue disproportionately, since grant development is staff-time intensive.

### 5.2 Risks with the Alternative Solution(s)

A reduced-scope S105 does not resolve the structural problem. It remains vulnerable to further withdrawals, and each withdrawal makes the next more likely. It is a transitional measure rather than a sustainable model, and it leaves the mismatch between who pays and who benefits entirely unaddressed.

### 5.3 Resource Allocation and Workplan Impact

Staff time would reduce from the current allocation, with the Sustainability & Resilience Supervisor role scaled to the available budget. Sub-regional watershed commitments and partnership contributions would need to be reviewed against the reduced budget, and some would likely need to be discontinued or transferred. Grant administration capacity would be the first constraint reached.

### 5.4 Public Benefit and Stakeholder Engagement of Proposed Solution

Participating members retain a dedicated forum, and non-participating municipalities face no new cost. The public benefit is narrower: fewer pilots, less grant leverage, reduced ability to respond to emerging issues. Partner organizations would need to be advised of reduced RDCK capacity, which affects commitments already made to the Kootenay Lake Partnership and the Slocan Lake and River Partnership.

### 5.5 Measuring Success

Success would be measured as the delivery of a reduced workplan within the reduced budget, and the orderly discontinuation of commitments that can no longer be supported. Staff note that this alternative should be understood as deferring the decision rather than resolving it and would expect to return to the Board on the same question within two to three budget cycles.

## 6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

- **Cancelling CSLAC and Service S105 entirely.** This would eliminate S105 taxation but also the RDCK's capacity to coordinate regional sustainability work, attract sustainability-focused grants and maintain partner

relationships. The long-term institutional and financial loss outweighs the short-term tax saving, and the Board would still face the underlying regional issues without a mechanism to address them.

- **Transferring reporting to the Rural Affairs Committee only.** Not recommended. The Rural Affairs Committee does not include municipal members. Kaslo and Silverton have participated in CSLAC, all nine municipalities are served by the work, and the funding models in this report depend on municipal participation being visible and represented.

- **Converting S105 into a mandatory region-wide service.** Establishing a new region-wide requisitioned service in which all members participate was considered. It would resolve the opt-out problem but requires a service establishing bylaw and participant consent or assent processes across all members.

- **Absorbing the function into an existing operating service.** Folding the function entirely into Planning and Land Use (S104) or Water Services was considered. Individual projects can and should graduate to these services, but neither provides the cross-service evaluation and horizon-scanning function, and neither has capacity to absorb it.

## 7.0 OPTIONS SUMMARY

Options 1 through 4 differ only in the funding model. All four establish the standing committee and wind down Service S105.

**Option 1 — Standing Committee with Departmental Host Funding (Model 1)**

**Recommendation:**

THAT the Board direct staff to prepare a bylaw and draft Terms of Reference to reconstitute the Community Sustainable Living Advisory Committee (CSLAC) as a standing committee of the Board, on the model of the Rural Affairs Committee but with municipal representation, for the Board's consideration no later than [Q4 2026];

AND FURTHER, that the Board endorse Funding Model 1 (Departmental Host) as described in Section 4.1 of this report, with staff and programme costs remaining in A108 Development and Community Sustainability Services administration and committee costs funded through General Administration Service S100;

AND FURTHER, that the Board direct staff to adjust the 2026 Financial Plan and make the necessary changes to wind down the Service S105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward a transition plan for existing Service S105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

**Option 2 (Staff Recommendation) — Standing Committee with Shared Regional and Rural Funding (Model 2)**

**Recommendation:**

THAT the Board direct staff to prepare a bylaw and draft Terms of Reference to reconstitute the Community Sustainable Living Advisory Committee (CSLAC) as a standing committee of the Board, on the model of the Rural Affairs Committee but with municipal representation, for the Board's consideration no later than [Q4 2026];

AND FURTHER, that the Board endorse Funding Model 2 (Shared Regional and Rural Administration) as described in Section 4.1 of this report as the basis for preparing the 2027 draft Financial Plan, with project-specific costs recovered (fee for service or another model) from benefiting services and sub-regional committees;

AND FURTHER, that the Board direct staff to adjust the 2026 Financial Plan and make the necessary changes to wind down the Service S105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward a transition plan for existing Service S105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

**Option 3 — Standing Committee Funded Entirely Through General Administration (Model 3)**

**Recommendation:**

THAT the Board direct staff to prepare a bylaw and draft Terms of Reference to reconstitute the Community Sustainable Living Advisory Committee (CSLAC) as a standing committee of the Board, on the model of the Rural Affairs Committee but with municipal representation, for the Board's consideration no later than [Q4 2026];

AND FURTHER, that the Board endorse Funding Model 3 (Full General Administration) as described in Section 4.1 of this report, with all staff, committee and program costs funded through General Administration Service S100;

AND FURTHER, that the Board direct staff to adjust the 2026 Financial Plan and make the necessary changes to wind down the Service S105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward a transition plan for existing Service S105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

**Option 4 — Standing Committee with Core Funding and Fee for Use (Model 4)**

**Recommendation:**

THAT the Board direct staff to prepare a bylaw and draft Terms of Reference to reconstitute the Community Sustainable Living Advisory Committee (CSLAC) as a standing committee of the Board, on the model of the Rural Affairs Committee but with municipal representation, for the Board's consideration no later than [Q4 2026];

AND FURTHER, that the Board endorse Funding Model 4 (Core Plus Fee for Use) as described in Section 4.1 of this report, with approximately 50% of costs funded as core capacity through General Administration Service S100 and the balance recovered through fee-for-service agreements with requesting participants and services, on the model used for GIS services;

AND FURTHER, that the Board direct staff to adjust the 2026 Financial Plan and make the necessary changes to wind down the Service S105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward a transition plan for existing Service S105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

**Option 5 — Retain Service S105 with a Reduced Workplan**

**Recommendation:**

THAT the Board direct staff to prepare a reduced-scope workplan and budget for the Community Sustainable Living Advisory Committee under Service S105, reflecting the reduction in the funding base following member withdrawals, and report back to the Board with a revised 2027 Financial Plan for Service S105.

## 8.0 RECOMMENDATION

Staff recommend Option 2.

THAT the Board direct staff to prepare a bylaw and draft Terms of Reference to reconstitute the Community Sustainable Living Advisory Committee (CSLAC) as a standing committee of the Board, on the model of the Rural Affairs Committee but with municipal representation, for the Board's consideration no later than [Q4 2026];

AND FURTHER, that the Board endorse Funding Model 2 (Shared Regional and Rural Administration) as described in Section 4.1 of this report as the basis for preparing the 2027 draft Financial Plan, with project-specific costs recovered from benefiting services and sub-regional committees;

AND FURTHER, that the Board direct staff to adjust the 2026 Financial Plan and make the necessary changes to wind down the Service S105 requisition no later than the 2028 Financial Plan;

AND FURTHER, that staff be directed to bring forward a transition plan for existing Service S105 project commitments, including proposed cost-sharing arrangements for sub-regional watershed projects, for the Board's consideration as part of the 2027 budget process.

Respectfully submitted,
Paris Marshall Smith – Sustainability & Resilience Supervisor

## CONCURRENCE

Chief Administrative Officer – Stuart Horn Approved
Chief Financial Officer – Yev Malloff Approved
General Manager of Development and Community Sustainability Services – Amy Wilson Approved

Attachments:

- Attachment 1: BRD_StandingCommittee_Report-ATTACH01

## CSLAC Funding Model Comparison — All Participants (11 Electoral Areas + 9 Municipalities)

*Annual program budget apportioned by 2026 Completed Assessment. Dollar impact and impact per $100,000 of assessment under each funding model.*

| | | | | Model 1: Current with Committee costs moved to S100, expanded membership | | Model 2: Shared regional & rural (S100 + S101) — RECOMMENDED | | Model 3: Full General Admin (S100) | | Model 4: Core + fee for use (S100 base + recoveries) | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Participant** | **Type** | **2026 Revised Assessment ($)** | **Current** | **$** | **per $100k** | **$** | **per $100k** | **$** | **per $100k** | **Base $** | **Base per $100k** |
| Electoral Area 'A' | Electoral Area | $126,708,008 | $24,928 | $24,928 | $19.67 | $17,521 | $13.83 | $12,887 | $10.17 | $6,443 | $5.09 |
| Electoral Area 'B' | Electoral Area | $157,992,860 | $31,082 | $31,082 | $19.67 | $21,847 | $13.83 | $16,068 | $10.17 | $8,034 | $5.09 |
| Electoral Area 'C' | Electoral Area | $64,327,853 | $12,655 | $12,655 | $19.67 | $8,895 | $13.83 | $6,542 | $10.17 | $3,271 | $5.09 |
| Electoral Area 'D' | Electoral Area | $72,692,626 | $14,301 | $14,301 | $19.67 | $10,052 | $13.83 | $7,393 | $10.17 | $3,697 | $5.09 |
| Electoral Area 'E' | Electoral Area | $179,908,011 | $35,394 | $35,394 | $19.67 | $24,877 | $13.83 | $18,297 | $10.17 | $9,149 | $5.09 |
| Electoral Area 'F' | Electoral Area | $167,775,947 | $33,007 | $33,007 | $19.67 | $23,199 | $13.83 | $17,063 | $10.17 | $8,532 | $5.09 |
| Electoral Area 'G' | Electoral Area | $70,049,586 | $13,781 | $13,781 | $19.67 | $9,686 | $13.83 | $7,124 | $10.17 | $3,562 | $5.09 |
| Electoral Area 'H' | Electoral Area | $163,614,767 | $32,188 | $32,188 | $19.67 | $22,624 | $13.83 | $16,640 | $10.17 | $8,320 | $5.09 |
| Electoral Area 'I' | Electoral Area | $73,032,147 | $14,368 | $14,368 | $19.67 | $10,099 | $13.83 | $7,428 | $10.17 | $3,714 | $5.09 |
| Electoral Area 'J' | Electoral Area | $114,267,924 | $22,480 | $22,480 | $19.67 | $15,800 | $13.83 | $11,621 | $10.17 | $5,811 | $5.09 |
| Electoral Area 'K' | Electoral Area | $83,843,387 | $0 | $640 | $0.76 | $11,594 | $13.83 | $8,527 | $10.17 | $4,264 | $5.09 |
| City of Castlegar | Municipality | $317,695,415 | $0 | $2,423 | $0.76 | $17,367 | $5.47 | $32,311 | $10.17 | $16,155 | $5.09 |
| Town of Creston | Municipality | $153,131,623 | $0 | $1,168 | $0.76 | $8,371 | $5.47 | $15,574 | $10.17 | $7,787 | $5.09 |
| City of Nelson | Municipality | $461,623,549 | $0 | $3,521 | $0.76 | $25,235 | $5.47 | $46,949 | $10.17 | $23,474 | $5.09 |
| Village of Kaslo | Municipality | $37,747,380 | $7,426 | $7,426 | $19.67 | $2,063 | $5.47 | $3,839 | $10.17 | $1,920 | $5.09 |
| Village of Nakusp | Municipality | $49,798,844 | $0 | $380 | $0.76 | $2,722 | $5.47 | $5,065 | $10.17 | $2,532 | $5.09 |
| Village of New Denver | Municipality | $20,172,320 | $0 | $154 | $0.76 | $1,103 | $5.47 | $2,052 | $10.17 | $1,026 | $5.09 |
| Village of Salmo | Municipality | $25,330,253 | $0 | $193 | $0.76 | $1,385 | $5.47 | $2,576 | $10.17 | $1,288 | $5.09 |
| Village of Silverton | Municipality | $9,410,185 | $1,851 | $1,851 | $19.67 | $514 | $5.47 | $957 | $10.17 | $479 | $5.09 |
| Village of Slocan | Municipality | $10,689,385 | $0 | $82 | $0.76 | $584 | $5.47 | $1,087 | $10.17 | $544 | $5.09 |
| **TOTAL — all 20 participants** | | **$2,359,812,070** | **$243,462** | **$252,022** | | **$235,537** | | **$240,000** | | **$120,000** | |

# Board Report

*September 24, 2026*

## Local Government Climate Action Program (LGCAP): Advocacy for Continued Provincial Funding

**Author:** Paris Marshall Smith, Sustainability & Resilience Supervisor
**File Reference:** 5200-20-LGCAP
**Electoral Area/Municipality:** All Areas
**Services Impacted** S100 / A108

## 1.0 STAFF RECOMMENDATION

That the Board send a letter to the Premier of BC and the Ministers of Energy and Climate, Emergency Management and Climate Readiness, Housing and Municipal Affairs, and Finance, with copies to the region's MLAs and member municipalities and regional districts of British Columbia requesting continued funding for the Local Government Climate Action Program.

## 2.0 BACKGROUND/HISTORY

LGCAP provides local governments with stable annual funding to plan and deliver climate action that reduces emissions and prepares communities for climate impacts. It replaced the Climate Action Revenue Incentive Program (CARIP), and together these programs have supported RDCK climate work for more than 15 years.

Under the current five-year program, the RDCK received $134,000 per year in 2022 and 2023, and a one-time payment of $392,869 in March 2024 covering the final three years (to March 2027). The Board approved a framework for allocating this funding at its April 17, 2025 meeting.

Over the past 5 years, the RDCK has received approximately $660,869 in LGCAP funding, which we have leveraged to secure an additional $1,460,000 in external grants. This investment has supported a range of climate initiatives across the region, including:

- Building dedicated climate and resilience staff capacity, including the RDCK's Community Resilience Coordinator, so that climate work can be planned and delivered consistently rather than project to project
- Developing and implementing RDCK Ideas for Climate Action, including community and corporate greenhouse gas targets and a set of practical climate actions brought forward as business cases
- Completing a Community Energy and Emissions Inventory to track regional trends and guide decisions
- Supporting water sustainability planning in the Goat River Watershed
- Establishing the Regional Mobility Community Advisory Committee and advancing low carbon rural transportation and mobility options
- Supporting regional invasive species management to protect local ecosystems, water, and working lands

- Advancing food security and local food system work in partnership with the Central Kootenay Food Policy Council
- Meeting our provincial climate reporting and Climate Action Charter commitments

In its 2026/27 to 2028/29 Service Plan, the Ministry of Energy and Climate Solutions did not identify funding to continue LGCAP beyond the current period. The Union of BC Municipalities has advised members of this gap, and the Province's own independent review of CleanBC recommended that LGCAP funding be extended. Other local governments, including the Regional District of Kootenay Boundary, have already written to the Province to request continued funding.

## 3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

LGCAP has become a foundational, low-barrier source of operational funding for local climate action. Without a commitment to continue it, the RDCK faces the loss of a reliable funding stream that supports staff, planning, and the delivery of climate and resilience projects. Writing to the Province now, alongside other local governments, is a timely opportunity to make the case for continued funding before budget decisions are finalized.

Local governments are on the front lines of climate action. Local governments influence more than half of British Columbia’s greenhouse gas emissions through land use planning, transportation, buildings, infrastructure, and community services, while also leading local adaptation efforts. The RDCK is also the level of government closest to residents and best positioned to deliver practical solutions that reduce energy costs, improve community resilience, and strengthen local economies. Without adequately resourced local governments, the Province will be challenged to achieve its CleanBC targets, affordability objectives, and climate adaptation goals.

Although funding for 2026/27 has already been advanced, climate initiatives require long-term planning and investment. Many projects span multiple years, grant applications take considerable time to secure, and many local governments, including the RDCK, rely on LGCAP to support dedicated staff. Certainty around continued funding is essential to maintaining momentum, retaining expertise, and ensuring communities can continue delivering climate solutions and affordability benefits.

### 3.1 Alignment to Board Strategic Plan

Continued LGCAP funding directly supports the RDCK's commitment to reduce carbon pollution by 50% by 2030 and 100% by 2050, and to reach 100% renewable energy by 2050. It also supports the climate action and resilience priorities in the 2024-2026 RDCK Strategic Plan and the delivery of the RDCK Ideas for Climate Action endorsed by the Board. Advocating to retain this funding helps protect the RDCK's ability to meet these commitments without shifting costs onto taxation.

### 3.2 Legislative Considerations

The RDCK is a signatory to the BC Climate Action Charter, and LGCAP reporting supports those commitments. LGCAP is a provincial grant program rather than a legislated entitlement, so its continuation is at the Province's discretion. Under the Local Government Act, the Board may advocate to senior governments on matters affecting the region.

### 3.3 What Are the Risks

If LGCAP is not renewed, the RDCK would lose roughly $134,000 per year in operational funding for climate action. This would put dedicated staff capacity at risk, including the Community Resilience Coordinator currently funded through LGCAP to December 2026, and would reduce the RDCK's ability to leverage external grants. Remaining work would either stop or need to be funded through taxation. Not raising these concerns leaves the Province to decide without input from the local governments most affected.

## 4.0 PROPOSED SOLUTION

That the Board endorse and send a letter to the Province of British Columbia requesting that LGCAP funding be continued. The letter is addressed to the Premier and the Ministers of Energy and Climate, Emergency Management and Climate Readiness, Housing and Municipal Affairs, and Finance, with copies to the region's MLAs and member municipalities. It sets out the value LGCAP has delivered in the Central Kootenay and the risks of allowing the funding to lapse.

### 4.1 Financial Considerations of the Proposed Solution

Sending the letter carries no direct cost beyond staff time to finalize it. The financial significance lies in what is at stake: continued LGCAP funding of approximately $134,000 per year supports climate action across the region with limited impact on taxation. If the program lapses, maintaining this work would require new grant sources or requisition.

### 4.2 Risks with the Proposed Solution

The Province may not change its funding decision, but a coordinated request from local governments strengthens the case and carries no reputational or financial downside for the RDCK.

### 4.3 Resource Allocation and Workplan Impact

Finalizing and sending the letter can be completed within existing staff workplans.

### 4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

Residents told the RDCK through climate action engagement that sustainability and resilience are priorities. Continued LGCAP funding allows the RDCK to keep delivering the projects that reflect those priorities, from wildfire and flood resilience to food security and energy efficiency. The letter reflects and advances the public interest expressed through that engagement.

### 4.5 Leveraging Technology

Not applicable.

### 4.5 Measuring Success

Success would be a provincial commitment to continue LGCAP funding beyond the current period.

## 7.0 OPTIONS SUMMARY

**Option 1: Endorse and send the letter (staff recommendation)**
**Recommendation:**
That the Board send a letter to the Premier of BC and the Ministers of Energy and Climate, Emergency Management and Climate Readiness, Housing and Municipal Affairs, and Finance, with copies to the region's MLAs and member municipalities of British Columbia requesting continued funding for the Local Government Climate Action Program.

**Option 2: Receive this report for information and take no further action**
**Recommendation:**
That the Board receive the Local Government Climate Action Program report for information.

## 8.0 RECOMMENDATION

That the Board send a letter to the Premier of BC and the Ministers of Energy and Climate, Emergency Management and Climate Readiness, Housing and Municipal Affairs, and Finance, with copies to the region's MLAs and member municipalities and regional districts of British Columbia requesting continued funding for the Local Government Climate Action Program.

Respectfully submitted,
Paris Marshall Smith – Sustainability & Resilience Supervisor

## CONCURRENCE

Chief Administrative Officer – Stuart Horn Approved
General Manager of Development and Community Sustainability Services – Amy Wilson Approved

# Board Report – For Information

*September 24, 2026*

## Goat River Watershed Water Sustainability Planning: Project Update and Board Workshop

| | |
|---|---|
| **Author:** | Paris Marshall Smith, Sustainability and Resilience Supervisor |
| **File Reference:** | 10-5200-20-WGI |
| **Electoral Area/Municipality:** | ALL |
| **Services Impacted** | S100 – General Administration |

## 1.0 PURPOSE OF REPORT

This report updates the Board on the Goat River Watershed Water Sustainability Planning work led by the Regional District of Central Kootenay (RDCK) in partnership with yaqan nuʔkiy and the Province of British Columbia. It summarizes the progress of the Collective Conversations Working Group, the watershed values work carried out with the Creston Valley Services Committee, and the community engagement completed to date. It also introduces a full-day Board workshop scheduled for September 22, 2026, that will prepare all Directors to receive the Working Group's recommendations, which are expected in October 2026.

## 2.0 BACKGROUND AND UPDATE

**Background and authority to do this work**

Since 2018, the RDCK has advanced watershed stewardship through the Watershed Governance Initiative, building the relationships, data, and community understanding this work now rests on.

258/22 That the RDCK Board direct staff to send a request to Yaqan Nukiy Chief and Council for their participation on developing a Water Sustainability Plan for the Creston Valley; AND FURTHER, request that the Province order a Water Sustainability Plan be developed in the Creston Valley in partnership with RDCK and Yaqan Nukiy SUBJECT TO agreement from Yaqan Nukiy.

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

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

612/24 That the Board approve the RDCK entering into a Funding Agreement with Real Estate Foundation of British Columbia for water sustainability for yaqan nuʔkiy ʔamakʔis - Creston Valley, and that the Chair and Corporate Officer be authorized to sign the necessary documents.

218/25 That the Board approve the Goat Watershed Engagement Strategy as outlined in the April 15, 2025 Engagement Strategy for the Water Sustainability Plan – Goat Watershed Committee Report prepared by Paris Marshall Smith, and that staff bring back a refined engagement strategy to the May 15, 2025 Board Meeting;

AND FURTHER, that a report be submitted to the Board following the completion of the engagement.

These resolutions authorize the RDCK's participation in a collaborative process and the joint request for provincial support in managing water scarcity in the Goat River Watershed. This work aligns with the provincial Water Sustainability Act and with the Declaration on the Rights of Indigenous Peoples Act.

**The partnership and the Collective Conversations Working Group**

yaqan nuʔkiy is a rights-holding government and a full partner in this work, not a stakeholder. In May 2026, the RDCK, yaqan nuʔkiy, and the Province, through the Ministries of Water, Land and Resource Stewardship, Forests, and Agriculture and Food, convened the first meeting of the Collective Conversations Working Group. The Working Group is meeting through October 2026 to build a shared understanding of watershed values, current and desired future conditions, the pressures and issues affecting the watershed, and the tools available to each government to respond. The Working Group operates on a recommend-not-decide basis. It works toward general agreement and records any differences, and each government retains its own decision-making authority. RDCK staff at the table are not decision-makers; the RDCK Board holds that authority.

**Update on the process**

The Working Group is now in its third milestone, developing a shared inventory of water management tools and the criteria against which those tools will be assessed. A Water Sustainability Plan under the Water Sustainability Act is one of several tools under consideration. It is not a decided direction. The Working Group is expected to bring forward a common set of recommended next steps in October 2026 for each government’s leadership to consider. These will be brought to the Board in October for review and consideration. Following the Board’s review, staff will recommend bringing the recommendations to the public for consideration and collaboration. Following that process, staff will then bring the results of public engagement back to the RDCK Board, likely in early 2027.

**Watershed values work with the Creston Valley Services Committee**

To keep Elected Officials closely engaged, the Creston Valley Services Committee and RDCK staff meet monthly alongside the Working Group. Through a workshop series, Directors for areas A, B and C, Mayor of Creston, RDCK Board Chair and Vice Chair have been developing a statement of watershed values across six areas: Human Health; Property and Economy; Environment; Water Access, Recreation and Parks; Social, Cultural and Spiritual Connection; and Governance and Collaboration. Directors have worked through each value area so the values

reflect this community and can serve as a foundation for assessing tools. This values work will be shared with the full Board at the September 22 workshop for review and input.

**Goat River Watershed community engagement to date**

Engagement has been broad and sustained. Between August 2025 and August 2026, the project reached residents, agricultural producers, and community members through:

- Survey 1 - Water Values opened in August 2025, with more than 220 responses;
- Six community open houses held between October and November 2025 in Canyon, Erickson, Kitchener, the Town of Creston, West Creston, and Wynndel, with 137 participants, carried out in partnership with yaqan nuʔkiy;
- A Kootenay Boundary Farm Advisors Lunch and Learn for producers (50 in attendance) in January 2026;
- Creation of a 3D model of the Goat River Watershed showing place names in Ktunaxa and English;
- Direct producer engagement from January to April 2026, including on-farm visits with producers;
- Kitchen Table Conversations hosted by community members using a shared discussion guide;
- Survey 2 – a deeper Water Sustainability Planning Survey open from June to August 2026 with over 100 responses, exploring what a healthy watershed looks like, the trade-offs residents would consider, and how they think decisions should be made;
- A producer event held in early July to discuss water conservation;
- Two events held with community on July 24;
- ongoing updates through project newsletters, the engage.rdck.ca project page, a mailing list, and regular updates to the Creston Valley Services Committee.

What was heard through the 2025 and early 2026 engagement is documented in the What We Heard Report, released in June 2026 and available on the project page. Residents told us clearly that water levels are declining, that they care deeply about this watershed, and that they want action.

An updated engagement plan will come to the Board in October for consideration.

**The September 22 Board workshop**

The whole Board has been invited to a full-day workshop on September 22, 2026. Six Directors have taken part in this work through the Creston Valley Services Committee. The workshop is designed to bring the remaining Directors to the same shared understanding and to prepare all twenty members to receive and consider the Working Group's recommendations in October. The day is grounded in the Board's own record and in the values work led by Committee Directors. The Province has been invited to present the water management tools available under the Water Sustainability Act. The workshop agenda is provided as Attachment A.

**Learning together about shared governance**

On October 7, 2026, the RDCK is hosting a Board webinar on ethical space and shared governance. Ethical space describes the meeting place where Indigenous and non-Indigenous knowledge systems can come together on equal footing, each respected on its own terms rather than one being absorbed into the other. Gwen Bridge, an Indigenous governance advisor who has led ethical space work with governments across British Columbia, will open the session with her thinking. To learn, the RDCK hosted a session with Gwen Bridge in 2022, available on

youtube. The Fraser Basin Council will then facilitate a fireside chat with local government officials from across the province who are doing this work, so participants can hear directly about their learnings and process. The session speaks to the foundation of this project, which is a commitment to ground shared governance in Indigenous knowledge and in respectful government-to-government relationships.

## 3.0 NEXT STEPS AND TIMELINE

The timeline over the coming weeks is as follows:

- September 22: Board workshop to build shared understanding and readiness.
- September 27: Goat River Watershed Celebration, a public BC Rivers Day event at the Creston and District Community Complex.
- October 2 and 5: Collective Conversations Working Group's last meetings - with the expectation to bring forward a common set of recommended next steps for each government's leadership to consider.
- October 7: CVSC workshop - to receive and review the recommendations prior to going to the Board
- October 7: Webinar - all Board webinar on ethical space and shared governance, featuring Gwen Bridge and a Fraser Basin Council facilitated fireside chat with local government officials from across the province.
- October 22: Board meeting - staff will bring the Working Group's recommendations, a revised engagement strategy for public participation and a request to apply for additional funding from the Watershed Security Fund to the Board for discussion. At that time, the Board's role will be to understand the recommendations, consider them against the values and priorities identified through this process, and determine the RDCK's own next steps.

Respectfully submitted,
Paris Marshall Smith, Sustainability and Resilience Supervisor

## CONCURRENCE

Chief Administrative Officer – Stuart Horn Approved
General Manager, Development and Community Sustainability Services – Amy Wilson Approved

**ATTACHMENTS:**
Attachment A – Board Workshop Agenda, September 22, 2026
Attachment B – Goat River Watershed Water Sustainability Planning: What We Heard Report, June 2026
Attachment C – draft values

RDCK Board Workshop

Goat River Watershed Water Sustainability Planning: Getting Ready to Receive the Working Group's Recommendations

Tuesday, September 22, 2026, 9:00 a.m. to 4:00 p.m.

**Location:** 202 Lakeside and online

**Chair:** Chair Aimee Watson

**Facilitator:** Paris Marshall Smith

**Session hosts:** Director Roger Tierney (Area A), Director Garry Jackman (Area B), Director Kelly Vandenberghe (Area C), Director Arnold DeBoon (Town of Creston)

**Guest:** Ministry of Water, Land and Resource Stewardship (TBD)

## Purpose

To bring the full Board into a shared understanding of the Collective Conversations process, why it is under way, who is at the table, and how it works, so that every Director is ready to receive and consider the Working Group's recommendations in October 2026. This is a learning and readiness day. No decisions are taken and no resolutions are brought forward.

## By the end of the day, each Director will be able to speak to

- why this work is happening and what Board direction authorizes it;
- who is at the table, and what government-to-government means in practice, with yaqan nuʔkiy as a rights-holding government;
- what the Working Group does and does not decide;
- the watershed values developed with the Creston Valley Services Committee, informed by community engagement;
- that a Water Sustainability Plan is one tool among several under consideration, not a decided direction; and
- what the October recommendations will look like and what the Board's role will be when they arrive.

## Agenda

| Time | Session | Purpose and format | Lead |
|---|---|---|---|
| **9:00 – 9:20** | **Welcome and how we will work today** | Chair Watson opens the day and offers acknowledgement. The Chair and facilitator frame why the whole Board is together, confirm that this is a readiness day and not a decision day, and review the objectives and how we will work: relational, interactive, and open to questions throughout. | Chair Watson; Paris Marshall Smith |
| **9:20 – 9:45** | **Opening round** | Each Director responds briefly to a shared prompt, for example a place connected to water that matters to them, or one thing they want to understand better today. Round-robin. Gets every voice in the room early and settles the group before the substance. | Paris Marshall Smith |

| | | | |
|---|---|---|---|
| **9:45 – 10:45** | **How we got here: the Board's record and the Creston Valley journey** | Gallery walk. Stations set out the path from the Watershed Governance Initiative to today, told through the Board's own resolutions and the pressures in the valley: a timeline, the Board resolutions, the map of the Goat River Watershed, the pressures on the watershed, and the legislative footing. Directors who have carried this work through the Creston Valley Services Committee host the stations and add their experience. This is where Directors new to the file catch up, and where the authorization for the work is shown through the record itself. | Hosts: Directors Tierney, Jackman, Vandenberghe, DeBoon |
| **10:45 – 11:00** | **Break** | | |
| **11:00 – 12:00** | **Who is at the table and how we work together** | The government-to-government structure: the Province, yaqan nuʔkiy, and the RDCK. How the Collective Conversations Working Group works: it recommends, it does not decide; it reaches general agreement and records any differences; and each government retains its own decision-making authority. How the Creston Valley Services Committee meets monthly alongside the Working Group. Short table discussion: what government-to-government means for how the Board shows up. Harvest. | Paris Marshall Smith |
| **12:00 – 12:45** | **Lunch (shared meal)** | | |
| **12:45 – 1:00** | **Re-gather** | | |
| **1:00 – 2:00** | **The watershed values: what the Creston Valley Services Committee has built, and your input** | The heart of the day. Committee Directors present the statement of watershed values they have developed across six areas: Human Health; Property and Economy; Environment; Water Access, Recreation and Parks; Social, Cultural and Spiritual Connection; and Governance and Collaboration, along with what community engagement told us matters. Table groups review the values and offer input: what resonates, what may be missing, what needs adjusting. Host Directors anchor the value areas. Input is captured for the record and carried into tool assessment. | Host Directors with Paris Marshall Smith |
| **2:00 – 2:45** | **A Water Sustainability Plan is one tool among several** | The Province presents the water management tools available under the Water Sustainability Act, and the other tools also on the table, including provincial water objectives, authorizations, and RDCK tools. The point held throughout: nothing is decided, and the Working Group is assessing tools against agreed criteria. A short exercise locks in the frame: for a set of statements, is this true, or not yet decided. | Ministry of Water, Land and Resource Stewardship with Paris Marshall Smith |

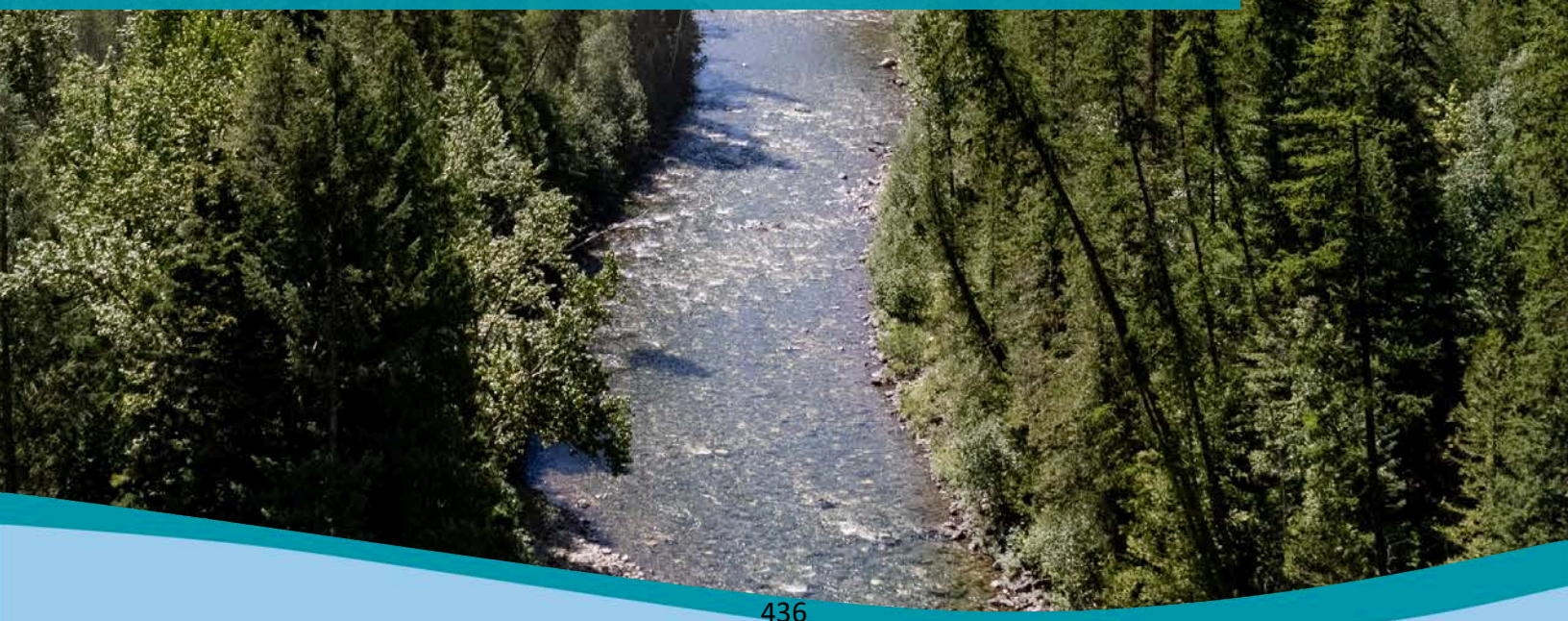
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|---|---|---|---|
| **2:45 – 3:00** | **Break** | | |
| **3:00 – 3:40** | **Getting ready for October: recommendations and the Board's role** | What the Working Group will bring forward: a common set of recommended next steps, with rationale grounded in the agreed criteria, the steps required of each government, and any unresolved issues for leadership. How this reaches the Board: the information report, this workshop, receipt of the recommendations in October, and a later decision report. The Board's role: to receive, understand, and decide for itself. Questions for the Working Group are gathered here, so concerns are surfaced now rather than for the first time in October. | Paris Marshall Smith |
| **3:40 – 3:55** | **Closing round and what happens next** | Each Director shares one thing they are taking away or still want to understand. Staff confirm next steps and how questions raised today will be carried forward. Chair closes. | Chair Watson; Paris Marshall Smith |
| **3:55 – 4:00** | **Close** | | |

**Pre-reading:** the Board information report on the Goat River Watershed Water Sustainability Planning; the Working Group Terms of Reference; the 2026 Work Plan; and the What We Heard Report (June 2026).

# WHAT WE HEARD

## ENGAGEMENT REPORT

Goat River Watershed
Water Sustainability Planning
JUNE 2026



# EXECUTIVE SUMMARY

This report brings together what was heard through engagement carried out in 2025 and into early 2026. Input was gathered in a variety of ways:

- a Water Values Survey (220 responses),
- six open houses in the Goat River Watershed communities of Canyon, Erickson, Kitchener, Town of Creston, West Creston, and Wynndel (137 participants),
- Kitchen Table Conversations (1 submitted),
- an online engagement platform,
- and a dedicated producer engagement initiative that included on-farm visits and conversations with 15 producers

Together, these  engagement streams reached a broad cross-section of residents, agricultural producers, and community members.

Of 220 survey respondents, 128 described themselves as very concerned about local water sustainability, and another 62 said they were somewhat concerned. Across all engagement streams, there was a consistent message that the quantity of water available in the Goat River Watershed is declining. Participants described lower river levels, declining well reliability, drought, changing runoff timing, infrastructure inefficiencies, forestry and land use impacts, and concerns about fairness and accountability in water allocation.

Producers added a specific operational dimension, describing the mismatch between when water is available and when it is most needed as an increasingly acute reality for farms and orchards across the watershed. There was also a strong desire for clearer communication from the agencies that shape local water outcomes.

**This report does not present decisions.** It is a record of what the community shared, organized into themes that can help guide the next phase of planning, technical work, and continued engagement.

## 7 THEMES EMERGED:

1: Changing Water Conditions and Visible Signs of Stress
2: Water Availability, Access, and Seasonal Reliability
3: Infrastructure, Storage, and System Efficiency
4: Land Use, Forestry, and Watershed Health
5: Governance, Fairness, and Accountability
6: Communication, Trust, and Shared Learning
7: Local Adaptation, Practical Ideas, and Long-Term Vision



# ACKNOWLEDGEMENTS

## THANK YOU

Engagement of this kind depends on people being willing to open their doors, share their experiences, and trust that what they say will be heard and reflected honestly. It also depends on those who work to build the relationships, create the spaces, and design the processes that make genuine community conversation possible.

Every person who took the time to complete a survey, attend an open house, welcome a conversation on their farm, or sit around a table with their neighbours has contributed something meaningful to this work. That generosity of knowledge and spirit is reflected throughout these pages.

The RDCK is grateful to the following for making this work possible:

- yaqan nuʔkiy staff, Nasookin and council
- RDCK Board of Directors
- RDCK Planning, GIS, and Water Services Staff
- Irrigation, Improvement and Diking Districts in the Goat River Watershed
- Kootenay Boundary Farm Advisors (KBFA) and Community Leaders
- Amy Allcock, photography and drone imagery
- Residents, producers, and community members across the Goat River Watershed



# INTRODUCTION
## SETTING THE CONTEXT

The Goat River Watershed (GRW) sits within the traditional territory of yaqan nuʔkiy ʔamakʔis, whose relationship with this land and water extends across millennia. In May 2024, yaqan nuʔkiy and the Regional District of Central Kootenay (RDCK) wrote jointly to the Ministry of Water, Land and Resource Stewardship (WLRS) requesting support for watershed sustainability planning, and have since been engaging residents across the communities of Canyon, Erickson, Kitchener, Town of Creston, West Creston, and Wynndel. This work is carried out by yaqan nuʔkiy and the RDCK as equal governments, with a shared commitment to building toward water sustainability for all beings who depend on the watershed.

Through engagement, it became clear that the roles of the many agencies involved in water stewardship are not always visible to residents and producers. Responsibility for water is divided across multiple bodies: yaqan nuʔkiy holds inherent rights and responsibilities for the stewardship of land and water within their traditional territory; the Province of British Columbia is responsible for water licensing and allocation under the Water Sustainability Act; the RDCK plays a role in infrastructure, service delivery, and regional planning; Irrigation and Improvement Districts manage local water delivery to agricultural and residential users; and the federal government holds jurisdiction over fisheries and fish habitat under the Fisheries Act, with responsibilities relating to Indigenous rights and title. Clarifying these distinctions, and helping residents understand where the RDCK has leadership and influence, emerged as an important need throughout the process.

The data in this report is compiled from engagement conducted from October 2025 to April 2026, covering Phases 1, 2, and a portion of Phase 3. For more information about the phases, **please visit engage.rdck.ca/projects/goatwatershed.**

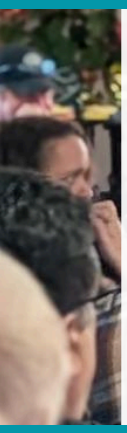
Resident and community input gathered through engagement is valued and integrated into a broader understanding of the watershed. This knowledge, grounded in direct observation and place-based experience, complements technical and scientific data and contributes to a more complete picture of conditions, pressures, and priorities across the watershed.



# METHODOLOGY

## HOW WE ENGAGED

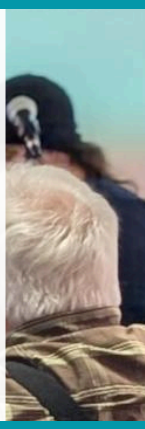
### WATER VALUES SURVEY



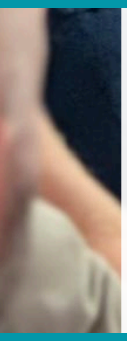
220 responses were received from communities across the watershed, with the largest numbers from the Town of Creston (60), Erickson (40), Canyon (32), and Wynndel (30). The survey asked about concern levels, observed changes, perceived threats, and interest in staying involved and was available online and in paper form at RDCK Creston office. The survey remains open at **engage.rdck.ca/projects/goatwatershed**

### COMMUNITY EVENTS

Project staff attended the Creston Valley Fall Fair, the Creston Valley Farmers Market, and other community events to raise awareness, connect with residents, and create accessible opportunities for people to share their perspectives.



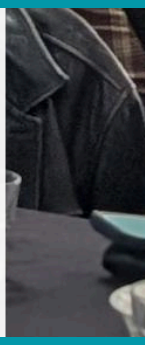
### OPEN HOUSES



Six open houses were held between fall 2025 and early 2026 in Wynndel (16), West Creston (10), Town of Creston (37), Kitchener (18), Canyon (32), and Erickson (24), with 137 participants in total.

### KITCHEN TABLE CONVERSATIONS

A guide and workbook were developed to support small group discussions hosted by residents in their homes or other informal settings. Participants were encouraged to share their experiences and perspectives among people they know. One completed workbook was submitted and its content is reflected in this report.



### PRODUCER ENGAGEMENT

A dedicated initiative ran from January to April 2026, led by a RDCK Community Liaison with an agricultural and horticultural background. It began with a Lunch and Learn at Jimmy's Pub in collaboration with the Kootenay Boundary Farmers Association (KBFA), where 50 farmers and residents were in attendance. Following this, 15 farmers participated in on-farm visits, phone conversations, and attendance at producer events. Findings are integrated throughout this report.

### 3D MODELS AND MAP

A physical model of the Goat River Watershed is on display at the Creston Valley Visitor Centre, showing how water moves through the landscape from the upper Purcell slopes to the valley floor, with place names in both Ktunaxa and English.

An online 3D map with interactive data layers is available at **engage.rdck.ca/projects/goatwatershed**

# WHAT WE HEARD

## THEME 1: CHANGING WATER CONDITIONS AND VISIBLE SIGNS OF STRESS

Consistent across the survey, open houses, and producer conversations was that residents and producers are observing real changes in local water conditions, rooted in specific places, specific seasons, and specific years when things are noticeably different from before.

Not all participants shared the same level of concern. 14% of survey respondents indicated low concern or did not know enough to say, a perspective that was also reflected at some open houses. This is part of the full picture and reflects how location within the watershed shapes perspective.



Of 220 survey respondents, 52% reported significant changes in local water conditions and 24% reported minor changes, representing 76% of all respondents.

The changes described were wide-ranging:

- lower river levels
- drying creeks and springs
- reduced well productivity
- warmer water temperatures
- increased algae
- earlier and shorter freshet
- seasonal patterns that no longer follow rhythms people can anticipate.

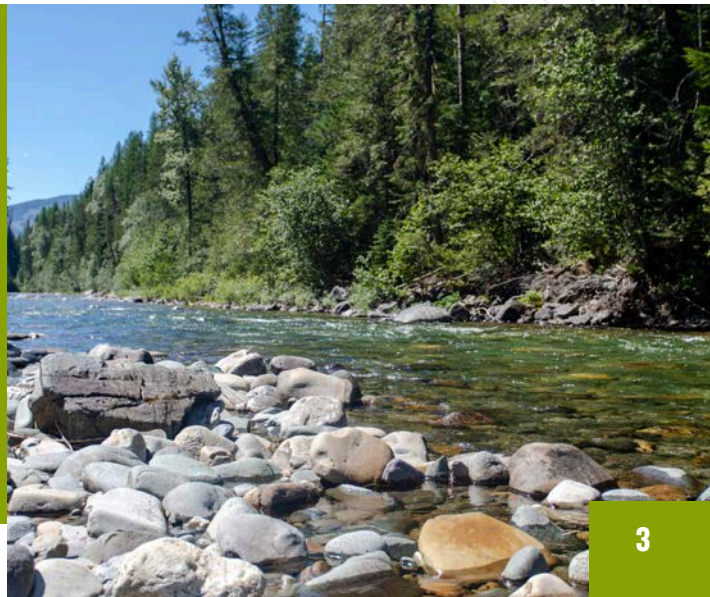
A consistent finding from producer conversations was that timing has become as significant a concern as total supply. Water is typically available in spring, but demand peaks in July and August are exactly when late-season flows have been declining most noticeably. As one producer put it: “We do not need more water in April. We need it when it is hot.” This showed that producers are experiencing this mismatch not as a future risk, but as a current operational reality.

Residents and producers were not speculating, but describing what they have already seen, in places they know well.

*“I’ve never seen the Goat River this low. The holding ponds at the intersection of Reclamation Road and West Creston are bone dry.”*

*“The stream going through my yard has dried up for the first time in 30 years we have been here.”*

*“The Goat River peak flow date has been slowly moving from end of May to mid-May. The winter snowpack is less and melting sooner than before.”*



# WHAT WE HEARD

## THEME 2: WATER AVAILABILITY, ACCESS, AND SEASONAL RELIABILITY

Late summer shortages, falling wells, and seasonal restrictions were among the most frequently described concerns.

Communities reporting water shortages and dried wells with notable frequency:

- Canyon
- Lister
- Alice Siding
- West Creston

This variability highlights the importance of understanding the watershed as a whole and responding to the specific vulnerabilities of communities and water systems.

Alongside observations of changing water conditions, a consistent message was that water concern extends beyond quantity. Availability, timing, and the reliability of delivery systems matter as much as total supply.

Residents access water through municipal or community systems, private or shared wells, irrigation districts, and direct surface water, and experiences of shortage and stress vary accordingly.



Agricultural producers described the access and reliability concern from the perspective of their operations. For producers growing crops such as tree fruit, water reliability is not only a seasonal operational question but also a long-term investment question. Tree fruit systems represent investments of 20 to 25 years, and water shortfalls during critical growing periods can compromise not just a single season's yield but the long-term viability of an entire orchard. The mismatch between when water is available and when it is most needed is particularly important for these operations.

Producers noted that uniform restrictions applied across all farm types may protect some operations while inadvertently leading to the end of others. They identified the need for planners to understand that water decisions have consequences that extend far beyond the current growing season.



*"About five years ago, our street in Canyon ran out of water for a month. This year, at present [September 2026], we are on Stage 3 water restrictions."*

*"Many wells around me have dried up. Neighbours with springs have cut off those they used to share with and cut down fruit trees as there is not enough water."*

# WHAT WE HEARD

## THEME 3: INFRASTRUCTURE, STORAGE, AND SYSTEM EFFICIENCY

A recurring theme across the survey and open houses was that the performance of existing water systems, how water is moved, stored, priced, and monitored, shapes the experience of water availability as significantly as natural supply itself.

Participants pointed to pressure inconsistencies, suspected leakage and distribution losses, and infrastructure that has not kept pace with demand.



The Erickson Improvement District transition to RDCK management drew particular attention in the survey, with respondents describing steep cost increases without corresponding improvements in service or water quality. The ongoing metering project in Erickson brings this into focus.

Metering came up across the survey and open houses as both a practical tool and a contested idea. Supporters cited data generation, leak detection, waste reduction, and fairer cost relationships, while others were concerned about the impact on those already paying high flat rates. The debate reflects a broader tension between water as shared public infrastructure and water as a service where pricing reflects individual use.

Producer conversations added technical detail to this theme. Infrastructure performance was the most immediate and actionable constraint identified by producers. Pressure inconsistencies, pipe sizing changes that were not communicated to producers prior to implementation, suspected leakage, and uneven distribution were all described, with significant and sometimes unexpected consequences for field-level water delivery.

Above-ground irrigation lines were identified as preferable by some producers precisely because leaks are visible and easy to address, unlike buried systems where problems can go undetected.

Where water costs are fixed regardless of actual use, there is little financial incentive to reduce consumption, a dynamic that can work against conservation goals even among producers who are motivated to improve water system efficiency.

*"Water meters will help some people become more responsible, but others, where money is not a problem, will continue to waste water."*

*"I am concerned that in Erickson we pay more than three times for water than those living in the Town of Creston. Pretty sure we all get our water from the same source."*



# WHAT WE HEARD

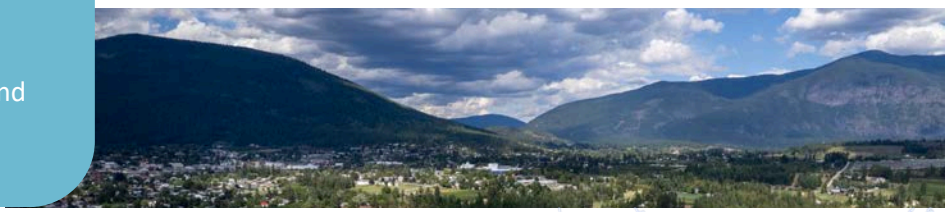
## THEME 4: LAND USE, FORESTRY, AND WATERSHED HEALTH

Specific concerns raised through the survey and open houses:

- Duck Creek watershed in Wynndel named multiple times, with residents describing the threat of pending logging access and consequences for the Wynndel Irrigation District
- Arrow Creek, which feeds directly into the Goat River system, identified as severely affected by logging in surrounding areas
- Concerns about fish health, water temperature, invasive species, wetland function, and water quality

Residents, producers, and open house participants repeatedly drew a direct line between forestry practices, land clearing, and the water conditions they are observing. For many people in the watershed, the logging question is not separate from the water question. Forest conservation supports water conservation.

While this report notes the correlation between forestry practices and changes in water flow, forestry is considered beyond the scope of the current Water Sustainability Act tools being explored with the Ministry of Water, Land and Resource Stewardship.



Producer conversations reinforced the land-water connection from an agricultural perspective. Producers identified soil health as a water management tool in its own right, describing mulching, composting, and cover cropping as practices that improve water retention and reduce irrigation demand. The phrase "soil is storage" captured a key insight: how land is managed at the farm level has direct implications for how much water is needed from external sources. Producers expressed a clear understanding that their operations are part of a connected system.

The overall picture is one of strong community interest in treating the watershed as a connected system. Residents are asking for the conditions that produce water to be protected, including the forests, wetlands, soils, and stream corridors that regulate flow and maintain the ecological functions that a healthy water supply depends on.



*"Mountain springs drastically affected by logging around Arrow Creek. These streams feed the Goat River. Extremely low water levels overall, small streams no longer year round, fish habitats lacking depth and coverage."*

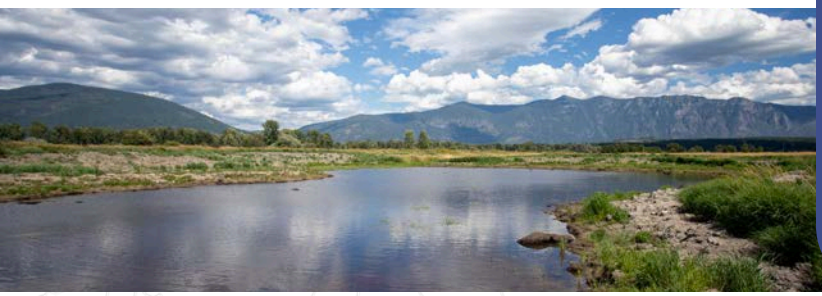
*"Large amounts of forest removed in local watersheds. Appears to be altering stream flow timing and quantity over the years."*

# WHAT WE HEARD

## THEME 5: GOVERNANCE, FAIRNESS, AND ACCOUNTABILITY

Survey respondents expressed frustration with how water is governed, who is responsible for what, and whether existing rules and systems are being applied fairly and effectively.

These concerns ranged from specific grievances about pricing and licensing to broader questions about who has power over watershed decisions and whether community voices are meaningfully included.



Key governance concerns raised through engagement:

- Water licensing identified as a persistent structural problem
- Regulatory timelines described as too slow to keep pace with farming and land management realities
- Licensing delays of several years creating investment uncertainty
- Disparity between water pricing in Erickson and the Town of Creston
- Questions about whether large agricultural users are contributing proportionately to the systems they depend on

Producer conversations added a specific governance dimension. The distinction between provincial and RDCK roles was not always clear to producers and contributed to confusion about who to contact and who has authority to act. Producers described regulatory processes that feel misaligned with the timelines of agricultural decision-making. Licensing timelines of several years are structurally misaligned with agricultural planning horizons, and decisions about what to plant, what to invest in, and how to manage risk cannot wait for regulatory processes that move on a different timeline.

Producers expressed a desire for more direct, ongoing communication channels with the agencies that shape their water access. What this theme reflects is a deeper need for clarity, consistency, and confidence that the systems governing water in the watershed are working in the public interest.

*"Government needs to get involved in managing water usage and very soon as we are almost to the point where it is too late to change the current trajectory."*

*"Policies that support environmental protection of the watershed and public systems that are more efficient should be priorities."*



# WHAT WE HEARD

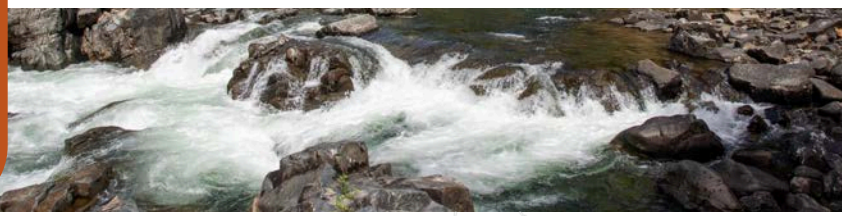
## THEME 6: COMMUNICATION, TRUST, AND SHARED LEARNING

Of 220 survey respondents, 95 wanted to receive updates and information, and 36 expressed interest in attending future discussions or events. Many noted that the engagement process itself introduced them to new information about local watershed conditions.

Open house participants asked for continued information sessions in plain language, raised underlying concerns about process transparency and whether input would lead to real action, and sought clearer communication about agency roles and decision-making responsibilities.

Alongside concern about water conditions and governance, respondents and engagement participants want better information, more meaningful communication, and greater confidence that what they share will actually be used.

The communication concern operated on two levels: a practical need for information about what is happening and how the planning process is unfolding, and a deeper need for confidence that engagement leads somewhere.



Trust was identified as a significant factor in producer participation. Producers who felt their input would be heard and acted upon were more willing to share detailed operational information. Those who had experienced inconsistent communication or follow-through from agencies were more guarded. The relationship-based approach of the producer engagement initiative, beginning with the Kootenay Boundary Farm Advisors (KBFA) Lunch and Learn, was specifically designed to address this trust gap, and it made a meaningful difference.

Participants expressed a desire to be kept informed as the planning process moves forward. The level of interest in receiving updates and attending events indicates that the community is engaged and willing to remain involved. Maintaining accessible and transparent communication channels, and demonstrating clearly how input is being used, will be important to sustaining that engagement over time.



*"The community engagement is important for informing residents because the average resident assumes our watersheds are being protected. Most people do not understand there is no sustainability plan in place."*

*"Why would we engage if nothing changes."*

# WHAT WE HEARD

## THEME 7: LOCAL ADAPTATION, PRACTICAL IDEAS, AND LONG-TERM VISION

Alongside concern and frustration, engagement revealed genuine commitment, practical ideas, and a clear vision for what a healthier water future could look like in the Goat River Watershed.

People are adapting, thinking about solutions, and willing to be part of change.



Of 220 survey respondents, the most commonly chosen actions were:

- 69 said they would encourage businesses and farms to adopt water-efficient practices
- 64 said they would support policies that protect local water

Specific ideas raised through engagement:

- Metering coupled with fair pricing
- Protecting riparian areas through legislation
- Sourcing agricultural water from the Kootenay River
- Requiring rather than encouraging efficient practices among large users

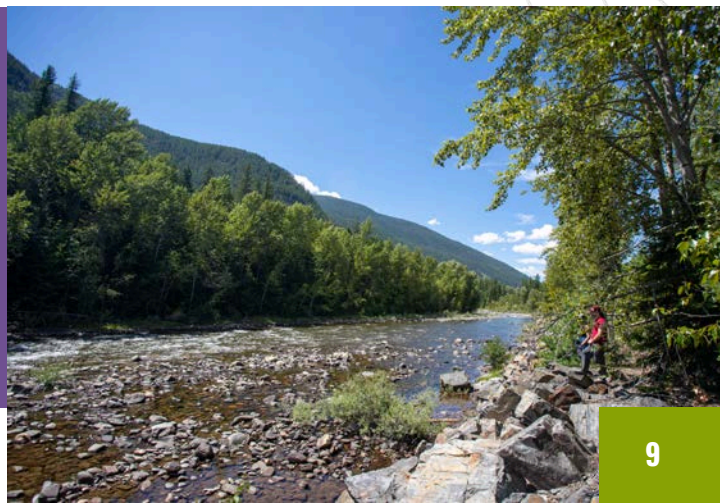
Producer conversations contributed a range of practical examples of adaptation and innovation. Producers described drip irrigation systems, above-ground irrigation lines for easier leak detection, soil-building practices including mulching and composting, and crop transitions designed to reduce water demand over the long term.

On-farm water storage, including reservoirs, ponds, and tanks, was identified as a priority opportunity, with capital cost and permitting complexity cited as the primary barriers. Producers also identified shared equipment initiatives, mobile irrigation audit teams, and an agricultural bus tour for decision-makers modelled on Okanagan examples as practical near-term opportunities.

Across engagement, participants identified a consistent set of long-term priorities: reliable household water access, a viable agricultural sector operating in ways that support watershed health, functioning ecosystems, and a planning approach that addresses water sustainability over generations rather than in response to individual events.

*"Water is more important than gold or oil or money. Water is life."*

*"This is such important work and needs to be dealt with better. It is also important to reach more people in this community to share the knowledge, concerns, and collaborative effort to protect our watershed."*



# RECOMMENDATIONS
## WHAT THIS PHASE OF ENGAGEMENT POINTS TOWARD

### Strengthen the evidence base while keeping lived experience visible

Technical work on groundwater, surface water connections, and watershed hydrology is responsive to what people described through engagement. The place-based observations that residents and producers shared are a form of knowledge that should remain visible alongside technical findings. Planning that integrates both will be more complete than planning that relies on either alone.

### Address water availability through both system improvements and demand-side action

Infrastructure assessment and repair, loss prevention, storage development, and more coordinated planning across water systems were consistently identified as practical opportunities. These should be pursued alongside efforts to support water-efficient practices among households, farms, and businesses. Neither approach alone is sufficient.

### Keep land use, forestry, and ecological health central to the conversation

The connection between what happens on the land and what happens to the water was one of the most strongly felt themes across engagement. Forestry practices, riparian health, wetland function, and soil management all belong at the table in water sustainability planning, alongside the agencies that make decisions about land use.

### Clarify roles and establish more direct communication channels

The distinction between provincial and RDCK responsibilities was a source of genuine confusion, and clearer communication about how decisions are made and how input feeds into planning outcomes will be essential for maintaining trust. This applies equally to producers, who expressed strong interest in structured, recurring forums for direct dialogue with decision-makers, built on the foundation established through this engagement.

### Plan for the long term across the full range of watershed priorities

Water sustainability planning in the Goat River Watershed needs to account for household water security, agricultural viability, ecosystem health, and fairness across communities and water users. These are not competing priorities. They are interconnected, and planning that addresses one while ignoring others will produce incomplete and potentially inequitable outcomes.



# NEXT STEPS
## THE WORK AHEAD

The engagement summarized in this report is one part of an ongoing water sustainability planning process for the Goat River Watershed.

The input gathered will inform the next phase of work in direct and specific ways. Following the publication of this report, the process will move into the second part of Phase 3, with more focused conversations with residents, irrigation and improvement districts, and industry.

In addition to engagement, technical work is underway to address information gaps identified through the planning process. A Preliminary Assessment of Hydraulic Connectivity in the Goat River Watershed will develop a clearer understanding of the relationships between bedrock groundwater, overlying aquifers, and surface water systems across the watershed.

The RDCK and yaqan nuʔkiy are also in conversation with the Ministry of Water, Land and Resource Stewardship to investigate the issues, desired outcomes, and possible tools available to support water sustainability in the Goat River Watershed.

The input gathered through this phase of engagement will be carried forward into the planning and technical work that follows.

For more information, please visit the Goat River Watershed Water Sustainability Planning page at **engage.rdck.ca/goatwatershed.**



**RDCK Statement of Values**

**Milestone 2, Goat River Watershed Water Sustainability Planning**

*Revised September 11, 2026 (notes on changes captured and made are at the end)*

## Introduction

In this statement, “we” is meant broadly.

“We” is everyone who lives with the Goat River Watershed and depends on its water: the residents of the Creston Valley and the wider region, the farmers and food producers, the water users and system purveyors, and the hundreds of community members who took the time to share what water means to them through surveys, open houses, on-farm visits, and conversations at their kitchen tables.

“We” is also the governments who hold responsibility for this watershed and are learning to carry it together: yaqan nuʔkiy, whose relationship with these waters is enduring and ongoing; the Province of British Columbia; and the Regional District of Central Kootenay.

And “we” reaches beyond people, to all the beings who share this watershed and rely on it: the Goat River and Arrow Creek, the fish and the habitats that hold them, the forests and the soils, and the wider web of life that makes this place what it is. Water moves through and connects all of them.

These values are written for that whole “we.” They are not a set of competing interests to be weighed one against another, but a shared account of what the people and living systems of the Goat River Watershed need, value, and hope to protect for the generations to come.

## How these values were formed

These values took shape through conversation across the watershed, from October 2025 to September 2026 and continuing, bringing together several streams of listening:

- Conversations across the Creston Valley, including kitchen table conversations and on-farm visits, where people spoke about their water and their concerns
- Surveys and open houses with residents, including 220 responses to the Water Values Survey and 137 open house participants across six communities, summarized in the What We Heard Engagement Report
- Workshops with the Creston Valley elected officials, who reviewed, tested, and refined the draft values on behalf of the communities they represent
- Working conversations with RDCK staff in Parks and Recreation and in Water Services, values in the day-to-day realities of operating and caring for the watershed’s systems

Across every stream the finding was consistent: water quantity in the Goat River Watershed is declining, and 76% of survey respondents reported changes in water conditions. These values respond to that reality, and they draw together the RDCK water services values framework (human health, property and economy, environment).

## Alignment with Community Values

These values align with the seven themes that emerged from community engagement: changing water conditions; water availability and seasonal reliability; infrastructure, storage, and system efficiency; land use and watershed health; governance, fairness, and accountability; communication, trust, and shared learning; and local adaptation and practical ideas.

### 1. Human Health

*We value safe, secure, and affordable water for every home, and healthy agriculture and food systems. Every household can rely on potable water that meets essential needs, and those needs come first when supply is tight.*

- Reliable delivery of potable drinking water through the Arrow Creek WTP, regulated by Interior Health, with ideally no boil water advisories on the Erickson system, and potable and non-potable systems kept separate to protect drinking water integrity

### 2. Property and Economy

*We value predictable flows year-round and a strong and vibrant rural agricultural economy. Water security means households, farms, and communities can count on the Goat River Watershed to carry them through even the driest part of the year.*

- Delivery of agricultural irrigation water and residential drinking water, protecting an asset base of high-value food systems and irrigation infrastructure.
- Demand management through the Erickson Universal Metering Project: leak detection, conservation, and reduced peak pressure on the treatment plant
- An indoor consumption target of 250 litres per capita per day
- Use good measurement and monitoring systems, paired with good communication to keep the public and partners informed.
- Agriculture anchors the Creston Valley economy, with room for the sector to grow: Regional farm capital of nearly $62M, 2021 Census of Agriculture. Average total farm capital of approximately $38M per farm in Area B and $16.8M in Area C. These figures are regional rather than watershed-specific, namely they include the Creston Flats. A watershed-scale profile has not been assembled [draft: line to be augmented (see page 4 for potential edit]
- Irrigation rights delivered to the hectare-based allowance
- Affordability balanced against risk: keeping water affordable requires accepting a higher level of risk
- Residential and agricultural supply sufficient to match population and development potential

### 3. Environment

*We value healthy, recovering ecosystems and a river that keeps flowing a value shared across the region and beyond RDCK residents alone. The Goat River and Arrow Creek are living systems protected as a baseline the watershed depends on, where fish, habitat, and the wider ecology are sustained and restored to maintain a level of functionality.*

- Sufficient flow in Arrow Creek for fish passage, with the fish ladder and flows managed together and flow monitoring in place upstream and downstream
- Reduced pressure on the sensitive Goat River Watershed and Arrow Creek during summer low flows, when WTP withdrawals reach 20-30% of streamflow and approach 40% or more at peak irrigation, including adaptive forestry practices which enhance beneficial seasonal water flows
- A source water protection plan in progress, aligning identified threats with capacity to act

**Water Access, Recreation and Parks**

*We value safe and equitable public access to lakes and rivers, quality of life through recreation, and conservation held in balance with access, so that the benefits of the Goat River Watershed are shared evenly across the region.*

- Access to lakes and rivers by boat and on foot, at key locations chosen to be safe and to minimize environmental disturbance, building on years of momentum
- Conservation and environmental protection weighed alongside access, assessing what increased site access would mean for the ecosystem
- Equitable, even distribution of parks and water access regionally, navigating genuinely competing priorities across the region
- Anticipating community needs, including the shift toward barrier-free recreation since the pandemic
- A relationship with yaqan nuʔkiy to waterfront properties, exploring co-management as something to define together rather than a fixed model, shaped by each government's roles and abilities and by what is being managed
- Place naming in partnership with yaqan nuʔkiy as an area of collaboration
- Judicious water use in parks operations, applied only when needed, for example watering soccer fields

**Social, Cultural and Spiritual Connection to Water**

*We value cultural and spiritual connections to water are recognized, upheld, and supported as a foundation of how the Goat River Watershed is cared for. These connections, highlighted by yaqan nuʔkiy engagement, are a baseline for the planning process, not one interest weighed against others.*

- Recognition of yaqan nuʔkiy knowledge systems and governance protocols within the Collective Conversation Working Group
- Awareness and attention to declining flows and cultural impacts
- Avoidance of culturally sensitive areas in infrastructure design

**Governance and Collaboration**

*We value shared governance, a voice for everyone who depends on water, and rules everyone can see and trust.*

- Tripartite collaboration through the Goat River Watershed Collective Conversation Working Group: a recommend-not-decide body operating by general agreement, with western and Indigenous science held in mutual respect
- Decision-making that holds space for all who depend on and steward the water, so that residents, purveyors, and key sectors have a meaningful voice
- Rules and processes that are transparent, consistent, and applied fairly, with evidence-based, staged decision-making before capital commitment
- Clear, plain-language communication and confidence that community input is used, a consistent theme of the What We Heard Engagement Report
- Food security and regional resilience recognized as providing overarching public benefits

**Drafting Methods and Record of Changes**

Here is the full record of what changed, section by section. The last two unreached sections are untouched.

*Method.* The group worked from the circulated draft Statement of Values (6b), with Director Jackman's edits in view, and moved through each section deciding what to keep, drop, or augment. An approach held across the session: the values should not preempt the "how." Where a line prescribed a solution, the group moved that detail out to be picked up at the tools stage. The group completed Human Health, Property and Economy, and Environment.

**Human Health**

- Value statement broadened beyond drinking water: "safe, secure, and affordable drinking water for every home" changed to "safe, secure, and affordable water for every home, and healthy agriculture and food systems."
- "treated water" changed to "potable water" in the household-reliability line. The households-come-first clause is retained.
- Bullet one: "treated drinking water" changed to "potable drinking water," and the old separation bullet folded in as "and potable and non-potable systems kept separate to protect drinking water integrity." The "no boil water advisories on the Erickson system" fact is retained (deviation from the chat draft, which had dropped it).
- Standalone separation bullet removed and consolidated into bullet one.
- Metering bullet and consumption-target bullet unchanged.
- Move demand management to ‘Property and Economy’ value. (09/09/2026)
- Add “ideally” to “no boil water advisory” (09/09/2026)
- Remove against Canadian average and move the entire bullet to property and economy (09/09/2026).

**Property and Economy**

- Value statement unchanged, as directed.
- Bullet one: "perennial" and "long-term private investment" removed; "high-value crops" changed to "high-value food systems." Now reads as an asset base of high-value food systems and irrigation infrastructure.
- Anchor bullet: "with room for the sector to grow" added after "Agriculture anchors the Creston Valley economy." Farm-capital figures and the watershed-scale caveat retained.
- Irrigation-rights bullet: the moratorium-as-supply-limit clause removed. The hectare-based allowance is retained.
- Affordability bullet: "honestly" removed.
- Residential-supply bullet: trimmed to "Residential supply sufficient to match development potential" and marked [draft: line to be augmented]. The system-capacity figures (310 litres per second, storage under one day) were pulled out as "how" and are held for the tools stage.
- Add a bullet “ good measurements and good communication”
- Augment bullet: “Agriculture anchors the Creston Valley economy, with room for the sector to grow: Regional farm capital of nearly $62M, 2021 Census of Agriculture. Average total farm capital of approximately $38M per farm in Area B and $16.8M in Area C. These figures are regional rather than watershed-specific, namely they include the Creston Flats. A watershed-scale profile has not been assembled.” It was requested to communicate this bullet as a regional growth percentage, this could be provided from the RDCK’s 2017 ALUI report, which could be communicated as “ Agriculture is a growing economic driver in the region, not a static one: regional gross farm receipts rose by roughly 34% between 1996 and 2011, even as the number of farms fell by 7%, meaning each remaining farm is generating more value than a generation ago. (Source: RDCK Agricultural Land Use Inventory, 2017).” (09/09/2026)
- Augment last bullet “Residential and agricultural supply sufficient to match population and development potential”. (09/09/2026)

**Environment**

- Value statement: "a river that never runs dry" changed to "a river that keeps flowing" with the marker [draft: flow wording unsettled, options seasonal / year-round / sustainable]. Added "a value shared across the region and beyond RDCK residents alone." Added [restoration baseline still to be named] after "sustained and restored."
- Low-flows bullet: ", including adaptive forestry practices which enhance beneficial seasonal water flows" appended. Withdrawal figures retained.
- Gaps bullet removed as workplan rather than value.
- Fish-passage bullet and source-water-protection bullet unchanged.
- Add to value statement “restored to maintain a level of functionality” (09/09/2026)

**Water Access, Recreation and Parks**

- Value statement: "equitable public access" changed to "safe and equitable public access."
- Bullet one rewritten from "Six years of work building momentum..." to "Access to lakes and rivers by boat and on foot, at key locations chosen to be safe and to minimize environmental disturbance, building on years of momentum," with the marker [draft: six years or a decade, to confirm].
- yaqan nuʔkiy relationship bullet: tail rewritten from "exploring yaqan nuʔkiy co-management with the RDCK" to "exploring co-management as something to define together rather than a fixed model, shaped by each government's roles and abilities and by what is being managed." The duplicate "yaqan nuʔkiy" before "co-management" removed.
- Conservation, equitable-distribution, anticipating-needs, place-naming, and judicious-water-use bullets unchanged.
- Remove traditional use sites and engaged since 2021 (09/09/2026)

**Social, Cultural and Spiritual Connection to Water** (09/09/2026)

- Value statement: change “raised” to “highlighted by yaqan nuʔkiy”
- Remove equally valid
- Add awareness and take out “, and groundwater-surface water interaction in the Goat River Watershed” as this is a scientific term.

**Governance and Collaboration** (09/09/2026)

- Value statement: remove genuinely.
- Change “cross-cutting” to “overarching” in last bullet.

**Structural and outstanding**

- Two paragraphs deleted overall (separation bullet, gaps bullet); paragraph count 49 to 47.
- Draft markers left on the face: flow wording, restoration baseline, residential-supply augment, six years or a decade.
- Moved Alignment with Community Values statement up to the first page. (09/09/2026)

**Cross-cutting and open items**

- *The framing question* - Director Jackman's edits argue that the RDCK statement should carry only resident-facing, RDCK-mandate values, with yaqan nuʔkiy and provincial content held on their own sheets for the joint conversation. It is a framing decision to settle before those sections are drafted.
- *Do not preempt the "how."* The clearest shared outcome of the afternoon, to be applied when the completed sections are cleaned up.
- *Forestry in scope* - question of whether and how forestry sits in this work.

# Board Report – For Information

*September 24, 2026*

## Floodplain Management Bylaw Review Project

| | |
|---|---|
| **Authors:** | Stephanie Johnson, RPP MCIP, Planner<br>Corey Scott RPP, MCIP, Planner |
| **File Reference:** | 10\5110\20\RDCK Floodplain Mgt |
| **Electoral Area/Municipality:** | ALL ELECTORAL AREAS & Village of Salmo |
| **Services Impacted** | PLANNING AND LAND USE/S104 |

## 1.0 PURPOSE OF REPORT

THAT the Board receives, for information, the Floodplain Management Bylaw (FMB) Review Project's implementation framework to guide the remaining work required to advance the proposed *RDCK Floodplain Management Bylaw No. 3085, 2026* to consideration of initial readings.

## 2.0 BACKGROUND AND UDPATE

In 2025, the RDCK and Village of Salmo (project partner) collaborated with BGC Engineering Inc. and Pinna Sustainability Inc. to conduct a comprehensive review of our existing flood hazard policy and regulations, including:

- A review of existing floodplain regulations and administrative processes;
- Identifying opportunities to improve consistency and clarity of floodplain regulations;
- Evaluating best practices from other local governments in British Columbia;
- Engaging with affected stakeholders and the public; and
- Developing an updated regional floodplain management framework.

The final project deliverable(s) resulted in the preparation of a draft bylaw, "*RDCK Floodplain Management Bylaw No. 3085, 2026"* as well as a draft *Floodplain Management Bylaw No. 774, 2026* for the Village of Salmo. Both draft bylaws contain updated flood hazard mapping.

On July 16, 2026, at the Regular Open meeting the Regional Board received an information report outlining the project background, a summary of engagement activities undertaken, technical findings, and recommendations for updating the RDCK's and Village of Salmo's floodplain management regulatory framework, including the draft bylaws. On August 11, 2026, Salmo Council gave first reading to the Village's *Floodplain Management Bylaw No. 774, 2026.*

The FMB review project has now moved from bylaw development to implementation readiness. The proposed implementation framework is intended to provide a practical, coordinated approach for completing the legal, administrative, communication, mapping and governance work required to support implementation of proposed *RDCK FMB No. 3085, 2026*. It is intended to support effective administration, communication and

implementation through Board consideration, potential adoption, and operational rollout. The proposed implementation framework recognizes that adopting a new regulatory bylaw, albeit one that is updating existing regulations, requires more than completing the formal and legislative adoption process, as outlined in Section 3.0.

## 3.0 NEXT STEPS AND TIMELINE

Next steps and timeline for RDCK Planning, as shown in Table 1 below (Proposed Implementation Framework), include the transition from bylaw drafting and legal review to the operational implementation of proposed *RDCK Floodplain Management Bylaw No. 3085, 2026*. The five implementation streams proposed below are intended to proceed concurrently, with some activities continuing after FMB adoption as staff refine procedures and gain experience administering the new FMB.

**Table 1: Proposed Implementation Framework**

| Stream | Key Activities | Intended Outcome |
|---|---|---|
| **1. Legal & Regulatory Review**<br><br>Ongoing – Summer/Fall 2026 | Legal review; legislative and provincial alignment; and related technical amendments to the proposed FMB. | Legally sound *draft* FMB ready for Board consideration and subsequent administration. |
| **2. Administrative & Organizational Readiness**<br><br>Fall 2026/Winter 2027 | Update Planning procedures; establish review processes, including updating Standard Terms of Reference for QP reports; develop guidance documents; clarify roles; coordinate training and internal resources. | Staff are ready to administer a new FMB consistently, including internal guidance and workflow tools (e.g., review checklists or decision flowcharts) with supporting communication materials for property owners. |
| **3. Public & Stakeholder Communications**<br><br>Late Fall 2026/Winter 2027 | Plain-language information on where requirements may apply (e.g., new construction etc.), potential effects, QP involvement, information sources, and timing on the RDCK Engage Project Page. | Property owners, applicants, QPs, and stakeholders have clear information about the proposed FMB and how it may apply. |
| **4. Flood Hazard Information & Mapping**<br><br>Ongoing- Fall 2026 | Integrate updated mapping into review processes; improve GIS access; establish mapping update processes; identify any future data improvements - ongoing. | Reliable, updated, accessible and user-friendly flood hazard information on the RDCK's Public Web Map. |
| **5. Bylaw Consideration, Adoption & Transition**<br><br>Winter 2027 | Complete readiness activities; bring FMB forward for readings; refine procedures, training, mapping, and communications through transition. | Manage transition to the updated regulatory framework. |

**Figure 1: Proposed Implementation Framework – Five Concurrent Streams**




Completion of this project positions the RDCK to modernize its floodplain management framework using current hazard mapping and updated regulatory language to better align with best practices. The next and final phase of this project work will focus on completion of the legal review, agency referral, and implementation planning prior to the Regional Board's consideration of initial readings to *draft RDCK Floodplain Management Bylaw No. 3085, 2026.*

The proposed FMB implementation framework is intended to provide the Regional Board with confidence that the proposed bylaw can move from project completion to operational implementation in a coordinated manner, while allowing staff to continue refining supporting processes.

Respectfully submitted,

Stephanie Johnson, RPP MCIP & Corey Scott, RPP MCIP

## CONCURRENCE

Planning Manager – Nelson Wight Approved
Acting General Manager Development & Sustainability – Amy Wilson Approved
Chief Administrative Officer – Stuart Horn Approved

**ATTACHMENT:**

Attachment A – Floodplain Management Bylaw Review Project - Implementation Framework

## IMPLEMENTATION FRAMEWORK

### 1.0 PURPOSE

This framework provides a practical, coordinated approach for completing the legal, administrative, communication, mapping and governance work required to support implementation of proposed RDCK *Floodplain Management Bylaw No. 3085, 2026* (the FMB). It is intended to support effective administration, communication and implementation.

The framework translates the consulting team's final report recommendations into five concurrent implementation streams to guide the remaining work required for regulatory, organizational and operational readiness. The implementation framework has been designed to:

- support consistent and transparent administration of the proposed FMB;
- provide clear, plain-language information for property owners, applicants and Qualified Professionals (QPs);
- prepare RDCK staff, procedures, tools and mapping for implementation;
- coordinate implementation activities with Board consideration and bylaw timing; and
- support a smooth transition from project implementation to ongoing administration and monitoring.

### 2.0 IMPLEMENTATION PRINCIPLES

| Principle | What it means in practice |
|---|---|
| Risk-based regulation | Apply flood hazard information consistently to support safer development decisions. |
| Consistency and transparency | Use clear requirements, procedures and information for property owners, applicants, staff and decision-makers. |
| Clear public information | Provide accessible, plain-language information about where requirements may apply and what to expect. |
| Coordinated delivery | Coordinate between Planning, Building, GIS, Communications, Emergency Services, relevant external agencies and QPs. |
| Continuous improvement | Monitor implementation issues and update procedures, information and mapping as needed. |

### 3.0 FIVE CONCURRENT IMPLEMENTATION STREAMS

The five streams below are intended to proceed concurrently through bylaw consideration and transition.

| Stream | Timing | Key activities | Intended outcome |
|---|---|---|---|
| 1. Legal & Regulatory Review | Ongoing – Summer/ Fall 2026 | Legal review; legislative and provincial alignment; related technical amendments to the proposed FMB. | Legally sound draft FMB ready for Board consideration and subsequent administration. |

| | | | |
|---|---|---|---|
| 2. Administrative & Organizational Readiness | Fall 2026/ Winter 2027 | Update Planning Procedures and Fees Bylaw; revise QP Terms of Reference; develop relevant guidance documents; clarify roles and any gaps; coordinate training and internal resources. | Staff are ready to administer the new FMB consistently, supported by internal guidance documents and workflow tools. |
| 3. Public & Stakeholder Communications | Late Fall 2026/ Winter 2027 | Provide plain-language information on where requirements may apply, potential effects, QP involvement, information sources and timing through Regional District communication channels, including updated FAQs on the RDCK Engage project page. | Provide clarity to property owners, applicants, QPs and stakeholders about the new FMB and approach. |
| 4. Flood Hazard Information & Mapping | Ongoing – Fall 2026 | Integrate updated mapping into existing RDCK GIS tools. | Reliable, updated, accessible and user-friendly flood hazard information is available through the RDCK's public web map. |
| 5. Bylaw Consideration, Adoption & Transition | Winter 2027 | Complete readiness activities (see below); bring the FMB forward for formal bylaw readings; continue to refine procedures, training, and communications through transition. | Coordinated transition to the updated regulatory framework and ongoing administration. |

## 4.0 STREAM ACTIONS AND DELIVERABLES

### 4.1 Legal & Regulatory Review

| Key activities | Key deliverables |
|---|---|
| • Complete legal review and incorporate required changes.<br>• Confirm alignment with the *Local Government Act*, provincial guidelines and relevant RDCK bylaws and procedures.<br>• Incorporate technical, administrative and Board direction into the proposed FMB.<br>• Prepare the revised bylaw and supporting materials for Board consideration.<br>• Review identified regulatory or technical gaps, including development downstream of dams, as appropriate. | • Legally reviewed draft FMB<br>• Supporting regulatory and administrative materials<br>• Board-ready draft FMB |

### 4.2 Administrative & Organizational Readiness

| Key activities | Key deliverables |
|---|---|
| • Review related RDCK Bylaws, procedures and policies for alignment with the proposed FMB, as appropriate.<br>• Update Standard Terms of Reference for QP reports, as required.<br>• Clarify departmental roles and responsibilities. | • Updated procedures and workflow tools<br>• Staff guidance and training<br>• Defined roles and |

| | |
|---|---|
| • Provide staff guidance, to ensure effective implementation. | responsibilities<br>• Operational readiness assessment |

### 4.3 Public & Stakeholder Communications

| Key activities | Key deliverables |
|---|---|
| • Update RDCK Engage content and FAQs with plain-language information explaining the purpose of the FMB and where requirements may apply.<br>• Provide information on potential development implications, QP involvement, information sources and application processes.<br>• Continue targeted communication and coordination with First Nations, relevant Ministries, member municipalities and other stakeholders, as appropriate.<br>• Coordinate communications with key Board decisions and bylaw timing. | • Public information materials<br>• FAQs and RDCK Engage content<br>• Property owner/applicant/QP information<br>• Transition communications |

### 4.4 Flood Hazard Information & Mapping

| Key activities | Key deliverables |
|---|---|
| • Integrate current flood hazard mapping and technical information into development review.<br>• Improve access to flood hazard information through the RDCK Public Web Map and internal GIS tools, including guidance on mapping interpretation and limitations.<br>• Explore opportunities to improve the organization and accessibility of flood hazard data, technical reports and related spatial information.<br>• Establish processes for mapping updates and maintenance.<br>• Identify future technical or data improvements as implementation experience develops. | • Updated regulatory mapping and GIS information<br>• Current FMB mapping/review procedures<br>• Process to update and maintenance process developed |

### 4.5 Bylaw Consideration, Adoption & Transition

| Key activities | Key deliverables |
|---|---|
| • Coordinate readiness work with Board consideration and formal bylaw readings.<br>• Complete procedures, training, mapping and communications needed for operational rollout.<br>• Monitor early implementation issues and refine procedures as needed.<br>• Transition responsibility from project implementation to routine administration. | • Information to support Board decision-making.<br>• Adopted FMB, subject to Board decision<br>• Operational rollout<br>• Ongoing administration and monitoring |

## 5.0 IMPLEMENTATION MILESTONES

Timing may be refined based on legal review, referrals, operational readiness, Board direction and available resources.

| Phase | Timing | Key outcome |
|---|---|---|
| Final project report and draft FMB | Summer 2026 | Draft regulatory framework, technical information and engagement summary completed. |

| | | |
|---|---|---|
| Implementation framework | Summer/Fall 2026 | Board consideration and endorsement of the implementation approach. |
| Legal review, referrals and concurrent readiness work | Summer/Fall 2026 – Winter 2027 | Legal, regulatory, administrative, mapping and communications readiness advanced concurrently. |
| Board consideration / initial readings | Winter 2027 | Proposed FMB brought forward for formal Board consideration. |
| Adoption and operational rollout | Winter/Spring 2027 | Subject to Board decision, transition to the updated FMB and ongoing administration. |

**6.0 KEY DECISION POINTS**

Implementation activities are interdependent. Timing will depend on completion of legal review, referrals, operational requirements, available resources, stakeholder feedback, Board direction and statutory processes.

| **Decision point** | **Purpose** |
|---|---|
| Implementation Framework | Board consideration and endorsement of the implementation approach. |
| Revised Draft Bylaw / Initial Readings | Board consideration following legal, technical, referral and readiness work. |
| Bylaw Adoption and Implementation | Final consideration of adoption and confirmation of operational rollout. |

**7.0 RESOURCES AND WORKPLAN**

Implementation is expected to be undertaken primarily within existing Planning Services resources, work plan and budget, with coordinated support from Building Services, GIS, Emergency Services and Communications. Workload and resource needs will be monitored and addressed through established operational and budget processes.

**8.0 MONITORING, SUCCESS MEASURES AND TRANSITION**

Success will be monitored using the same five practical indicators identified in the staff report and results monitored through ongoing bylaw administration.

| **Indicator** | **What success looks like** | **How it can be monitored** |
|---|---|---|
| Consistency | FMB requirements are applied through clear and consistent review processes. | Review procedures, checklists and recurring interpretation issues. |
| Public Understanding | Information is accessible and users better understand requirements and processes. | Inquiry themes, feedback and use of public information resources. |
| Development Decisions | Flood hazard information and QP assessments are used consistently where required. | Application reviews, exemptions and decision documentation. |
| Organizational Readiness | Procedures, training and administrative tools are current and in use. | Staff feedback and training completion. |

| | | |
|---|---|---|
| Continuous Improvement / Monitoring | Implementation issues, mapping and technical information are reviewed and updated as needed. | Issue(s) log (e.g., mapping/data, interpretation etc.). |

Following adoption and operational rollout, responsibility for the FMB will transition from project implementation to routine administration, supported by clear departmental responsibilities, regular workflows, staff training, current mapping and technical information, public information and ongoing monitoring. Implementation issues and potential improvements will be addressed through regular operational planning and, where appropriate, reported to the Board.

# Board Report

*September 24, 2026*

## Board Approval for Water Servicing for the Proposed Recreational Vehicle Park Development at 7902 Balfour Wharf Road – Balfour Water System

**Author:** Chris Gainham, Utility Services Manager
**File Reference:** [File no.]
**Electoral Area/Municipality:** Area E
**Services Impacted** Balfour Water System – S255

## 1.0 STAFF RECOMMENDATION

THAT the Board approve water servicing for the proposed 37-pad recreational vehicle park development at 7902 Balfour Wharf Road (Lot 1, District Lot 184, Kootenay District, Plan NEP20868), subject to the owner satisfying all applicable requirements of Water Bylaw No. 3078, 2026 and Utilities Rates, Fees and Charges Bylaw No. 3077, including payment of applicable Capital Infrastructure Charges prior to issuance of proof of water.

## 2.0 BACKGROUND/HISTORY

Section 8.6 of RDCK Water Bylaw No. 3078 requires Board approval for developments with more than 10 units, potential demand greater than 10 single-family dwellings, or other specified increases in system demand. The proposed 37-pad RV development therefore requires Board approval.

The Balfour Water System is supply constrained. When the water service application from MRQ Holdings Ltd., INC. NO. BC1061390 of Nelson, BC for the proposed RV park at 7902 Balfour Wharf Road (BP028865 / DEV000166) was initially reviewed, staff determined that sufficient capacity was not available at the time to support the proposed development. At that time, additional capacity was expected to depend on completion and commissioning of the secondary groundwater source being developed by the developer of Queens Bay Resort (QBR).

The applicant submitted the servicing request in 2023 (a full chronology is provided in this section) and subsequently upsized the existing water service in 2024 to accommodate potential future development. The proposal was later revised to 37 RV pads. A Development Permit for an RV resort on the property was issued in October 2025. Water service has been used for landscaping; however, approval to service the full RV development has remained outstanding.

The QBR secondary source project has progressed more slowly than originally anticipated. In Q3 2026, staff reassessed available capacity in the Balfour system using metered water use data. The review indicates lower-

than-anticipated system consumption and, based on the current assessment, staff are satisfied that sufficient capacity can be allocated to the proposed 37-pad RV Park development without waiting for the QBR secondary source to be commissioned as originally assumed.

Chronology of Events:

**2023**

- The applicant submitted a water service application for the proposed development.
- The applicant was advised that the existing water system did not have sufficient capacity to support the development at that time.
- Utilities staff indicated that upsizing of the water service would be permitted to facilitate future servicing requirements.
- The applicant was informed that any future development would be subject to Board approval.
- Cross-connection control requirements, including installation of a Reduced Pressure Principle (RP) backflow preventer, were communicated.
- Applicable Capital Infrastructure Charges (CICs) and other servicing requirements were also explained.

**2024**

- The water service was upsized at the applicant's request.
- The applicant was advised that servicing for the proposed 36-lot RV development remained on hold due to system capacity limitations.
- Utilities staff communicated that additional capacity may become available once a secondary water source was brought online in the future.

**2025**

- Water service was turned on to support landscaping activities on the property.
- The applicant’s development proposal was revised from 36 RV lots to 37 RV lots.
- A Building Permit application was submitted for construction of a washroom/bathroom facility.
- Water Services advised that servicing for the development could not proceed because the development had not yet received the necessary approvals and water system capacity remained unavailable.

**2026**

- Water system capacity was reassessed by the Utilities Manager.
- Based on this assessment, sufficient capacity was determined to be available to support the proposed development.
- Utilities staff advised that the development could proceed from a water capacity perspective, subject to required approvals.
- If the Board approves the development, cross-connection control requirements, including installation of an RP backflow preventer or provision of an approved air gap, will be included as conditions of approval and servicing. Payment of capital infrastructure charges ($55,500) will be required prior to providing proof of water.

Figure 1. Subject Property




## 3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

The development requires a decision from the Board before RDCK water servicing can be approved. Although the Balfour Water System remains supply-constrained, current metered demand information provides a better basis for assessing available capacity than was available when the application was first considered. Staff's updated assessment supports allocating capacity to this development while continuing to manage new servicing conservatively.

### 3.1 Alignment to Board Strategic Plan

The recommendation supports responsible management of existing water system infrastructure and evidence based decision making. This is done by using current metered demand data to inform servicing recommendations while maintaining appropriate controls on a capacity constrained water system.

### 3.2 Legislative Considerations

Section 8.6 of Water Bylaw No. 3078 requires Board approval for developments with more than 10 units, potential demand greater than 10 single-family dwellings, or other specified increases in system demand. The proposed 37-pad development therefore requires Board approval.

The development is also subject to the servicing, metering and cross-connection control requirements of Water Bylaw No. 3078 and the applicable rates, fees and Capital Infrastructure Charges established under Utilities Rates, Fees and Charges Bylaw No. 3077.

### 3.3 What Are the Risks

The primary risk is committing additional demand to a water system that remains supply constrained. This risk is mitigated by the updated review of actual metered system demand, adherence to RDCK's bylaw requirements related to water usage and conservation, and the ongoing development of the Balfour Water System secondary groundwater source by QBR. Approval of this development does not imply that capacity is available for other significant developments and future development applications will require separate review based on system conditions at that time.

## 4.0 PROPOSED SOLUTION

Staff recommend that the Board approve water servicing for the 37-pad RV park. Following Board approval, staff would provide proof of water once the applicable Capital Infrastructure Charges have been paid. The owner would remain responsible for satisfying all other applicable water servicing requirements, including approved metering and cross-connection control. An RP backflow preventer or approved air gap will be required as a condition of servicing/occupancy, as applicable.

### 4.1 Financial Considerations of the Proposed Solution

The applicable Capital Infrastructure Charge is $1,500 per additional serviced commercial unit. For 37 RV pads, the total Capital Infrastructure Charge is $55,500, payable prior to issuance of proof of water. Capital Infrastructure Charges are deposited to the Balfour Water Service reserve. Ongoing water charges will be applied in accordance with the Utilities Rates, Fees and Charges Bylaw 3077

### 4.2 Risks with the Proposed Solution

The main risk is that future peak demand could be higher than indicated by current metered system usage. Staff will continue to monitor Balfour system demand and can implement water conservation measures where system demand approaches rated capacity. The proposed secondary source will provide additional system resilience once completed and accepted by the RDCK.

### 4.3 Resource Allocation and Workplan Impact

The recommendation can be implemented through existing Utility Services staff resources. No material impact to the approved workplan is anticipated.

### 4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The applicant has been engaged throughout the servicing review and has previously been advised of capacity constraints, Board approval requirements, Capital Infrastructure Charges, and cross-connection control requirements. No additional public engagement is proposed as part of this water-servicing decision.

### 4.5 Leveraging Technology

The updated capacity review and assessment relies on metered water use data, allowing staff to make servicing decisions using observed demand rather than relying solely on planning assumptions.

### 4.6 Measuring Success

Success will be measured through continued monitoring of Balfour Water System demand and the development's metered consumption, particularly during peak-demand periods. Any emerging capacity concerns will be managed through existing operational and water-conservation authorities.

## 5.0 ALTERNATIVE SOLUTION(S)

The Board could defer approval until the QBR secondary groundwater source is completed, commissioned and demonstrated through a high-demand season. This would provide additional certainty regarding supply capacity but would delay the development despite the updated metered-demand assessment indicating that capacity is currently available.

### 5.1 Financial Considerations of the Alternative Solution(s)

Deferral would postpone collection of the applicable Capital Infrastructure Charges and ongoing water-rate revenue associated with the development.

### 5.2 Risks with the Alternative Solution(s)

Deferral reduces capacity risk in the near term, but would unnecessarily delay a development that staff now consider serviceable based on current system data.

### 5.3 Resource Allocation and Workplan Impact

No significant RDCK resource implications are anticipated under the alternative.

### 5.4 Public Benefit and Stakeholder Engagement of Alternative Solution

Deferral would maintain the previous conservative servicing position but would prolong uncertainty for the applicant and would not take into account the most recent capacity review.

### 5.5 Measuring Success

If deferred, the application would be reconsidered following commissioning of the secondary source and review of subsequent peak-season system performance.

## 6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

No other practical servicing options are recommended. Approval without the applicable bylaw requirements and servicing conditions is not considered appropriate.

## 7.0 OPTIONS SUMMARY

**Option 1 - Recommendation:**
THAT the Board approve water servicing for the proposed 37-pad recreational vehicle park development at 7902 Balfour Wharf Road (Lot 1, District Lot 184, Kootenay District, Plan NEP20868), subject to the owner satisfying all applicable requirements of Water Bylaw No. 3078, 2026 and Utilities Rates, Fees and Charges Bylaw No. 3077, including payment of applicable Capital Infrastructure Charges prior to issuance of proof of water.

**Option 2 :**
THAT the Board defer approval of water servicing for the proposed 37-pad recreational vehicle park development at 7902 Balfour Wharf Road until the secondary groundwater source for the Balfour Water System has been completed, commissioned and its performance has been assessed through a high-demand season.

## 8.0 RECOMMENDATION

THAT the Board approve water servicing for the proposed 37-pad recreational vehicle park development at 7902 Balfour Wharf Road (Lot 1, District Lot 184, Kootenay District, Plan NEP20868), subject to the owner satisfying all applicable requirements of Water Bylaw No. 3078, 2026 and Utilities Rates, Fees and Charges Bylaw No. 3077, including payment of applicable Capital Infrastructure Charges prior to issuance of proof of water.

Respectfully submitted,
Chris Gainham – Utility Services Manager

## CONCURRENCE

General Manager of Environmental Services – Uli Wolf – **DIGITALLY APPROVED**
CAO – Stuart Horn Approved

**ATTACHMENTS: None**

# Board Report

## Open Regular Board Meeting

*September 24, 2026*

## Prioritization Matrix Feedback Reporting

| | |
|---|---|
| **Author:** | Stuart Horn, Chief Administrative Officer |
| **File Reference:** | [File no.] |
| **Electoral Area/Municipality:** | ALL AREAS AND MUNICIPALITIES |
| **Services Impacted** | All Services. |

## 1.0 STAFF RECOMMENDATION

THAT the Board direct staff to update the Board report template to provide more detail on the requirement for the Board to undertake the project being presented, AND FURTHER, that the new template be used starting with the November 2026 Board meeting.

## 2.0 BACKGROUND/HISTORY

Staff has previously brought forward for Board consideration a Draft Prioritization Matrix Policy which provided a grading system to help the Board evaluate projects that are being considered.

The idea was to provide a score that would place a given project in a priority order to give staff direction on which order projects should be completed. Currently staff is prioritizing projects based on financial and human resource availability, external deadlines, and/or convenience.

The report was brought forward for presentation to the Board and the Directors were asked to provide feedback. This report summarizes the feedback received and proposes next steps.

## 3.0PROBLEM OR OPPORTUNITY DESCRIPTION

Staff requested feedback from Directors on the Matrix and scoring system. 10 Directors responded and the feedback ranged from “the Matrix is good as presented” to “The Board does not need a matrix at all”. Those Directors that wanted changes to the matrix focused on “core” vs. “discretionary” work as well as a focus on tying the score more to how the strategic priorities are met.

- 3 of 10 directors expressed clear support for the policy and matrix as drafted.
- 2 directors had no substantive changes and supported implementation.
- 5 directors supported the overall intent while providing recommendations to strengthen the matrix (discussed below).
- 1 director of the 5 in prior bullet supported the concept of project prioritization but recommended that the document be developed as an internal administrative procedure rather than a Board policy, with the matrix serving as a management tool to guide project recommendations. This is informally what we currently do as staff prioritizes work.

The feedback from the 5 directors with substantive changes had the following items in common:

- There were too many categories. Removing public support was suggested multiple times, as was sub regional benefit and urgency. The public benefit category was suggested to be a very subjective and difficult to measure item. Comments on urgency were based on the fact that if there was a life safety or legal requirement to complete a project, it would naturally be prioritized. The sub regional benefit piece was seen to discriminate against valued projects that may be electoral area specific.

- The scoring should be different for each category based on importance, even within categories (i.e. some strategic plan items should be weighted higher than others as it is way too easy to tie projects to the more general strategic plan objectives such as organizational excellence and managing our fiscal responsibilities)

- A core/required project vs. discretionary category was a must, i.e. “do we have to do this?” This was mentioned by almost all respondents.

- A report back/consideration on what happens with deferred or delayed projects

- A rural lens should be put in the matrix which allows for scoring a project if it is of significant benefit to one rural area. This came with the suggestion to remove the subregional benefit category and ranking.

- Financial and Human resources are factors that are already considered in our Board report template.

The overall feedback provided has led staff to think that the goals of the Board around this issue could be addressed through our Board report template and our constantly improving quarterly reporting, rather than through a prioritization policy.

The concerns raised in the feedback were more around the Board’s debate and decision on whether a project should be taken on at all, and less about where it sits in the queue, other than the aforementioned reporting back on deferred/delayed projects (quarterly report).

In the end if all edits were considered the categories remaining would be

1. Core vs. Discretionary project
2. Strategic Plan alignment (in Board report template)
3. Financial Resources (in Board report template)
4. Human Resources (in Board report template)
5. Benefit of External Partner (this remains debatable as in inclusion, as some of the feedback linked this to downloading or incurring future taxation because of upfront partnership or funding. In addition, it is also covered by a strategic objective)

As can be seen, these categories are all evaluations in the standard board report template. The question now is does assigning a number to these items really add the value the Board is looking for? Staff does not seem to think it would, and the proposed solution below takes a different approach from the planned prioritization matrix.

### 3.1 Alignment to Board Strategic Plan

The feedback received had a focus on the strategic plan and the importance of getting this document right in order to guide the Board's work. There were a number of statements made by Directors that spoke to the general nature of some of the strategic plan objectives and how it was too easy to tie projects to the plan through organizational excellence.

In addition, the ratings of the strategic plan items were suggested to be increased (i.e. up to 10 points for a certain objective and down to 1 for the general objectives). Combined with the other feedback of removing categories, this would mean a project that hit that 10 points would almost be certain to be ranked at the top, making any other evaluation moot.

This feedback will need to be considered when the next Board looks at it's 4 year strategic plan in early 2027. Goals will need to be more specific in order to separate projects that truly move the objectives of the Board.

### 3.2 Legislative Considerations

The legislative piece was mentioned numerous times in the feedback from Directors. Responding Directors wanted a consideration of "do we have to do this?" in the matrix, primarily focused on core services and legislated local government mandates. Again, this was more evidence that the desire was for more information on whether the RDCK has discretion or not in taking on projects.

### 3.3 What Are the Risks

The risk presented in the feedback was primarily related to the risk of the Board adopting a policy to prioritize projects when it does not seem like that will solve the problem the Board is experiencing. A common comment in the feedback was that the policy should ensure that the Board has the right to override the scoring of the prioritization matrix. While in theory the Board does have the right to order projects in any way it wishes to, further debate after the score is produced in an attempt to override the result will lead to inefficiencies.

The policy would result in more work for staff and potentially more time debating items at the Board table if there is disagreement on the rankings at the political level. The more important question of "should the RDCK undertake this project at all?" has been identified as the problem that needs to be addressed.

## 4.0 PROPOSED SOLUTION

THAT the Board direct staff to update the Board report template to provide more detail on the requirement for the Board to undertake the project being presented, AND FURTHER, that the new template be used starting with the November 2026 Board meeting.

Secondly, the importance of projects moving the strategic plan forward was front and centre. This highlighted the difficulty in scoring projects against the strategic plan, in that the priorities identified in the plan were quite general (i.e. almost anything presented to the Board can be tied to Organizational Excellence). Staff will also take this as direction to provide more detailed information in Board reports on the link to the Strategic Plan.

Finally, the financial and human resources component will also be reworked in the template to ensure the Board knows if there are any delays expected or projects that may be put on hold as a result of considering new items.

### 4.1 Financial Considerations of the Proposed Solution

There are no significant financial considerations of the proposed solution. The key financial piece will ideally be a process where the Board can make decisions that use tax dollars efficiently and feel comfortable that any discretionary projects have been chosen based on the best available information.

### 4.2 Risks with the Proposed Solution

The risk with the proposed solution is that in the long term, the updated Board report template and the quarterly report does not provide the Board with the information it needs. As both are iterative documents, this risk can be mitigated by updating both documents on a regular basis based on Board direction.

### 4.3 Resource Allocation and Workplan Impact

This proposed solution would not impact resource allocation or workplan, and it would perhaps improve the speed in which Board approved projects are completed, as the report template would give the Board more information around proceeding with projects that are discretionary. Using the prioritization process might also have caused staff more work and potentially delayed decisions.

### 4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

The public benefit of the proposed solution is more information to inform debate on whether a project should be taken on by the RDCK Board.

### 4.5 Leveraging Technology

The quarterly report, created through the M365 environment, will continue to be updated to better inform the Board on project timelines, and reasons for delays.

### 4.6 Measuring Success

The measure of success will sit with the Board in its feeling that the work of the RDCK is contained within what the Board feels is our mandate. This does require some subjectivity as while there are certain specific mandates the RDCK has, legislation does provide significant opportunities to support projects and complete work that is not specifically mandated.

## 5.0 ALTERNATIVE SOLUTION

That the Board refer the Prioritization Matrix Policy to a future RDCK Board meeting to allow the 2026-2030 RDCK Board to determine next steps.

### 5.1 Financial Considerations of the Alternative Solution(s)

None.

### 5.2 Risks with the Alternative Solution(s)

The main risk with this solution is that any new elected officials will have a lot of items to be brought up to speed on, which may delay a decision.

### 5.3 Resource Allocation and Workplan Impact

Currently the position of staff is that we are doing what the Board wants and resource allocation is being managed efficiently and effectively.

### 5.4 Public Benefit and Stakeholder Engagement of Alternative Solution

None

### 5.5 Measuring Success

The measure of success will sit with the future Board in its feeling that the work of the RDCK is contained within what the Board feels is our mandate. This does require some subjectivity as while there are certain specific mandates the RDCK has, legislation does provide significant opportunities to support projects and complete work that is not specifically mandated.

## 6.0 OPTIONS CONSIDERED BUT NOT PRESENTED

None.

## 7.0 OPTIONS SUMMARY

**Option 1:**

**Recommendation:**

THAT the Board direct staff to update the Board report template to provide more detail on the requirement for the Board to undertake the project being presented, AND FURTHER, that the new template be used starting with the January 2027 Board meeting.

**Option 2:**

**Recommendation:**

That the Board refer the Prioritization Matrix Policy to a future RDCK Board meeting to allow the 2026-2030 RDCK Board to determine next steps.

## 8.0 RECOMMENDATION

THAT the Board direct staff to update the Board report template to provide more detail on the requirement for the Board to undertake the project being presented, AND FURTHER, that the new template be used starting with the November 2026 Board meeting.

Respectfully submitted,
Stuart Horn – Chief Administrative Officer

## CONCURRENCE

**ATTACHMENTS:**

Attachment A – Draft Prioritization Matrix
Attachment B – Potential Redlined Prioritization Matrix

| | | | | | |
|---|---|---|---|---|---|
| **Chapter:** | [Chapter of policy] | | | | |
| **Section:** | [Section of policy] | | | | |
| **Subject:** | Project Prioritization Matrix | | | | |
| **Board Resolution:** | [Board resolution number] | **Established Date:** | [Date of policy] | **Revised Date:** | [Revised date of policy] |

# POLICY:

## PURPOSE:

The purpose of this policy is to establish the evaluation criteria that staff will use within Board reports to identify a relative priority level for projects to the Board of Directors.

## SCOPE:

The policy applies to any new project that either comes from a Board directed request or requires Board approval to proceed, including projects originating at committee or commission, other than the out of scope projects below.

## OUT OF SCOPE PROJECTS

**The following projects would not require to be evaluated through this project prioritization matrix policy**

1. Request for Proposal and other competitive purchase process results presented for decision, where the commitment to proceed with the project has already been determined in principle and/or is in the financial plan.
2. Board policy development or amendments to same.
3. Routine bylaw amendments
4. Grant opportunities for projects that are already on the workplan
5. Legislatively mandated work
6. Internal staff initiatives that are considered operational or administrative in nature.

In accordance with other RDCK policies, the above out of scope items will still come to the Board for approval when required, however they will not include a prioritization evaluation.

## POLICY:

When bringing a new project initiative to the Board and/or receiving direction from the Board to bring back a report on a new project initiative, the staff report will include an evaluation summary of the following criteria, including a score for each section and a final score out of 24.

The resulting score will allow staff to prioritize the project based on how it compares to other evaluated projects. The higher the score, the greater priority given to the project.

Staff will be required to support each ranking through rationale provided in the report to the Board. Senior Manager and CAO review and evaluation will be required. This will include any project that requires Board approval, however some projects would fall outside this policy as described above:

1. **Strategic Plan:** Does the project further the goals of the current RDCK Board Strategic Plan?
   - 0 – the project outcomes do not align with or does not advance the strategic priorities
   - 1 – the project somewhat aligns with a strategic priority
   - 2 – the project strongly aligns with one strategic priority
   - 3 – the project strongly aligns with two or more strategic priorities

2. **Core Service Delivery (Bylaw, Building, GIS, Planning, Emergency Services, Fire Services, Recreation/Parks, Transit, Water Utilities and/or Resource Recovery)**
   - 0 – the project is not within the mandate of an existing RDCK service
   - 1 – the project directly proposes the creation of a new service (includes any new, discretionary regulatory services)
   - 2 – the project supports a service of the RDCK and/or improves customer service, but not a core service
   - 3 – the project supports a core service and improves customer service

3. **Urgency:** This factor means that there is a *serious and imminent* risk to life or property safety, or legal or financial consequences if the project is not completed.
   - 0 – there is nothing urgent about this project; it can wait
   - 1 – completing the project would be proactive and perhaps save time and effort in the future
   - 2 – The RDCK could face legal or financial consequences by not proceeding.
   - 3 – The RDCK will face legal or financial consequences by not proceeding.

4. **Financial Resources:** Is there money for this project?
   - 0 – no, and funding is required to do this project
   - 1 – staff funding
   - 2 – yes, costs over and above staff time is budgeted for in part, but would require further funding via borrowing or pulling from reserves
   - 3 – yes, either external funding has been secured and should be spent, or the full cost of the project is included in the current year financial plan, including required staff costs

5. **Human Resources**: Is there staff capacity for this project?
   - 0 – no, additional staff resources or contractors would be required and there is no identified budget for those resources
   - 1 – staff capacity is limited and a significant adjustment to the workplan would be required to complete this project, or budget identified for contractors.

2 – yes, staff capacity exists if workplan items are adjusted
3 – yes, staff capacity allows for a full commitment to this project without impacting the current workplan timelines, or external funding has been secured and should be spent on contractor work

6. **Public Benefit/Support** This factor reflects the level of public support for a project. The fact that there may be a sector of the public or an interest group advocating for it does not mean that it necessarily has widespread public support.
   0 – the general public may be opposed to this project
   1 – the general public would either not be impacted by the project or this would maintain service level
   2 – the project would contribute to a small increase in the quality of service delivery and/or is supported by the public.
   3 – there is strong general public support and/or this will result in a significant increase in service delivery.

7. **Sub Regional Benefit**
   0 – the project is to the benefit of one area of the RDCK.
   1 – the project is to the benefit of more than one area of the RDCK.
   2 – the project is to the benefit of one sub region of the RDCK.
   3 – the project is to the benefit of multiple sub regions or to the entire RDCK.

8. **External Partner:** Are there other government agencies impacted or dependent on the project? Is there a community organization that is bringing funding to this project or doing the work? For clarity an external partner is not a community group that only advocates for a project.
   0 – no other government agency/partner is impacted or dependent on the project.
   1 – another government agency is impacted or dependent on the project
   2 – the partner is in part either contributing money or doing the work
   3 – the partner is providing the majority of the funding and/or completing significant portions of the work.

**Final Score:** Each project receives a final score out of 24 to illustrate its relative priority.

# Board Report – For Information

*September 24, 2026*

## Phase 1 Organizational Assessment Update

**Author:** Connie Saari-Heckley, Senior Manager, Human Resources
**File Reference:** [File no.]
**Electoral Area/Municipality:**
**Services Impacted** All

## 1.0 PURPOSE OF REPORT

This report is an information-only update to the Board on the status of Phase 1 Organizational Assessment recommendations.

## 2.0 BACKGROUND AND UDPATE

Samsun Consulting was engaged in October 2025 and presented their findings, including seven (7) recommendations, to the Board in February 2026. The report with those recommendations is attached.

Senior Management Team (SMT) have been actively working to address the recommendations:

**1) Establish a Formal Organizational Prioritization Framework**

The main prioritization framework remains the Quarterly Report, which has been recently updated and reformatted.

The Chief Administrative Officer presented a draft Prioritization Matrix (the "matrix") to the Board in June 2026. Feedback collection and resulting updates to the matrix are still in progress. The matrix will come to the Board for further consideration at this same September Board meeting.

**2) Update Delegation of Authority (DoA)Thresholds**

The draft DoA was presented to the Board in August 2026. Feedback collection and resulting updates to the DoA are in progress. The revised DoA comes back to the Board for further consideration at the September Board meeting.

**3) Strengthen Strategic Governance and Decision-Making Across SMT and Supporting Forums**

The SMT has adopted an annual cycle of purpose-driven strategic meetings focused critical areas such as Budget and Financial Sustainability; People, Culture and Staffing; IT and Digital Direction; Climate, Wildfire and Emergency Management; Asset Management; Safety; and Governance. These meetings will facilitate

decision-making at the SMT level, establish shared strategic direction for the short to mid-term, and create supporting governance forums to oversee implementation (e.g., an IT Steering Committee). This approach appropriately distributes strategic decision-making across the senior leadership team while reinforcing the CAO's strategic oversight role. The revised meeting structure commences in September 2026.

**4) Establish a Senior Strategic Integration Function Supporting the CAO**

Phase 1 recommendations related to establishing a senior strategic integration function and strengthening corporate communications governance are being further considered as part of organizational design work. These functions may be consolidated within a single senior position to provide stronger corporate alignment, strategic coordination and support to the CAO. A proposed organizational approach, including the role and accountabilities, will be brought forward to the Board for consideration and approval no earlier than November 2026.

**5) Centralize Procurement and Contracting Under One Manager (GM, Finance)**

The procurement and contracting functions were centralized under the GM, Finance, as of May 4, 2026.

**6) Strengthen Corporate Communications Governance and CAO Alignment**

See 4) above.

**7) Consolidate Corporate Administration and Human Resources Functions**

As previously communicated to the Board, this will be considered through the phase 2 organizational assessment.

## 3.0 NEXT STEPS AND TIMELINE

The Phase 1 organizational assessment is functionally complete, and its recommendations are now informing ongoing organizational improvements. Given the upcoming elections, Phase 2 assessment options will be brought forward to the Board for consideration no earlier than November 2026. Among the options will be an 18-month Organizational Design and Effectiveness position to lead the evaluation and assessment work associated with Phase 2, support implementation of recommendations, and advance ongoing organizational improvement.

Respectfully submitted,
Connie Saari-Heckley – Senior Manager, Human Resources

## CONCURRENCE

Stuart Horn, Chief Administrative Officer Approved

**ATTACHMENT A: Organizational Assessment – Phase 1 report**



# Organizational Assessment - Phase 1

## Regional District of Central Kootenay (RDCK)

February 7, 2026

**Submitted by:**

Samson

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# Executive Summary

The Regional District of Central Kootenay (RDCK) retained Samson to undertake a Phase 1 Organizational Assessment focused on governance and administration, including Board–administration relationships, senior management structure, internal service alignment, decision-making frameworks, and organizational sustainability. Phase 1 was intentionally diagnostic and directional. Its purpose was not to redesign the organization in detail, but to identify systemic issues, recommend practical near-term actions, and define a clear, disciplined roadmap for deeper analysis where decisions are complex, high-risk, or politically sensitive.

The Assessment confirms that RDCK's core challenges are structural and systemic rather than performance-based. RDCK delivers an exceptionally broad and diverse range of services across a complex geographic and governance landscape. This work is carried out by committed staff and overseen by an engaged Board acting in good faith. However, the cumulative effects of legacy governance arrangements, low delegation thresholds, fragmented internal services, and weak organizational prioritization have created sustained pressure at senior levels, slowed decision-making, and constrained strategic capacity. These pressures reflect governance and organizational design choices, not a lack of effort, professionalism, or strategic intent.

Over time, RDCK has adapted through individual effort, informal coordination, and reliance on institutional knowledge, particularly at senior levels. While this has allowed the organization to remain functional and responsive, it has also concentrated integration, decision-making, and risk at the top of the organization—most notably in the CAO role. This operating model is increasingly fragile, limiting organizational resilience and increasing exposure to succession, service continuity, and long-term sustainability risks.

Phase 1 identifies several interrelated dynamics that reinforce these pressures:

- heavy reliance on the CAO as the default organizational integrator;
- governance processes that draw operational detail upward;
- limited discipline around organizational prioritization and sequencing;
- fragmented internal services expected to execute without sufficient authority or coordination; and
- senior management governance arrangements that are not consistently structured to support enterprise-level decision-making.

Fire Services and Emergency Management illustrate these challenges most acutely, combining high operational and reputational risk with fragmented governance and decentralized decision-making that require careful, phased consideration.

In response, this report provides:

- a clear explanation of current-state organizational dynamics and why they matter;
- a set of prioritized near-term ("implement now") recommendations focused on strengthening governance discipline, decision authority, organizational prioritization, and internal execution capacity (without destabilizing the organization);
- a set of illustrative senior management structural pathways, presented as considerations rather than prescriptions; and

- a sequenced, multi-year Phase 2 Roadmap, identifying where deeper analysis is required, why it is necessary, and the level of effort and cost associated with each element.

The near-term recommendations are deliberately foundational. They are designed to relieve pressure, improve decision quality, and strengthen organizational resilience while preserving stability. Phase 1 also identifies the need for clearer SMT-level oversight of Fire Services and Emergency Management as an interim measure, while reserving permanent structural or governance decisions for Phase 2.

Phase 2 is intentionally structured as a series of discrete, optional, decision-focused projects, rather than a single large engagement. Elements are prioritized and sequenced over multiple years, with planning-level cost estimates benchmarked against the Phase 1 level of effort. This approach allows RDCK to manage cost, organizational capacity, and political sensitivity while advancing the issues that pose the greatest risk if left unaddressed.

Taken together, the findings and recommendations provide RDCK with a clear, evidence-informed pathway to improve effectiveness, resilience, and sustainability—while preserving the strengths of local representation, community responsiveness, and staff commitment that underpin the organization today.

# Background & Context

## Organizational and Governance Environment

RDCK operates under the Local Government Act and Community Charter within a governance model designed to balance regional coordination with strong local autonomy. The Board is composed of municipal and electoral area directors, with service-specific voting and taxation arrangements that shape incentives and decision-making behaviour.

RDCK delivers approximately 180 services to a population of roughly 65,000 residents across a large geographic area, supported by more than 300 staff. This service breadth is materially higher than that of most comparable regional districts and creates inherent complexity in administration, coordination, governance oversight, and risk management.

## Comparative Context

Comparison with the Regional District of East Kootenay (RDEK) is instructive. While RDCK and RDEK operate under the same legislative framework and serve similar sized populations and geographical areas, RDEK delivers significantly fewer services, employs fewer staff, and has more centralized internal services with clearer delegation thresholds and project-prioritization discipline. These differences do not represent a preferred or “correct” model. Rather, they offer practical reference points that may inform Phase 2 analysis of governance discipline, delegation practices, and internal service alignment, should the Board wish to explore alternative approaches.

### Why This Review Is Timely

This review takes place at a point where cumulative pressures are becoming more visible and consequential:

- Expansion of service scope without proportional growth in administrative capacity;
- Increasing volume and complexity of Board reporting and approvals;
- Persistent work-plan backlogs and planning delays;
- Heightened expectations for transparency, accountability, and risk management;
- Imminent leadership transitions that create both organizational risk and an opportunity for realignment.

## Approach & Methodology

This Phase 1 assessment was informed by an extensive and triangulated evidence base, including:

- Interviews and transcripts with the CAO, Board Chair, Board members, senior management team (SMT), managers, and subject-matter experts;
- Structured discussion guides with the CAO and Board Chair to test emerging observations and feasibility;
- Review of strategic plans, organizational charts, bylaws, delegation instruments, committee structures, and internal policies;
- Review of internal and third-party studies (IT review, asset-management roadmap, resource-recovery efficiency study);
- Comparative discussion with RDEK leadership;
- Consultant experience with comparable public-sector organizations.

Input was weighted according to seniority, scope of authority, and governance responsibility. Rather than repeating evidence citations throughout, this report focuses on explaining what each issue means, why it matters, and the implications if left unaddressed.

Consistent with the Statement of Work, Phase 1 does not include detailed departmental diagnostics, business-case development, or implementation planning. Where further analysis is required to responsibly advance recommendations, this is explicitly identified as Phase 2 work.

# Key Observations (Current State)

## Structural Reliance on the CAO as Organizational Integrator

RDCK's governance and administrative model places the CAO as the default interface between the Board and the organization. Directors (particularly newer ones) naturally direct inquiries and concerns to the CAO as the Board's sole employee. At the same time, low delegation thresholds, fragmented internal services, and repeated approval cycles pull operational decisions upward.

Over time, this has positioned the CAO as the primary integrator across portfolios, mediator of trade-offs, and absorber of political and operational pressure. While this arrangement has allowed RDCK to function, it is heavily dependent on individual capacity, institutional memory, and informal intervention. This constrains strategic leadership, slows decision-making, and introduces succession and resilience risk.

If left unaddressed, the organization will likely remain vulnerable to overload at the top and increasing reliance on individual "heroics" rather than sustainable systems.

## Board Governance Dynamics and Structural Incentives

Board members are highly engaged and act in good faith. However, structural features of the regional-district model (service-specific voting, sub-regional taxation, commissions, and expectations of localized advocacy) create incentives for directors to prioritize jurisdiction-specific interests over regional optimization.

The Board frequently becomes involved in operational detail, particularly where directors feel personally knowledgeable. This leads to lengthy discussions, repeated deferrals, and requests for additional reporting. The cumulative effect is significant administrative workload without proportional improvement in decision quality. Directors often acknowledge staff capacity constraints while simultaneously introducing new requests that are not aligned with strategic priorities or organizational capacity.

Over time, these dynamics place increasing pressure on staff and senior leadership to respond to a growing volume of detailed requests, often without corresponding decisions about trade-offs or sequencing. This reinforces reactive work patterns and contributes directly to workload concentration at the CAO and SMT levels.

## Senior Management Team Functioning

The SMT is composed of capable and committed leaders, and strategic work does occur across RDCK through a combination of SMT discussions, subgroups, and issue-specific forums. However, the current SMT meeting structure places greater emphasis on information sharing and operational updates than on collective enterprise-level prioritization, trade-off resolution, and formal decision ownership.

As a result, some cross-organizational strategic issues are addressed through informal or ad hoc mechanisms, or escalated to the CAO, rather than being consistently supported by meeting governance, agenda discipline, and decision frameworks that would enable SMT members to engage as strategically as they would like.

The practical consequence of these arrangements is not an absence of strategic intent, but an increased tendency for enterprise-level integration, prioritization, and follow-through to default to the CAO. Over time, this reinforces a single-point-of-integration model that limits organizational resilience and places sustained pressure on the CAO role. These dynamics are structural and process-based, and can be addressed through clearer SMT governance, meeting discipline, and formal mechanisms for collective decision-making and accountability.

## Sub-optimal Organizational Prioritization and Work-Plan Discipline

RDCK's work plans function largely as repositories of director requests rather than strategic decision tools. Items are frequently added without collective evaluation of capacity, sequencing, or opportunity cost. Backlogs reflect governance-level prioritization weaknesses rather than staff inefficiency.

Strategic plans are widely viewed as aspirational and insufficiently operational. Without a clear hierarchy of priorities, staff remain reactive, planning functions are overwhelmed, and confidence in organizational direction erodes.

## Fire Services Oversight

Fire Services illustrate many of RDCK's systemic challenges:

- fragmented governance;
- decentralized procurement;
- inconsistent standards; and,
- heavy reliance on volunteer leadership.

Numerous independent fire services operate with significant local autonomy, limiting the organization's ability to standardize practices, manage risk, and leverage economies of scale.

The current model functions largely because of strong individuals rather than structural robustness. Leadership turnover has historically been high, underscoring fragility. Board decisions often emphasize savings and local preferences without full consideration of long-term delivery costs, compliance, and risk exposure.

No permanent structural or governance changes to Fire Services or Emergency Management are recommended in Phase 1. However, the assessment identifies the importance of clear SMT-level oversight of Fire and Emergency Management functions, recognizing their operational interdependence. The current temporary reporting arrangement provides an interim model that supports organizational integration while a comprehensive Phase 2 review is undertaken.

## Fragmented Internal Services and Execution Capacity

Internal services (procurement, contracting, communications, HR, corporate administration, IT) are structurally positioned as advisory but are frequently expected to deliver outcomes. Responsibilities are split across departments, leading to duplication, inconsistent practices, and missed efficiencies.

Communications capacity is limited and largely reactive, with inconsistent expectations across the organization contributing to dissatisfaction and inefficiency.

Interviews also identified time-reporting requirements as a persistent source of administrative burden with limited operational or management value. In particular, “positive time reporting” was widely viewed as a legacy control mechanism that no longer aligns with how work is planned or managed. The continued reliance on manual or compliance-driven time reporting reflects deeper process issues, including the absence of robust workload management, prioritization discipline, and outcome-based performance tools. As a result, staff effort is expended on compliance activities that do not meaningfully inform decision-making or improve service delivery.

# Recommendations - Implement Now ("Low-Hanging Fruit")

The following recommendations translate the preceding observations into targeted, near-term actions designed to relieve pressure, improve decision-making, and strengthen organizational foundations. Some recommendations identify clear future directions that should be acted upon at appropriate transition points rather than immediately.

See **Annex A** for definitions of priorities and expected levels of effort (LoE).

## 1. Establish a Formal Organizational Prioritization Framework

RDCK should implement a formal, organization-wide prioritization framework that is endorsed by the Board and consistently applied across all departments, committees, and services. The framework should assess all proposed initiatives against a limited and clearly defined set of criteria, such as statutory obligation, alignment with the Strategic Plan, risk exposure, organizational capacity, financial impact, and interdependencies with other work.

The framework should be used to:

- determine what work is permitted to enter the organizational work plan;
- explicitly sequence initiatives over time rather than attempting to advance all priorities simultaneously; and
- provide a transparent basis for deferring or declining lower-priority initiatives.

Importantly, this framework should apply not only to staff-initiated work but also to director-requested items and committee recommendations. This creates a shared discipline and reinforces the principle that capacity is finite and that trade-offs are an inherent part of effective governance.

**Likely benefits of successful implementation**

- Reduced work-plan growth and backlog accumulation;
- Improved alignment between the Strategic Plan and operational activity;
- Increased Board confidence that resources are focused on the most important issues;
- Reduced frustration among staff and directors arising from unclear or shifting priorities;
- A necessary foundation for any future structural or governance reforms.

| | | | |
|---|---|---|---|
| **Priority** | High | **Estimated LoE** | Moderate |

## 2. Update Delegation of Authority Thresholds

RDCK should undertake a structured review and update of its delegation of authority framework, with particular attention to financial approvals, staffing decisions, procurement and contracting authority, and routine project execution decisions. Delegation thresholds should be adjusted to reflect current organizational scale, inflation, service complexity, and risk profile.

The objective is not to reduce governance oversight, but to ensure that the Board and CAO are focused on matters that are strategic, high-risk, or policy-significant, while allowing managers and senior managers to operate within approved budgets and established policy frameworks.

Safeguards should emphasize exception-based reporting rather than routine approvals. Clear reporting protocols can ensure transparency while materially reducing the volume of items requiring Board or CAO attention.

**Likely benefits of successful implementation**

- Shorter decision timelines and reduced project delays;
- Significantly lower Board agenda volume and reporting burden;
- Reduced operational workload at the CAO level;
- Clearer accountability at appropriate management levels;
- Improved organizational agility without increasing risk exposure.

| | | | |
|---|---|---|---|
| **Priority** | High | **Estimated LoE** | Moderate |

## 3. Strengthen Strategic Governance and Decision-Making Across SMT and Supporting Forums

RDCK should strengthen its senior leadership governance model to ensure that strategic issues are addressed through the appropriate combination of SMT meetings and supporting forums.

This includes:

- clarifying which matters require SMT-level collective discussion versus subsidiary forums (e.g., steering committees or working groups);
- structuring SMT agendas to prioritize decision-making and trade-offs when matters are brought forward;
- establishing clear governance processes for cross-functional strategic initiatives (for example, an IT steering committee);
- documenting decisions with clear ownership and follow-through mechanisms; and
- ensuring alignment between strategic discussions occurring outside SMT and the information and decisions brought forward to SMT and the Board.

Strengthening strategic governance in this way is a critical enabler for reducing reliance on the CAO as the default organizational integrator and for embedding shared accountability across the organization.

**Likely benefits of successful implementation**

- Improved cross-departmental coordination and reduced silo behaviour;
- More consistent organizational direction and messaging;
- Reduced escalation of issues to the CAO;
- Stronger leadership bench and succession resilience;
- Improved organizational coherence without structural change.

| | | | |
|---|---|---|---|
| **Priority** | Medium-High | **Estimated LoE** | Low-Moderate |

## 4. Establish a Senior Strategic Integration Function Supporting the CAO

RDCK should establish a senior strategic integration function to support the CAO in organizational coordination, prioritization, and execution discipline. This function may be fulfilled through a role such as Strategic Operations Manager/Executive Advisor (name to be determined), reporting to the CAO, or by assigning these responsibilities to an existing senior position, provided appropriate authority and capacity are established.

This function is intended to mirror the role played by senior strategic support positions in large public-sector organizations, including federal government departments, where such roles support executive leadership through coordination, follow-through, and enterprise-level integration. It does not constitute a second-in-command role, does not alter delegated authority, and can be implemented within the current senior management structure or any future configuration.

**Likely benefits of successful implementation**

- Improved cross-departmental coordination and reduced silo behaviour;
- More consistent organizational direction and messaging;
- Reduced escalation of issues to the CAO;
- Stronger leadership bench and succession resilience;
- Improved organizational coherence without structural change.

**Illustrative organizational chart**




**Priority** Medium-High **Estimated LoE** Low-Moderate

## 5. Centralize Procurement and Contracting Under One Manager (GM Finance)

Procurement and contracting responsibilities should be formally aligned under a single General Manager in Phase 1 to clarify accountability and governance, with any operational consolidation, resourcing changes, or optimization assessed and advanced through Phase 2.

While this recommendation can be initiated within existing resources, successful implementation may require modest additional capacity within the centralized procurement and contracting unit. Any increase in resourcing should be supported by a business case that quantifies anticipated savings from reduced duplication, improved contract management, consolidated purchasing, and avoided risk (in Phase 2). The objective is not to add overhead, but to invest selectively in capacity that enables sustained organizational savings.

This represents a shift from a primarily advisory procurement function to an execution-oriented model where procurement expertise is applied consistently across the organization. Centralization would enable RDCK to actively manage vendor relationships, consolidate purchasing volumes, reduce duplication, and mitigate contractual and financial risk.

**Likely benefits of successful implementation**

- Measurable cost savings through volume discounts and consolidated shipping;
- Reduced duplication of procurement effort across departments;
- Improved contract consistency and risk management;
- Reduced diversion of operational managers from their core responsibilities;
- Clear organizational visibility into spending patterns and opportunities for optimization.

| | | | |
|---|---|---|---|
| **Priority** | High | **Estimated LoE** | Moderate |

## 6. Strengthen Corporate Communications Governance and CAO Alignment

RDCK should strengthen corporate communications governance by establishing a direct functional linkage between Communications and the CAO, recognizing communications as a corporate, strategic enablement function rather than a purely advisory or decentralized service.

This does not require immediate structural reorganization, but it does require clearer accountability for organizational messaging, public engagement, and alignment with Board and CAO priorities. In practice, this may include Communications reporting directly to the CAO or operating through a clearly defined dotted-line relationship that ensures early involvement in strategic, sensitive, or high-profile matters.

This recommendation responds to consistent feedback regarding reactive communications capacity, variable expectations among directors, and the need for more coherent organizational narrative and issue management.

**Likely benefits of successful implementation**

- Improved alignment between organizational messaging and strategic priorities;
- More consistent and timely communication during high-profile or sensitive issues;
- Clearer accountability for communications quality and tone;
- Reduced frustration among directors and staff regarding messaging expectations;
- Stronger public trust and organizational credibility

| | | | |
|---|---|---|---|
| **Priority** | Medium | **Estimated LoE** | Low-Moderate |

## 7. Consolidate Corporate Administration and Human Resources Functions

RDCK should plan for the future consolidation of Corporate Administration and Human Resources functions to strengthen corporate governance, workforce policy coherence, and organizational support to the Board, SMT, and operational departments. These functions are inherently cross-organizational and logically aligned; however, consolidation should be advanced at an appropriate transition point rather than as an immediate structural change.

Implementation of this consolidation can be undertaken immediately or could be tied to natural leadership transitions (e.g., retirements, departures, or role changes) to minimize disruption, preserve institutional knowledge, and maintain organizational stability. Whenever this governance change is implemented, the Corporate Officer designation would naturally reside within this consolidated function, reinforcing clear accountability for statutory compliance, Board support, and corporate governance.

This recommendation does not necessarily require immediate action by the CAO, but rather establishes a clear direction of travel so that, when an appropriate opportunity arises, consolidation can be advanced deliberately and without the need for reactive restructuring.

**Likely benefits of successful implementation**

- Clearer accountability for corporate governance, workforce policy, and organizational compliance;
- Better alignment between Board processes and workforce planning;
- Reduced administrative burden on the CAO;
- More coherent support to SMT and directors;
- Improved capacity to manage change, succession, and organizational development.

| | | | |
|---|---|---|---|
| **Priority** | Medium (Time Dependent) | **Estimated LoE** | Moderate |

# Senior Management Structure Pathways

This section outlines illustrative senior management structural pathways that could be considered by the CAO following implementation of Phase 1 governance and delegation improvements. These pathways are not decisions for the Board to approve, nor are they prescriptive recommendations. They are intended to inform Phase 2 analysis and support administrative decision-making under the CAO's authority.

Several enabling measures identified in Phase 1 (including the Senior Strategic Integration Function supporting the CAO) are not dependent on a particular senior management structure. These measures can be implemented within the current organizational structure or within any future configuration, and are therefore addressed separately from the illustrative structural pathways below.

For clarity, the structural pathways illustrated in this section assume implementation of the Strategic Operations Manager role reporting to the CAO (described in Recommendation #4). This role is treated as a foundational enabling function and is therefore reflected in the organizational charts that follow, regardless of the broader senior management configuration depicted.

Communications governance and alignment with the CAO is addressed as an "Implement Now" recommendation rather than as a senior management structural pathway. For clarity, Communications is therefore not depicted as a standalone pathway in the structural scenarios that follow.

## Pathway A - Status Quo with Governance and Delegation Enhancements

**Description**

Under this pathway, RDCK would retain its current senior management structure and reporting relationships, while implementing the governance, prioritization, and delegation improvements identified in the "Implement Now" recommendations. The emphasis would be on strengthening systems and decision discipline rather than changing roles or reporting lines.

This pathway assumes that many of the pressures currently experienced at the CAO and SMT levels are the result of process and governance design rather than structural deficiency.

**How this pathway addresses current challenges**

- Reduces escalation by increasing delegation thresholds
- Improves organizational focus through formal prioritization
- Strengthens SMT effectiveness through clearer decision ownership
- Limits structural disruption during a period of change

**Advantages**

- Least disruptive and lowest political risk
- Can be implemented relatively quickly
- Preserves institutional knowledge and existing relationships
- Allows RDCK to test whether process improvements are sufficient

**Risks and limitations**

- Provides limited relief from structural reliance on the CAO
- Assumes consistent discipline in applying new frameworks
- Does not materially change spans of control or role concentration
- Risk that informal workarounds re-emerge over time

## Pathway B - Unified Corporate Services Leadership

**Description**

This pathway consolidates key internal services (e.g., Finance, Procurement, HR, IT, Corporate Administration, and possibly Communications) under a single senior leader with clear accountability for internal enablement, controls, and execution.

The intent is to reduce fragmentation, clarify accountability, and shift internal services from advisory roles to execution-oriented functions.

This pathway was explored in response to consistent evidence of fragmentation across internal services, duplication of effort, and repeated escalation of administrative and coordination issues to the CAO. In many organizations with comparable service breadth, consolidating corporate services under a single leader can provide a strong platform for delegation, standardization, and execution discipline.

Note: While this pathway was explored as a potential means of addressing internal fragmentation and strengthening execution, it is not recommended for advancement at this time due to its scale, transition complexity, and the risk of over-centralization before foundational governance and delegation reforms are fully embedded.

**How this pathway addresses current challenges**

- Reduces duplication across internal services
- Improves consistency in policy, procurement, and controls
- Reduces CAO involvement in administrative detail
- Supports delegation by strengthening corporate oversight

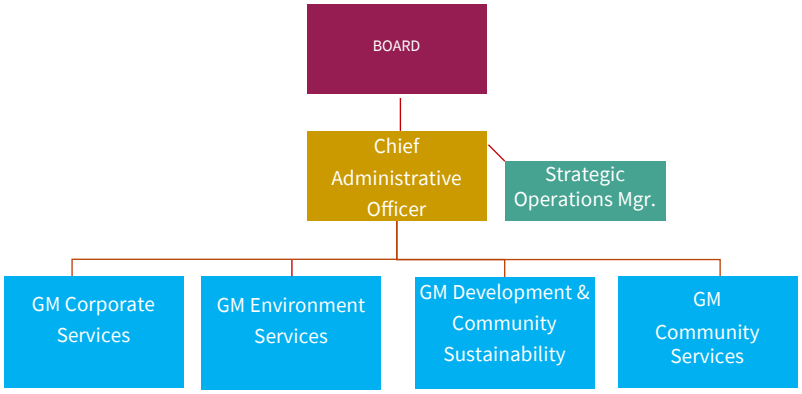
**Advantages**

- Clear accountability for internal enablement
- Improved risk management and compliance
- Strong platform for delegation reform
- Enables economies of scale and standardization

**Risks and limitations**

- Introduces significant structural change before Phase 1 governance, prioritization, and delegation improvements have been tested and stabilized.
- Requires careful transition planning
- Risk of over-centralization if not balanced
- Demands a highly capable senior leader
- Requires Phase 2 analysis before implementation

**Illustrative organizational chart**




## Pathway C - Corporate Services Cluster (Governance-Centric Model)

**Description**

This pathway consolidates Human Resources, Communications, and corporate governance functions under a single senior position focused on governance integrity, organizational culture, compliance, and workforce policy. The Corporate Officer role would logically reside within this function, or be formally aligned to it, given the interdependence of statutory compliance, Board support, and workforce governance.

The model recognizes that these functions are highly interdependent and frequently escalate issues to the CAO due to fragmentation.

**How this pathway addresses current challenges**

- Reduces duplication between governance and HR functions
- Improves consistency in Board processes and workforce policy
- Strengthens organizational change management capacity
- Limits escalation of administrative matters to the CAO

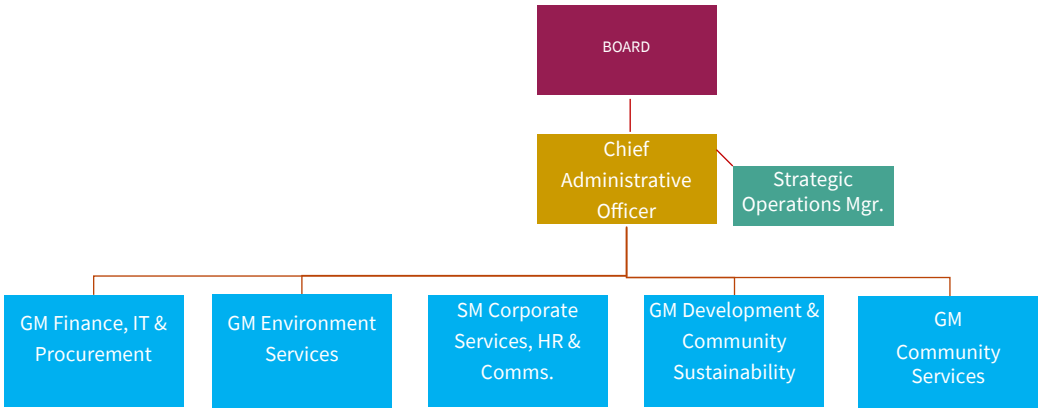
**Advantages**

- Clear governance and workforce accountability
- Improved Board and SMT support
- Better integration of policy, culture, and compliance
- Strong foundation for organizational change

**Risks and limitations**

- Requires a senior leader with broad skill set
- Risk of perceived centralization if authority is unclear
- Must be carefully balanced with Finance and Operations

**Illustrative organizational chart**




Collectively, these pathways illustrate that RDCK's structural challenges do not have a single solution. Some emphasize process discipline and governance refinement, while others introduce additional integrative capacity or consolidate internal services. The appropriate path forward will depend on Board appetite for change, leadership capacity, and the sequencing of Phase 2 analysis.

# Phase 2 Roadmap

## Purpose of the Phase 2 Roadmap

Phase 2 elements represent discrete, optional projects intended to deepen analysis in areas where Phase 1 identified complexity, risk, or governance sensitivity. Consistent with the scope and level of effort applied in Phase 1, Phase 2 work is intended to be targeted and decision-focused rather than comprehensive redesign or implementation.

Estimated costs provided below are planning level “order-of-magnitude ranges”, benchmarked against the comparable level of effort required to conduct the Phase 1 engagement. They assume a similar delivery model, including targeted interviews, focused workshops, document review, comparative analysis, and concise reporting. Phase 2 elements are not intended to be undertaken concurrently and may be sequenced over multiple years based on organizational capacity and Board priorities.

**Phase 2 Sequencing and Delivery Approach**

Several Phase 2 elements address closely related issues but at different levels of the organizational system. In particular, a distinction is made between (a) clarifying senior-level portfolio and asset accountability, and (b) aligning planning and sustainability functions to deliver within those accountabilities. Separating these elements is intentional and reflects the need to resolve “who is accountable” before optimizing “how work is planned and delivered.”

Not all Phase 2 elements require the same timing, level of Board engagement, or organizational dependency. Some can be advanced in parallel under existing accountabilities, while others warrant dedicated Phase 2 project structures. The sequencing below reflects relative risk, complexity, and governance sensitivity, and may be adjusted by the CAO in consultation with the Board.

The Phase 2 Roadmap defines a structured program of deeper analysis focused on areas that offer the greatest potential for improved efficiency, effectiveness, risk management, and organizational sustainability. Each Phase 2 element is designed to move RDCK from diagnosis to decision-ready pathways, supported by evidence, comparative analysis, and stakeholder engagement. Importantly, Phase 2 is not an implementation phase; rather, it is intended to produce defensible, well-tested recommendations that the Board and senior leadership can consider with confidence.

The elements identified below reflect both the issues most frequently raised during interviews and briefings, and those areas where the risks of acting without further analysis would outweigh the benefits.

## Fire Services and Emergency Management Governance Review

**Description**

This element involves a comprehensive review of the governance, funding, staffing, and delivery models for Fire Services and Emergency Management across RDCK. The review would examine the current decentralized model, including the role of commissions, local autonomy, volunteer dependence, and the relationship between Fire Services and Emergency Management functions.

The scope would include governance structures, asset ownership, staffing models, training standards, procurement practices, compliance obligations, and risk exposure.

**Why**

Fire Services and Emergency Management represent one of RDCK's highest areas of operational, financial, and reputational risk. The current model functions largely due to strong individuals rather than structural robustness. Leadership turnover, increasing regulatory requirements, and growing service expectations amplify the risk of maintaining the status quo.

Given the political sensitivity and public-safety implications, it would be inappropriate to advance structural changes without detailed analysis, financial modeling, and deliberate engagement with the Board and stakeholders.

**Expected Steps**

- Detailed mapping of existing governance, funding, staffing, and asset models
- Compliance and risk assessment, including insurance and regulatory considerations
- Financial analysis of current and alternative service delivery models
- Comparative review of peer regional district approaches
- Engagement with fire leadership, management, and the Board
- Development of a small number of decision-ready governance options

**Likely Outcomes**

- Clear understanding of current risk exposure and sustainability
- Defensible governance and delivery model options
- Improved standardization and procurement leverage
- Reduced long-term operational and financial risk
- Stronger alignment between Fire Services and Emergency Management

## Board Governance and Committee Structure Review

**Description**

This element focuses on reviewing Board governance practices, committee and commission structures, delegation frameworks, agenda management, and reporting requirements. The objective is to assess how governance processes support (or inhibit) timely decision-making, strategic focus, and effective oversight.

The review would examine how decisions flow through the organization, how often items return to the Board, and where governance involvement adds value versus creating friction.

**Why**

Phase 1 identified that many organizational pressures stem from governance-level dynamics rather than operational deficiencies. However, governance reform requires Board ownership and careful framing. Changes to committee mandates, delegation, or agenda discipline must be co-developed to preserve trust and avoid unintended consequences.

**Expected Steps**

- Review of committee and commission mandates, workloads, and outputs
- Analysis of Board agenda patterns, approval cycles, and deferrals
- Identification of opportunities to streamline reporting and approvals
- Facilitated discussions with the Board on risk tolerance and governance roles
- Development of refined governance and delegation options

**Likely Outcomes**

- Reduced meeting volume, length and cancellations
- Faster and more predictable decision-making
- Clearer boundaries between governance and administration
- Improved Board focus on strategic and policy matters
- Reduced administrative burden on staff

## SMT Structure and Role Alignment

**Description**

This element involves a detailed assessment of SMT structure, role clarity, spans of control, and decision-making authority, including an explicit examination of the organizational layers reporting into SMT portfolios. The analysis would focus on whether current reporting structures, role groupings, and accountabilities below the SMT level are appropriately aligned to support effective delegation, operational integration, and strategic oversight.

This analysis would apply to operational portfolios reporting into SMT (including Development & Community Sustainability, Environmental Services, and Community Services), where complexity, service breadth, and delivery risk are highest. It would not apply to corporate support or advisory functions, which are addressed through separate Phase 1 recommendations and governance mechanisms.

The focus is on improving strategic capacity, reducing reliance on the CAO as organizational integrator.

**Why**

While Phase 1 confirms that SMT members are capable and committed, the current structure and scale of several SMT portfolios place sustained pressure on individual leaders and limit effective delegation. In some cases, roles and reporting relationships below the SMT level have evolved incrementally in response to service growth rather than through deliberate design. Assessing these structures is necessary to ensure that accountability, decision authority, and operational coordination are aligned to current and future demands.

**Expected Steps**

- Mapping of workload distribution and decision flows
- Assessment of current spans of control and escalation patterns
- Scenario development and impact analysis
- CAO and Board discussion of structural options
- Development of necessary job description(s)

This work focuses on how roles and reporting relationships are structured beneath SMT to support effective delegation and integration. Questions of portfolio scope and senior accountability are addressed separately through the Portfolio Alignment and Asset Management Accountability Review. Findings related to workload distribution, role clarity, and decision bottlenecks below the SMT level may inform adjustments to portfolio scope, senior reporting relationships, and GM-level accountabilities. These elements should be examined together to avoid fragmented or inconsistent structural decisions.

**Likely Outcomes**

- Reduced bottlenecks at the CAO level
- Clearer accountability and decision ownership
- Stronger succession and continuity planning

## Portfolio Alignment and Asset Management Accountability Review

**Description**

This element assesses whether existing General Manager portfolios and senior accountabilities are fit-for-purpose given RDCK's evolving service mix, risk profile, and strategic priorities, with a specific focus on clarifying ownership and decision authority for asset management. Particular attention would be paid to asset management accountability, which interviewees consistently identified as diffuse and unclear.

This review is explicitly focused on senior accountability and portfolio design, not on the operational delivery or resourcing of planning and sustainability functions.

**Why**

Ambiguity around ownership of asset management undermines long-term planning, risk mitigation, and investment discipline. Incremental structural changes in other areas may exacerbate this issue if not considered holistically.

Without clear senior-level accountability for assets and lifecycle decisions, subsequent improvements to planning, sustainability, or delivery processes risk reinforcing existing fragmentation rather than resolving it.

**Expected Steps**

- Review of current GM mandates and portfolio scope
- Mapping of asset ownership, lifecycle accountability, and decision authority
- Identification of gaps, overlaps, and misalignments
- Development of alignment options for consideration
- Findings from this review will inform, but not replace, subsequent work on Planning, Sustainability, and Asset-Management Alignment.

**Likely Outcomes**

- Clear accountability for asset stewardship
- Improved integration between planning, finance, and operations
- Reduced long-term infrastructure risk

## Planning, Sustainability, and Asset-Management Alignment

**Description**

This element examines how planning, sustainability, and asset-management functions are structured, prioritized, and resourced to deliver effectively within established portfolio and asset-accountability frameworks. This element should be sequenced after the Portfolio Alignment and Asset Management Accountability Review, as it assumes that senior accountability and asset ownership have been clarified.

The review would consider how these functions interact with capital planning, financial planning, and Board direction.

Unlike the Portfolio Alignment and Asset Management Accountability Review, this work focuses on delivery capacity, workload sequencing, and functional integration rather than senior accountability design.

**Why**

Once portfolio-level accountability is clearer, RDCK must ensure that planning and sustainability functions have the capacity, sequencing, and integration required to meet those expectations. Phase 1 identified persistent backlogs, capacity strain, and misalignment between policy ambition and delivery capacity. These functions are highly interdependent and politically visible, and changes require careful sequencing to avoid service disruption or loss of confidence.

**Expected Steps**

- Mapping of statutory versus discretionary workloads
- Capacity and backlog analysis
- Review of asset ownership and lifecycle planning
- Alignment with capital and financial planning processes
- Development of prioritized and sequenced options
- This work assumes that portfolio-level accountability and asset ownership have been clarified through the Portfolio Alignment and Asset Management Accountability Review.

**Likely Outcomes**

- Reduced planning backlogs and staff overload
- Clearer accountability for asset stewardship
- Improved alignment between strategy, capacity, and delivery
- More defensible long-term investment decisions

## Legacy Systems, Processes, and Digital Enablement

**Description**

This element involves a targeted diagnostic review of legacy systems, workflows, reporting processes, and digital tools that contribute to inefficiency and administrative burden. The focus is on identifying priority issues, decision points, and opportunities for simplification or modernization, rather than on implementing system replacements or major technology investments.

This element should also examine where selective outsourcing may offer more timely or cost-effective solutions than internal development, particularly for specialized or time-limited needs.

**Why**

Many inefficiencies identified in Phase 1 are rooted in outdated processes and under-utilized technology. Addressing these issues requires technical assessment, sequencing, and investment planning beyond Phase 1 scope.

Legacy time-reporting practices exemplify how outdated administrative controls persist in the absence of modern workload management and prioritization systems. Addressing these practices requires examining not only technology, but also the underlying management assumptions and controls that drive their continued use.

This Phase 2 element is intended to inform future IT-led business cases and capital planning decisions. It does not replace detailed system selection, procurement, or implementation planning.

**Expected Steps**

- Mapping of key end-to-end workflows across selected high-friction functions
- Assessment of current systems, tools, and manual processes (e.g., time reporting)
- Identification of process, policy, and technology drivers of inefficiency
- High-level assessment of internal versus external delivery options for discrete functions
- Identification of quick wins and candidates for future business cases
- Development of a sequenced digital enablement and process-improvement roadmap

**Likely Outcomes**

- Reduced manual effort and duplication
- Faster, more reliable workflows
- Improved management information and reporting
- Better return on existing technology investments

## Phase 2 Roadmap - Priority, Timing, and Estimated Cost (Planning-Level)

| Phase 2 Element | Priority | Proposed Timing | Estimated Cost (Planning-Level) |
|---|---|---|---|
| Fire Services and Emergency Management Governance Review | High | Year 1 | $60,000 - $75,000 |
| Board Governance and Committee Structure Review | High | Year 1 | $30,000 - $45,000 |
| SMT Structure and Role Alignment (including below-SMT analysis) | Medium | Year 1-2 | $45,000 - $65,000 |
| Portfolio Alignment and Asset Management Accountability Review | Medium | Year 2 | $35,000 - $50,000 |
| Planning, Sustainability, and Asset-Management Alignment | Medium-Low | Year 2-3 | $25,000 - $40,000 |
| Legacy Systems, Processes, and Digital Enablement (diagnostic only) | Medium-Low | Year 2-3 | $30,000 - $45,000 |

If all proposed elements are undertaken, the combined estimated cost would be $225,000 to $320,000 spread over a 3-year time period.

# Conclusion

This Phase 1 Organizational Assessment confirms that RDCK's challenges are not the result of underperformance or lack of commitment. They are the product of legacy governance structures and administrative practices operating in an environment that has grown steadily more complex, regulated, and demanding.

RDCK continues to function effectively because of the professionalism, dedication, and institutional knowledge of its staff and leadership. That said, the organization relies heavily on individual effort, informal coordination, and escalation to senior levels to manage competing demands. While this has enabled continuity, it is not a sustainable operating model over the long term. Concentrated risk at the top of the organization constrains strategic capacity and reduces resilience to leadership transition, service disruption, and future growth pressures.

Phase 1 establishes a clear foundation for action. The near-term recommendations focus on strengthening organizational prioritization, updating delegation of authority, reinforcing strategic governance across SMT and supporting forums, improving internal service execution, and strengthening communications governance. These actions are deliberately practical. They can be implemented without destabilizing the organization and are intended to relieve pressure, improve decision quality, and create the conditions for more sustainable governance and administration.

At the same time, this assessment is explicit about where Phase 1 ends. Several issues identified during the review (most notably Fire Services and Emergency Management governance, Board governance practices, senior management structure, asset management accountability, planning capacity, and legacy systems) are too complex and consequential to address responsibly without deeper analysis.

The Phase 2 Roadmap provides a structured, sequenced approach to advancing this work. It identifies priority areas for further review, outlines how that work can be phased over multiple years, and provides a realistic indication of the level of effort involved. Phase 2 is not an implementation plan; it is a means of developing defensible, decision-ready options that allow the Board and senior leadership to proceed with confidence.

Taken together, the Phase 1 recommendations and the Phase 2 Roadmap offer RDCK a clear, evidence-informed path to strengthen governance, improve decision-making, and enhance long-term organizational sustainability, while preserving the strengths of local representation, community responsiveness, and staff commitment that underpin the organization today.

# ANNEX A - Definitions: Priorities and Expected Levels of Effort

| **Priority** | |
|---|---|
| **Level** | **Description** |
| High | Action is critical to organizational effectiveness, risk mitigation, or sustainability. Delay materially increases workload, risk, or governance dysfunction. |
| Medium | Action will materially improve efficiency, clarity, or alignment, but delay does not immediately increase risk. |
| Lower | Action is enabling or preparatory and supports longer-term transformation. |

| **Estimated Level of Effort** | |
|---|---|
| Level of Effort reflects organizational complexity, change management requirements, and decision burden (not cost). | |
| **Level** | **Description** |
| Low | Can be implemented largely within existing resources and authority; limited disruption (weeks). |
| Moderate | Requires coordinated management effort, policy changes, engagement, or redesign (2-6 months). |
| High | Requires significant analysis, governance decisions, structural change, or political navigation (6-18 months). |

# Declaration of Candidates

Form 8-8

**Declaration may be verbal or written**

I, Tom Dool, Chief Election Officer for the Regional District of Central Kootenay, do hereby declare, pursuant to section 97 of the *Local Government Act*, the following persons as candidates in the 2026 General Local Election:

## OFFICE OF DIRECTOR OF ELECTORAL AREA A

| | |
|---|---|
| **Forrest Demman** | 1180 Wigen Road, Wynndel, BC |
| **Garry Jackman** | 12720 Highway 3A, Boswell, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA B

| | |
|---|---|
| **Roger Tierney** | 4690 Samuelson Road, Canyon, BC |
| **Danny Turner** | 2920 Erickson Road, Creston, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA C

| | |
|---|---|
| **Mike Martel** | 1661 Evans Road, Creston, BC |
| **Kelly Vandenberghe** | 4255 Highway 3A, Wynndel, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA D

| | |
|---|---|
| **Aimee Watson** | 341 D Avenue, Kaslo, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA E

| | |
|---|---|
| **Lucas Armstrong** | 3457 Bedford Road, Nelson, BC |
| **Erin Fitchett** | *(Consent to display contact information not given)* |
| **Landon Veregin** | 6112 Pippers Lane, Nelson, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA F

| | |
|---|---|
| **Tom Newell** | 3224 Heddle Road, Nelson, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA G

| | |
|---|---|
| **Anna Bundschuh** | *(Consent to display contact information not given)* |
| **Susan Chew** | *(Consent to display contact information not given)* |
| **Nathen Rushforth** | 905 Wildhorse Creek Road, Ymir, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA H

| | |
|---|---|
| **Jae Hamilton** | 7680 Kennedy Road, Lemon Creek, BC |
| **Will Parker** | 4672 Slocan River Road, Winlaw, BC |
| **Kevin Shaw** | 6491 Slocan River Road, Winlaw, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA I

| | |
|---|---|
| **Bart Agate** | 175 Suncrest Road, Castlegar, bc |
| **Eric Friesen** | 2015 Highway 3A, Castlegar, BC |
| **Chris Popoff** | 2211 Raven Road, Castlegar, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA J

| | |
|---|---|
| **Henny Hanegraaf** | 746 Prairie Road, Castlegar, BC |
| **Gordon Zaitsoff** | 2005 Lucas Road, Castlegar, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA K

| | |
|---|---|
| **Tina Knooihuizen** | 3019 Highway 6, Nakusp, BC |
| **Teresa Weatherhead** | 862 Alexander Road, Nakusp, BC |

Given under my hand at Nelson, British Columbia, this 11th day of September, 2026.

Tom Dool
Chief Election Officer

# Declaration of Election by Voting

Form 8-11

I, Tom Dool, Chief Election Officer for the Regional District of Central Kootenay, do hereby declare, pursuant to section 98 of the *Local Government Act*, the following candidate(s) that an election by voting is to be held for the following offices:

## OFFICE OF DIRECTOR OF ELECTORAL AREA A

| | |
|---|---|
| **Forrest Demman** | 1180 Wigen Road, Wynndel, BC |
| **Garry Jackman** | 12720 Highway 3A, Boswell, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA B

| | |
|---|---|
| **Roger Tierney** | 4690 Samuelson Road, Canyon, BC |
| **Danny Turner** | 2920 Erickson Road, Creston, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA C

| | |
|---|---|
| **Mike Martel** | 1661 Evans Road, Creston, BC |
| **Kelly Vandenberghe** | 4255 Highway 3A, Wynndel, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA E

| | |
|---|---|
| **Erin Fitchett** | *(Consent to display contact information not given)* |
| **Landon Veregin** | 6112 Pippers Lane, Nelson, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA G

| | |
|---|---|
| **Anna Bundschuh** | *(Consent to display contact information not given)* |
| **Susan Chew** | *(Consent to display contact information not given)* |
| **Nathen Rushforth** | 905 Wildhorse Creek Road, Ymir, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA H

| | |
|---|---|
| **Jae Hamilton** | 7680 Kennedy Road, Lemon Creek, BC |
| **Will Parker** | 4672 Slocan River Road, Winlaw, BC |
| **Kevin Shaw** | 6491 Slocan River Road, Winlaw, BC |

**rdck.ca/elections**

## OFFICE OF DIRECTOR OF ELECTORAL AREA J

| | |
|---|---|
| **Henny Hanegraaf** | 746 Prairie Road, Castlegar, BC |
| **Gordon Zaitsoff** | 2005 Lucas Road, Castlegar, BC |

## OFFICE OF DIRECTOR OF ELECTORAL AREA K

| | |
|---|---|
| **Tina Knooihuizen** | 3019 Highway 6, Nakusp, BC |
| **Teresa Weatherhead** | 862 Alexander Road, Nakusp, BC |

Given under my hand at Nelson, British Columbia, this 21st day of September, 2026



Tom Dool , Chief Election Officer

# Declaration of Election by Acclamation

Form 8-12

I, Tom Dool, Chief Election Officer for the Regional District of Central Kootenay, do hereby declare, pursuant to section 98 of the *Local Government Act*, the following candidate(s) elected by acclamation:

## OFFICE OF DIRECTOR OF ELECTORAL AREA D

**Aimee Watson** 341 D Avenue, Kaslo, BC

## OFFICE OF DIRECTOR OF ELECTORAL AREA F

**Tom Newell** 3224 Heddle Road, Nelson, BC

## OFFICE OF DIRECTOR OF ELECTORAL AREA I

**Chris Popoff** 2211 Raven Road, Castlegar, BC

Given under my hand at Nelson, British Columbia, this 21st day of September, 2026.

Tom Dool

Chief Election Officer

# Board Report

*September 24, 2026*

## New Denver Fire Protection Payment

| | |
|---|---|
| **Author:** | Dan Séguin– Acting Regional Fire Chief / General Manager, Fire and Emergency Management |
| **File Reference:** | 7750 |
| **Electoral Area/Municipality:** | Area H |
| **Services Impacted** | S140 – Fire Protection-Area H (New Denver Contract) |

## 1.0 STAFF RECOMMENDATION

That the Board approve payment of $76,400.26 from Fire Protection-Area H (New Denver Contract) Service S140 as an extension of the fire protection service agreement to December 31, 2025.

AND That the Board approve payment of $ $78,157 to the Village of New Denver for the purpose of contracted fire protection services in Defined Area H during 2026 from Fire Protection-Area H (New Denver Contract) S140 as an extension of the fire protection service agreement to December 31, 2026.

FURTHER That the Board direct staff to continue negotiating a renewal of the contract for a five (5) year term effective January 1, 2027.

## 2.0 BACKGROUND/HISTORY

Service S140 - Fire Protection-Area H (New Denver Contract) funds contracted fire protection and emergency response from the Village of New Denver for a defined portion of Electoral Area H.

A signed, executed fire protection service agreement has not been in place since 2019. The agreement has remained outstanding for a variety of reasons; however, the Village of New Denver Fire Department has continued to respond within the Area H service area. Communication between RDCK and Village staff has been positive in recent months, supported by updated information from the fire department. Recent discussions indicate a positive path toward having a new fire protection service agreement in place for 2027.

## 3.0 PROBLEM OR OPPORTUNITY DESCRIPTION

There is currently no signed agreement authorizing and defining the contracted fire protection service between the RDCK and the Village of New Denver. While emergency response has continued, the absence of a current agreement means the RDCK does not have contractual certainty that the service Area H residents are paying for will continue to be provided on defined terms.

The outstanding invoices therefore require Board direction before payment can be processed. The immediate issue before the Board is payment for services that have been provided, not approval of the terms of a future

service agreement.

### 3.1 Alignment to Board Strategic Plan

The recommendation supports fiscally responsible service delivery and organizational excellence by ensuring payment for documented services received while staff continue work toward a current agreement.

### 3.2 Legislative Considerations

The Fire Safety Act provides the provincial legislative framework for fire safety in British Columbia. The contracted fire protection service and any future service agreement must operate within the applicable fire safety requirements. Approval of the outstanding invoices does not establish or amend the level of service; it authorizes payment for services provided.

### 3.3 What Are the Risks

Without a current agreement, there is no enforceable contractual framework setting out the service to be provided, the parties' responsibilities, or the terms for payment. This creates uncertainty for both the RDCK and the Village and, most importantly, for Area H residents who fund the service.

## 4.0 PROPOSED SOLUTION

Staff recommend paying the Village of New Denver for the fire protection services provided to Area H in 2025 and invoiced for 2026. Service delivery is supported by the Village's 2025 call review, which documented 18 responses in Area H, and by confirmation that emergency response has continued in 2026.

Approving these payments recognizes services received and allows the outstanding accounts to be resolved while the parties continue separate work toward a new fire protection service agreement for 2027.

### 4.1 Financial Considerations of the Proposed Solution

The payments requested are:

2025 invoice: $76,400.26
2026 invoice: $78,157.00
Total: $154,557.26

Both payments are budgeted within Service S140 - Fire Protection-Area H (New Denver Contract). The 2025 amount of $76,400.26 was carried forward into 2026 as Prior Year Surplus and is available to fund the outstanding 2025 payment. The 2026 amount of $78,157 is included in the 2026 budget.

### 4.2 Risks with the Proposed Solution

The principal risk is authorizing payment in the absence of a current executed agreement.

### 4.3 Resource Allocation and Workplan Impact

Upon Board approval, Finance will process the outstanding payments. Fire and Emergency Management Services staff will continue separate work with the Village toward a new agreement for 2027.

### 4.4 Public Benefit and Stakeholder Engagement of Proposed Solution

Payment supports continuity of the fire protection service funded by Area H residents and maintains the working relationship with the Village while a current agreement is developed.

### 4.5 Measuring Success

Success is the payment of the outstanding invoices for services received and continued progress toward a current fire protection service agreement.

## 5.0 ALTERNATIVE SOLUTION(S)

The Board could decline or defer payment. Staff do not recommend this option because the Village has documented that fire protection and emergency response services were provided in Area H during 2025 and have continued in 2026.

## 6.0 OPTIONS SUMMARY

**Option 1:**

**Recommendation:**

That the Board approve payment of $76,400.26 from Fire Protection-Area H (New Denver Contract) Service S140 as an extension of the fire protection service agreement to December 31, 2025.

AND That the Board approve payment of $ $78,157 to the Village of New Denver for the purpose of contracted fire protection services in Defined Area H during 2026 from Fire Protection-Area H (New Denver Contract) S140 as an extension of the fire protection service agreement to December 31, 2026.

FURTHER That the Board direct staff to continue negotiating a renewal of the contract for a five (5) year term effective January 1, 2027.

**Option 2:**

That payment be withheld until a new fire protection service agreement is in place.

## 7.0 RECOMMENDATION

That the Board approve payment of $76,400.26 from Fire Protection-Area H (New Denver Contract) Service S140 as an extension of the fire protection service agreement to December 31, 2025.

AND That the Board approve payment of $ $78,157 to the Village of New Denver for the purpose of contracted fire protection services in Defined Area H during 2026 from Fire Protection-Area H (New Denver Contract) S140 as an extension of the fire protection service agreement to December 31, 2026.

FURTHER That the Board direct staff to continue negotiating a renewal of the contract for a five (5) year term effective January 1, 2027.

Respectfully submitted,
Dan Séguin– Acting Regional Fire Chief / General Manager, Fire and Emergency Management

## CONCURRENCE

Corporate Officer – Mike Morrison Approved
CFO – Yev Malloff Approved
CAO – Stuart Horn Approved

# Chair's Report

## Aimee Watson – Board Chair

**Report Date:** September 2026

### UBCM Provincial Meetings

**Meeting #1:** Provincial downloading to local government with insufficient consultation and funding.

**Requested Meeting with:**
Ministry of Housing and Municipal Affairs and BC Housing

We held two meetings on this topic. Sept 9th with ministry staff, September 17th with Minister Anderson

**Background:**
RD's and Muni's have always been used in conjunction with the provincial government to achieve policy objectives. It therefore makes sense that provincial objectives can be more easily achieved by enacting legislation to delegate to LG.

However, some delegated initiatives do not come with any funding, while those projects/initiatives that do come with funding do not come with enough to meet the project/administrative needs. Even with attached funding, the added capacity necessary to implement, hire internally or contract out, then administer Provincial programs either simply doesn't exist in small governments or it adds undue strain to existing workloads, delaying—or even supplanting—important ongoing projects. That is to say nothing of the increased oversight needed by elected boards and councils of yet another Provincial program, adding to their ever-expanding purview.

Some examples are:
bill 44; time it took is still on-going and has taken up significant staff time with the added complexity of areas needing to consider land use regulations guided by community input.
Climate change initiatives while LGCAP funding ceases, making another budget increase we are to consult the public with but honestly, do not have discretion on.

Housing Needs Assessments that were mandated, rural/small local governments are not just different in scale than larger ones, they are often different in kind. There was grant-funding provided, but some of our members didn't accept the reports produced because they were a purely academic exercise, that provided no tangible benefit to the communities involved while also detracting from their already limited capacity.

In many instances (EDMA), LG's are consulted too late in the process to provide feedback that would be incorporated into the legislation, and the funding to comply with the legislation must come from local property taxation, with limited provincial support.

**Request:**
The RDCK respectfully requests that the Office of the Premier look into ways to bring local governments into conversations that will impact them earlier, and that when putting more work and responsibility on local government, it comes with associated funding.

## Meeting #2: Small Water Systems Supports

**Requested Meeting with:** Ministry of Housing and Municipal Affairs and Ministry Water Land Natural Resources

We held two meetings on this topic, September 9th with Ministry staff and September 18th with Minister Neill

**Background:**
The RDCK currently owns and operates 20 small water systems. There are upwards of a 1000 independent SSWS operated either by society, ID or informal within the Central Kootenay's.

At the RDCK we value the protection of watersheds, both for the purpose of safe drinking water and environmental protection, but:

- local government does not have capacity to take on governance for all small water systems
- IHA cannot expect they will ever maintain a complete list of all of the shared surface water POD's and/or wells
- Ministry staff are also challenged to track our myriads of domestic water sources

Over the past decade the RDCK has:

- established asset management plans for all of our water systems
- brought forward ideas for cost effective improvements for independent small water systems, such as POE and POU models

Along with the development of our asset management plans, the RDCK has:

- developed a water system acquisition policy
- We are developing a framework for those who are currently operating independently but seeking supports in their governance system to fully understand what assets they have and what condition those assets are in, to create their own asset management plans and to agree within their existing water user groups on what financial stability means over the coming decades
    - This includes allocating funding from our rural admin service to allow staff (who track their time closely) to work with external groups and guide them through the process
- signaled we are open to the intake of one or two systems each year, provided they follow the guidelines and have internal agreement of their water users

We note the important point that whether any particular system wants to move through the acquisition process to completion, each user group will learn through the process and should be in a better position to manage their systems going forward.

The RDCK has long had dialogues with others, including ad-hoc groups, on how to support and guide small water system operators in good governance. Recent input from a past Ministry senior water advisor makes innovative recommendations to small water systems on how to:

- flush out the roles of water user boards, health authorities and ministries
- develop under their respective Acts (Local Government Act or Water User's Communities Act) bylaws outlining their own authority to govern their water systems
- challenge the assumptions around ownership of water treatment infrastructure, focusing on meeting water quality objectives with mechanisms of enforcement when non-compliance occurs
- adopt a risk-based framework for water governance that better anticipates and responds to local vulnerabilities and budget constraints

**Request:**

- formal recognition of these systems as responsible, eligible recipients of direct provincial funding.
- Support mechanisms that assist in guiding SMWS in frameworks to achieve governance and financial management that ensures equitable delivery of services.

We will share our current acquisition policy and the framework for supports once it is complete.

## Meeting #3_Include old growth forest and lakefront habitat of Argenta in the Purcell Wilderness Conservancy

**Requested Meeting with**: Ministry Land, Water and Resources
We held one meeting on September 18th with Minister Neill

**Background:**
Protection of the Argenta Face has been a focus of surrounding communities since the inception of the Purcell Wilderness Conservancy Provincial Park (PWCPP) in 1974. A 2008 survey found that 90% of citizens in local communities agreed with the statement: "Additional Crown Land should be allocated for wilderness park status", including 73% who strongly agreed. In 2016, in response to proposed logging, residents formed Mount Willet Wilderness Forever and in 2017 submitted a park proposal to the Government of British Columbia advocating for the inclusion of the Argenta Face in the PWCPP.

**Request:**
To include the significant remaining low-mid elevation old growth forest and lakefront habitat of the Argenta Face in the Purcell Wilderness Conservancy Provincial Park, with connectivity habitat for Deep-Snow Mountain Caribou, Grizzly Bears and other Species at Risk.

## Meeting #4: Inland Ferries and the need for surety for communities

**Requested Meeting with:** Ministry of Transportation

We held one meeting with Ministry staff on September 9th

**Background:** The recent inland ferry job action caused significant hardship across our region. Reduced sailings limited access to essential and routine services, disrupted local economies, and undermined confidence in a transportation system that small communities depend on. Establishing essential service levels is necessary to keep these critical transportation corridors operating during future labour disputes. Relying on a private contractor to set those levels puts communities at risk. While the Ministry of Labour will play a role in implementation, we believe your Ministry should take the lead, as it does for the provincial road network, to ensure reliable and equitable access for all communities.

# Regional District of Central Kootenay

## RURAL AFFAIRS COMMITTEE MEETING

## Open Meeting Minutes

Wednesday, September 23, 2026
9:00 a.m.
Hybrid Model - In-person and Remote

| | | |
|---|---|---|
| **COMMITTEE MEMBERS PRESENT** | 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 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 H. Hanegraaf | Electoral Area J – In Person |
| | Director T. Weatherhead | Electoral Area K – In-Person |
| **COMMITTEE MEMBERS** | Director A. Davidoff | Electoral Area I |

**STAFF PRESENT**

| | |
|---|---|
| S. Horn | Chief Administrative Officer |
| A. Wilson | Acting General Manager of Development and Community Sustainability Initiatives |
| E. Stout | Manager of Building and Bylaw |
| N. Wight | Planning Manager |
| Z. Giacomazzo | Planner |
| S. Chezenko | Planner |
| C. Hopkyns | Corporate Administrative Coordinator – Meeting 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

**Join by Video:**
https://rdck-bc-ca.zoom.us/j/97918675110?pwd=GmVSuFaa2RntNTq5nTyh8CpcKj5tAL.1

**Join by Phone:**
833 955 1088 Canada Toll-free

*6 to unmute or mute
*9 to raise or lower your hand

**Meeting ID:** 979 1867 5110
**Meeting Password:** 527524

**In-Person Location:**
RDCK Board Room
202 Lakeside Dr. Nelson

**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 September 23, 2026 Rural Affairs Committee meeting be adopted with the removal of Item No. 12.1 Site-Specific Exemption - Steenhoff, before circulation.

**Carried**

**5. RECEIPT OF MINUTES**

The August 19, 2026 Rural Affairs Committee meeting minutes, have been received.

**6. DELEGATIONS**

Item 7.3 – Michelle Kooznetsoff
Item 7.6 – Allie Batchelor

## 7. PLANNING & BUILDING

### 7.1 CANCEL - BUILDING BYLAW CONTRAVENTION - SHEA & MACLEAN

**File No.: 3130-20-F-707.08366.140-BP029406**
**4515 Beasley West Road**
**(Joseph Shea & Christine Maclean)**
**Electoral Area F**

The Memorandum dated September 15, 2026 from Erik Stout re: Cancellation-Notice on Title – Shea & Maclean, has been received.

- Erik Stout provided background to the Committee regarding the file.
- Property owner was not present.
- Chair Jackman thanked staff and referred the recommendation to Committee for consideration.

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

That the Corporate Officer be authorized to remove the Notice on Title relating to 4515 Beasley West Road, Electoral Area F, currently owned by Joseph Jon Shea and Christine Nancy Maclean, and property legally described as LOT B, PLAN NEP21605, DISTRICT LOT 7066, KOOTENAY LAND DISTRICT PID 018-931-146, the RDCK Building Department has confirmed that the stair guardrail deficiencies have been rectified.

**Carried**

### 7.2 BUILDING BYLAW CONTRAVENTION – KENNY & COOK

**File No.: 3135-20- B-786.04864.020**
**1254 Lakeview-Arrow Creek Road**
**(Timothy Kenny, Jagan Kenny & Stephen Cook)**
**Electoral Area B**

***Rural Affairs Committee***
***Referred from August 19, 2026 to September 23, 2026***

The letter dated August 24, 2026 from Erik Stout re: Building Bylaw Contravention – Kenny & Cook, has been received.

The letter dated July 14, 2026 from Mike Morrison, Corporate Officer, re: Building Bylaw Contravention – Kenny & Cook, has been received.

- Erik Stout provided an update to the Committee regarding the file and answered the Committee's questions.
- Property owner was not present.

- Chair Jackman thanked staff and referred the recommendation to Committee for consideration.

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

That the Corporate Officer 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 1254 Lakeview- Arrow Creek Road, Electoral Area B and legally described as LOT B, PLAN NEP74758, DISTRICT LOT 4595, KOOTENAY LAND DISTRICT; AND FURTHER, if an active Building permit or Building application is in place, that it be cancelled; and finally, that information respecting the resolution may be inspected at the office of the Regional District of Central Kootenay on normal working days during regular office hours.

**Carried**

**7.3 LAND USE BYLAW AMENDMENT - GLADE GENERAL STORE LTD**
**File No.: Z2405I – GLADE GENERAL STORE LTD**
**2347 Highway 3A**
**(Glade General Store LTD)**
**Electoral Area I**

The Committee Report dated September 09, 2026 from Sadie Chezenko, Planner, re: Land Use Bylaw Amendment, has been received.

Sadie Chezenko, Planner, provided an overview to the Committee regarding the application for a land use bylaw amendment to rezone a property to allowing the addition of a café.

The property owner, Michelle Kooznetsoff, was available to answer the Committee's questions.

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. 3083, 2026 being a bylaw to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 is hereby given FIRST, SECOND and THIRD reading by content;

And that the consideration of adoption BE WITHHELD for Regional District of Central Kootenay Zoning Amendment Bylaw No. 3028, 2025 until the following item has been obtained:

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

**Carried**

**7.4 LAND USE BYLAW AMENDMENT - POSNIKOFF**
**File No.: Z2602I- POSNIKOFF**
**1625 Highway 3A**
**(Stacey, Mary, John & Brian Posnikoff)**
**Electoral Area I**

The Committee Report dated September 09, 2026 from Sadie Chezenko, Planner, re: Land Use Bylaw Amendment - Posnikoff, has been received.

Sadie Chezenko, Planner, provided an overview to the Committee regarding the application for a land use bylaw amendment to allowing a third residence to be constructed on the subject property.

Moved and seconded,
And resolved:

That the following motion BE REFERRED to the October 21, 2026 Rural Affairs Committee meeting:

That the Board take no further action regarding Regional District of Central Kootenay Zoning Amendment Bylaw No. 3080, 2026.

**Carried**

**7.5 TEMPORARY USE PERMIT - DOUCET**
**File No.: T2602F – Doucet**
**5775 Woodland Drive**
**(Ryan Doucet)**
**Electoral Area F**

The Committee Report dated September 12, 2026 from Sadie Chezenko, Planner, re: Temporary Use Permit - Doucet, has been received.

Sadie Chezenko, Planner, provided an overview to the Committee regarding the Temporary Use Permit (TUP) for the construction of two accessory buildings on a lot prior to establishing a principal residential use.

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

That the Board direct staff to provide notification of the Board's intention to consider Temporary Use Permit application T2602F by Ryan Doucet for the property located on 5775 Woodland Drive, Electoral Area 'F' and legally described as LOT 2, DISTRICT LOT 5922, KOOTENAY DISTRICT PLAN NEP61991, TOGETHER WITH A 1/3 SHARE IN COMMON LOT 4, PLAN NEP61991 (SEE PLAN AS TO LIMITED ACCESS) (PID: 024-165-751).

**Carried**

**7.6 AGRICULTURAL LAND COMMISSION REFERRAL - BATCHELOR**
**File No.: A2610I - BATCHELOR**
**1993 Highway 3A**
**(Allie & Jarred Batchelor)**
**Electoral Area I**

The Committee Report dated September 9, 2026 from Sadie Chezenko, Planner, re: Agricultural Land Commission Referral - Batchelor, has been received.

Sadie Chezenko, Planner, provided an overview to the Committee regarding the application for Placement of Fill within the Agricultural Land Reserve (ALR) with is proposing the placement of 35m3 of fill which is required to facilitate an accessory dwelling unit (ADU) on the property.

The property owner, Allie Batchelor, provided background to the Committee regarding the property.

Staff answered the Committee's questions.

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

That the Board SUPPORT application A2610I for the proposed Placement of Fill in the Agricultural Land Reserve proposed by Allie Batchelor and Jarred Batchelor for the property located at 1993 Highway 3A, Electoral Area I and legally described as LOT 2, DISTRICT LOT 1239, KOOTENAY DISTRICT PLAN 857, EXCEPT PART OUTLINED RED ON EXPLANATORY PLAN 35476I (PID: 016-022-181);

And that the Board directs Staff to ADVANCE the subject application to the Agricultural Land Commission for consideration.

**Carried**

**8. ENVIRONMENTAL SERVICES**

No items.

**9. RURAL ADMINISTRATION**

No items.

**10. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 9:30 a.m.

No media or public had questions.

**11. CLOSED**

**11.1 Meeting Closed to the Public**

Moved and seconded,
And resolved:

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

AND FURTHER, in accordance with Section 90 of the Community Charter, the meeting is to be closed on the bases identified in the following subsections:

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

**Carried**

**RECESS/ RECONVENE** The meeting recessed at 9:30 a.m. for break and reconvened at 9:41 a.m.

**11.2 Recess of Open Meeting**

Moved and seconded,
And resolved:

The Open meeting be recessed at 9:41 a.m. in order to conduct the Closed Rural Affairs Committee meeting.

**Carried**

**12. PLANNING & BUILDING CONTINUED**

**12.1 SITE SPECIFIC FLOODPLAIN EXEMPTION – STEENHOFF**
**File No.: F25603HN – Steenhoff**
**260 Wilson Creek Road East**
**(Darrell & Audrey Steenhoff)**
**Electoral Area H**

Item removed.

**ADJOURNMENT**

Moved and seconded,
And resolved:

The meeting be adjourned at 10:51 a.m.

**Carried**

Approved by

_____

Garry Jackman, Chair

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 3083

A Bylaw to amend Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004

WHEREAS it is deemed expedient to amend the Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004, and amendments thereto.

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

**APPLICATION**

**1** That Schedule 'A' of Regional District of Central Kootenay Zoning Bylaw No. 1675, 2004 be amended by changing the Zoning Designation of PARCEL A (SEE T3993) OF LOT 3 DISTRICT LOT 302A KOOTENAY DISTRICT PLAN 781, EXCEPT PART INCLUDED IN PLAN 12613 (PID: 016-059-352) from Neighbourhood Commercial (C1) to Neighbourhood Commercial (C1) Site-Specific to allow the following:

- Despite Section 605(1), unless otherwise stated, no principal or accessory building or structure except a fence or a deck may be located within 7.5 metres of a front or exterior side lot line or within 2.5 metres of any other lot line
- Despite Section 611 and 612, there will be no parking requirements for this property.
- Despite Section 3001(1), the minimum site area for each permitted use on this property with on-site servicing shall be 0.12 ha
- Despite Section 3001(2), the maximum site coverage permitted shall be 70 percent of the lot area.
- Despite Section 3001(4), 620 and 621, landscaping does not need to comply with the requirements of sections 620 and 621.

as shown on the attached Map.

**2** This Bylaw shall come into force and effect upon its adoption.

**CITATION**

**3** This Bylaw may be cited as **"Regional District of Central Kootenay Zoning Amendment Bylaw No. 3083, 2026."**

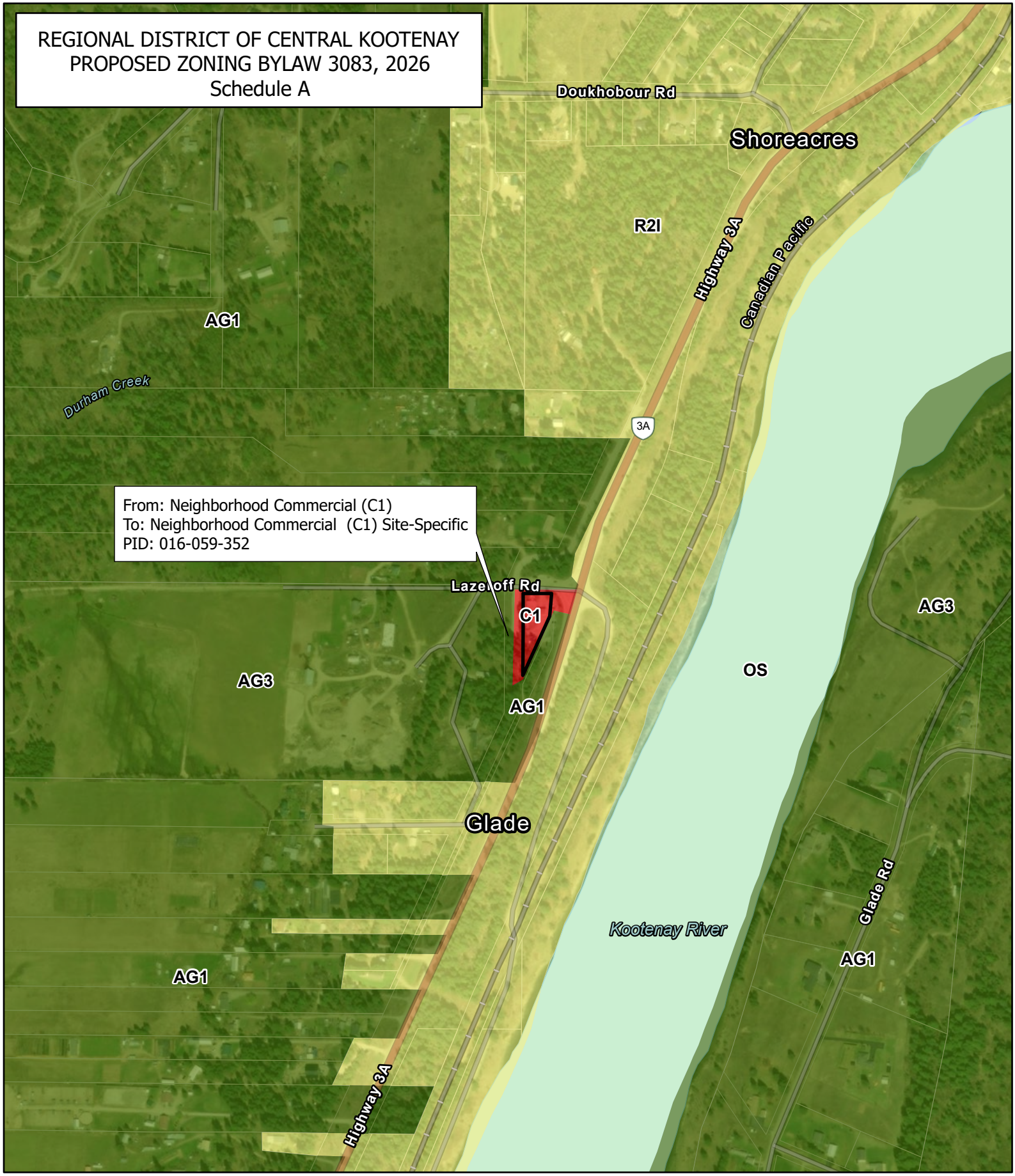
READ A FIRST TIME this [Date] day of [Month] , 20XX.

READ A SECOND TIME this [Date] day of [Month] ,20XX.

READ A THIRD TIME this [Date] day of [Month] , 20XX.

ADOPTED this [Date] day of [Month] , 20XX.

| | |
|---|---|
| [Name of Board Chair], Board Chair | [Name of CO], Corporate Officer |




## SCHEDULE A - BYLAW 3083

REGIONAL DISTRICT OF CENTRAL KOOTENAY

- Cadastre
- Agriculture
- Commercial
- Highway Service Residential
- Industrial
- Institutional
- Lakeshore Development
- Open Space
- Parks and Recreation
- Railway
- Residential 1
- Residential 2
- Residential 3
- Residential 4
- Residential 5
- Rural Residential
- Resource Area
- 016-059-352

Date: 2026-05-25

**The mapping information shown are approximate representations and should only be used for reference purposes.**

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

# RECREATION COMMISSION NO. 6
## OPEN MEETING MINUTES

**7:00p.m.**
**August 26, 2026**

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/99578083142?pwd=ftGgPdEXh6rr1DVhE4o8YQSvMf4lnF.1

**Join by Phone:**
1 833 958 1164

**Meeting ID (access code):** 995 7808 3142
**Meeting Passcode:** 543775
**Virtual Meeting**

**COMMISSION MEMBERS**

| | |
|---|---|
| Alt. Director J. Fyke | New Denver |
| Director T. Gordon | Silverton |
| Director W. Popoff | Area H |
| Commissioner R. Johnson | Area H |
| Commissioner K. Sumrall | Silverton |
| Commissioner M. Hemphill | School District 10, Lucerne School |
| Commissioner D. Hammond | New Denver |

**MEMBERS ABSENT**

| | |
|---|---|
| Director Casley | New Denver |
| Commissioner E. McKeil | Area H |
| Commissioner D. Broughton | New Denver |

**STAFF**

| | |
|---|---|
| Trisha Davison | General Manager of Community Services |
| Kristi Calder | Regional Manager – Recreation & Client Services |
| Alana Jenkins | Meeting Coordinator |

**7 out of 10 voting Commission/Committee members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Hammond called the meeting to order at 7:00 p.m.

**2. ADOPTION OF AGENDA**

**MOVED** and seconded,
AND Resolved:

The Agenda for the August 26, 2026, Recreation Commission No. 6 meeting, be adopted as circulated.

**Carried**

**3. RECEIPT OF MINUTES**

The May 7, 2026, Recreation Commission No. 6 minutes, have been received.

**4. DELEGATES**

There are no Delegates scheduled for this Commission meeting.

**5. NEW BUSINESS**

**5.1 Clean Shoes in the New Denver Gym**

The Commission to discuss Patrons of the New Denver Community Gym ability to leave clean shoes in the gym on the shoe racks already present in the entry area.

Key Discussion Points Included:

- The previous storage of shoes at the gym without issue.
- Complaints received from users regarding the shoes.
- Gym shoes are no longer permitted to be stored at the gym.
- Personal belongings of any kind are not permitted to be stored at gym facilities across the RDCK including non-staffed.
- Challenges with debris at the entry steps following rain.

**6. PUBLIC TIME**

The Chair called for questions from the public at 7:18 p.m.

**7. NEXT MEETING**

The next Recreation Commission No. 6 meeting is scheduled for October 1, 2026, at 7:00p.m.

**8. ADJOURNMENT**

**MOVED** and seconded,
AND Resolved:

The Recreation Commission No. 6 meeting be adjourned at 7:20 p.m.

**Carried**

Approved by

D. Hammond, Chair

## RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

*1.*

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

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

*1.*

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

# CASTLEGAR & DISTRICT RECREATION COMMISSION
## OPEN MEETING AGENDA

**4:00 p.m.**
**September 1, 2026**

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. PDT

**COMMISSION/COMMITTEE MEMBERS**

| | |
|---|---|
| Commissioner Member B. Bogle | City of Castlegar |
| Commissioner Member S. Heaton-Sherstobitoff | City of Castlegar |
| Commissioner Member H. Hanegraaf | Director Area J |

**MEMBERS ABSENT**

| | |
|---|---|
| Commissioner Member M. McFaddin | City of Castlegar |
| Commissioner Member A. Davidoff | Director Area I |

**STAFF**

| | |
|---|---|
| Trisha Davison | General Manager of Community Services |
| Craig Stanley | Regional Manager of Operations and Asset Management |

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

**1. CALL TO ORDER**
Chair Bogle called the meeting to order at 4:00 p.m.

**2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT**
We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

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

The Agenda for the September 1, 2026, Castlegar & District Recreation Commission meeting, be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The August 4, 2026 Castlegar & District Recreation Commission meeting minutes, have been received.

**5. DELEGATE**

Mitch Rinas, and Theresa Oelke with the Castlegar Hockey Society to discuss the proposed Facility Use Agreement as well as Castlegar Hockey Society's long-term planning to ensure quality junior hockey remains in Castlegar.

Key discussion points included:

- History of why the society chose to help create and join the independent Western International Junior Hockey League (WIJHL).
- The relationship between Minor Hockey and the Castlegar Rebels.
- The Castlegar Rebels involvement with the community.
- Specific rules of the WIJHL.
- Insurance levels of the WIJHL, Castlegar Rebels, and additional for the facility.
- Request to increase the Facility Use Agreement from 1 year to 3 to 5 years.
- Facility improvements made by the Rebels and plans for more.
- The Rebels economic benefit to the community.
- Request for the society to submit their request in writing to the Commission.

**6. STAFF REPORTS**

**6.1 Castlegar & District Arena and Walking Track Update**

The Commission Report dated September 1, 2026 from Trisha Davison, General Manager of Community Services, re: Castlegar & District Arena and Walking Track Project – Timeline Update, has been received.

Key discussion items included:

- Virtual meeting held with all three proponents.
- Proponents must formally submit their intent to submit a proposal by September 9.
- Public engagement plan.

**6.2 Pass Creek Disc Golf Course**

The Commission Report dated September 1, 2026 from Craig Stanley, Regional Manager of Operations & Asset Management, re: Pass Creek Disc Golf Course, has been received.

Key discussion items included:

- An overview of the report.
- Potential budget variables and cost savings.
- Considerations related to signage.

**DIRECTION TO STAFF:** The Commission directs staff to work with the Kootenay Rockies Disc Golf Society to determine an appropriate course routing, a critical path and schedule for the construction of the course, and negotiate terms to determine who is responsible for costs for installation and ongoing maintenance.

**6.3 Castlegar & District Community Complex Smoke or Adverse Weather Program Planning**

The Commission Report dated September 1, 2026 from Kristi Calder, Regional Manager of Recreation and Client Services, re: Castlegar & District Community Complex Smoke or Adverse Weather Program Planning has been received.

Key discussion items included:

- Staffing and facility considerations.
- Collaborating with Emergency Management Planning Services.
- Potentially utilizing empty school space in the summer.

**7. PUBLIC TIME**

The Chair called for questions from the public at 5:18 p.m.

One member of the public spoke to the disc golf course project and offered information from previous research to staff.

**8. NEXT MEETING**

The next Castlegar & District Recreation Commission meeting is scheduled for October 6, 2026 at 4:00 p.m.

**9. ADJOURNMENT**

**MOVED** and seconded,
AND Resolved:

The Castlegar & District Recreation Commission meeting be adjourned at 5:22 p.m.

**Carried**

**Digitally Approved**

B. Bogle, Chair

***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 to be put on the Board agenda.**

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

*1.*

**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. That the Commission direct staff to work with the Kootenay Rockies Disc Golf Society to determine an appropriate course routing, a critical path and schedule for the construction of*

***the course, and negotiate terms to determine who is responsible for costs for installation and ongoing maintenance.***

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

# SLOCAN VALLEY SERVICES COMMITTEE
## OPEN MEETING MINUTES

**7:00 p.m.**
**September 2, 2026**

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/94936684168?pwd=dedYnz9a1T9QMQB87jCkTcsLdgcrEM.1

**Join by Phone:**
1 855 703 8985

**Meeting Number (access code):** 949 3668 4168
**Meeting Password:** 062893
**In-Person Location:** Virtual

**COMMITTEE MEMBERS**

| | |
|---|---|
| Committee Member Casley | New Denver |
| Committee Member Gordon | Silverton |
| Committee Member Lunn | Slocan |
| Committee Member Popoff | Area H |

**STAFF**

| | |
|---|---|
| Trisha Davison | General Manager of Community Services |
| Cary Gaynor | Regional Parks Manager |
| Kristi Calder | Regional Manager – Recreation & Client Services |
| Alana Jenkins | Meeting Coordinator |

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

**1. CALL TO ORDER**

Chair Lunn 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.

**3. ADOPTION OF AGENDA**

**MOVED** and seconded,
AND Resolved:

The Agenda for the September 2, 2026 Slocan Valley Services Committee meeting be adopted as circulated.

**Carried**

**4. RECEIPT OF MINUTES**

The May 27, 2026 Slocan Valley Services Committee minutes, have been received.

**5. DELEGATE**

There are no Delegates scheduled for this Committee meeting.

**6. STAFF REPORTS**

**6.1 Slocan Valley Services Committee Meeting Schedule and Agenda Setting**

The Committee Report dated September 2, 2026, from Trisha Davison, General Manager of Community Services, re: Slocan Valley Services Committee Meeting Schedule and Agenda Setting, has been received.

Key Discussion Points included:

- The goal of improving meeting timing, agenda planning, and inviting service organizations to meetings.
- Review of the suggested annual meeting schedule.

**STAFF DIRECTION**: The Commission directs staff to adopt the proposed meeting schedule, AND FURTHER, to request all organizations receiving Grant-In Aid funding submit a 5-year budget which staff will report on at the November meeting.

**7. NEW BUSINESS**

**7.1 General Procedures for Shared Services Committees**

The Committee and Staff to have a discussion re: General Procedures for Shared Services Committees.

Key Discussion Items Included:

- The minutes approval process and how to request an update.
- The need to elect a new Chair in November.

## 8. OLD BUSINESS

### 8.1 North Slocan Community Library / Proposed Literacy Service

The Committee and Staff to have a discussion re: North Slocan Community Library / Proposed Literacy Service.

**MOVED** and seconded,
AND Resolved:

That Councillor Colin Moss of New Denver be granted freedom of the floor.

**Carried**

Key discussion points included:

- Staff have drafted a report regarding developing service establishment bylaws that will be included in the September board meeting agenda.
- Potential options should the board decide not to proceed.

## 9. PUBLIC TIME

The Chair called for questions from the public at 7:59 p.m.
No questions received.

## 10. NEXT MEETING

The next Slocan Valley Services Committee meeting is scheduled for November 26, 2026 at 7:00 p.m.

## 8 ADJOURNMENT

**MOVED** and seconded,
AND Resolved:

The Slocan Valley Services Committee meeting be adjourned at 8:01 p.m.

**Carried**

**Digitally Approved**

J. Lunn, Chair

## RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

*1.*

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

## *Future Slocan Valley Services Committee Meetings*

1. ***The Commission directs staff to adopt the proposed meeting schedule, AND FURTHER, to request all organizations receiving Grant-In Aid funding submit a 5-year budget which staff will report on at the November meeting.***

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

Thursday, September 3, 2026
9:00 am PT
Creston and District Complex – Erickson Room
312 19 Avenue North, Creston, BC

**COMMITTEE MEMBERS' PRESENT**

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

**STAFF PRESENT**

| | |
|---|---|
| S. Horn | Chief Administrative Officer |
| T. Davison | General Manager of Community Services |
| C. Stanley | Regional Manager – Operations & Asset Management |
| T. Wayling | Regional Programming Manager/Community Development |
| P. Marshall-Smith | Sustainability and Resilience Supervisor |
| N. Hannon | Acting Emergency Program Manager |
| C. Gainham | Utility Services Manager |
| R. Baril | Meeting Coordinator |

**GUESTS**

| | |
|---|---|
| D. Dumas | Creston Town Counselor |

---

**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.

**Join by Video:**
https://rdck-bc-ca.zoom.us/j/92632670829?pwd=VkcPYOv0WnMTDNowScaJt12nFYz8zN.1

**Join by Phone:**
+1 778 907 2071 Canada Toll Free

*6 to unmute or mute
*9 to raise or lower your hand

**Meeting ID:** 926 3267 0829
**Meeting Password:** 430277

**In-Person Location:** 312 19 Avenue North, Creston, BC

**2. CALL TO ORDER**

Chair DeBoon called the meeting to order at 9:02 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 September 3, 2026 Creston Valley Services Committee meeting be adopted with the following:

- inclusion of Item 6.1 Delegate: Creston Old Timer Recreational Hockey Association;
- Item 6.2 Delegate: Kootenay Holds Climbing & Wellness Society;
- Item 7.3 For information: Erickson Water Metering Public Engagement Follow-up
- Item 9.2 For Information: Cemetery Funding Areas A, B, C; and
- removal of Item 6.2 For Information: Creston & District Community Complex Liquor License

before circulation.

**Carried**

**5. RECEIPT OF MINUTES**

The August 6, 2026 Creston Valley Services Committee minutes, have been received.

## 6. DELEGATION

### 6.1 DELEGATE: CRESTON OLD TIMER RECREATIONAL HOCKEY ASSOCIATION

Wayne Murphy, of the Seniors Hockey group, differentiated between the Old Timers group that are 35 and older and the Seniors Hockey group that are 55 and older. The Seniors have made two (2) requests to the Creston & District Community Complex staff, that their Monday and Thursday ice time be moved to 10:00 a.m. to accommodate members traveling from the east shore area during the winter months. In addition, some of the members of the Seniors Hockey group are under the 55-age minimum to obtain the number of players that are required to make the practices worthwhile. Additionally, the delegation is requesting improved communication with staff and increased transparency with the ice schedule.

Wayne answered the Committee's questions.

The Committee recommended that the delegation connect with staff directly, and to utilize the time set aside in the current schedule as "Vintage Hockey" as their understanding with staff had been previously; with the intention to improve future scheduling opportunities.

### 6.2 DELEGATE: KOOTENAY HOLDS CLIMBING AND WELLNESS SOCIETY

Kristina Schrage, Board member of Kootenay Holds Climbing and Wellness Society, made a request to the Committee for permission to collaborate with staff for their application to the Active Communities Grant to ensure that eligibility, governance, budget, risk management and reporting requirements can be properly addressed. The grant is due on September 18, 2026.

The Committee recommended staff follow up with the delegation.

Kristina answered the Committee's questions.

**Direction to Staff:** That staff would further explore this opportunity with Kootenay Holds Climbing and Wellness Society, look at the implications, cost and cost recovery and make a recommendation to the Board.

## 7. STAFF REPORTS

### 7.1 FOR INFORMATION: CRESTON EDUCATION CENTRE LEASE

Staff provided an update on current requests for the Creston Education Centre. The Committee supports staff doing a feasibility study for the Creston Education Centre and options available.

### 7.2 FOR INFORMATION: CRESTON & DISTRICT COMMUNITY COMPLEX LIQUOR LICENSE

Item removed.

**7.3 FOR INFORMATION: ERICKSON WATER METERING PUBLIC ENGAGEMENT FOLLOW-UP**

Chris Gainham, Utility Services Manager, provided a brief overview re: Erickson water bylaw service and RDCK responsibilities to supply water to each property in Erickson within the limitations of the water system itself to match the expected demand as permitted by the bylaw.

Staff answered the Committee's questions.

**8. NEW BUSINESS**

**8.1 DISCUSSION ITEM: CEMETERY FUNDING**

Moved and seconded,
And resolved:

That item 9.2 For Information: Cemetery Funding Areas A, B and C be moved to be discussed concurrently with the Item 8.1 Discussion Item: Cemetery Funding.

**Carried**

The Committee discussed the fees and rates table looking at making appropriate changes to reflect the limited use that the Lister Cemetery's utilize water during the 2027 budget season. All options should be examined to determine best path forward. The Committee spoke of appreciation for all cemetery's groups maintaining their facilities at a relatively low cost.

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

That the Board direct staff to maintain the historical allocations that were provided to the Areas A, B and C cemeteries, and that payment to the cemeteries is issued subject to the appropriate financial information.

**Carried**

**8.2 DISCUSSION ITEM: CRESTON VALLEY FLOOD MANAGEMENT WORKING GROUP**

Nora Hannon, Acting Emergency Program Manager, gave a verbal update of the Creston Valley Flood Management Working Group. Future plans include hiring a consultant to design and maintain the high hazard areas of the diking system in the Creston Valley. The Emergency Management Team is interested in continuing to facilitate, to understand the issues and concerns around managing the diking in the Creston Valley.

Nora answered the Committee's questions.

**8.3 DISCUSSION ITEM: CRESTON VALLEY JUNIOR HOCKEY SOCIETY AGREEMENT**

Staff gave a brief overview of the negotiations with Creston Valley Junior Hockey Society.

**RECESS/ RECONVENE** The meeting recessed at 11:09 a.m. and reconvened at 11:15 a.m.

**FREEDOM OF THE FLOOR** Moved and seconded,
And resolved:

That Counselor Dumas have freedom of the floor.

**Carried**

**9. OLD BUSINESS**

**9.1 GOAT RIVER WATERSHED WATER SUSTAINABILITY PLAN**

Staff gave a brief overview of the Goat River Watershed Water Sustainability Plan and the following events coming up:

- September 27, 2026, Goat River Watershed celebration event at Creston & District Community Complex (details at: engage.rdck.ca/projects/goatwatershed)
- September 9, 2026, Goat River Watershed working group workshop
- September 22, 2026, Goat River Watershed Board member workshop
- October 7, 2026, Goat River Watershed working group workshop

The Committee voiced the main objective is transparency for the public during this process.

**9.2 FOR INFORMATION: CEMETERY FUNDING AREAS A, B AND C**

This item was discussed under 8.1 Discussion Item: Cemetery Funding.

**9.3 ACTION ITEM LIST**

Item #4 - Economic Action Partnership

- Report will be coming to the October 2026 CVSC meeting of Service S107 Economic Development Area A and Service S108 Economic Development – Creston and Areas B and C.
- Expression of Interest advertisement will be going out in September 2026.

**10. PUBLIC TIME**

The Chair called for questions from the public and members of the media at 11:32 a.m.

There were no questions or comments from the public or media.

**11. CLOSED**

**11.1 Meeting Closed to the Public**

Moved and seconded,
And resolved:

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

AND FURTHER, in accordance with Section 90 of the Community Charter, the meeting is to be closed on the basis(es) identified in the following Subsections:
90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

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

**Carried**

**11.2 Recess of Open Meeting**

Moved and seconded,
And resolved:

The Open meeting be recessed at 11:34 a.m. in order to conduct the Closed meeting.

**Carried**

**12. NEXT MEETING**

The next Creston Valley Services Committee meeting is scheduled for October 1, 2026 at 9:00 a.m.

**NOTE:** That the November 5, 2026 Creston Valley Services Committee meeting has been cancelled due to the 2026 General Local Election.

**13. ADJOURNMENT**

Moved and seconded,
And resolved:

The Creston Valley Services Committee meeting be adjourned at 12:03 p.m.

**Carried**

Digitally approved by:

_____
Arnold DeBoon, Chair

Patrick Johnstone
Mayor

**By email**: HMA.Minister@gov.bc.ca

August 18, 2026

Honourable Christine Boyle
Minister of Housing and Municipal Affairs
PO Box 9236 Stn Prov Govt
Victoria, BC V8W 9J1

Dear Honourable Boyle,

**Re: Advocating that Provincial Legislation Requiring Housing Targets or Density be Directly Tied to Infrastructure Funding**

At its Regular Council meeting on May 25, 2026, New Westminster City Council passed the following resolution:

> *THAT the City of New Westminster write a letter to the Province of British Columbia including the Minister of Housing and Municipal Affairs, the Premier, and the three MLAs for New Westminster advocating that any provincial legislation requiring housing targets or density be directly tied to infrastructure funding; and*
>
> *THAT this letter be shared with other BC municipalities; and*
>
> *THAT a motion be submitted to the Union of BC Municipalities aligned with the above.*[1]

## Background

In November 2023, the Provincial Government introduced wide-ranging changes to the legislation governing how municipalities plan for and approve new development. The City has complied with all of the recent legislative changes and have always supported adding new housing, increasing housing choice and supporting affordable options. Our community has also expressed their concerns about park space, high-quality community amenities, sustainable infrastructure, and school spaces. They expect these things as benefits of the sustainable growth model, not things they must sacrifice to live in a region that is booming.

[1] Union of BC Municipalities resolution attached as Appendix A

Office of the Mayor
Corporation of the City of New Westminster
511 Royal Avenue, New Westminster, BC • Canada V3L 1H9 T (604) 527 4522 F (604) 527 4594
www.newwestcity.ca

## Analysis

The new legislation hampers our ability to align municipal capital projects with more concentrated growth. Despite taking advantage of new financing growth tools, there is a significant gap between what we can potentially fund through our new Amenity Cost Charge (ACC) and updated Development Cost Charge (DCC) programs, and what's actually needed to support growth in New Westminster. As discussed in our previous meeting, we have calculated that Cost Charges set at a level that allows us to meet infrastructure needs would likely make development unviable.

## Need for Provincial Housing Legislation to Be Tied to Infrastructure Funding

The City has seen and deeply appreciates significant investment in health care, schools, and affordable housing in recent years. We want to see consistent Provincial support, aligned with our commitment to housing growth, and tied to Provincial legislation requiring housing targets or density. Additional sources are needed to address the funding gap for community-funded infrastructure.

A program built on municipal competition for limited infrastructure funding and forcing reductions in DCCs will not meaningfully help a rapidly growing community like New Westminster. The City has always supported adding a diversity of new housing; we are asking the Province to recognize these efforts by prioritizing infrastructure funding for those municipalities actively encouraging more homes.

## Need for Provincial Services to Keep Pace with Municipal Growth

The City appreciates the grant funding, investments and financing tools that senior levels of government have provided. We need the Province to continue investing in affordable housing, schools and transit in our community. Continued partnership will help ensure that as New Westminster grows toward its Housing Target, it remains a livable city.

The requests outlined in this letter are also reflected in a Union of BC Municipalities (UBCM) resolution, attached as Appendix A.

Your attention to this important matter is appreciated.

Yours truly,

Patrick Johnstone
Mayor

Office of the Mayor
Corporation of the City of New Westminster
511 Royal Avenue, New Westminster, BC • Canada V3L 1H9 T (604) 527 4522 F (604) 527 4594
www.newwestcity.ca

**Appendix A – Union of BC Municipalities Resolution**

**Need for Provincial Housing Legislation to Be Directly Tied to Infrastructure Funding**

Submitted by the City of New Westminster

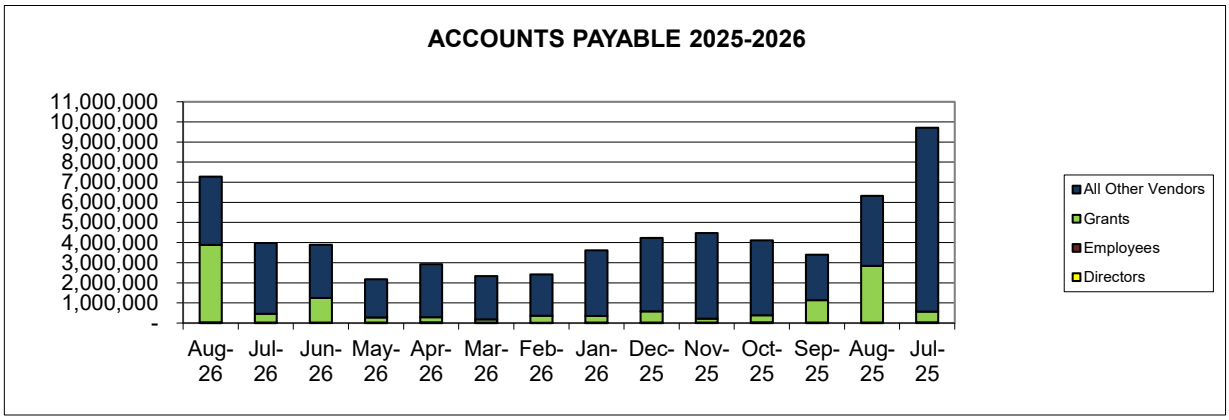
WHEREAS local governments are committed to implementing Provincial legislation aimed at delivering new housing supply and clarifying development contribution to growth-related infrastructure and amenities, and also rely on the Government of British Columbia to directly deliver certain services, including schools, transit, affordable housing, and supportive housing and related services for those living with homelessness, mental health and substance misuse;

AND WHERAS City of New Westminster analysis has found the amount of funding necessary to support infrastructure and amenities required to meet the needs of growth enabled through legislation, exceeds what can be collected while still ensuring that development remains financially viable, and at the same time, the Province of British Columbia and the federal government are actively collaborating to stimulate development by reducing Development Cost Charges (DCCs) to lessen financial barriers for developers and homebuilders, to help them build more housing in the current uncertain economic environment;

THEREFORE BE IT RESOLVED THAT UBCM call on the Government of British Columbia to provide funding for the infrastructure and amenities needed to achieve the legislated housing targets and density for those local governments that are actively working toward enabling new supply;

AND BE IT FUTHER RESOLVED THAT UBCM call on the Government of British Columbia to provide the services within their mandate, such as schools, transit, affordable housing, and supportive housing and related services for those living with homelessness, mental health and substance misuse, needed to serve the population growth anticipated based on the legislated housing targets and housing needs report, in those municipalities where the local government is actively working toward enabling new supply.

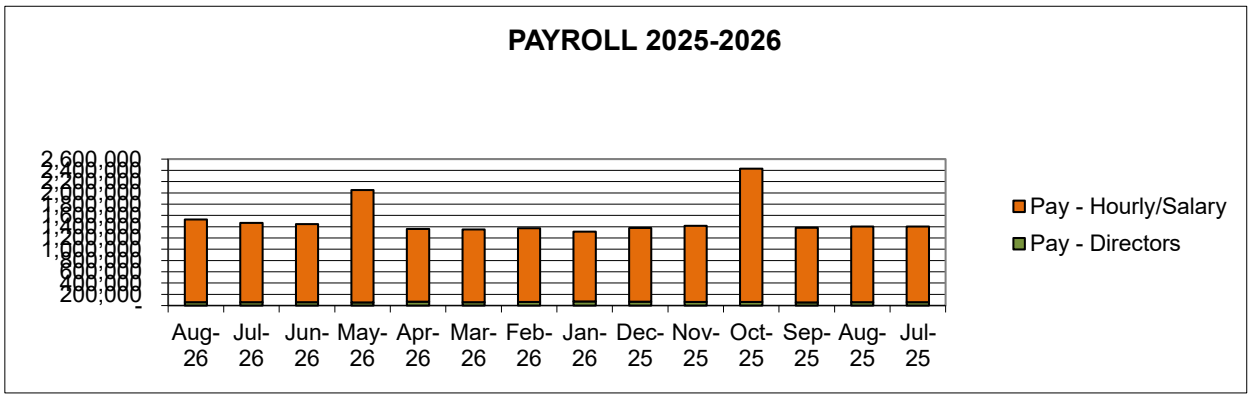
# Financial Expenditure Report for August 2026




| | Number of Payments | Value | % of Total |
|---|---|---|---|
| | 1,257 | $7,275,372 | |
| **Top 80% of payments by value** | 226 | 5,812,955 | 80% |
| **Remaining 20% of payments by value** | 1,031 | 1,462,417 | 20% |
| | **Total** | **$7,275,372** | **100%** |

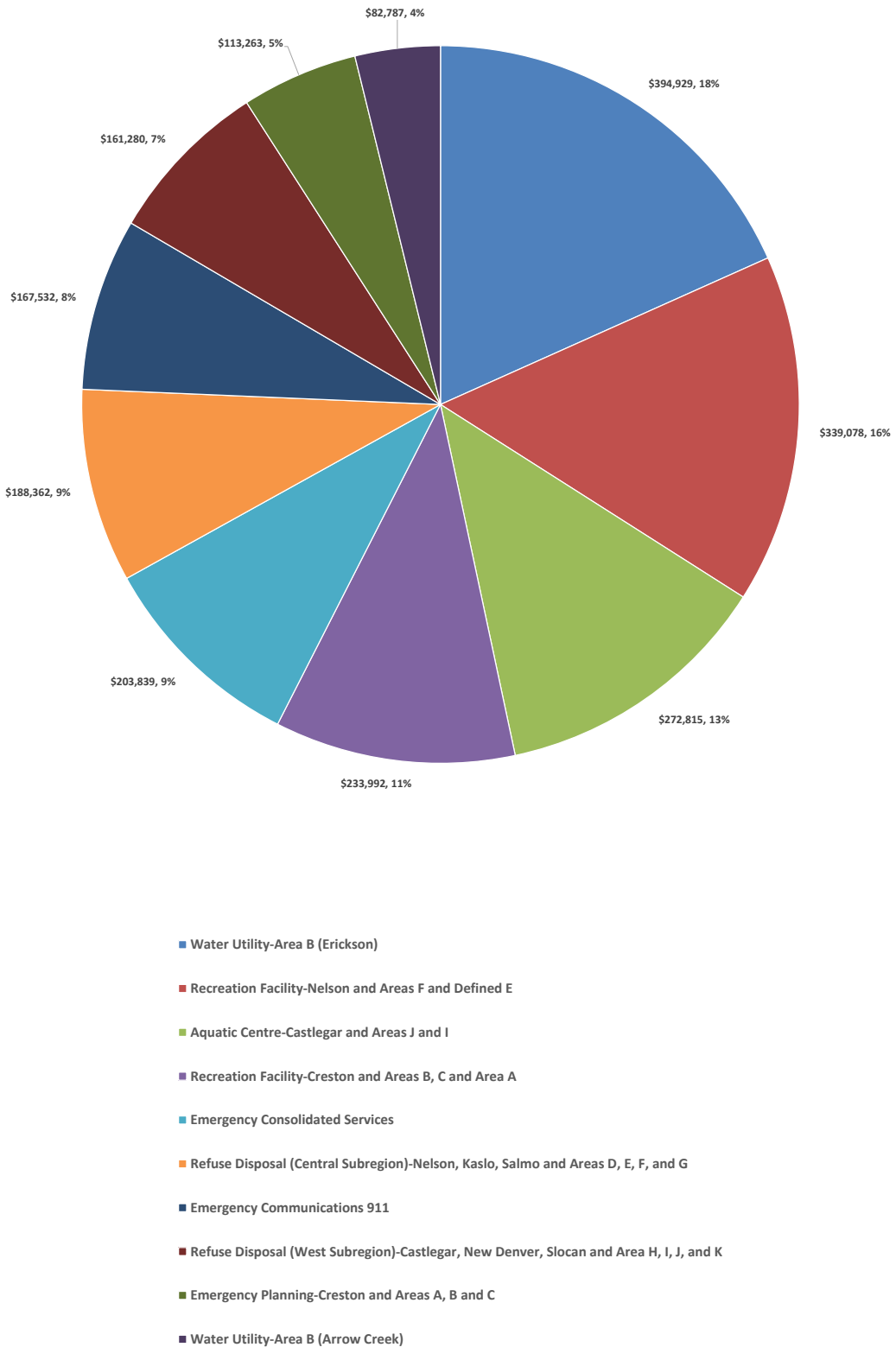
| | Number of Payments | Value | % of Total |
|---|---|---|---|
| | 1,257 | $7,275,372 | |
| **Payments to Directors** | 34 | 4,746 | 0.1% |
| **Payments to Employees** | 88 | 31,523 | 0.4% |
| | **Subtotal** | **36,269** | **0.5%** |
| **Discretionary and Community Development Grants** | 93 | 3,848,063 | 52.9% |
| **Other Vendors** | 1,042 | 3,391,040 | 46.6% |
| | **Subtotal** | **7,239,103** | **99.5%** |
| | **Total** | **$7,275,372** | **100%** |

| Payment Method | Direct Deposit | % of Total | Cheques | % of Total |
|---|---|---|---|---|
| | 1108 | 88% | 149 | 12% |

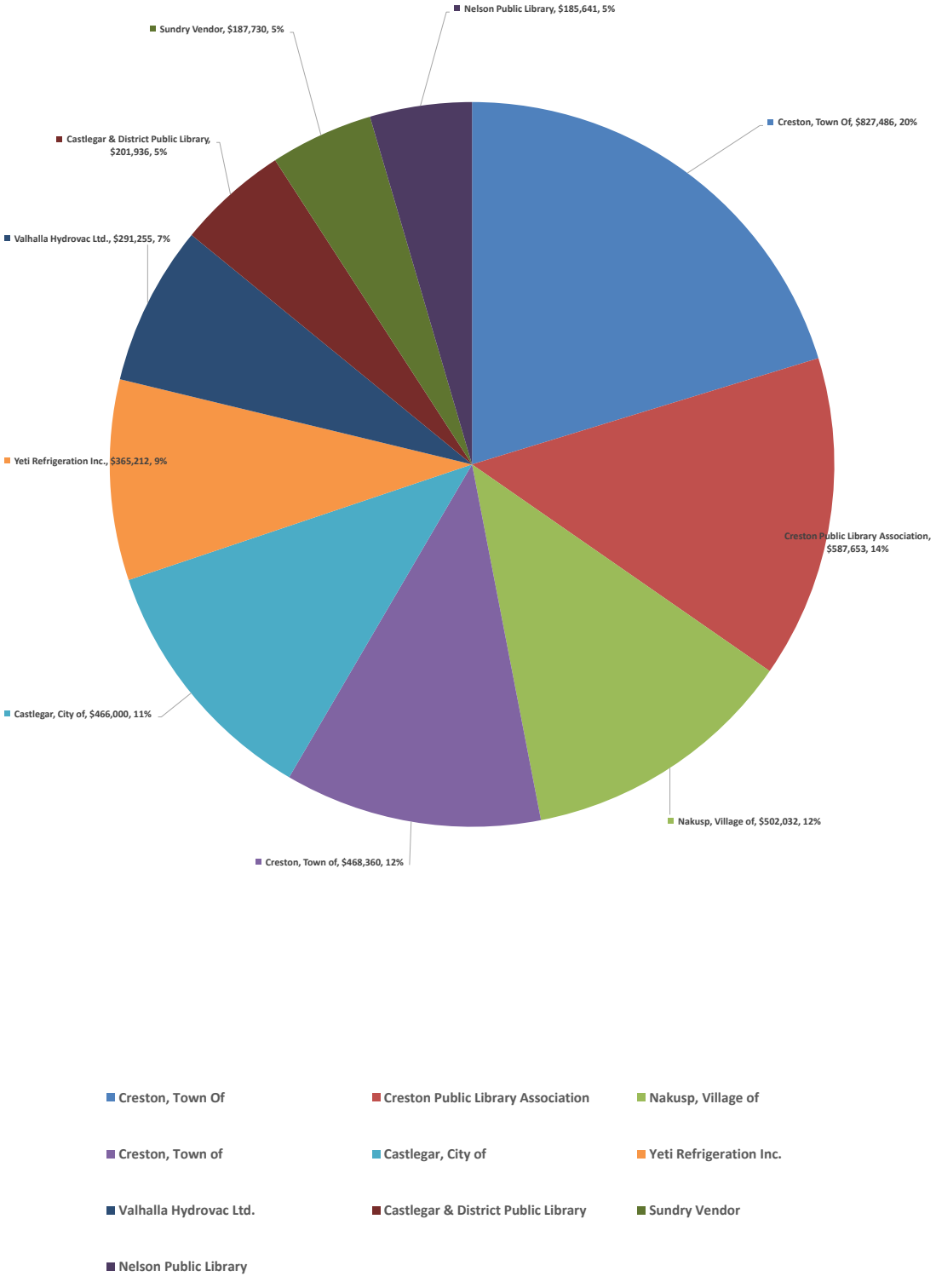



| | Number of Payments | Value | % of Total |
|---|---|---|---|
| | | $1,528,793 | 100% |
| Directors | | 60,619 | 4.0% |
| Hourly/Salary | | 1,468,174.12 | 96.0% |

## Top 10 Services by Amount Spent



# Top 10 Vendors by Value



## Accounts Payable Top 80% of Payments for August 2026

| Top 80% of payments by value | Number of Payments | | Value |
|---|---|---|---|
| | 226 | $ | 5,812,955 |
| AIG Insurance Company of Canada | 1 | $ | 49,239.00 |
| Castlegar & District Public Library | 2 | $ | 201,936.00 |
| Castlegar Friends of Parks and Trails Society (2001) | 1 | $ | 55,000.00 |
| Castlegar, City of | 2 | $ | 466,000.00 |
| CIMA Canada Inc. | 1 | $ | 49,842.30 |
| Cleartech Industries Inc | 7 | $ | 33,718.52 |
| Creston & District Historical & Museum Society | 1 | $ | 169,538.00 |
| Creston Public Library Association | 1 | $ | 587,653.10 |
| Creston, Town Of | 8 | $ | 827,485.84 |
| Creston, Town of | 5 | $ | 468,360.00 |
| FortisBC - Electricity | 35 | $ | 45,743.58 |
| GFL Environmental Inc. | 11 | $ | 59,464.50 |
| Justice Institute Of Bc | 4 | $ | 36,769.81 |
| Kaslo & District Arena Association | 1 | $ | 56,000.00 |
| Kaslo & District Public Library Association | 1 | $ | 137,366.00 |
| Kaslo, Village of | 3 | $ | 31,500.00 |
| Masse Enviromental Consultants Ltd. | 7 | $ | 33,949.93 |
| Nakusp Public Library Association | 1 | $ | 115,172.54 |
| Nakusp, Village Of | 1 | $ | 113,723.00 |
| Nakusp, Village of | 2 | $ | 502,032.00 |
| Nelson Public Library | 2 | $ | 185,641.00 |
| Nelson Search & Rescue | 1 | $ | 34,530.00 |
| Nelson Toyota | 3 | $ | 60,505.76 |
| Nelson, City of | 3 | $ | 173,100.00 |
| R.D. of Fraser-Fort George | 1 | $ | 173,221.84 |
| Salmo Public Library Association | 1 | $ | 125,000.00 |
| Sperling Hansen Associates Inc | 5 | $ | 41,502.70 |
| Sundry Vendor | 104 | $ | 187,730.09 |
| Valhalla Hydrovac Ltd. | 5 | $ | 291,255.49 |
| Yahk-Kingsgate Recreation Society | 2 | $ | 39,550.00 |
| Yeti Refrigeration Inc. | 2 | $ | 365,212.00 |
| Zarikoff Developments Inc. | 2 | $ | 95,211.54 |

## Accounts Payable Bottom 20% of Payments for August 2026

| Remaining 20% of payments by value | Number of Payments | | Value |
|---|---|---|---|
| | 1,031 | $ | 1,462,417 |
| 0885708 BC LTD dba Joseph Fritz | 2 | $ | 12,000.00 |
| 1494359 BC Ltd. | 3 | $ | 6,600.00 |
| 646948 BC Ltd. dba Red Tag Fitness | 3 | $ | 5,676.65 |
| A&G Supply Ltd | 1 | $ | 2,976.15 |
| ACE Courier Services | 4 | $ | 504.73 |
| Acklands-Grainger Inc | 2 | $ | 348.41 |
| Agilyx Solutions Limited | 1 | $ | 3,178.88 |
| Ainsworth Recreation Association | 2 | $ | 11,600.00 |
| Air Liquide Canada Inc | 7 | $ | 466.22 |
| Alberta Fire Chiefs Association | 2 | $ | 3,354.24 |
| All Rite Rooter Sewage Pumping Services | 1 | $ | 966.00 |
| Andex Equipment Rentals | 7 | $ | 5,017.01 |
| Andrew Sheret Ltd | 5 | $ | 2,301.16 |
| Anywear Garment Company Ltd. | 1 | $ | 240.80 |
| Aquam Inc | 1 | $ | 2,013.68 |
| Archibald, Katherine | 2 | $ | 114.90 |
| Arcright Plumbing & Heating | 2 | $ | 2,128.36 |
| Area H North TV Society | 1 | $ | 23,799.00 |
| Arena Resources Corp. | 1 | $ | 2,126.25 |
| Arete Safety and Protection Inc. | 1 | $ | 1,133.37 |
| Arrow Lakes Historical Society | 1 | $ | 28,990.00 |
| Arrow Lakes Search & Rescue | 1 | $ | 21,000.00 |
| Associated Fire Safety Equipment | 3 | $ | 6,703.51 |
| ATS Traffic Ltd | 1 | $ | 63.00 |
| Authorized Security Ltd. | 1 | $ | 252.00 |
| Automated Aquatics Canada Ltd | 4 | $ | 2,726.56 |
| B&L Security Patrol (1981) Ltd | 1 | $ | 1,997.10 |
| B.A. Benson & Son Ltd. | 3 | $ | 560.64 |
| B.C. Scale Co. Ltd. | 2 | $ | 30,208.52 |
| Backburn Mechanical Ltd. | 7 | $ | 15,597.86 |
| Barnhouse, Gregory | 2 | $ | 354.85 |
| BC Federation of Labour | 2 | $ | 1,417.50 |
| BC Hydro & Power Authority | 4 | $ | 2,734.13 |
| BC Municipal Safety Association | 1 | $ | 1,341.90 |
| Beerens, Kurt | 1 | $ | 183.96 |
| Benailse Retreat Centre | 1 | $ | 5,000.00 |
| Benjamin, Debra | 1 | $ | 46.48 |
| Big Cranium Design | 1 | $ | 1,053.25 |
| Bill´s Heavy Duty Enterprises (2004) Ltd. | 8 | $ | 6,560.26 |
| Black Press Group Ltd | 3 | $ | 2,813.36 |
| Blewett Acres Ltd. | 2 | $ | 3,192.00 |
| Bloomfield, Cory | 1 | $ | 39.90 |
| Breath Love Enterprises Ltd. O/A Mountain Valley Station | 1 | $ | 912.58 |
| British Columbia Association of Optometrists DBA: BCDO - E | 1 | $ | 564.51 |
| Brogan Fire & Safety | 6 | $ | 3,566.38 |
| Brown, Aquila | 1 | $ | 303.68 |
| Bukowski, Morgan | 1 | $ | 90.52 |
| Bumstead, Brian | 2 | $ | 456.25 |
| Burton Community Association | 2 | $ | 24,282.00 |
| Burton Volunteer Fire Brigade Society | 1 | $ | 4,600.00 |
| C.A. Fischer Lumber Co. Ltd. | 17 | $ | 1,390.13 |
| Calder, Kristen A | 1 | $ | 581.81 |
| Canada Post Corporation - Remittance Processing | 1 | $ | 945.00 |
| Canadian Centre for Occupational Health and Safety | 6 | $ | 119.70 |
| Canadian Linen & Uniform | 5 | $ | 680.07 |
| Canadian Red Cross | 1 | $ | 45.00 |
| Canco Petroleum Ltd. | 2 | $ | 1,302.65 |
| Canoe - EECOL Electric Nelson | 1 | $ | 58.22 |
| Canoe - EMCO (Cranbrook) | 5 | $ | 9,470.29 |
| Canoe - Kal Tire Vernon | 2 | $ | 3,271.17 |
| Canyon Community Association | 1 | $ | 21,550.00 |
| Castlegar & District Chamber Of Commerce | 1 | $ | 137.81 |
| Castlegar Home Hardware | 4 | $ | 268.31 |
| Castlegar Search & Rescue | 1 | $ | 19,180.00 |

| Remaining 20% of payments by value | Number of Payments | | Value |
|---|---|---|---|
| | 1,031 | $ | 1,462,417 |
| Castlegar, City Of | 6 | $ | 27,582.91 |
| CDW Canada Corp | 3 | $ | 3,833.04 |
| Chezenko, Sadie | 1 | $ | 120.00 |
| Cintas Canada Ltd Location 889 | 1 | $ | 249.41 |
| CJ Industries Inc. | 1 | $ | 12,132.72 |
| Clarke, Ryan | 3 | $ | 1,163.62 |
| Columbia Basin Broadband Corporation | 1 | $ | 4,508.00 |
| Columbia Wireless Inc | 5 | $ | 421.40 |
| Comfort Welding Ltd | 24 | $ | 2,067.26 |
| Complete Climate Control Inc. | 1 | $ | 327.60 |
| Cooper, Branden WS | 1 | $ | 319.98 |
| Cowan´s Office Supplies | 20 | $ | 2,147.56 |
| Crawford Bay Store | 2 | $ | 153.80 |
| Crawford Truck & Equipment | 9 | $ | 6,296.64 |
| Creston Valley Jr Hockey Society | 1 | $ | 800.00 |
| Creston Valley Rotary Club | 1 | $ | 1,750.00 |
| CTM Tech Services | 1 | $ | 2,908.50 |
| Cunningham, Hans | 3 | $ | 142.35 |
| Cupe Local 2262 | 1 | $ | 3,964.22 |
| Cuthbert, Corrina M. | 2 | $ | 223.73 |
| Dave´s Plumbing Ltd | 3 | $ | 8,989.77 |
| Davidson, Gregory | 2 | $ | 4,520.00 |
| Day, Grant | 1 | $ | 516.61 |
| DB Perks & Associates Ltd | 3 | $ | 3,108.94 |
| DeBoon, Arnold Frank | 1 | $ | 215.38 |
| Derco, Jonathan | 1 | $ | 55.98 |
| DHC Communications Inc | 4 | $ | 6,004.52 |
| Diverse Family Roots Society | 1 | $ | 1,500.00 |
| East Shore Community Library Society | 1 | $ | 20,400.00 |
| East Shore Internet Society | 3 | $ | 199.93 |
| Edgewood Seniors Society | 1 | $ | 1,000.00 |
| Edgewood Volunteer Fire Department | 1 | $ | 9,700.00 |
| Egan, Liam | 1 | $ | 585.23 |
| Enercon Water Treatment Ltd | 1 | $ | 896.00 |
| Entandem | 4 | $ | 137.52 |
| Environmental 360 Solutions BC Ltd. | 1 | $ | 11,857.13 |
| Evoke Buildings Engineering Inc. | 2 | $ | 3,093.04 |
| Expresslane Deliveries | 1 | $ | 415.80 |
| Fauquier Community Club Society | 3 | $ | 15,998.00 |
| Federated Co-Operatives Ltd | 4 | $ | 3,448.87 |
| Fergie, Barbara | 3 | $ | 433.03 |
| Fishlock, Garrett | 2 | $ | 1,336.63 |
| Fortisbc - Natural Gas | 3 | $ | 11,729.63 |
| Fraser Valley Building Supplies Inc. | 13 | $ | 1,230.29 |
| Friesen, Matthew | 1 | $ | 2,500.00 |
| Fusion Consulting Ltd. | 1 | $ | 1,302.00 |
| Gascon, Fabiola | 1 | $ | 735.00 |
| Gelsinger, Tracy | 1 | $ | 200.00 |
| Giacomazzo, Zachari | 1 | $ | 60.00 |
| Gilbert Parts Depot | 9 | $ | 1,803.26 |
| Gilbert, Ryan | 2 | $ | 1,526.48 |
| Girouard, Lou-Anne | 1 | $ | 558.22 |
| Glacier Valley Tree Care Ltd | 1 | $ | 467.25 |
| Global Industrial Canada | 1 | $ | 1,042.33 |
| Gordon, Tanya | 1 | $ | 141.47 |
| Gravity Union | 1 | $ | 2,310.00 |
| Gray Creek Store | 1 | $ | 7.83 |
| Gray´s Contracting | 2 | $ | 1,467.38 |
| Green Shield Health Inc. | 1 | $ | 1,105.65 |
| Groenhuysen, Rene | 1 | $ | 171.36 |
| GRS Contracting Ltd | 2 | $ | 4,363.80 |
| Guillevin International Inc | 1 | $ | 185.07 |
| Hall Printing | 5 | $ | 886.85 |
| Halo Software LLC | 1 | $ | 11,655.00 |
| Hamilton, Alayne | 1 | $ | 157.49 |
| Hanegraaf, Henny (Henrica) | 2 | $ | 127.20 |
| Hawkins, Dana | 2 | $ | 120.00 |
| HCMA Architecture and Design | 2 | $ | 3,213.00 |
| Heetebrij, Courtenay | 1 | $ | 38.59 |

| Remaining 20% of payments by value | Number of Payments | | Value |
|---|---|---|---|
| | 1,031 | $ | 1,462,417 |
| Hewat, Suzan | 3 | $ | 306.60 |
| Highland Consulting Ltd | 1 | $ | 6,106.25 |
| Hillside Auto Centre | 1 | $ | 6,064.18 |
| Hi-Way 9 Express Ltd | 2 | $ | 128.76 |
| Holman DBA ARI Financial Services | 1 | $ | 386.40 |
| Horvath Contracting and Design LTD. | 1 | $ | 12,423.80 |
| Hufty´s Leasing Ltd | 1 | $ | 547.66 |
| Hume Hotel | 2 | $ | 304.92 |
| Huscroft HVAC | 2 | $ | 3,665.78 |
| Hywood Truck & Equipment Ltd | 15 | $ | 13,594.85 |
| Industrial Alliance Insurance and Financial Services Inc. | 1 | $ | 1,139.78 |
| Inland Allcare | 24 | $ | 12,159.23 |
| Inonoaklin Recreation Commission | 1 | $ | 7,200.00 |
| Insight Canada Inc. | 1 | $ | 2,033.38 |
| Insurance Corporation of BC | 1 | $ | 307.00 |
| Interior Health Authority - Environmental Health | 1 | $ | 147.00 |
| Iron Mountain | 1 | $ | 85.70 |
| Jackman, Garry | 2 | $ | 211.12 |
| Jakobsze, Corey | 1 | $ | 135.20 |
| Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492) | 21 | $ | 1,599.61 |
| Jet Ice Ltd | 1 | $ | 795.92 |
| Johnsons Landing Community Association | 1 | $ | 13,825.00 |
| JY Contracting Ltd. | 1 | $ | 12,243.00 |
| Kabel, Peter C | 1 | $ | 1,633.50 |
| Kaslo & District Chamber of Commerce | 1 | $ | 7,500.00 |
| Kaslo Building Maintenance | 1 | $ | 651.00 |
| Kaslo Building Supplies | 3 | $ | 217.50 |
| Kaslo Curling Club | 1 | $ | 10,000.00 |
| Kaslo Home Hardware | 2 | $ | 126.43 |
| Kaslo Infonet Society | 4 | $ | 455.00 |
| Kaslo, Village Of | 1 | $ | 52.63 |
| KBRH Health Foundation | 1 | $ | 2,451.40 |
| Kelowna General Hospital Foundation | 1 | $ | 5,000.00 |
| Kendrick Equipment (2003) Ltd | 2 | $ | 364.97 |
| Kennlyn Enterprises | 1 | $ | 675.93 |
| Kilburn, Jackie | 1 | $ | 2,160.00 |
| Kintetsu World Express (Inc) | 2 | $ | 232.58 |
| Kitchener Valley Recreation & Fire Protection Society | 1 | $ | 2,000.00 |
| KM Kootenay Motors a Division of Bills Motors-In Ltd. | 2 | $ | 772.92 |
| Knudsen, Leroy B | 1 | $ | 813.66 |
| Koenig, Gabriella | 1 | $ | 75.00 |
| Kokanee Chalets | 1 | $ | 2,100.00 |
| Koochin, Alexander | 1 | $ | 32.26 |
| Kootenay Carshare Cooperative | 1 | $ | 8,000.00 |
| Kootenay Circus Arts Association | 1 | $ | 800.00 |
| Kootenay Family Place | 1 | $ | 5,000.00 |
| Kootenay Gallery of Art, History and Science | 1 | $ | 6,079.14 |
| Kootenay Glass & Mirror Ltd | 1 | $ | 180.32 |
| Kootenay Ground Maintenance Ltd. | 2 | $ | 1,725.00 |
| Kootenay Holds Climbing & Wellness Society | 2 | $ | 4,000.00 |
| Kootenay Industrial Supply Ltd | 19 | $ | 2,253.03 |
| Kootenay Lake Historical Society | 2 | $ | 6,514.30 |
| Kootenay Property Care Ltd. | 1 | $ | 1,139.57 |
| Kootenay Technical Surveys Ltd. | 1 | $ | 735.00 |
| Kootenay Valley Water & Spas | 6 | $ | 248.75 |
| KRIK Services Co | 1 | $ | 260.18 |
| Laerdal Medical Canada Ltd | 1 | $ | 450.13 |
| Lambert, Paul | 1 | $ | 497.63 |
| Lardeau Valley Opportunity Links Society | 1 | $ | 1,000.00 |
| Lay, Jessie | 1 | $ | 175.00 |
| Leavitt, Brian | 1 | $ | 250.00 |
| Lectric Ave Electronics | 2 | $ | 145.56 |
| Liddell, Gabriel | 1 | $ | 78.39 |
| Lidstone & Company | 1 | $ | 498.97 |
| Lifesaving Society (Burnaby) | 7 | $ | 2,668.17 |
| Linde Canada Inc. | 2 | $ | 293.45 |
| Lineal Engineering Ltd. | 2 | $ | 16,772.18 |
| Lister Community Cemetery | 1 | $ | 1,000.00 |
| Lloyd, Emma | 1 | $ | 73.00 |

| Remaining 20% of payments by value | Number of Payments | | Value |
|---|---|---|---|
| | 1,031 | $ | 1,462,417 |
| Lockwood, Diana LD | 2 | $ | 122.26 |
| Loki Tree Services | 1 | $ | 603.75 |
| Lordco Parts Ltd | 12 | $ | 1,051.50 |
| Lunn, Jessica | 3 | $ | 1,579.89 |
| Maher, Phill | 1 | $ | 831.59 |
| Main Jet Motorsports Inc | 2 | $ | 137.74 |
| Malekow, Pamela | 1 | $ | 38.69 |
| Martech Electrical Systems Ltd | 1 | $ | 241.78 |
| Martech Motor Winding Ltd | 6 | $ | 25,392.30 |
| Martin, Halle | 1 | $ | 128.48 |
| Mayday Electric Ltd | 2 | $ | 315.00 |
| McArthur, Em | 1 | $ | 299.64 |
| McFaddin, Maria June | 1 | $ | 71.64 |
| McLaren-Caux, Aiden(Kenneth) | 2 | $ | 388.89 |
| McNally Excavating Inc | 1 | $ | 9,283.68 |
| Mentz, Jake | 2 | $ | 410.33 |
| Metz, Nancy | 1 | $ | 1,532.19 |
| Micah´s Plumbing & Heating Ltd. | 2 | $ | 1,771.17 |
| Midnight Line Painting | 1 | $ | 6,210.75 |
| Minister of Finance | 2 | $ | 7,958.63 |
| Minister Of Finance - Product Distribution Centre | 3 | $ | 162.57 |
| Mitchell Supply Ltd | 3 | $ | 285.97 |
| Moe Nadeau Consulting | 1 | $ | 2,352.00 |
| Morrow Bioscience Ltd | 1 | $ | 14,605.85 |
| MOTION | 1 | $ | 498.42 |
| Nakusp & Area Bike Society | 1 | $ | 18,000.00 |
| Nakusp & District Museum Society | 2 | $ | 26,035.00 |
| Nakusp Home Hardware | 1 | $ | 62.68 |
| Nanaimo, City of | 19 | $ | 7,068.08 |
| Navigata Communications Ltd. dba ThinkTel | 1 | $ | 21.17 |
| Nelson & District Hospice Society | 1 | $ | 2,500.00 |
| Nelson Building Centre Ltd | 41 | $ | 4,823.05 |
| Nelson Farmers Supply Ltd | 9 | $ | 849.00 |
| Nelson Hydro | 13 | $ | 27,371.27 |
| Nelson Leafs Hockey Society | 1 | $ | 8,871.45 |
| Nelson Medical Clinic Inc | 1 | $ | 125.00 |
| Nelson, Calvin | 1 | $ | 5.77 |
| Nelson, City Of | 4 | $ | 26,883.72 |
| Network Innovations Inc. | 1 | $ | 224.00 |
| New Denver, Village of | 1 | $ | 18,298.00 |
| Newell, Thomas | 3 | $ | 61.50 |
| Nickerson, Britany | 2 | $ | 1,000.00 |
| Okanagan Office Systems | 2 | $ | 133.66 |
| Orkin Canada Corporation | 4 | $ | 2,277.34 |
| Ottoted Engineering Corp. | 1 | $ | 2,709.88 |
| Overland West Freight Lines Ltd | 4 | $ | 5,899.73 |
| Pacific Sprinklers dba: DIG Garden Centre | 5 | $ | 864.64 |
| Paper Crane Media Ltd. | 1 | $ | 343.00 |
| Park N Play Design Company Ltd. | 1 | $ | 6,216.43 |
| Passmore Laboratory Ltd | 6 | $ | 1,320.00 |
| Paterson, Ella | 1 | $ | 137.24 |
| Peters, Chriss A | 1 | $ | 636.46 |
| Petersen, Christopher L | 2 | $ | 179.68 |
| Phoenix Designs & Apparel | 1 | $ | 464.80 |
| Pipe, Nicolai | 1 | $ | 12.41 |
| Pipeology Home Solutions | 3 | $ | 1,937.68 |
| Playmor Power Products Ltd. | 2 | $ | 2,118.40 |
| Pocock, Nathan | 1 | $ | 450.00 |
| Polar Engineering Ltd. | 3 | $ | 13,772.99 |
| Popoff, Walter A | 4 | $ | 181.04 |
| Power Paving | 1 | $ | 2,940.00 |
| PPE Solutions Inc. | 1 | $ | 2,324.15 |
| Prestige Lakeside Resort | 3 | $ | 828.00 |
| Protecting Animal Life Society (P.A.L.S.) | 1 | $ | 2,800.00 |
| Purolator Inc | 3 | $ | 570.80 |
| Pyramid Building Supplies | 12 | $ | 943.68 |
| RC Strategies Inc. | 1 | $ | 4,410.00 |
| Reliant Action Ltd. | 1 | $ | 7,597.97 |
| Renata Development Society | 1 | $ | 1,450.43 |

| Remaining 20% of payments by value | Number of Payments | | Value |
|---|---|---|---|
| | 1,031 | $ | 1,462,417 |
| Rescue Canada Resource Group Inc | 1 | $ | 2,500.00 |
| Responsive First Aid Training | 1 | $ | 649.95 |
| Richardson, Allan K | 1 | $ | 81.03 |
| Ridgewood Improvement District | 1 | $ | 1,500.00 |
| Riondel Reading Centre | 1 | $ | 20,400.00 |
| Riteway Holdings Ltd. dba Tremlock Properties Ltd | 4 | $ | 6,293.45 |
| Riverside Farm | 4 | $ | 10,930.17 |
| Roadpost Inc. T46274 | 2 | $ | 295.78 |
| Robson Fire & Rescue Society | 1 | $ | 1,000.00 |
| Rocky Mountain Agencies | 5 | $ | 24,550.85 |
| Rocky Mountain Phoenix | 3 | $ | 1,034.88 |
| Roenspiess, Ethan (Kai) | 1 | $ | 5.84 |
| Roper Greyell LLP | 1 | $ | 325.92 |
| Rosebud Community Watershed Protection Group | 1 | $ | 5,000.00 |
| Rykerts Irrigation District | 1 | $ | 4,000.00 |
| Sabir, Chris | 1 | $ | 104.39 |
| Salmo & District Arts Council (SDAC) | 1 | $ | 774.00 |
| Salmo Valley Youth & Community Centre | 1 | $ | 866.67 |
| Salmo, Village of | 1 | $ | 15,094.00 |
| Schmidt, Julie | 3 | $ | 974.55 |
| School District#8 (Kootenay Lake) | 1 | $ | 978.00 |
| Selkirk Security Services Ltd | 2 | $ | 1,031.86 |
| SFC Energy Ltd. | 4 | $ | 1,899.69 |
| SFJ Inc. | 1 | $ | 5,409.88 |
| Shaw Buisness A division of Shaw Telecom G.P. | 1 | $ | 1,111.40 |
| Shaw Cable | 19 | $ | 3,784.19 |
| Sheffield, Leonard | 1 | $ | 137.20 |
| Shields, Matthew | 2 | $ | 529.98 |
| Shoreacres Neighbourhood Community Association | 1 | $ | 2,500.00 |
| Silverton Building Supplies Ltd | 6 | $ | 146.40 |
| Simply Clean Kootenay | 2 | $ | 3,070.20 |
| Sk Electronics Ltd | 21 | $ | 11,753.00 |
| Skyway Hardware | 4 | $ | 52.21 |
| Slocan Park Community Hall Society | 2 | $ | 1,820.80 |
| Slocan Valley Home Hardware | 1 | $ | 429.81 |
| Slocan Valley Rail Trail Society | 1 | $ | 2,100.00 |
| Slocan, Village of | 3 | $ | 1,710.00 |
| SLR Consulting (Canada) Ltd. | 2 | $ | 8,614.45 |
| SMC Monitoring Corporation | 1 | $ | 157.50 |
| Smienk, Johannes | 1 | $ | 39.95 |
| Smith Cameron Process Solutions | 1 | $ | 1,820.96 |
| Snauwaert, Ethan | 1 | $ | 64.24 |
| South Kootenay Lake Community Service Society | 1 | $ | 10,000.00 |
| South Slocan TV Society | 1 | $ | 24,603.00 |
| Southern Interior Construction Assn. | 1 | $ | 640.50 |
| Speedpro Signs | 3 | $ | 493.13 |
| Speedpro Signs (Trail) | 2 | $ | 964.32 |
| Sphere Environmental Ltd. | 1 | $ | 5,112.16 |
| SRK Consulting (Canada) Inc. | 2 | $ | 29,252.21 |
| Stafford Welding | 3 | $ | 1,832.25 |
| Stand Architecture Inc. | 1 | $ | 1,050.00 |
| Stankevich, Wendy | 1 | $ | 1,000.00 |
| Sterling Backcheck Canada Corp. | 1 | $ | 31.06 |
| Sullivan Motor Products - Nelson Ltd. | 1 | $ | 268.79 |
| Suncor Energy Products Partnership | 2 | $ | 1,305.78 |
| Suncorp Valuations Ltd. | 1 | $ | 11,907.00 |
| Sybertech Waste Reduction Ltd | 1 | $ | 1,198.97 |
| T´NT Work & Rescue | 1 | $ | 1,876.19 |
| Taghum Shell (1997) | 2 | $ | 208.04 |
| Tarrys & District Community Hall Society | 1 | $ | 500.00 |
| Technical Safety BC | 3 | $ | 791.68 |
| Telus Communications Inc | 5 | $ | 8,082.12 |
| Telus Communications Inc. Mascon by Telus | 3 | $ | 235.20 |
| Telus Mobility | 3 | $ | 19,105.11 |
| Tenaquip Industrial Distribution | 3 | $ | 1,462.22 |
| The Adventure Hotel | 1 | $ | 132.84 |
| The Battery Doctors | 1 | $ | 428.93 |
| The Corporation of the Village of Salmo | 1 | $ | 1,822.91 |
| The Corporation of the Village of Silverton | 1 | $ | 3,820.72 |

| Remaining 20% of payments by value | Number of Payments | | Value |
|---|---|---|---|
| | 1,031 | $ | 1,462,417 |
| the marc boutin architectural collaborative inc. | 4 | $ | 11,623.50 |
| Thiele, Dustin | 3 | $ | 2,275.00 |
| ThinkTel | 1 | $ | 382.01 |
| Thor Mechanical Ltd. | 3 | $ | 787.64 |
| Thurber Engineering Ltd. | 2 | $ | 1,053.94 |
| Tierney, Roger Bruce | 1 | $ | 196.52 |
| Tip-it Waste Solutions Kootenay | 5 | $ | 8,353.66 |
| Tratech Mechanical Ltd | 1 | $ | 224.44 |
| Trowelex Equipment Rentals And Sales | 5 | $ | 1,386.69 |
| Tu-Dor Lock & Safe Ltd | 7 | $ | 2,491.84 |
| Uhlenbrauck, Tyler | 1 | $ | 730.00 |
| Uline Canada Corporation | 2 | $ | 1,867.29 |
| Valhalla Septic Services LTD | 1 | $ | 836.25 |
| Valley Lift Truck (Castlegar) | 3 | $ | 1,639.48 |
| Valley Voice Ltd | 1 | $ | 641.13 |
| Vandenberghe, Kelly | 1 | $ | 186.37 |
| VDZ + A Consulting Inc. | 2 | $ | 4,257.37 |
| VH Sport Canada | 1 | $ | 4,984.57 |
| Ward, Crystal | 3 | $ | 560.93 |
| Wasp Manufacturing Ltd. | 2 | $ | 1,384.38 |
| Waste Management | 13 | $ | 22,889.28 |
| Watson, Aimee | 3 | $ | 481.80 |
| Weatherhead, Teresa A | 2 | $ | 433.62 |
| Weber, Matthew J | 3 | $ | 4,479.35 |
| Webster, Heather | 3 | $ | 149.65 |
| Wells Fargo Equipment | 2 | $ | 2,605.20 |
| Wells, Leif | 1 | $ | 116.80 |
| Wescan Tire Ltd. | 1 | $ | 1,921.51 |
| Wesco Distribution-Canada Inc | 2 | $ | 2,915.27 |
| West Creston Community Hall Society | 1 | $ | 21,550.00 |
| West Shores Leisure Advancement Society | 1 | $ | 795.03 |
| WEX Canada Ltd. | 1 | $ | 4,219.51 |
| WFR Wholesale Fire & Rescue Ltd | 10 | $ | 8,933.82 |
| Whitney, Stephanie | 1 | $ | 2,344.00 |
| Winegarden, Joel | 3 | $ | 433.62 |
| Winlaw Hall Association | 1 | $ | 250.00 |
| Winlaw Mini-Mart | 2 | $ | 1,118.05 |
| Wolseley Waterworks Branch | 4 | $ | 5,553.34 |
| Wood Wyant Inc | 1 | $ | 2,625.74 |
| Workers Compensation Board - Alberta | 1 | $ | 430.00 |
| Wynndel Community Centre | 1 | $ | 21,550.00 |
| Xplore Inc. | 1 | $ | 129.36 |
| Yahk-Kingsgate Recreation Society | 1 | $ | 1,471.30 |
| Yellowhead Road & Bridge | 1 | $ | 12,600.00 |
| Ymir Arts & Museum Society | 1 | $ | 5,000.00 |
| Ymir Cemetery Society | 1 | $ | 5,185.00 |
| Young Anderson Barristers & Solicitors | 1 | $ | 295.68 |
| Your Better Life Coaching Inc. | 1 | $ | 6,888.88 |
| Zap Welding | 1 | $ | 168.00 |
| Zayac, Daniel B | 1 | $ | 75.00 |
| Zayden Creighton dba: Creightons Cuttings | 1 | $ | 94.50 |
| ZOLL Medical Canada Inc. | 1 | $ | 790.07 |
| Zone West Enterprises Ltd | 2 | $ | 1,044.96 |

## Employees and Directors August 2026

| Directors | Number of Payments | | Value |
|---|---|---|---|
| | **34** | | **4,746** |
| Cunningham, Hans | 3 | $ | 142.35 |
| DeBoon, Arnold Frank | 1 | $ | 215.38 |
| Hanegraaf, Henny (Henrica) | 2 | $ | 127.20 |
| Hewat, Suzan | 3 | $ | 306.60 |
| Jackman, Garry | 2 | $ | 211.12 |
| Lockwood, Diana LD | 2 | $ | 122.26 |
| Lunn, Jessica | 3 | $ | 1,579.89 |
| McFaddin, Maria June | 1 | $ | 71.64 |
| McLaren-Caux, Aiden(Kenneth) | 2 | $ | 388.89 |
| Newell, Thomas | 3 | $ | 61.50 |
| Popoff, Walter A | 4 | $ | 181.04 |
| Smienk, Johannes | 1 | $ | 39.95 |
| Tierney, Roger Bruce | 1 | $ | 196.52 |
| Vandenberghe, Kelly | 1 | $ | 186.37 |
| Watson, Aimee | 3 | $ | 481.80 |
| Weatherhead, Teresa A | 2 | $ | 433.62 |

| Employees | Number of Payments | | Value |
|---|---|---|---|
| | **88** | **$** | **31,523** |
| Archibald, Katherine | 2 | $ | 114.90 |
| Barnhouse, Gregory | 2 | $ | 354.85 |
| Beerens, Kurt | 1 | $ | 183.96 |
| Benjamin, Debra | 1 | $ | 46.48 |
| Bloomfield, Cory | 1 | $ | 39.90 |
| Brown, Aquila | 1 | $ | 303.68 |
| Bumstead, Brian | 2 | $ | 456.25 |
| Calder, Kristen A | 1 | $ | 581.81 |
| Chezenko, Sadie | 1 | $ | 120.00 |
| Clarke, Ryan | 3 | $ | 1,163.62 |
| Cooper, Branden WS | 1 | $ | 319.98 |
| Cuthbert, Corrina M. | 2 | $ | 223.73 |
| Day, Grant | 1 | $ | 516.61 |
| Derco, Jonathan | 1 | $ | 55.98 |
| Egan, Liam | 1 | $ | 585.23 |
| Fergie, Barbara | 3 | $ | 433.03 |
| Fishlock, Garrett | 2 | $ | 1,336.63 |
| Friesen, Matthew | 1 | $ | 2,500.00 |
| Gelsinger, Tracy | 1 | $ | 200.00 |
| Giacomazzo, Zachari | 1 | $ | 60.00 |
| Gilbert, Ryan | 2 | $ | 1,526.48 |
| Girouard, Lou-Anne | 1 | $ | 558.22 |
| Gordon, Tanya | 1 | $ | 141.47 |
| Groenhuysen, Rene | 1 | $ | 171.36 |
| Hamilton, Alayne | 1 | $ | 157.49 |
| Hawkins, Dana | 2 | $ | 120.00 |
| Heetebrij, Courtenay | 1 | $ | 38.59 |
| Jakobsze, Corey | 1 | $ | 135.20 |
| Kabel, Peter C | 1 | $ | 1,633.50 |
| Knudsen, Leroy B | 1 | $ | 813.66 |
| Koenig, Gabriella | 1 | $ | 75.00 |
| Koochin, Alexander | 1 | $ | 32.26 |
| Lambert, Paul | 1 | $ | 497.63 |
| Lay, Jessie | 1 | $ | 175.00 |
| Leavitt, Brian | 1 | $ | 250.00 |
| Liddell, Gabriel | 1 | $ | 78.39 |
| Lloyd, Emma | 1 | $ | 73.00 |
| Maher, Phill | 1 | $ | 831.59 |
| Malekow, Pamela | 1 | $ | 38.69 |
| Martin, Halle | 1 | $ | 128.48 |
| McArthur, Em | 1 | $ | 299.64 |
| Mentz, Jake | 2 | $ | 410.33 |
| Metz, Nancy | 1 | $ | 1,532.19 |
| Nelson, Calvin | 1 | $ | 5.77 |
| Paterson, Ella | 1 | $ | 137.24 |
| Peters, Chriss A | 1 | $ | 636.46 |
| Petersen, Christopher L | 2 | $ | 179.68 |
| Pipe, Nicolai | 1 | $ | 12.41 |
| Pocock, Nathan | 1 | $ | 450.00 |
| Richardson, Allan K | 1 | $ | 81.03 |
| Roenspiess, Ethan (Kai) | 1 | $ | 5.84 |
| Sabir, Chris | 1 | $ | 104.39 |
| Schmidt, Julie | 3 | $ | 974.55 |

## Accounts Payable for August 2026 Breakdown by Type of Payment

| All Other Vendors | Number of Payments | | Value |
|---|---|---|---|
| | 1,042 | $ | 3,391,040 |
| 0885708 BC LTD dba Joseph Fritz | 2 | $ | 12,000.00 |
| 1494359 BC Ltd. | 3 | $ | 6,600.00 |
| 646948 BC Ltd. dba Red Tag Fitness | 3 | $ | 5,676.65 |
| A&G Supply Ltd | 1 | $ | 2,976.15 |
| ACE Courier Services | 4 | $ | 504.73 |
| Acklands-Grainger Inc | 2 | $ | 348.41 |
| Agilyx Solutions Limited | 1 | $ | 3,178.88 |
| AIG Insurance Company of Canada | 1 | $ | 49,239.00 |
| Air Liquide Canada Inc | 7 | $ | 466.22 |
| Alberta Fire Chiefs Association | 2 | $ | 3,354.24 |
| All Rite Rooter Sewage Pumping Services | 1 | $ | 966.00 |
| Andex Equipment Rentals | 7 | $ | 5,017.01 |
| Andrew Sheret Ltd | 5 | $ | 2,301.16 |
| Anywear Garment Company Ltd. | 1 | $ | 240.80 |
| Aquam Inc | 1 | $ | 2,013.68 |
| Arcright Plumbing & Heating | 2 | $ | 2,128.36 |
| Arena Resources Corp. | 1 | $ | 2,126.25 |
| Arete Safety and Protection Inc. | 1 | $ | 1,133.37 |
| Associated Fire Safety Equipment | 3 | $ | 6,703.51 |
| ATS Traffic Ltd | 1 | $ | 63.00 |
| Authorized Security Ltd. | 1 | $ | 252.00 |
| Automated Aquatics Canada Ltd | 4 | $ | 2,726.56 |
| B&L Security Patrol (1981) Ltd | 1 | $ | 1,997.10 |
| B.A. Benson & Son Ltd. | 3 | $ | 560.64 |
| B.C. Scale Co. Ltd. | 2 | $ | 30,208.52 |
| Backburn Mechanical Ltd. | 7 | $ | 15,597.86 |
| BC Federation of Labour | 2 | $ | 1,417.50 |
| BC Hydro & Power Authority | 4 | $ | 2,734.13 |
| BC Municipal Safety Association | 1 | $ | 1,341.90 |
| Big Cranium Design | 1 | $ | 1,053.25 |
| Bill´s Heavy Duty Enterprises (2004) Ltd. | 8 | $ | 6,560.26 |
| Black Press Group Ltd | 3 | $ | 2,813.36 |
| Blewett Acres Ltd. | 2 | $ | 3,192.00 |
| Breath Love Enterprises Ltd. O/A Mountain Valley Station | 1 | $ | 912.58 |
| British Columbia Association of Optometrists DBA: BCDO - EYESAFE | 1 | $ | 564.51 |
| Brogan Fire & Safety | 6 | $ | 3,566.38 |
| Bukowski, Morgan | 1 | $ | 90.52 |
| C.A. Fischer Lumber Co. Ltd. | 17 | $ | 1,390.13 |
| Canada Post Corporation - Remittance Processing | 1 | $ | 945.00 |
| Canadian Centre for Occupational Health and Safety | 6 | $ | 119.70 |
| Canadian Linen & Uniform | 5 | $ | 680.07 |
| Canadian Red Cross | 1 | $ | 45.00 |
| Canco Petroleum Ltd. | 2 | $ | 1,302.65 |
| Canoe - EECOL Electric Nelson | 1 | $ | 58.22 |
| Canoe - EMCO (Cranbrook) | 5 | $ | 9,470.29 |
| Canoe - Kal Tire Vernon | 2 | $ | 3,271.17 |
| Castlegar & District Chamber Of Commerce | 1 | $ | 137.81 |
| Castlegar Home Hardware | 4 | $ | 268.31 |
| Castlegar, City Of | 6 | $ | 27,582.91 |
| CDW Canada Corp | 3 | $ | 3,833.04 |
| CIMA Canada Inc. | 1 | $ | 49,842.30 |
| Cintas Canada Ltd Location 889 | 1 | $ | 249.41 |
| CJ Industries Inc. | 1 | $ | 12,132.72 |
| Cleartech Industries Inc | 7 | $ | 33,718.52 |
| Columbia Basin Broadband Corporation | 1 | $ | 4,508.00 |
| Columbia Wireless Inc | 5 | $ | 421.40 |
| Comfort Welding Ltd | 24 | $ | 2,067.26 |
| Complete Climate Control Inc. | 1 | $ | 327.60 |
| Cowan´s Office Supplies | 20 | $ | 2,147.56 |
| Crawford Bay Store | 2 | $ | 153.80 |
| Crawford Truck & Equipment | 9 | $ | 6,296.64 |
| Creston, Town Of | 8 | $ | 827,485.84 |
| CTM Tech Services | 1 | $ | 2,908.50 |
| Cupe Local 2262 | 1 | $ | 3,964.22 |
| Dave´s Plumbing Ltd | 3 | $ | 8,989.77 |
| Davidson, Gregory | 2 | $ | 4,520.00 |
| DB Perks & Associates Ltd | 3 | $ | 3,108.94 |
| DHC Communications Inc | 4 | $ | 6,004.52 |
| East Shore Internet Society | 3 | $ | 199.93 |
| Enercon Water Treatment Ltd | 1 | $ | 896.00 |
| Entandem | 4 | $ | 137.52 |
| Environmental 360 Solutions BC Ltd. | 1 | $ | 11,857.13 |
| Evoke Buildings Engineering Inc. | 2 | $ | 3,093.04 |
| Expresslane Deliveries | 1 | $ | 415.80 |
| Federated Co-Operatives Ltd | 4 | $ | 3,448.87 |
| FortisBC - Electricity | 35 | $ | 45,743.58 |
| Fortisbc - Natural Gas | 3 | $ | 11,729.63 |
| Fraser Valley Building Supplies Inc. | 13 | $ | 1,230.29 |
| Fusion Consulting Ltd. | 1 | $ | 1,302.00 |
| Gascon, Fabiola | 1 | $ | 735.00 |
| GFL Environmental Inc. | 11 | $ | 59,464.50 |
| Gilbert Parts Depot | 9 | $ | 1,803.26 |
| Glacier Valley Tree Care Ltd | 1 | $ | 467.25 |
| Global Industrial Canada | 1 | $ | 1,042.33 |
| Gravity Union | 1 | $ | 2,310.00 |
| Gray Creek Store | 1 | $ | 7.83 |
| Gray´s Contracting | 2 | $ | 1,467.38 |
| Green Shield Health Inc. | 1 | $ | 1,105.65 |
| GRS Contracting Ltd | 2 | $ | 4,363.80 |
| Guillevin International Inc | 1 | $ | 185.07 |

| All Other Vendors | Number of Payments | | Value |
|---|---|---|---|
| | 1,042 | $ | 3,391,040 |
| Hall Printing | 5 | $ | 886.85 |
| Halo Software LLC | 1 | $ | 11,655.00 |
| HCMA Architecture and Design | 2 | $ | 3,213.00 |
| Highland Consulting Ltd | 1 | $ | 6,106.25 |
| Hillside Auto Centre | 1 | $ | 6,064.18 |
| Hi-Way 9 Express Ltd | 2 | $ | 128.76 |
| Holman DBA ARI Financial Services | 1 | $ | 386.40 |
| Horvath Contracting and Design LTD. | 1 | $ | 12,423.80 |
| Hufty´s Leasing Ltd | 1 | $ | 547.66 |
| Hume Hotel | 2 | $ | 304.92 |
| Huscroft HVAC | 2 | $ | 3,665.78 |
| Hywood Truck & Equipment Ltd | 15 | $ | 13,594.85 |
| Industrial Alliance Insurance and Financial Services Inc. | 1 | $ | 1,139.78 |
| Inland Allcare | 24 | $ | 12,159.23 |
| Insight Canada Inc. | 1 | $ | 2,033.38 |
| Insurance Corporation of BC | 1 | $ | 307.00 |
| Interior Health Authority - Environmental Health | 1 | $ | 147.00 |
| Iron Mountain | 1 | $ | 85.70 |
| Jakubow Enterprises Ltd o/a Canadian Tire Castlegar (492) | 21 | $ | 1,599.61 |
| Jet Ice Ltd | 1 | $ | 795.92 |
| Justice Institute Of Bc | 4 | $ | 36,769.81 |
| JY Contracting Ltd. | 1 | $ | 12,243.00 |
| Kaslo Building Maintenance | 1 | $ | 651.00 |
| Kaslo Building Supplies | 3 | $ | 217.50 |
| Kaslo Home Hardware | 2 | $ | 126.43 |
| Kaslo Infonet Society | 4 | $ | 455.00 |
| Kaslo, Village Of | 1 | $ | 52.63 |
| Kendrick Equipment (2003) Ltd | 2 | $ | 364.97 |
| Kennlyn Enterprises | 1 | $ | 675.93 |
| Kilburn, Jackie | 1 | $ | 2,160.00 |
| Kintetsu World Express (Inc) | 2 | $ | 232.58 |
| KM Kootenay Motors a Division of Bills Motors-In Ltd. | 2 | $ | 772.92 |
| Kokanee Chalets | 1 | $ | 2,100.00 |
| Kootenay Carshare Cooperative | 1 | $ | 8,000.00 |
| Kootenay Glass & Mirror Ltd | 1 | $ | 180.32 |
| Kootenay Ground Maintenance Ltd. | 2 | $ | 1,725.00 |
| Kootenay Industrial Supply Ltd | 19 | $ | 2,253.03 |
| Kootenay Property Care Ltd. | 1 | $ | 1,139.57 |
| Kootenay Technical Surveys Ltd. | 1 | $ | 735.00 |
| Kootenay Valley Water & Spas | 6 | $ | 248.75 |
| KRIK Services Co | 1 | $ | 260.18 |
| Laerdal Medical Canada Ltd | 1 | $ | 450.13 |
| Lectric Ave Electronics | 2 | $ | 145.56 |
| Lidstone & Company | 1 | $ | 498.97 |
| Lifesaving Society (Burnaby) | 7 | $ | 2,668.17 |
| Linde Canada Inc. | 2 | $ | 293.45 |
| Lineal Engineering Ltd. | 2 | $ | 16,772.18 |
| Loki Tree Services | 1 | $ | 603.75 |
| Lordco Parts Ltd | 12 | $ | 1,051.50 |
| Main Jet Motorsports Inc | 2 | $ | 137.74 |
| Martech Electrical Systems Ltd | 1 | $ | 241.78 |
| Martech Motor Winding Ltd | 6 | $ | 25,392.30 |
| Masse Enviromental Consultants Ltd. | 7 | $ | 33,949.93 |
| Mayday Electric Ltd | 2 | $ | 315.00 |
| McNally Excavating Inc | 1 | $ | 9,283.68 |
| Micah´s Plumbing & Heating Ltd. | 2 | $ | 1,771.17 |
| Midnight Line Painting | 1 | $ | 6,210.75 |
| Minister of Finance | 2 | $ | 7,958.63 |
| Minister Of Finance - Product Distribution Centre | 3 | $ | 162.57 |
| Mitchell Supply Ltd | 3 | $ | 285.97 |
| Moe Nadeau Consulting | 1 | $ | 2,352.00 |
| Morrow Bioscience Ltd | 1 | $ | 14,605.85 |
| MOTION | 1 | $ | 498.42 |
| Nakusp Home Hardware | 1 | $ | 62.68 |
| Nakusp, Village Of | 1 | $ | 113,723.00 |
| Nanaimo, City of | 19 | $ | 7,068.08 |
| Navigata Communications Ltd. dba ThinkTel | 1 | $ | 21.17 |
| Nelson Building Centre Ltd | 41 | $ | 4,823.05 |
| Nelson Farmers Supply Ltd | 9 | $ | 849.00 |
| Nelson Hydro | 13 | $ | 27,371.27 |
| Nelson Leafs Hockey Society | 1 | $ | 8,871.45 |
| Nelson Medical Clinic Inc | 1 | $ | 125.00 |
| Nelson Toyota | 3 | $ | 60,505.76 |
| Nelson, City Of | 4 | $ | 26,883.72 |
| Network Innovations Inc. | 1 | $ | 224.00 |
| Nickerson, Britany | 2 | $ | 1,000.00 |
| Okanagan Office Systems | 2 | $ | 133.66 |
| Orkin Canada Corporation | 4 | $ | 2,277.34 |
| Ottoted Engineering Corp. | 1 | $ | 2,709.88 |
| Overland West Freight Lines Ltd | 4 | $ | 5,899.73 |
| Pacific Sprinklers dba: DIG Garden Centre | 5 | $ | 864.64 |
| Paper Crane Media Ltd. | 1 | $ | 343.00 |
| Park N Play Design Company Ltd. | 1 | $ | 6,216.43 |
| Passmore Laboratory Ltd | 6 | $ | 1,320.00 |
| Phoenix Designs & Apparel | 1 | $ | 464.80 |
| Pipeology Home Solutions | 3 | $ | 1,937.68 |
| Playmor Power Products Ltd. | 2 | $ | 2,118.40 |
| Polar Engineering Ltd. | 3 | $ | 13,772.99 |
| Power Paving | 1 | $ | 2,940.00 |
| PPE Solutions Inc. | 1 | $ | 2,324.15 |
| Prestige Lakeside Resort | 3 | $ | 828.00 |
| Purolator Inc | 3 | $ | 570.80 |
| Pyramid Building Supplies | 12 | $ | 943.68 |
| R.D. of Fraser-Fort George | 1 | $ | 173,221.84 |
| RC Strategies Inc. | 1 | $ | 4,410.00 |

| All Other Vendors | Number of Payments | | Value |
|---|---|---|---|
| | 1,042 | $ | 3,391,040 |
| Reliant Action Ltd. | 1 | $ | 7,597.97 |
| Rescue Canada Resource Group Inc | 1 | $ | 2,500.00 |
| Responsive First Aid Training | 1 | $ | 649.95 |
| Riteway Holdings Ltd. dba Tremlock Properties Ltd | 4 | $ | 6,293.45 |
| Riverside Farm | 4 | $ | 10,930.17 |
| Roadpost Inc. T46274 | 2 | $ | 295.78 |
| Rocky Mountain Agencies | 5 | $ | 24,550.85 |
| Rocky Mountain Phoenix | 3 | $ | 1,034.88 |
| Roper Greyell LLP | 1 | $ | 325.92 |
| Salmo Valley Youth & Community Centre | 1 | $ | 866.67 |
| School District#8 (Kootenay Lake) | 1 | $ | 978.00 |
| Selkirk Security Services Ltd | 2 | $ | 1,031.86 |
| SFC Energy Ltd. | 4 | $ | 1,899.69 |
| SFJ Inc. | 1 | $ | 5,409.88 |
| Shaw Buisness A division of Shaw Telecom G.P. | 1 | $ | 1,111.40 |
| Shaw Cable | 19 | $ | 3,784.19 |
| Silverton Building Supplies Ltd | 6 | $ | 146.40 |
| Simply Clean Kootenay | 2 | $ | 3,070.20 |
| Sk Electronics Ltd | 21 | $ | 11,753.00 |
| Skyway Hardware | 4 | $ | 52.21 |
| Slocan Park Community Hall Society | 2 | $ | 1,820.80 |
| Slocan Valley Home Hardware | 1 | $ | 429.81 |
| SLR Consulting (Canada) Ltd. | 2 | $ | 8,614.45 |
| SMC Monitoring Corporation | 1 | $ | 157.50 |
| Smith Cameron Process Solutions | 1 | $ | 1,820.96 |
| Southern Interior Construction Assn. | 1 | $ | 640.50 |
| Speedpro Signs | 3 | $ | 493.13 |
| Speedpro Signs (Trail) | 2 | $ | 964.32 |
| Sperling Hansen Associates Inc | 5 | $ | 41,502.70 |
| Sphere Environmental Ltd. | 1 | $ | 5,112.16 |
| SRK Consulting (Canada) Inc. | 2 | $ | 29,252.21 |
| Stafford Welding | 3 | $ | 1,832.25 |
| Stand Architecture Inc. | 1 | $ | 1,050.00 |
| Stankevich, Wendy | 1 | $ | 1,000.00 |
| Sterling Backcheck Canada Corp. | 1 | $ | 31.06 |
| Sullivan Motor Products - Nelson Ltd. | 1 | $ | 268.79 |
| Suncor Energy Products Partnership | 2 | $ | 1,305.78 |
| Suncorp Valuations Ltd. | 1 | $ | 11,907.00 |
| Sundry Vendor | 104 | $ | 187,730.09 |
| Sybertech Waste Reduction Ltd | 1 | $ | 1,198.97 |
| T´NT Work & Rescue | 1 | $ | 1,876.19 |
| Taghum Shell (1997) | 2 | $ | 208.04 |
| Technical Safety BC | 3 | $ | 791.68 |
| Telus Communications Inc | 5 | $ | 8,082.12 |
| Telus Communications Inc. Mascon by Telus | 3 | $ | 235.20 |
| Telus Mobility | 3 | $ | 19,105.11 |
| Tenaquip Industrial Distribution | 3 | $ | 1,462.22 |
| The Adventure Hotel | 1 | $ | 132.84 |
| The Battery Doctors | 1 | $ | 428.93 |
| The Corporation of the Village of Salmo | 1 | $ | 1,822.91 |
| the marc boutin architectural collaborative inc. | 4 | $ | 11,623.50 |
| Thiele, Dustin | 3 | $ | 2,275.00 |
| ThinkTel | 1 | $ | 382.01 |
| Thor Mechanical Ltd. | 3 | $ | 787.64 |
| Thurber Engineering Ltd. | 2 | $ | 1,053.94 |
| Tip-it Waste Solutions Kootenay | 5 | $ | 8,353.66 |
| Tratech Mechanical Ltd | 1 | $ | 224.44 |
| Trowelex Equipment Rentals And Sales | 5 | $ | 1,386.69 |
| Tu-Dor Lock & Safe Ltd | 7 | $ | 2,491.84 |
| Uline Canada Corporation | 2 | $ | 1,867.29 |
| Valhalla Hydrovac Ltd. | 5 | $ | 291,255.49 |
| Valhalla Septic Services LTD | 1 | $ | 836.25 |
| Valley Lift Truck (Castlegar) | 3 | $ | 1,639.48 |
| Valley Voice Ltd | 1 | $ | 641.13 |
| VDZ + A Consulting Inc. | 2 | $ | 4,257.37 |
| VH Sport Canada | 1 | $ | 4,984.57 |
| Wasp Manufacturing Ltd. | 2 | $ | 1,384.38 |
| Waste Management | 13 | $ | 22,889.28 |
| Wells Fargo Equipment | 2 | $ | 2,605.20 |
| Wescan Tire Ltd. | 1 | $ | 1,921.51 |
| Wesco Distribution-Canada Inc | 2 | $ | 2,915.27 |
| WEX Canada Ltd. | 1 | $ | 4,219.51 |
| WFR Wholesale Fire & Rescue Ltd | 10 | $ | 8,933.82 |
| Winlaw Hall Association | 1 | $ | 250.00 |
| Winlaw Mini-Mart | 2 | $ | 1,118.05 |
| Wolseley Waterworks Branch | 4 | $ | 5,553.34 |
| Wood Wyant Inc | 1 | $ | 2,625.74 |
| Workers Compensation Board - Alberta | 1 | $ | 430.00 |
| Xplore Inc. | 1 | $ | 129.36 |
| Yahk-Kingsgate Recreation Society | 1 | $ | 1,471.30 |
| Yellowhead Road & Bridge | 1 | $ | 12,600.00 |
| Yeti Refrigeration Inc. | 2 | $ | 365,212.00 |
| Young Anderson Barristers & Solicitors | 1 | $ | 295.68 |
| Your Better Life Coaching Inc. | 1 | $ | 6,888.88 |
| Zap Welding | 1 | $ | 168.00 |
| Zarikoff Developments Inc. | 2 | $ | 95,211.54 |
| Zayden Creighton dba: Creightons Cuttings | 1 | $ | 94.50 |
| ZOLL Medical Canada Inc. | 1 | $ | 790.07 |
| Zone West Enterprises Ltd | 2 | $ | 1,044.96 |

## Sundry Payments for August 2026 Breakdown by Description of Payment

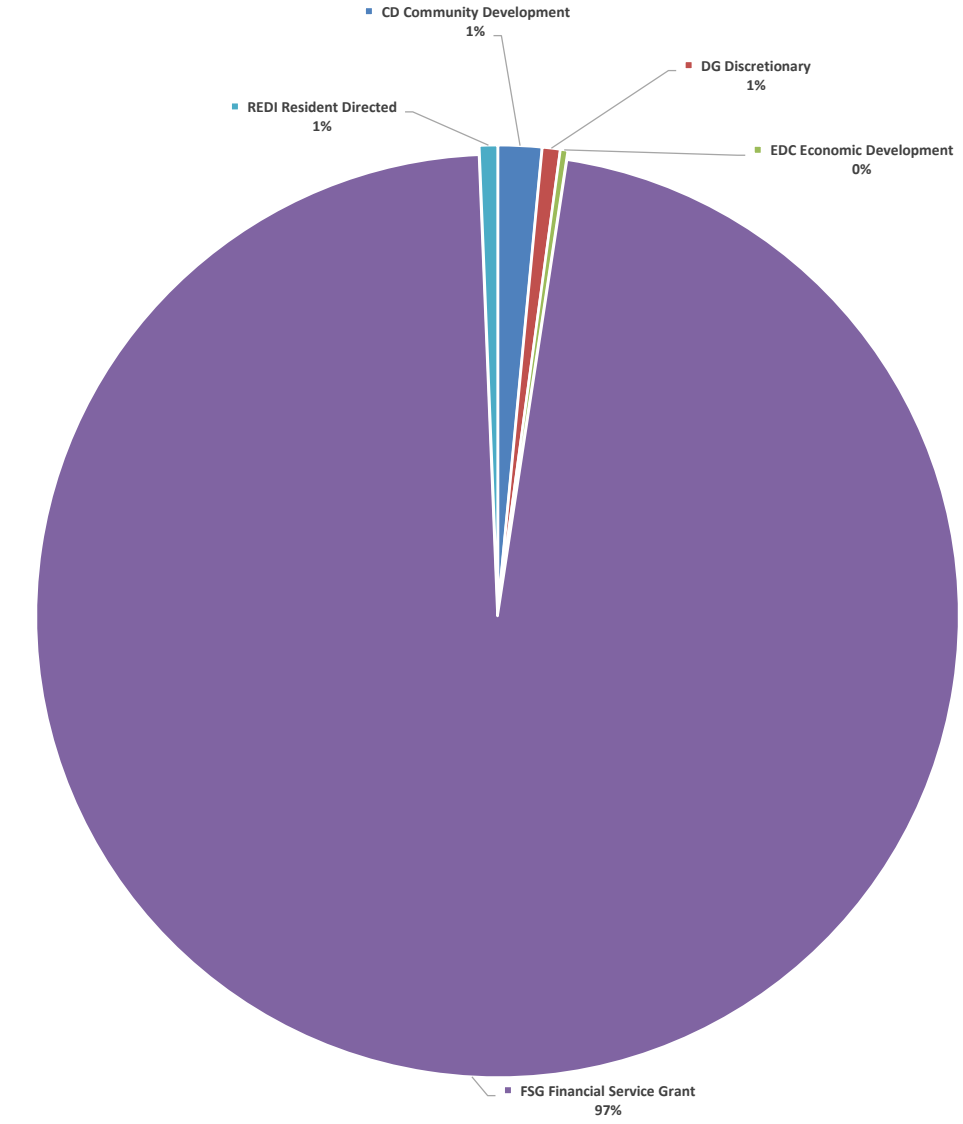
| Sundry | Description of Payment | Value | |
|---|---|---|---|
| | | $ | 187,730 |
| Sundry Vendor | RC8-Musical Theatre-July 2026 | $ | 850.00 |
| Sundry Vendor | NDCC-Kayak Repair | $ | 448.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-Fire Impacted-2026 | $ | 2,216.50 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 876.75 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 600.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,855.99 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 131.03 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 175.00 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 175.00 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 127.68 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,095.26 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 498.21 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 718.13 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 576.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,094.73 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 376.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 872.31 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,000.00 |
| Sundry Vendor | NDCC-Rec Refund Request | $ | 32.93 |
| Sundry Vendor | NDCC-Rec Refund Request | $ | 29.63 |
| Sundry Vendor | CDCC-Rec Refund Request | $ | 260.00 |
| Sundry Vendor | CDRD-Rec Refund Request | $ | 116.87 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,852.32 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,333.42 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,615.10 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 406.88 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,256.81 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 2,500.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 736.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,192.48 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 321.79 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 376.63 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 2,500.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 578.56 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 2,242.21 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 175.00 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 175.00 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 127.68 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 175.00 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 175.00 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 175.00 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 145.59 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 175.00 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 175.00 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 175.00 |
| Sundry Vendor | ENV-Organics Rebate Program | $ | 156.79 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 2,186.68 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 800.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 2,500.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 4,576.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 2,500.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 2,500.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,163.49 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 2,500.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,123.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,753.50 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 784.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 772.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,600.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 573.50 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 867.50 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,600.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 4,226.50 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 3,724.53 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,040.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 2,695.43 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 800.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 154.35 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 512.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 1,831.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 3,388.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 4,421.25 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 4,928.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 4,694.41 |

| Sundry | Description of Payment | | Value |
|---|---|---|---|
| | | $ | 187,730 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 963.25 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 5,000.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 3,419.91 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 554.00 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 3,521.88 |
| Sundry Vendor | FIR-FireSmart Rebate Program-2026 | $ | 2,500.00 |
| Sundry Vendor | NDCC-Rec Refund Request | $ | 188.13 |
| Sundry Vendor | NDCC-Rec Refund Request | $ | 23.82 |
| Sundry Vendor | NDCC-Acrobats Camp-July 2026 | $ | 350.00 |
| Sundry Vendor | CDCC-Art Camp-July 2026 | $ | 945.51 |
| Sundry Vendor | RDCK-Reimburse Noxious Weeds Charge, Charged in | $ | 28.00 |
| Sundry Vendor | RDCK-Reimburse Parcel Tax Due to Lot Consolidation | $ | 427.32 |
| Sundry Vendor | RDCK-UBCM Hotel Deposit-Fairmont Pacific Rim | $ | 657.69 |
| Sundry Vendor | ESS-Mileage | $ | 67.16 |

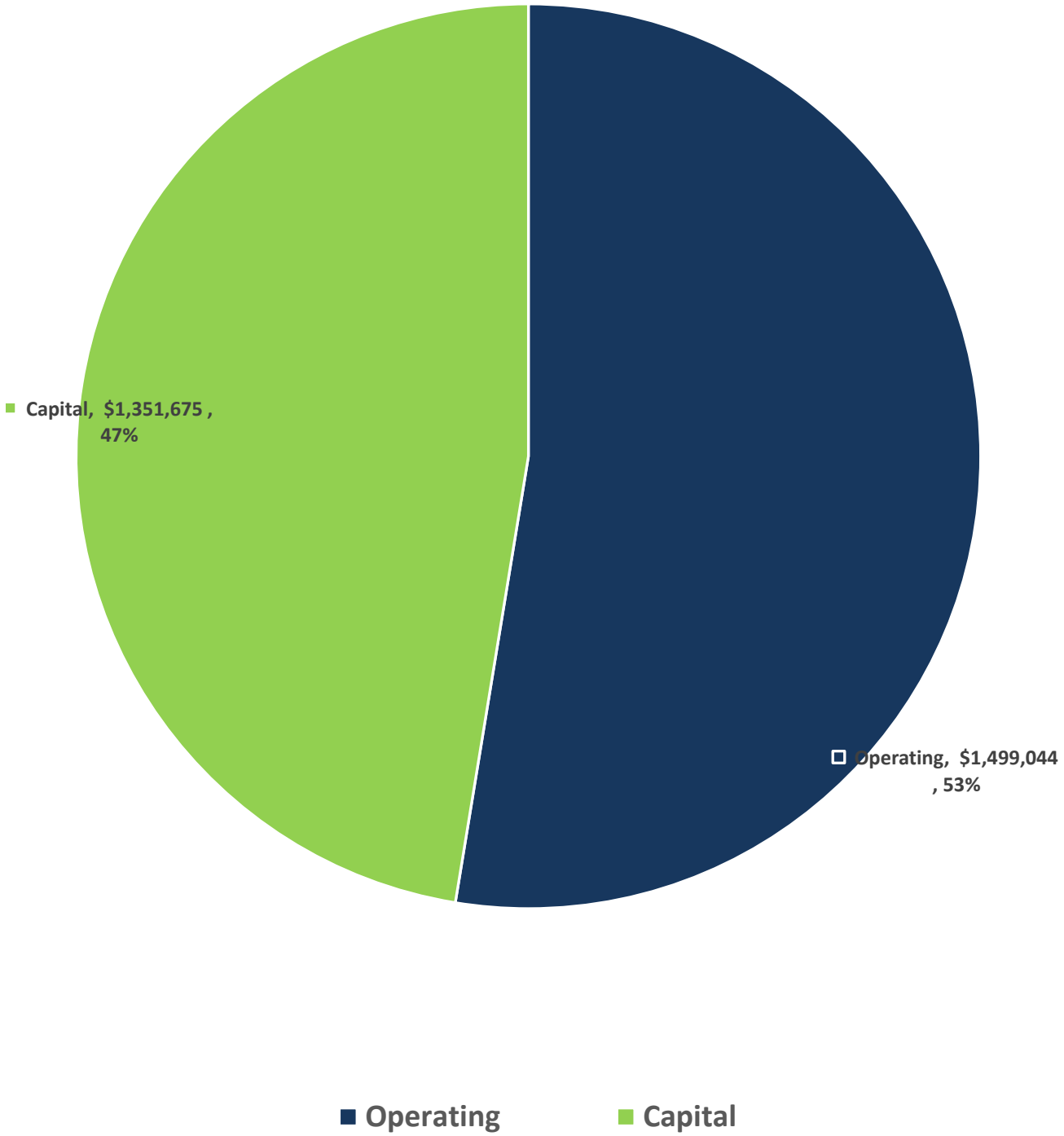
**Accounts Payable for August 2026 Breakdown by Type of Payment**

| Discretionary, Community Development, and Other Grants | Number of Payments | | |
|---|---|---|---|
| | 93 | $ | 3,848,063 |
| Ainsworth Recreation Association | 2 | $ | 11,600.00 |
| Area H North TV Society | 1 | $ | 23,799.00 |
| Arrow Lakes Historical Society | 1 | $ | 28,990.00 |
| Arrow Lakes Search & Rescue | 1 | $ | 21,000.00 |
| Benailse Retreat Centre | 1 | $ | 5,000.00 |
| Burton Community Association | 2 | $ | 24,282.00 |
| Burton Volunteer Fire Brigade Society | 1 | $ | 4,600.00 |
| Canyon Community Association | 1 | $ | 21,550.00 |
| Castlegar & District Public Library | 2 | $ | 201,936.00 |
| Castlegar Friends of Parks and Trails Society (2001) | 1 | $ | 55,000.00 |
| Castlegar Search & Rescue | 1 | $ | 19,180.00 |
| Castlegar, City of | 2 | $ | 466,000.00 |
| Creston & District Historical & Museum Society | 1 | $ | 169,538.00 |
| Creston Public Library Association | 1 | $ | 587,653.10 |
| Creston Valley Jr Hockey Society | 1 | $ | 800.00 |
| Creston Valley Rotary Club | 1 | $ | 1,750.00 |
| Creston, Town of | 5 | $ | 468,360.00 |
| Diverse Family Roots Society | 1 | $ | 1,500.00 |
| East Shore Community Library Society | 1 | $ | 20,400.00 |
| Edgewood Seniors Society | 1 | $ | 1,000.00 |
| Edgewood Volunteer Fire Department | 1 | $ | 9,700.00 |
| Fauquier Community Club Society | 3 | $ | 15,998.00 |
| Inonoaklin Recreation Commission | 1 | $ | 7,200.00 |
| Johnsons Landing Community Association | 1 | $ | 13,825.00 |
| Kaslo & District Arena Association | 1 | $ | 56,000.00 |
| Kaslo & District Chamber of Commerce | 1 | $ | 7,500.00 |
| Kaslo & District Public Library Association | 1 | $ | 137,366.00 |
| Kaslo Curling Club | 1 | $ | 10,000.00 |
| Kaslo, Village of | 3 | $ | 31,500.00 |
| KBRH Health Foundation | 1 | $ | 2,451.40 |
| Kelowna General Hospital Foundation | 1 | $ | 5,000.00 |
| Kitchener Valley Recreation & Fire Protection Society | 1 | $ | 2,000.00 |
| Kootenay Circus Arts Association | 1 | $ | 800.00 |
| Kootenay Family Place | 1 | $ | 5,000.00 |
| Kootenay Gallery of Art, History and Science | 1 | $ | 6,079.14 |
| Kootenay Holds Climbing & Wellness Society | 2 | $ | 4,000.00 |
| Kootenay Lake Historical Society | 2 | $ | 6,514.30 |
| Lardeau Valley Opportunity Links Society | 1 | $ | 1,000.00 |
| Lister Community Cemetery | 1 | $ | 1,000.00 |
| Nakusp & Area Bike Society | 1 | $ | 18,000.00 |
| Nakusp & District Museum Society | 2 | $ | 26,035.00 |
| Nakusp Public Library Association | 1 | $ | 115,172.54 |
| Nakusp, Village of | 2 | $ | 502,032.00 |
| Nelson & District Hospice Society | 1 | $ | 2,500.00 |
| Nelson Public Library | 2 | $ | 185,641.00 |
| Nelson Search & Rescue | 1 | $ | 34,530.00 |
| Nelson, City of | 3 | $ | 173,100.00 |
| New Denver, Village of | 1 | $ | 18,298.00 |
| Protecting Animal Life Society (P.A.L.S.) | 1 | $ | 2,800.00 |
| Renata Development Society | 1 | $ | 1,450.43 |
| Ridgewood Improvement District | 1 | $ | 1,500.00 |
| Riondel Reading Centre | 1 | $ | 20,400.00 |
| Robson Fire & Rescue Society | 1 | $ | 1,000.00 |
| Rosebud Community Watershed Protection Group | 1 | $ | 5,000.00 |
| Rykerts Irrigation District | 1 | $ | 4,000.00 |
| Salmo & District Arts Council (SDAC) | 1 | $ | 774.00 |
| Salmo Public Library Association | 1 | $ | 125,000.00 |
| Salmo, Village of | 1 | $ | 15,094.00 |
| Shoreacres Neighbourhood Community Association | 1 | $ | 2,500.00 |
| Slocan Valley Rail Trail Society | 1 | $ | 2,100.00 |
| Slocan, Village of | 3 | $ | 1,710.00 |
| South Kootenay Lake Community Service Society | 1 | $ | 10,000.00 |
| South Slocan TV Society | 1 | $ | 24,603.00 |
| Tarrys & District Community Hall Society | 1 | $ | 500.00 |
| The Corporation of the Village of Silverton | 1 | $ | 3,820.72 |
| West Creston Community Hall Society | 1 | $ | 21,550.00 |
| West Shores Leisure Advancement Society | 1 | $ | 795.03 |
| Wynndel Community Centre | 1 | $ | 21,550.00 |
| Yahk-Kingsgate Recreation Society | 2 | $ | 39,550.00 |
| Ymir Arts & Museum Society | 1 | $ | 5,000.00 |
| Ymir Cemetery Society | 1 | $ | 5,185.00 |

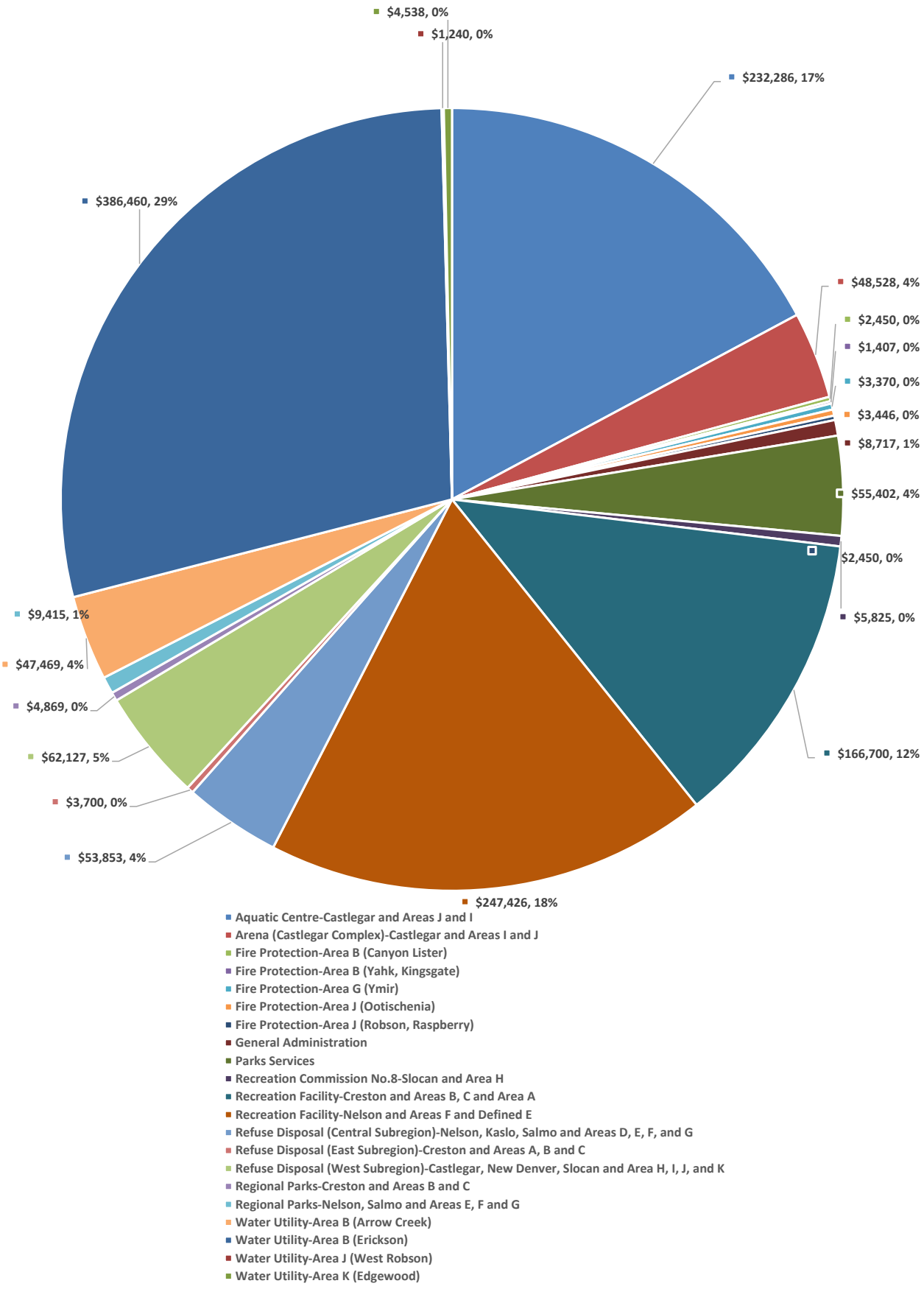
# Grants by Type



# August 2026 Capital VS Operating Expenditures



# August 2026 Capital by Service



**Garry Jackman**
Director of Electoral Area A – Wynndel/
East Shore Kootenay Lake

September 7, 2026

Heritage Canada

Attn: grant reviewer

**RE: Starbelly Jam 2027 – Letter of Support**

As Director on the RDCK Board for Area A – Wynndel/East Shore Kootenay Lake, I am writing to voice my support for the 2027 Starbelly Jam festival to be held in Crawford Bay BC.

This festival continues to provide a great opportunity for residents and visitors to enjoy music, food, camaraderie, games and events for children and more in a pristine outdoor setting with the backdrop of the Selkirk and Purcell mountains which line beautiful Kootenay Lake. Children are free to attend the festival and youth are half-price. As a non-profit event which draws visitors to boost our local economy, the festival is supported by many volunteers including adults and youth.

The Heritage Canada grant helps to make the entire event a success, so I thank you in advance for your support. If you have any questions or want further information, please do not hesitate to contact me.

Sincerely,



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

cc:
Angela Lund – RDCK Deputy Corporate Officer

12720 Highway 3A, Boswell, BC V0B 1A4
Phone: 250.223.8463 | Email: gjackman@rdck.ca | Fax: 250.352.9300

**Roger Tierney**
Director of Electoral Area B

August 11, 2026

To Whom It May Concern,

On behalf of Area B of the Regional District of the Central Kootenays (RDCK), this letter is in support of the wetland education and awareness programs delivered by the Kootenay-Columbia Discovery Centre Society (KCDCS) at the Creston Valley Wildlife Management Area (CVWMA).

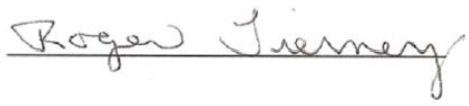
KCDCS was established to continue the long-standing tradition of environmental education at the CVWMA, a 17,000-acre wetland of exceptional ecological significance. Established in 1968 as British Columbia's first Wildlife Management Area, the CVWMA is recognized internationally as a Ramsar Wetland of International Importance and nationally as an Important Bird Area. Environmental education initiatives at the CVWMA date back to 1974, and KCDCS has been responsible for delivering these programs since 2018.

KCDCS connects people with the CVWMA and builds awareness of the ecological, educational and community value of wetlands. Its programs highlight the importance of the CVWMA and the role of wetland conservation in broader land and resource management goals across British Columbia. Programs include BC curriculum-aligned school programs (K-12), guided canoe and walking excursions, interpretive presentations, summer nature camps, group events, and virtual and self-guided learning. KCDCS also operates the Discovery Centre, providing hands-on exhibits and opportunities to learn about the wetlands and wildlife of the CVWMA and the broader Kootenay-Columbia Basin.

Since 2018, KCDCS has welcomed more than 33,000 visitors to the Discovery Centre, delivered school programs to more than 13,500 students, hosted more than 600 youth through its summer nature camps, provided guided canoe experiences to more than 5,000 people, and delivered special events reaching approximately 7,000 participants. The majority of participants come from Creston and communities throughout the Kootenays, while visitors and program participants also travel from across British Columbia, Alberta and other parts of Canada, the United States and internationally. KCDCS's school programs are supported by five school districts in the region.

The RDCK recognizes the significant contribution KCDCS makes to environmental education, community engagement and tourism in the region. We support their efforts to secure sustainable and diversified funding to continue delivering these programs and services in our communities. We respectfully encourage you to support their initiative.

Sincerely,



**Roger Tierney**
Director of Electoral Area B
4690 Samuelson Road Canyon, BC V0B 1C1
Phone: 250.215.0666 | Email: rtierney@rdck.ca | Fax: 250.352.9300

**Roger Tierney**
Director of Electoral Area B

September 3, 2026

Charlene Strelaeff, District Manager
Ministry of Forests, Lands and Natural Resource Operations
Selkirk Resource District
1907 Ridgewood Wood
Nelson, BC V1L 6K1

**RE: Letter of Support for Creston Valley Forest Corporation's request for an Area Expansion and Increase to its Allowable Annual Cut**

Dear Charlene Strelaeff:

On behalf of Area B of the Regional District of Central Kootenay (RDCK), this letter strongly supports the Creston Valley Forest Corporation's (CVFC) request for an area expansion and an increase to its existing Allowable Annual Cut.

As one of the original shareholders of the CVFC, the RDCK proudly recognizes the importance of its community forest. CVFC's mission statement for promoting sound environmental stewardship and its mandate for creating local jobs in the Creston Valley is fully supported by the RDCK. Given that CVFC's primary objective is to promote a healthy, sustainable forest ecosystem while continuing to foster a thriving timber industry that benefits the entire Creston community, this also aligns with the RDCK's mandate.

The benefits of a community forest that the RDCK values include: the wildfire risk reduction program started in 2019, funded by the Forest Enhancement Society of BC, which will greatly improve the wildfire mitigation strategy to protect communities between Yahk and Creston; the forest education programs delivered to local school groups; the inclusion of Cottonwood Island, with its old-growth Black Cottonwood forest and diverse ecosystem, as a living outdoor classroom; and its commitment to the outdoor hiking trails located in the community forest management area.

The RDCK recognizes the community forest's long-term vision to create a resilient, sustainable industry for future generations. On that basis, we strongly support expanding the CVFC, given its track record of commitment, long-term success, and investment in our local economy. If you require any additional information, please contact the undersigned.

Sincerely,

Roger Tierney

**Roger Tierney**
Director of Electoral Area B
4690 Samuelson Road Canyon, BC V0B 1C1
Phone: 250.215.0666 | Email: rtierney@rdck.ca | Fax: 250.352.9300