



Agenda

Regular Meeting of Council

Council Chambers - City Hall
413 Fourth Street, Kaslo

Page

1. CALL TO ORDER

We respect and recognize the First Nations within whose unceded lands the Village of Kaslo is situated, including the Ktunaxa, Sinixt, and Sylix People, and the Indigenous and Metis Residents of our community.

The meeting is called to order at _____ p.m.

2. ADOPTION OF THE AGENDA

2.1 Addition of late items, if any

2.2 Adoption of the agenda

Recommendation:

THAT the agenda for the 2024.09.10 Council Meeting be adopted as presented.

3. ADOPTION OF THE MINUTES

6 - 8

[2024.08.28 Minutes DRAFT](#) 

Recommendation:



THAT the minutes of the 2024.08.28 Council Meeting be adopted as presented.

4. DELEGATIONS

5. INFORMATION ITEMS

5.1 Council Reports
Mayor's Report
Councillor Reports

5.2 Committee Meetings

- 5.3 Staff Reports
CAO Report
- 5.4 Correspondence 9 - 34
 - 1. [2024.09.04 Y2Y re Outdoor recreation and your community.pdf](#)

 - 2. [2024.09.10 Circulation Package](#) 

6. QUESTION PERIOD

An opportunity for members of the public to ask questions or make comments regarding items on the agenda.

7. BUSINESS

- 7.1 Permissive Tax Exemption Bylaw No. 1306, 2024 35 - 45
To consider giving second and third reading to a Permissive Tax Exemption Bylaw for the 2025 taxation year.

[Staff Report - PTE bylaw 1306 - 2nd, 3rd reading.docx](#) 

[Bylaw 1306, 2024 PTE 2025 DRAFT.pdf](#) 

[2024 PTE Schedule.pdf](#) 

[PTE notice 2024 DRAFT.pdf](#) 

Recommendation:

THAT Permissive Tax Exemption Bylaw No. 1306, 2024 be read a second and third time.

- 7.2 Library Building Committee Terms of Reference 46 - 49
To consider making changes to the Library Building Committee Terms of Reference.

[Staff Report - Library Building Committee ToR.pdf](#) 

[2024.08.29 Ian Dunlop re LBC.pdf](#) 

Recommendation:

THAT the Terms of Reference for the Library Building Committee be amended to include a member of the public.

Recommendation:

THAT Ian Dunlop be appointed as the public representative for the Library Building Committee.

- 7.3 Pavement Management Plan 50 - 53






To establish a Pavement Management Plan capital project for 2024.

[Staff Report - Pavement Management Plan.pdf](#) 

[Capital Project Request - Pavement Management Plan.pdf](#) 

Recommendation:

THAT a Pavement Management Plan be developed as part of the Paving Project within the 2024 capital budget as detailed in the staff report titled Pavement Management Plan dated August 28, 2024.

- | | | |
|-----|---|---------|
| 7.4 | <p>Letter of Support - Seniors Hall Paving</p> <p><i>The Kaslo and Area Senior Citizen's Society have requested a Letter of Support from the Village of Kaslo for their grant application to the New Horizons for Seniors Program for accessibility improvements at the Senior's Hall.</i></p> <p>Staff Report - Letter of Support - Senior's Hall Paving.pdf </p> <p>Draft - Letter of Support - Senior's Hall Paving.pdf </p> <p>2024.09.05 Request for Letter of Support - Seniors Hall access Redacted.pdf </p> <p>Recommendation:</p> <p>THAT a Letter of Support be provided to the Kaslo and Area Senior Citizen's Society in support of their grant application to the New Horizons for Seniors Program for accessibility improvements at the Senior's Hall.</p> | 54 - 58 |
| 7.5 | <p>Procurement and Asset Disposal Policy</p> <p><i>To present a policy for Procurement and Asset Disposal for Council's consideration.</i></p> <p>Staff Report - Procurement and Asset Disposal Policy.pdf </p> <p>Procurement and Asset Disposal Policy DRAFT.pdf </p> <p>Recommendation:</p> <p>THAT the Procurement and Asset Disposal policy be adopted, effective immediately.</p> | 59 - 74 |
| 7.6 | <p>Kemball Building Innovation Centre – Contract Award Heating, Ventilation and Cooling Upgrade (HVAC)</p> <p><i>For Council to consider awarding the contract for Construction Services for the Kemball Building Heating, Ventilation and Cooling (HVAC) package.</i></p> | 75 - 77 |

Recommendation:

THAT Case Grypma Mechanical Ltd. Be awarded the contract for mechanical construction services for Heating, Ventilation and Cooling package, all for the sum of \$177,310 (excluding applicable taxes), as outlined in their proposal dated August 08, 2024, AND FURTHER, that staff be authorized to execute the contract.

Recommendation:

THAT Martech Electrical Systems Ltd. be awarded the contract for electrical services for the Kemball Memorial Centre's HVAC project, all for the sum of \$35,196, as outlined in their proposal dated August 30, 2024.

- 7.7 Water Treatment Plant – Contract Award UV Reactors
To award the contract for supply and commissioning of Ultraviolet Treatment Reactors for the Water Treatment Plant Upgrades capital project.

78 - 81

Recommendation:

THAT Trojan Technologies be awarded the contract for supply and commissioning of Ultraviolet Treatment Reactors for the Water Treatment Plant Upgrades capital project in the amount of \$276,640, as outlined in their proposal dated August 23, 2024.

8. LATE ITEMS

9. IN CAMERA NOTICE

Recommendation:

THAT Council now recess and reconvene in camera with the public excluded under sections 90(1)(c) and (l) of the Community Charter to consider employee relations and discussions with municipal officers respecting municipal objectives, measures and progress reports.

10. RAISED FROM IN CAMERA MEETING

11. ADJOURNMENT

Recommendation:

THAT the meeting be adjourned at _____ p.m.



REGULAR MEETING OF COUNCIL AGENDA

DATE: 2024.08.28

LOCATION:

Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

PRESENT: Chair: Mayor Hewat
Councillors: Bird, Brown, Lang, Leathwood
Staff: CAO Baker, CO Allaway, Jessie Lay
Public: 2

1. Call to Order

The meeting was called to order at 6:01 p.m.

2. Adoption of the Agenda

2.1 Addition of any late items

2.2 Adoption of the agenda

179/2024 Moved, seconded and CARRIED

THAT the Agenda for the 2024.08.28 Council Meeting be adopted as amended to include the following late item:

- ***Review of Street Signs & Road Markings.***

3. Adoption of the Minutes

3.1 Corrections to the minutes

3.2 Adoption of the minutes

180/2024 Moved, seconded and CARRIED

THAT the Minutes of the 2024.08.13 Council Meeting be adopted as presented.

4. Delegations

4.1 RCMP – Corporal Venema: 2024 Q2 Report

Corporal Venema answered questions from Council regarding local policing activities.

5. Information Items

5.1 Council Reports

5.1.1 Mayor's Report:

Mayor Hewat provided a verbal summary of her written report and answered questions from Council.

5.1.2 Councillor Leathwood advised that the arena is aiming to open early this season.

5.1.3 Councillor Bird advised that she has submitted an application on behalf of the Downtown Core to become a FireSmart Neighbourhood, she submitted a discussion topic to the UBCM Small Talk forum around FireSmart rebates for commercial properties, and she reported on her attendance at the Kootenay Resilience Festival.

5.2 Committee Minutes

5.2.1 2024.08.19 Library Building Committee Minutes DRAFT

5.3 **Staff Reports**

5.3.1 CAO Report

CAO Baker provided an update on municipal activities and projects.

5.4 **Correspondence**

5.4.1 2024.08.16 M Isaak: Thanks – JVH Bursary

5.4.2 2024.08.19 S Judy & D Stewart: Thanks – Citizen of the Year

5.5 **2024.08.27 Circulation Package**

6. **Question Period** – Nil

7. **Business**

7.1 **Permissive Tax Exemption Bylaw 1306, 2024**

181/2024 Moved, seconded and CARRIED

THAT Permissive Tax Exemption Bylaw 1306, 2024 be given first reading as presented.

7.2 **2024 UBCM Community Resiliency Investment Funding**

182/2024 Moved, seconded and CARRIED

THAT the Village apply to UBCM's Community Resiliency Investment Program for 2024 FireSmart Community Funding and Supports in the amount of \$92,131.80 as detailed in the Staff Report from Jessie Lay, FireSmart Coordinator, dated August 22, 2024 titled 2024 UBCM Community Resiliency Investment Funding; AND FURTHER, THAT the Village agree to the Regional District of Central Kootenay managing and delivering parts of the 2024 FireSmart program on the Village's behalf as detailed in the Staff Report from Jessie Lay, FireSmart Coordinator, dated August 22, 2024 titled 2024 UBCM Community Resiliency Investment Funding.

7.3 **Water Supply System – Conditions on Operating Permit**

183/2024 Moved, seconded and CARRIED

THAT the Village develop a drinking water protection plan for each of its water sources as required by the conditions of its operating permit; AND, THAT the Village apply to the Disaster Resilience and Innovation Funding program to offset costs of developing drinking water protection plans for each of its water sources; AND, THAT the Village develop a Cross Connection Control Program as required by the conditions of its operating permit.

7.4 **Invitation – Child Care Access and Expansion**

184/2024 Moved, seconded and CARRIED



THAT Mayor Hewat be authorized to attend the Ministry of Education and Child Care meeting in Nelson on September 10, 2024 with expenses paid pursuant to municipal policy.

7.5 South Beach RV Park Proposal

- 185/2024** Moved, seconded and CARRIED, Councillor Brown opposed.
THAT Village staff be authorized to negotiate and finalize the terms and conditions of a Purchase and Sale Agreement with QP Developments for the exchange of land that would enable their RV Park development to proceed; AND, THAT the Village proceed with second reading of Zoning Amendment Bylaw No. 1298.

8. Late Items

8.1 Review of Street Signs & Road Markings

- 186/2024** Moved, seconded and CARRIED
THAT the Village enter into a cost-sharing agreement with ICBC for review of street signs and road markings as detailed in the staff report titled Review of Street Signs & Road Markings dated August 13, 2024 prepared by CAO Baker; AND THAT staff develop a capital project proposal for development of a Pavement Management Plan as detailed in the staff report titled Review of Street Signs & Road Markings dated August 13, 2024 prepared by CAO Baker.

9. In Camera Meeting

- 187/2024** Moved, seconded and CARRIED
THAT Council now recess and reconvene in-camera with the public excluded under sections 90(1) (e) and (k) of the Community Charter to consider matters relating to land disposition and the proposed provision of a municipal service.

The open meeting recessed at 7:56 p.m.
The open meeting reconvened at 8:55 p.m.

10. Raised from In Camera Meeting – Nil

11. Adjournment

The meeting was adjourned at 8:56 p.m.

CERTIFIED CORRECT:

Corporate Officer

Mayor Hewat



Outdoor recreation and your community: new data, tools and recommendations

Brynn McLellan <brynn@y2y.net>

Wed 2024-09-04 7:44 AM

To: Mayor Hewat <mayor@kaslo.ca>; Rob Lang <lang@kaslo.ca>; Molly Leathwood <leathwood@kaslo.ca>; Erika Bird <bird@kaslo.ca>; Matthew Brown <brown@kaslo.ca>; Village of Kaslo <admin@kaslo.ca>; Robert Baker (CAO Kaslo) <cao@kaslo.ca>

📎 1 attachments (6 MB)

Y2Y_RecreationEcologyResearchSummary.pdf;

Dear the Kaslo Council,

We are excited to bring you new data, tools, and recommendations that can support land and outdoor recreation management in your area. This research is coming from a collaborative recreation ecology project led by the Yellowstone to Yukon Conservation Initiative (Y2Y) and the University of Northern British Columbia.

As outdoor recreation increases across British Columbia, it's essential to balance its benefits to communities with impacts on wildlife. Since 2020, our researchers have been using a mix of traditional and innovative tools to study where, when, how, and how many people are engaging in outdoor activities and impacts on sensitive wildlife species. The findings and strategies for monitoring and managing recreation are in the attached summary and [project website](#).

We'd love to connect with you to discuss how we can support responsible recreation development and management in your area and help you find solutions that enhance the well-being of your community through recreation while also protecting wildlife.

Thank you,

Nadine Reynolds, Director of Communities & Conservation, nadine@y2y.net

Brynn McLellan, Research Associate, brynn@y2y.net



Y2Y's head office is located on Treaty 7 territory and Métis Nation of Alberta district 4.

200-1350 Railway Ave, Canmore, Canada, AB T1W 1P6

www.y2y.net

Protecting Wildlife through Responsible Recreation

RESEARCH OVERVIEW, SUMMER 2024



Yellowstone to Yukon
Conservation Initiative



As people recreate in more places, more often, and go farther and faster than ever before, new approaches to outdoor recreation planning and management are needed. While the explosive growth in outdoor recreation can be positive for people and communities, it can unintentionally add pressure to wild places and species, as well as increasing tensions across user groups and affecting the quality of outdoor experiences.

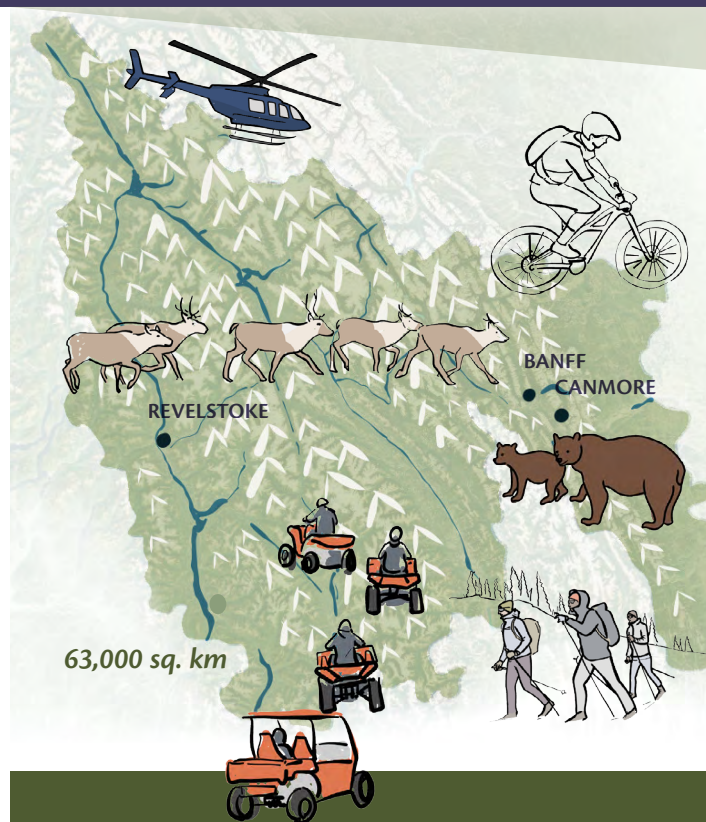
Recreation Ecology Research

Knowledge gaps expressed by land managers include a lack of recreation use and intensity data and an understanding of how recreation may be impacting sensitive wildlife species.

Y2Y worked with several partners to compile recreation and wildlife data to:

- Better understand the recreation footprint with respect to documented and undocumented trails and type of use, including motorized and non-motorized activities.
- Compare data from traditional and user-generated technologies for monitoring recreation and provide recommendations for managers.
- Produce seasonal maps of predicted motorized and non-motorized recreation use intensity.
- Produce seasonal maps of predicted wildlife habitat quality for grizzly bears, mountain caribou, and wolverines.
- Identify overlap of recreation and high-quality wildlife habitat for these three key species.

Recreation ecology research informs decisions to improve recreation experiences and habitat security for sensitive wildlife. This research highlights a growing need for creative approaches towards landscape-level recreation planning and management to limit impacts on wildlife in the Columbia and Rocky Mountains.



This research explored the intersection of outdoor recreation and wildlife in the Upper Columbia and Kananaskis-Ghost, important wildlife habitat within the territories of the Okanagan/Syilx, Sinixt, Ktunaxa, Secwépemc, ȩyāǰhé Nakoda, Tsuut'ina, Niitsítapi, and district 4 of the Otipemisiwak Métis Government of Alberta.

Key Findings

Research indicates that outdoor recreation can have wide-ranging impacts on wildlife, both inside and outside protected areas. Recreation contributes to displacement of wildlife from key habitats and food sources, loss of important movement corridors for connectivity, and can lead to human-wildlife conflict.

Wildlife response to recreation varies by species, season, location, and recreation type and intensity. All three species are sensitive to human disturbance.

Essential data on outdoor recreation use and intensity is lacking and is often underestimated. This study found that 27% of the recreation trails assessed in the study area were undocumented and originated from non-government data sources.

Current monitoring does not match the pace at which recreation is expanding and creative efforts to centralize, share and standardize recreation data and monitoring approaches are required.

Accurate measurement of recreation use and intensity depends on a mix of traditional and user-generated tools.

Land managers must get pro-active about managing recreation on the landscape as outdoor recreation use and intensity increases in many areas. Actions need to be integrated across protected and non-protected areas.

To improve how managers measure, monitor and manage outdoor recreation in landscapes that are shared with at-risk and sensitive wildlife, our work provides relatively current trails data across an expansive area, flexible and adaptable approaches for modeling recreation intensity, and guidance on which monitoring tools to use for seasons and recreation types.

This research reveals several areas of concern and opportunities for better recreation management within the Columbia and Rocky Mountain study area.

Photo credit: C. Adams, US National Park Service.



Our Mission

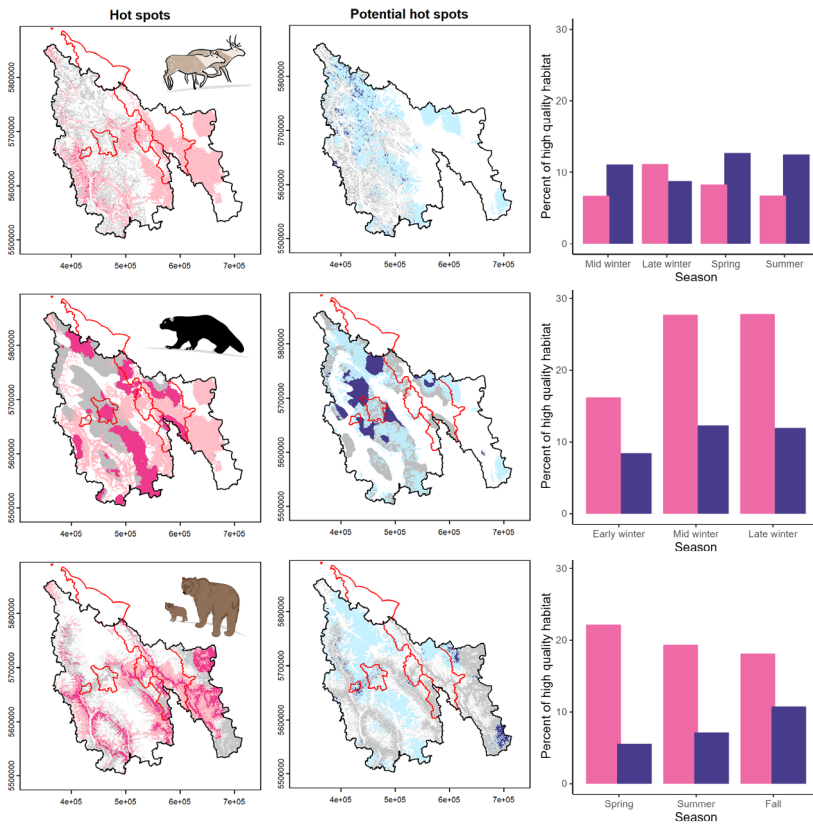
Y2Y's mission is to connect and protect habitat from Yellowstone to the Yukon so people and nature can thrive. We take a partnership-based approach, collaborating with agencies and organizations along 3,400 kilometers up the spine of the Rocky Mountains. Our work addresses the needs of wildlife and people, giving animals room to roam and promoting harmony between communities and these wild landscapes we call home.

Our Partners

Yellowstone to Yukon Conservation Initiative (Y2Y) and University of Northern British Columbia (UNBC) developed a collaborative recreation ecology research project with government partners, including Alberta, British Columbia, and Parks Canada, as well as Conservation Science Partners, Nature Conservancy of Canada, Braided Knowledge Environmental Consulting, and Biological Sciences – University of Alberta.



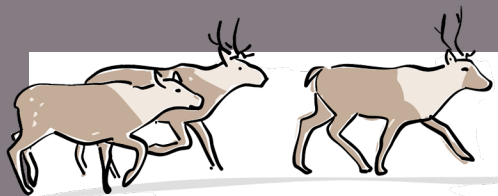
Recreation Wildlife Overlap



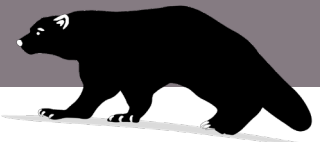
Spatial overlap of high-quality wildlife habitat (grey) with high and low intensities of non-motorized recreation.

Hot spots and potential hot spots are where high-quality habitat overlaps with high (dark pink) and low intensity (dark blue) recreation.

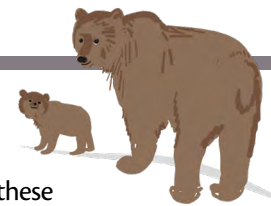
The study area boundary line is black and national park boundaries are red.



Mountain caribou have specific habitat requirements. The species had the lowest proportion of high-quality habitat relative to available habitat, making them at-risk to disturbance. Areas with overlap between caribou and recreation were dispersed, and caribou had the highest overlap with areas of low intensity recreation across seasons. Climate change-induced shortening of the recreation season and shrinking of the areas available for skiing and snowmobiling risks further straining winter caribou habitat, **as well as wolverine denning areas.**



Wolverine are sensitive to even low levels of human disturbance. Wolverine overlap with high-intensity recreation in late winter occur at high-elevation areas, particularly in the Selkirk Mountains and in Banff National Park. Wolverines are particularly sensitive during their winter denning season.



Low-elevation valley bottoms are important habitat for grizzly bears in the spring, but also coincide with easy to access recreation areas. In these areas there are overlap of grizzly bear high-quality habitat and high-intensity non-motorized recreation in the spring. Management can focus on these areas to improve human-bear coexistence.

Check out the interactive maps of relative recreation intensity and wildlife habitat quality across seasons: y2y.net/recreationmapping.

Contact Y2Y for data in your area of interest.

Recommendations

Outdoor recreation is a strong socio-economic driver in the Columbia and Rocky Mountains, so it is important to maintain quality nature-based experiences for residents and visitors. It is also critical to maintain large landscape connectivity and habitat security for species like grizzly bears, mountain caribou, and wolverine.

Land-use planning, and appropriate recreation access and management, are essential components of mitigating the cumulative impacts humans have — particularly as we prepare for increases in population and visitation over time. Recommendations from [this research](#) include:

Use a mix of traditional tools (e.g. trail cameras, trail counters) and user-generated tools (e.g. Strava Metro) to better measure recreation.

Incorporate recreation data from a variety of traditional and user-generated tools into wildlife habitat models to improve evidence-based planning and management. Different sources of data account for biases in data and fill data gaps, especially in areas with little recreation use but where sensitive species live.

Conduct ongoing research on species-specific responses to recreation activities and recreation thresholds to provide seasonal and activity specific guidelines, especially for sensitive species like wolverine.

Initiate and support the collaboration of wildlife researchers and outdoor recreation leaders to centralize, standardize and share data, and jointly explore monitoring and management solutions.

Harness the power of digital outdoor and fitness apps (e.g. All Trails, Trail Forks) to better understand recreation use and reach people with messages about responsible recreation.

Establish evidence-based management practices and policy to protect sensitive wildlife from potential recreation impacts.

Incorporate findings of this recreation ecology research into planning and decision making for new recreation proposals and current agreements.





Get the Data for Your Region

Our research contributes solutions to the growing challenge of measuring, monitoring, and managing outdoor recreation on landscapes where sensitive wildlife also live.

We offer data, maps, and tools to inform planning and support decision making for land and recreation managers. By tackling the issue now, governments and communities can stay ahead of challenges.

Contact us for detailed information and to discuss solutions.

Nadine Raynolds
Director, Communities &
Conservation, Y2Y
nadine@y2y.net

Brynn McLellan
Research Associate,
Science & Knowledge, Y2Y
brynn@y2y.net

Visit y2y.net/RecEcology

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City of Campbell River
From the Office of the Mayor

August 26, 2024

The Honourable David Eby
Premier of the Province of British Columbia
Via email: Premier@gov.bc.ca

Dear Premier Eby,

Re: Urgent Request for Provincial Support in Addressing Homelessness in Campbell River

I am writing to you on behalf of the City of Campbell River to express our deep concern regarding the challenges our community is facing in providing adequate temporary shelter for individuals experiencing homelessness. Provincial case law establishes the obligation of local governments to provide an adequate location for overnight camping (temporary shelter) for unhoused persons. However, the sites currently available on City land are limited and do not fully meet the needs of the community or the individuals who require these services.

For a location for overnight temporary shelter to be adequate, it must be relatively close to services and supports typically accessed by individual experiencing mental health, substance use and other health conditions who are also homeless. The location of these services in Campbell River is primarily in the downtown core. The provincial decision to place these services in proximity of residential, commercial, cultural and recreational assets means the City has very limited options in terms of land availability outside of parking lots, and high value Parks and green spaces enjoyed by our residents and visitors.

Considering these challenges, we respectfully request that the Province of British Columbia take immediate action by making provincially regulated land available for temporary overnight camping in Campbell River. We understand the provincial position on use of sites such as off season use of the Quinsam campground given that the aim is to have such assets available for the recreating public and not set precedent for their use as alternative housing. However, the City would respond that these camp sites are not used during the off season and are typically closed; moreover, the City faces the very same challenge when it comes to use of our Parks and green spaces but is nonetheless forced to move forward with this under the circumstances. The availability of provincial land would greatly enhance our ability to provide safe and appropriate spaces for those in need. In that instance, the City would agree to provide all necessary services including fencing, portable washrooms, garbage bins and removal, contract security, bylaw enforcement and ongoing monitoring.

Furthermore, we ask that the province provide additional funding to expand our winter shelter program. By doing so, we can reduce the demand for temporary overnight shelter, especially during colder

months, and ensure that those without permanent housing have access to safe, warm, and secure environments. We would also like to explore funding availability to establish a Homeless Encampment Action Response Team (HEART) to better integrate the response of the City, RCMP and service providers to homelessness and complement our partnership on the HEARTH rapid housing initiative.

The City of Campbell River is committed to working collaboratively with the provincial government to address the pressing issue of homelessness in our community. We believe that with the province's support, we can make significant progress in providing the necessary resources and spaces to meet the needs of our most vulnerable residents.

We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Dahl', with a stylized flourish at the end.

Kermit Dahl
Mayor

CERTIFIED RESOLUTION

This letter is to certify that at its' April 9, 2024, Council meeting, the City of Port Coquitlam Council adopted the following resolution:

RESOLUTION

Port Coquitlam Resolution for 2024 UBCM Convention

Gender Equity: Provisions for Menstrual Supplies

WHEREAS the 2024 British Columbia Building Code contains updated accessibility features for universal washrooms and that they must contain full-sized adult changing tables; and no new updates were made to the provincial Building Code and Occupational Health and Safety Regulations to include accessibility features for free menstrual supplies or sanitary disposal bins for those who menstruate;

AND WHEREAS equity-based policies around access to menstrual products as a health and human rights imperative will support inclusion, accessibility, mobility, reduce stigma, and promote gender equality for all people;

AND WHEREAS in December 2023, the Canada Occupational Health and Safety Regulations were revised to include free menstrual products in all federally regulated workplace restrooms;

THEREFORE, BE IT RESOLVED that the Union of British Columbia Municipalities (UBCM) call upon the Province of British Columbia to update the Occupational Health and Safety Regulations, and the British Columbia Building Code to include provisions for sanitary disposal bins, and courtesy menstrual supplies as is currently required for toilet paper in restrooms outside the home, thus supporting accessibility and gender equity for people who menstruate.

Background

* The Minister of Education for British Columbia, recognizing lack of access to menstrual supplies in schools as a barrier to education and an issue of equity in 2019 required all schools to provide free menstrual products in schools, <https://news.gov.bc.ca/releases/2019SDPR0033-000587>

* The UN and World Health Organization 2022 have positioned their official statement on menstrual health to be recognized as a health and human rights issue relating to gender equality/equity, not a hygiene issue <https://www.who.int/news/item/22-06-2022-who-statement-on-menstrual-health-and-rights>

* December 2023 the Canadian Occupational Health and Safety Regulations were revised to include free menstrual products in all federally regulated workplace restrooms. <https://www.canada.ca/en/employment-social-development/news/2023/12/menstrual-products-now-available-at-no-cost-to-employees-in-federally-regulated-workplaces.html>

* The Union of British Columbia Municipalities (UBCM) would be able to add more pressure to enact legislation by the British Columbia Government to address this specific gender equity issue. The precedent has already been set in globally, with Scotland now legally requiring free access to menstrual products <https://www.gov.scot/publications/period-products-free-provision-scotland-act-2021-equality-impact-assessment/>

* Province Adopts Changes to BC Building Code March 8/2024 with full size adult changing tables in universal washrooms. “2) A universal washroom required to have an accessible change space as stipulated in Sentence 3.8.2.8.(15) shall a) be equipped with an adult-sized change table that is.....” https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/revisions-and-mo/bcbc_2024.pdf

Kootenay Boundary Regional RTDWG Drought Level broad distribution update bulletin - September 4, 2024

Watson, Barry WLRS:EX <Barry.Watson@gov.bc.ca>

Wed 2024-09-04 6:59 PM

Good day everyone,

RE: Kootenay Boundary Regional RTDWG Drought Level broad distribution Update Bulletin – September 4, 2024

On September 4, 2024 the Kootenay Boundary Regional Technical Drought Working Group (**RTDWG**) met to make Drought Level Recommendations for the KBR. The [BC Drought Information Portal](#) is the online location for public dissemination. Drought Levels will continue to be updated provincially on a weekly basis throughout the summer low flow season. This regularly updated email serves to provide notice and context for the Kootenay-Boundary Region Drought conditions. The next weekly meeting is scheduled for September 11, 2024.

Kootenay-Boundary Region Drought Bulletin

September 4, 2024

This Week's Synopsis

- **The Kootenay Boundary Region has experienced both improved and stabilizing Drought indicators the past week. Looking forward, expect the upcoming week to be hot and dry, driving drought metrics down in the first week of September.**
- A significant High-pressure system is building and likely to persist for an extended period. Temperatures will be well above seasonal highs with no precipitation in the forecast.
- The Kettle River mainstems have maintained improved percentile flows yet are experiencing near 10 % of Mean Annual Discharge (MAD) thresholds . The upper Kettle River mainstems (West Kettle, Upper Kettle and Granby Rivers) and Boundary basin will retain a Drought Level 3. The Middle and Lower Kettle River mainstems have better flows above 15% MAD and are assigned a Drought Level of 2. We continue to monitor closely the upper mainstem discharges (m³/s) as they recede under this High-Pressure system.
- The Lower Columbia is a concern for small tributaries connectivity and fish migration with the controlled Arrow Lakes. We have decided to maintain a watch and Drought Level 3.
- The West Kootenay has variable drought conditions across the basin resulting in an improved Drought Level of 2 (moister in the north, drier in the south).
- Arrow Ck and other tributaries in the mid bench elevations of the Creston Precinct are exhibiting normal gradual base flow recession. 30 Day Precipitation returns and near normal groundwater levels have supported a Drought Level 2 for the Creston Precinct.
- Most ground water wells are maintaining percentiles within the normal range across the KBR basins and continue to provide base flow resilience and support surface stream levels.
- Both the Upper Columbia Basin and the East Kootenays have near mean flows indicative of a Drought Level 0.

- Water Conservation benefits both natural and infrastructure systems. Agricultural users are encouraged to reduce water use wherever practical and utilize storage if so licenced.

Current Drought Levels and Associated Actions		
Drought Basin	Level	Conservation Action
Upper Columbia	0	
East Kootenay	0	
West Kootenay	2	Water conservation recommended
• Creston*	2	Water conservation recommended
Lower Columbia	3	Voluntary reductions requested
Boundary / Kettle	3	Voluntary reductions requested
• West Kettle River*	3	Voluntary reductions requested
• Upper Kettle River*	3	Voluntary reductions requested
• Granby River*	3	Voluntary reductions requested
• Middle Kettle River*	2	Water conservation recommended
• Lower Kettle River*	2	Water conservation recommended

* Stream Watch Sub-basin

Useful Drought Resources

[BC Drought Information Webpage \(https://www2.gov.bc.ca/gov/content/drought/\)](https://www2.gov.bc.ca/gov/content/drought/):

Conservation resources and general information on drought in British Columbia

[Provincial Drought and Water Scarcity Response Plan \(https://bit.ly/2VG3QVx\)](https://bit.ly/2VG3QVx):

Summary of Provincial drought levels, indicators, and approach to response

[River Forecast Center \(https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/drought-flooding-dikes-dams/river-forecast-centre\)](https://www2.gov.bc.ca/gov/content/environment/air-land-water/water/drought-flooding-dikes-dams/river-forecast-centre):

Streamflow conditions and forecasts

[Drought in Agriculture Webpage \(https://bit.ly/44d2lqJ\)](https://bit.ly/44d2lqJ):

Water conservation, drought adaptation, and crop loss compensation resources

[BC Drought Information Portal \(https://droughtportal.gov.bc.ca/\)](https://droughtportal.gov.bc.ca/):

Click “Kootenay-Boundary Stream Watch” to monitor levels and conservation actions specific to your area

[Temporary Protection Order under the WSA](#)

Clarifying information on what a Temporary Protection Order is, and how/when it is used

Interpreting Drought Levels / Responding to Enquiries and Impacts

Voluntary Water Reduction Requests are intended to facilitate cooperative efforts to conserve water and are fully voluntary in nature. Each recipient of these letters should interpret them within the context of their own water supply, demands for water, and opportunities for conservation.

Municipal or Community Water Restrictions apply to water users supplied by local providers rather than their own water licence or well. Local water restrictions should be determined by local contexts, which may differ from provincial drought levels. The public may confuse provincial drought level with local water restrictions. If a local provider is approached by a member of the public with enquiries related to provincial drought levels and response, they should be directed to FrontCounter BC at 1-877-855-3222 or FrontCounterBC@gov.bc.ca.

Accounts of Suspected Unauthorized Water Use should be reported to the RAPP line at 1-877-952-7277 or via the [online incident portal \(https://bit.ly/45vZ4ZW\)](https://bit.ly/45vZ4ZW).

Accounts of Water Shortages should be reported to the Kootenay-Boundary Water Stewardship Division at kbwaterinfo@gov.bc.ca.

Barry G Watson, MSc, PAg

KBR Drought Lead
Water Stewardship & Authorizations
Kootenay Boundary Region
1902 Theatre Rd
Cranbrook, BC

Ministry of Water, Lands and Resource Stewardship

Phone: 250-420-6361
Barry.watson@gov.bc.ca



OFFICE OF THE MAYOR

FILE: 01-0410-02

August 29, 2024

The Honourable David Eby
Premier and President of Executive Council
Via Email: premier@gov.bc.ca

Dear Premier Eby:

Re: Infrastructure Investment for Complete Communities

During the City of Mission's Regular Council meeting of August 19, 2024, our Council unanimously carried the following resolution:

1. *That the City of Mission write to the Premier to express:*
 - o *Mission's continued support for the creation of affordable and supportive housing;*
 - o *The need for simultaneous provincial investment in schools, healthcare, safety and infrastructure to sustainably accommodate growth; and*
 - o *Mission's intention to review our housing bylaws after one year to ensure that sustainable growth is occurring; and*
2. *That the letter be copied to all UBCM members.*

The City of Mission acknowledges the significant need for affordable housing in our community and across the entire country. We have witnessed the dramatic increase in people living in unsafe and unstable conditions and are acutely aware of the need to accelerate housing production in the marketplace. Further, we are alert to the visible growth in unhoused persons in our midst, demonstrating the need for more supportive housing options in our community.

Because we share the Province's concerns about housing, we have been hard at work at the local level, finding ways to incentivize the development of affordable housing, accessible medical spaces and supportive housing. In the last four years, we have:

- Created a density bonusing program for builders who create below market housing and medical spaces.
- Authorized Mission's first 11-storey building because it offered 100% affordable housing, as well as community kitchen and laundry space.
- Created our *Neighbourhood Engagement Policy* to improve and expedite community engagement.
- Planned the *Stave Heights Neighbourhood* to add multi-family housing for 3800 people (with many units already under construction).
- Added to our Planning and Building Department staffing and made affordable housing applications a top priority.
- Invested in new software and technology to expedite development and building applications.
- Hosted educational Builders' Forums, in partnership with the Fraser Valley Homebuilders Association, to help builders avoid delays.
- Contributed park space to BC Housing for supportive housing and offered more public land to BC Housing and local agencies.
- Approved and implemented an innovative *Community Wellness Plan* in conjunction with every social and healthcare agency in our City.
- Hosted two housing forums to encourage partnership in developing more below-market housing.
- Dedicated approximately 100 acres (1/3) of land in our Waterfront Revitalization Strategy to multi-family housing.
- Adopted a suite of new policies to ensure affordable housing, including an amnesty program to allow registration of unauthorized secondary suites and a bylaw to protect residents of Mobile Home Parks.

We are doing all we can, with even more work in our pipeline, and it is showing in Mission's dramatic growth numbers. I am absolutely confident that other communities across BC are working with the same earnestness and creativity.

The policy and legislation changes brought forward by your government are sure to have a profound effect on our housing supply, but I hope you will agree with Mission when we say that there is much more that needs to be done to ensure that we are creating not just houses, but homes.

In consultations with our advisory committees, local organizations, and community engagement, we continuously hear a series of challenges that we believe will undermine our

shared housing efforts if not addressed. Three solutions have emerged from this work:

1. **Ensure that the Province funds investments in social and physical infrastructure to facilitate growth.** We cannot continue with the existing and long-standing practice of only adding to schools, healthcare, transit, highways, and policing once demand has reached crisis levels. The development community has expressed these same concerns. People need housing in areas where their children can access schools and medical services. Without simultaneous investments in provincial infrastructure, we will create significant inequities at the community level and will force local governments to accept further downloading.
2. **Address parking concerns in communities that have traditional downtowns that are not-yet-fully transit ready.** Across BC, there are many communities like Mission with constrained downtowns. While the obvious solution to the parking issues of these areas is enhanced transit, it must be acknowledged that working residents and parents simply cannot rely on transit as a substitute for cars at this time. While our community has invested in major transit improvements (with more on the way) we cannot anticipate that residents, workers and consumers in that neighbourhood will be able to entirely rely on transit for their daily mobility. Mission strongly supports Transit-Oriented Development. Indeed, it is fundamental to our Downtown and Waterfront Revitalization initiatives, but we have already been told to expect that multiple in-stream applications will now be altered to remove resident parking. Mission has created a parking plan for the area - grounded in a costly analysis - but the government's policy leaves no room for that evidence to come into our planning.
3. **Restore the dexterity that comes with developer-municipality partnerships in master developments.** As you have recently heard from Coquitlam and Burnaby, many master developments rely on place-making to benefit both existing residents and newcomers. Building around shared public spaces is desirable to the private and public sector, facilitating investment and financing, and allowing for a vision that the public can embrace. Density-bonusing, phased development agreements and other negotiated approaches are needed in our toolkit if we are to realize our Waterfront Revitalization. In short, true density and transit-oriented development will be hampered or halted if we are left with the tool of ACCs. As an example, the expected addition of more than 10,000 home in our master-planned Silverdale area would simply not have been possible were it not for our ability to share staffing costs, arrange for future public lands and establish mechanisms for front-ending underground servicing with Polygon. When it comes to large scale projects, we believe the Province needs to create exceptions wherein win-win negotiations are possible.

The City of Mission may not be the largest municipality in the Province, but we pride ourselves on being progressive and resourceful. We have engaged in master planning for our housing future as far back as 1966. While we support the Province's view that affordable housing must be a priority, we believe it will be much more constructive to work in a collaborative fashion, and to see concomitant development by the province of the physical and social infrastructure that defines healthy communities.

Mission has recently adopted our versions of SSMUH and TOA bylaws, and we will adopt revised DCC and ACC legislation soon. In each case, those new bylaws include a one-year review clause. We will be looking to the Provincial government to ensure that there is room for learning, revision and, most importantly, considerable investment in community-level infrastructure.

Allow me to close by saying, Mission is keen to participate in dialogue. If our City can play a role in providing feedback, data or other insights, please do not hesitate to reach us.

Sincerely,



PAUL HORN
MAYOR

- Cc. The Honourable Ravi Kahlon, Minister of Housing HOUS.minister@gov.bc.ca
The Honourable Rob Flemming, Minister of Transportation and Infrastructure Minister.MOTI@gov.bc.ca
The Honourable Pam Alexis, Minister of Agriculture and Food and MLA, Abbotsford-Mission
Pam.Alexis.MLA@leg.bc.ca
Bob D'Eith, MLA, Maple Ridge-Mission D'Eith.MLA, Bob Bob.Deith.MLA@leg.bc.ca
City of Mission Council
City of Mission Regular Council Agenda – Correspondence
UBCM Member Municipalities

Kaslo & District Arena Association

Board Meeting Agenda Date: Monday August 27 ,2024

Present to the meeting: Molly, Josh (Director), Rick, Jessie, Criag, Blair, Nate, Rogan.

1. **Call to order** – 6:00 pm
2. **Adoption of the Agenda**

THAT the agenda for the 2024.08.27 KDAA Board Meeting be approved as presented

Carried

3. **Adoption of the Minutes**

THAT the minutes of the 2024.06.20 KDAA Board Meeting be approved as presented

Carried

4. **Unfinished Business**

Lockers

- Working on new lockers and dressing rooms. Contact Village to shutoff water.
- Install new lockers
- Add shower for girls new locker room
- Change exterior door layout. one door to the lockers and the other door to the girls change room
- Locker rental- \$250 for double per year and \$150 for single

Sign Rentals

- Take down signs that are no longer exist
- Change rentals from \$100 per year to \$150.

Moved

Carried

Schedule

- Opening Day Tues Oct.1, 2025
- Adult users to adapt to M.H. ice times. Later ice time start.
- Ask Audrey if Manicas would be a closed group instead of drop ins? Get a number count before decision.
- Brandon to make a dresser room schedule so we don't have all 5 dresser rooms being used. Condense the dresser rooms down to 2. Send email out to locker room rentals to move gear into designated dressing rooms.
- On Fridays have public skate in the 1st hour and stick and pucks in the 2nd hour.
- Update call list for alarm
- High school students to volunteer hours at the arena
- Get Zeb to put suggestion box on website

Arena to do list

- Order Black coat paint
- New black pads installed at gates
- Put up and clean boards and glass
- Big bill for edge blades. What blades are past lifetime and what can be used again.
- New phone for arena. Landline with KIN? Or get a newer phone for arena workers.
- Fix propane. Also investigate making a propane station.(Nate)

Staffing

- Brandon to go for 1st aid course in September
- Rob to do the refrigeration course
- Workers to make a work schedule. Arena board to look over it if adjustments need to be made.

- Have a revised staff checklists
- Apply performance reviews in the workers contracts

5. **Treasurer's Report**

Receive financials

Carried

6. **Next Meeting** - Monday September 23,2025 @ 6:00pm

7. **Adjourn-** 7:15 pm

COLUMBIA River Treaty



To: Columbia Basin local government elected officials and CAOs

Date: August 27, 2024

From: Linda Worley, Chair
Columbia River Treaty Local Governments Committee

Subject: Invitations to Participate

The Columbia River Treaty Local Governments Committee (the Committee) encourages you to participate in the following activities:

1. Webinars on the Agreement-in-Principle to Modernize the Columbia River Treaty

The Committee invites Columbia Basin local government elected officials and staff to a webinar with representatives of the Canadian Columbia River Treaty (CRT) negotiation delegation to learn more about the recently announced Agreement-in-Principle between Canada and the U.S. to modernize the Columbia River Treaty.

The webinar details are:

When: Tuesday, September 10, 2024, 8:30-10am PT/9:30-11am MT

To register for the webinar: Click here or cut and paste this link into your browser:



PLEASE NOTE THAT THIS SESSION IS FOR LOCAL GOVERNMENT ELECTED OFFICIALS AND CAOS ONLY.

The B.C. CRT Team will host a public virtual information session on the CRT Agreement-in-Principle in mid-September. Further details including the date and time will be announced later this week. Registration information for this webinar will be posted on the [B.C. CRT AIP webpage](#).

Background

The [Province, Canada](#) and the [United States](#) have announced that an Agreement-in-Principle (AIP) to modernize the Columbia River Treaty (CRT) has been reached through their negotiations. For Canada, five governments are represented on the Canadian negotiation team – Canada, British Columbia, and three Indigenous Nations: the Ktunaxa, Syilx Okanagan and Secwepemc Nations.

The CRT Local Governments Committee was created in 2011 to ensure the voices of Canadian Columbia Basin local governments and residents are heard in decisions about the future of the CRT. In 2021 the Committee provided its Recommendations to the Canadian Negotiating Team. Their response was that they didn't see anything in the Recommendations that they were not pursuing in the negotiations.

The Committee is grateful that the Province committed to engaging with the public on the AIP, including fully explaining the AIP to Canadian Columbia Basin residents and local governments, seeking our input and then

pursuing appropriate refinements during the treaty modernization process. The Committee is taking the following steps to participate in this engagement process, in addition to hosting this initial webinar:

1. Fully understand the content and implications of the AIP for Basin residents and local governments.
2. Evaluate how closely the AIP follows our 2021 Recommendations.
3. Participate in the AIP engagement process to hear the views of Basin residents, including a webinar with local governments.
4. Draft input to the Canadian Negotiating Team for review with local governments.
5. Submit input to the Canadian Negotiating Team.
6. Monitor refinements to the AIP, within the bounds of the confidentiality of the negotiations, and advocate if refinements to address concerns that the Committee raises to the Canadian Negotiating Team are not being pursued.

The announcement of the AIP is a step forward, but there is much more to be done before there will be changes in operations that we will see in our local areas. The Committee intends to continue its work to ensure the implementation of the modernized Treaty reflects the interests of Basin residents and local governments.

We encourage you to become educated about the Treaty and the Agreement-in-Principle - some useful sources are:

- The Province's [CRT AIP webpage](#) has the most recent information about the AIP – including a new video that explains the AIP.
- The Province's [CRT website](#) has regular updates, reports from past public engagement processes, recordings from previous information sessions, and the option to subscribe to an e-newsletter.
- The Columbia Basin Trust provides extensive background information about the Treaty at [CBT CRT](#).
- A recent documentary video is especially helpful: [Changing Courses – A Journey of Reconnection](#).

I look forward to seeing many of you during the upcoming webinar.

2. Bringing the Salmon Home: Columbia River Salmon Recovery Initiative

The Committee encourages you to consider supporting the current tri-nation advocacy for sustained federal and provincial funding to Bring the Salmon Home to the Canadian Columbia Basin via this link:

<https://win.newmode.net/trinationadvocacytobringsalmonhome>. Please consider sharing this link with your constituents.

The Committee's support for salmon restoration in our area is based on what the Committee heard from Basin residents and local governments since the Committee began its work in 2011. Our 2021 Recommendations to the CRT Negotiating Team includes the following specific statement on salmon restoration:

Pursue Salmon Restoration: Indigenous Nations and other Basin residents are passionate about returning salmon to the Columbia River in Canada. We strongly support provincial and federal agencies and

Indigenous Nations/ Tribes on both sides of the border continuing to jointly explore the technical and financial feasibility and implementing feasible options to return salmon to their historic ranges in the Canadian portion of the Columbia River where habitats can support salmon species. We congratulate the Ktunaxa, Secwepemc and Syilx Okanagan Nations, and the federal and provincial governments, on the signing of the historic Letter of Agreement committing to collaborate on this important initiative.

Since 2019, the Syilx Okanagan, Secwépemc, and Ktunaxa Nations have led this work, making significant progress towards returning salmon to the upper Columbia River in B.C. The current funding for this important initiative ends March 31, 2025. It would be a shame to lose this momentum.

Thank you for considering this opportunity to support enriching our collective environmental, cultural, social and economic conditions.

Committee Members

RDKB - Linda Worley, LGC Chair, Rural Director and RDKB Board Chair; and Warfield Mayor Frank Marino

RDEK - Stan Doehle, LGC Vice Chair and Rural Director; and Jane Walter, Regional Director

RDCK – Aimee Watson, Rural Director and RDCK Board Chair; and Aidan MacLaren-Caux, Nakusp Councillor

CSRD – David Brooks-Hill, Rural Director and Golden Mayor Ron Oszust

Village of Valemount – Donnie MacLean, Councillor

AKBLG – Keith Page, President and Nelson Councillor

For Immediate Release | Sept. 4, 2024

Interior Health introduces virtual addiction medicine self-referral service

IH-WIDE – People living with alcohol or opioid use disorder now have a way to directly and quickly access addiction medicine specialists.

Anyone can now refer themselves to Interior Health’s Virtual Addiction Medicine (VAM) Clinic using a simple web form. The form, available at www.interiorhealth.ca/vam, lets people easily request an appointment to meet with an addiction medicine specialist. Family and friends can also refer someone provided the person being referred is aware and agrees.

“The toxic drug crisis continues to devastate communities around the province,” said Jennifer Whiteside, Minister of Mental Health and Addictions. “When someone struggling with addiction makes the brave decision to get help, we need to make it easy for them to get the right care they need, where and when they need it. Allowing people to easily connect to an addiction medicine specialist through a website along with our new Opioid Treatment Access Line are important steps in improving access to resources and to saving lives.”

“Since opening almost three years ago, the Virtual Addictions Medicine Clinic has helped thousands in our region successfully overcome substance use disorder, offering opioid agonist treatment for withdrawal symptoms and medications to reduce alcohol cravings,” said Susan Brown, Interior Health president and CEO. “With this change people no longer need a referral from a physician and can contact us directly to gain faster access to these important services.”

After someone requests an appointment, a clinician will contact them, usually within one business day. The client is then scheduled to meet an addiction medicine specialist by phone or video conferencing. The VAM team works with the client on a treatment plan that may include prescription medicines such as OAT. Once the client is comfortable with their plan, they are referred to health services based in their community.

The VAM will soon be part of this regional central access line, and will work seamlessly with the new province-wide Opioid Treatment Access Line (1-833-804-8111) [announced on August 27, 2024](#) to ensure that no matter where someone reaches out they are connected with the right substance use service for their needs.

This expansion and other work underway to increase substance use services in IH is part of the recently announced [Road to Recovery](#) model. Road to Recovery is a new ‘made in BC’ model of addictions, which establishes a seamless continuum of care for addictions, from detox to treatment and after care. A

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Däkelh Dené, Ktunaxa, Nlaka’pamux, Secwépemc, St’át’imc, Syilx, and Tšilhqot’in Nations where we live, learn, collaborate and work together.

critical next step in Interior Health's implementation of this model will be to bring the expanded VAM and other substance use resources into a single access line where people can call to get information, receive a same day clinical assessment and get an individualized substance use care plan.

All this will ensure clients residing in Interior Health can more easily be connected to services in their region. These new services will be especially beneficial to individuals living in rural and remote communities where accessing in-person care closer to home can be challenging.

"The intent of this new service is to get clients into care as soon as possible by removing any stigma that may be associated with accessing addiction health services in person," says Debi Morris, director, MHSU Network. "A client doesn't need to go to a Mental Health and Substance Use clinic or speak to a health-care provider to self-refer. The service is also intended to remove any barriers to clients who can't easily access a physical location or centre due to distance, mobility or transportation."

The web form was designed to be simple and straightforward. For example, a client doesn't need an address, nor a BC Personal Health Number to request an appointment. People are offered the choice in how they are contacted, whether it's their number, a friend's number, at a shelter or another place they often go.

The VAM Clinic is available Monday to Friday, 9 a.m. to 4:30 p.m. PST throughout the Interior Health region.

For anyone needing immediate help, people are asked to visit their nearest emergency department, or call a 24-hour crisis line:

- Interior Crisis Line Network: 1-888-353-2273 or 1-800-784-2433
- KUU-US (Indigenous) Crisis Line: 1-800-588-8717
- Métis Crisis Line: 1-833-638-4722
- Suicide Crisis Helpline - 988

For other mental health substance use services, people can call 310-MHSU.

- 30 -

DATE: August 29, 2024

FILE NUMBER: 3900-20-1306

TO: Mayor and Council

FROM: Catherine Allaway, Corporate Officer

SUBJECT: Permissive Tax Exemption Bylaw 1306, 2024 – Second Reading

1.0 PURPOSE

To consider giving second and third reading to a Permissive Tax Exemption Bylaw for the 2025 taxation year.

2.0 RECOMMENDATION

THAT Permissive Tax Exemption Bylaw No. 1306, 2024 be given second and third reading.

3.0 BACKGROUND

In accordance with section 224 of the *Community Charter* a municipal council may, by bylaw, exempt eligible land and/or improvements from taxation. The categories of eligible occupiers are specified in the *Community Charter*. The Village's bylaw determines the amount and period of the exemption (up to 10 years) and may specify other conditions. The Village's current Permissive Tax Exemption bylaw expires December 31, 2024, so for exemptions to apply in 2025 a new bylaw must be adopted prior to October 31, 2024. 19 eligible organizations have applied for exemptions. Permissive Tax Exemption Bylaw No. 1306, 2024 received first reading at the 2024.08.28 Council Meeting.

4.0 DISCUSSION

When a property receives a permissive tax exemption, the cost of providing that exemption is shared between all the other taxpayers in the community who must contribute to the resulting shortfall in municipal revenues.

The Village's approach to Permissive Tax Exemptions was last considered by Council as part of the 2024-2028 Financial Plan Bylaw No. 1302, 2024 adopted in May, which states:

The Village of Kaslo believes that Permissive Tax exemptions are an appropriate way to recognize the value of services provided to the community by non-profit organizations.

The Village's policy is to ensure that permissive tax exemptions are utilized to maximize the benefit of non-profit organizations for residential quality of life, with the following caveats:

- *Where the Village leases property to the recipients of Permissive or Statutory Tax Exemptions, the Village expects these partners to recognize that this assistance, combined with nominal lease charges, can contribute to the inability of the Village to adequately fund capital reserves that support maintenance and capital repairs*

to those properties. These partners are expected to partner with the Village on grant pursuit for capital funds on an annual basis as appropriate;

- The Village will not consider Permissive Tax Exemption requests for Local Service or Parcel Taxes with respect to the water and sewer utility as the full cost of such exemptions would have to be covered by a balancing transfer from general operating to the sewer utility or by an increase in taxation to all other users within the service area;
- The tax exemption bylaw was renewed in 2021 for three years. Beneficiaries of the Permissive Tax Exemption were required to fill out an application form, demonstrate the benefit they provide to the community, and provide financial statements.

The proposed bylaw will provide tax relief for 19 community organizations. This includes 10 non-profit occupiers of municipally owned property, 4 non-profit groups and one service club that occupy property that they own, and 4 religious organizations that receive permissive exemptions on the land surrounding buildings for public worship (the church buildings proper receive statutory exemptions). Note that the proposed bylaw provides relief from assessment-based taxation but not from water or sewer parcel taxes that are based on frontage.

The following changes from previous years are noted:

Property Occupier	Explanation of Changes
ADDITIONS	
Kaslo and District Senior Citizens Shelter Society	A permissive tax exemption has been requested for Abbey Manor.
DELETIONS	
Regional District of Central Kootenay	The Fire Hall is eligible for a statutory exemption under section 391 (1)(a) of the <i>Local Government Act</i> , which means no permissive exemption is required.
Interior Health Authority	A statutory exemption will apply to all land and improvements, except the leased portion which will be fully taxable.
Kaslo Housing Society	The sale agreement for the Penny Lane Apartments property stipulated that no further tax exemptions would apply.
Kaslo Curling Club	This property is included in the Kaslo & District Arena Society property.

5.0 OPTIONS

Recommendation is indicated in **bold**. Implications are in *italics*.

1. **Give second and third reading to the bylaw as proposed.** *No further changes can be made to the bylaw. Staff will prepare the required public notice based on the current bylaw content and adoption will be scheduled for the 2024.10.08 Council Meeting. All organizations that applied will receive full exemptions from assessment-based property taxes in 2025 and will be notified that future tax exemptions are not guaranteed. Council will revisit their policy regarding permissive tax exemptions prior to adopting a future bylaw that will take effect in 2026 and beyond.*
2. Give second reading to the bylaw and specify changes that will take effect for 2025. *The amended bylaw will be presented for third reading at the 2024.10.08 Council Meeting. Any further delays in adoption could be detrimental to the Permissive Tax Exemption Process detailed in the attachment to this Staff Report.*

3. Do not proceed with any further readings of the bylaw. *Permissive tax exemptions will not apply for the 2025 taxation year. Applicants will be advised of Council's decision.*

6.0 FINANCIAL CONSIDERATIONS

The applications for permissive tax exemptions received by the Village are summarized below:

Occupier Name	2024 Property Value (\$)	2024 Value of Exemption (\$)	Municipal Portion (\$)
Kaslo & District Senior Citizens Shelter Society	251,400	1,504.49	538.45
Kaslo Community Services Society	439,000	6,196.57	2,303.79
Kaslo Masonic Holding Society	204,800	1,358.39	469.34
Langham Cultural Society	541,000	7,636.32	2,839.07
Hospice Society of North Kootenay Lake	26,000	367.00	136.44
Kaslo & District Arena Association	1,594,000	19,761.05	7,283.08
Kaslo Golf Club	1,961,600	19,285.58	6,974.40
Kaslo Racquet Club	181,600	1,485.85	527.32
Kaslo Riding Club Society	175,000	1,160.73	401.05
Kaslo Search and Rescue	130,900	1,847.68	1,211.15
Kaslo Senior Citizens Society	125,500	1,771.46	658.60
Kootenay Lake Historical Society	1,640,000	13,474.12	4,784.17
Kootenay Lake Independent School Society	297,600	2,367.48	837.50
Victorian Hospital of Kaslo Auxiliary Society	108,200	1,527.26	567.81
Kaslo Calvary Chapel	110,000	729.60	252.09
Roman Catholic Bishop of Nelson	301,500	1,274.15	674.55
St Andrews United Church	62,600	415.21	143.46
The Synod of the Diocese of Kootenay	178,000	1,180.63	407.92
Royal Canadian Legion Branch No. 074	403,700	3,305.42	1,173.18
Totals - Permissive Exemptions	8,732,400	86,648.99	32,183.38
Totals - All Properties in Kaslo	405,232,261	2,192,091.66	782,000.00
Permissive Exemptions as percent of all properties in Kaslo	2.15%	3.95%	4.12%

The value of permissive tax exemptions provided by Kaslo as compared to neighbouring municipalities is summarized in the following table:

Community	Population (2021)	Value of 2023 Permissive Tax Exemptions (\$)
New Denver	487	1,412
Nakusp	1,589	25,601
Salmo	1,140	40,986
Kaslo	1,049	65,023
Creston	5,583	71,380
Nelson	11,106	121,648

Under the terms of existing agreements, the Village is required to provide tax exemptions to the Seniors Hall and the SS Moyie.

By eliminating permissive tax exemptions for properties eligible for statutory exemptions, the value of permissive tax exemptions will be reduced in 2025 and will be in line with other similarly sized municipalities in the region.

If Council wishes to achieve further reductions this can be done in several ways and will involve refining the existing policy on permissive tax exemptions. Council may choose to restrict eligibility based on the benefit to the community that results from the occupier's use of the space, and the alignment of programming or services with the municipality's goals. One strategy used in other jurisdictions to limit the value of permissive exemptions is to remove the permissive exemption from those portions of a property that are used to generate revenue. A gradual approach can be used to allow applicants time to adjust to reduced levels of permissive tax exemption support from the Village.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Section 224 of the *Community Charter* provides the general authority for permissive tax exemptions, and section 227 outlines the requirements for giving public notice of proposed permissive tax exemptions. Permissive tax exemption bylaws must be submitted to BC Assessment Authority by October 31, 2024, to take effect for the 2025 taxation year.

The 2024-2028 Financial Plan Bylaw No. 1302, 2024 describes the Village's current policy regarding permissive tax exemptions.

8.0 STRATEGIC PRIORITIES

Providing a permissive tax exemption is one way that the Village can support local non-profits, a priority identified in the 2023-2026 Strategic Plan. Creating a policy to guide the allocation of permissive tax exemptions helps to achieve the stated priority of improving governance and updating municipal policies. A permissive tax exemption for Abbey Manor can help seniors to age in-place which has been identified as a Village priority.

9.0 OTHER CONSIDERATIONS

Nil

RESPECTFULLY SUBMITTED



Catherine Allaway, Corporate Officer

ATTACHMENTS:

- Permissive Tax Exemption Bylaw 1306, 2024 DRAFT
- Permissive Tax Exemption Process - 2024 Schedule
- Permissive Tax Exemption Notice DRAFT

CAO COMMENTS:

By way of the proposed bylaw and the Financial Considerations section of this Staff Report, Council is being asked to consider its policy for Permissive Tax Exemptions. This approach is not best practice. Rather, a formal policy should exist which informs development of the bylaw. While the 2024-2028 Financial Plan Bylaw No. 1302, 2024 suggests a policy already exists, the verbiage is not adequate, nor is it clear whether Council has been given a proper opportunity to consider its policy for Permissive Tax Exemptions. Staff would suggest that a formal policy for Permissive Tax Exemptions be developed and presented to Council for discussion. Unfortunately, time is of the essence and a policy cannot be developed in time for a bylaw to be adopted for 2025. The Manager of Corporate Services has indicated that one of Council's strategic priorities is to review its governance policies, and the issue of Permissive Tax Exemptions is a good example of where this is required. It is recommended that Council adopt a bylaw for 2025, and that a policy be developed to guide bylaw development for 2026 and beyond.

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

August 23, 2024

Date

VILLAGE OF KASLO
BYLAW NO. 1306, 2024

A BYLAW TO EXEMPT CERTAIN PROPERTIES FROM TAXATION FOR 2025

WHEREAS the *Community Charter* provides that Council may, by bylaw, exempt certain properties from taxation;

NOW, THEREFORE, Council of the Village of Kaslo, in open meeting assembled, ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as "Permissive Tax Exemption Bylaw No. 1306, 2024".

2. Definitions

Village means the Village of Kaslo.

3. Exemptions

The lands or improvements, or portions thereof, as outlined in Schedule "A" attached hereto, are hereby exempt from assessed property taxation for the 2025 year, pursuant to section 224 of the *Community Charter*, subject to the conditions provided for in this bylaw.

4. Conditions

4.1. Where:

- a. a transfer, sale, or lease is made of property exempt from taxation under this bylaw to some person not entitled to such exemption; or
- b. property used for some purpose which would entitle it to exemption under this bylaw ceases to be so used; or
- c. property exempt from taxation under this bylaw ceases to meet the conditions necessary to qualify for the exemption including, but not limited to, compliance with Village policies and bylaws,

the property shall be liable to taxation from the date of the transfer, sale, lease, or change of use or conditions, as the case may be (the "Taxation Date").

4.2. Where the assessment roll is completed before the transfer, sale, lease or change of use or conditions described in section 3 of this bylaw comes to the attention of the collector:

- a. the collector will provide written notice to the transferee, purchaser, lessee, or other person who, but for the exemption, would have been liable to taxation; and
- b. the person described in (a) shall pay to the Village an amount equal to the total taxes that, but for the exemption, would have been payable on the property from the Taxation Date, together with interest compounded annually at the rate described in section 246 of the *Community Charter*.

5. Severability Clause

If any part of this bylaw is held to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder remains valid.

6. Effective Date

This bylaw shall take effect January 1, 2025.

READ A FIRST TIME this 28th day of August, 2024.

READ A SECOND TIME this ____ day of _____, 202_.

READ A THIRD TIME this ____ day of _____, 202_.

RECONSIDERED AND ADOPTED this ____ day of _____, 202_.

MAYOR

CORPORATE OFFICER

Certified to be a true copy of "Permissive Tax Exemption Bylaw No. 1306, 2024"

CORPORATE OFFICER

SCHEDULE "A"

FOLIO	PID	NAME	LEGAL
00020.000	008-482-527 008-482-551 016-175-506 016-175-522 016-186-915 016-186-940 016-288-114 016-288-122 016-288-131 016-288-149 016-288-157 016-797-019 016-935-357 017-679-214	KOOTENAY LAKE HISTORICAL SOCIETY (SS MOYIE & VISITOR INFO)	Lots 4-17, Block 3, Plan NEP393, District Lot 208, Kootenay Land District
00043.010	009-676-716	KASLO AND DISTRICT SENIOR CITIZENS SHELTER SOCIETY (ABBAY MANOR)	Lot A, Plan NEP15311, District Lot 208, Kootenay Land District
00059.050	016-323-700 016-323-718	KASLO SENIOR CITIZENS SOCIETY (SENIORS HALL)	Lots 23 & 24, Block 8, Plan NEP393, District Lot 208, Kootenay Land District
00060.004		KOOTENAY LAKE HISTORICAL SOCIETY (ARCHIVES)	Portion of PARCEL I, Block 8, Plan NEP393, District Lot 208, Kootenay Land District, BSMT STORAGE AREA OCCUPIED BY KOOTENAY LAKE HISTORICAL SOCIETY #2 SEE PARENT FOLIO 00060.000
00060.008		HOSPICE SOCIETY OF NORTH KOOTENAY LAKE	Portion of PARCEL I Block 8, Plan NEP393, District Lot 208, Kootenay Land District, LEASED PORTION OCCUPIED BY HOSPICE SOCIETY OF N KOOTENAY LAKE
00104.000	016-912-926	VICTORIAN HOSPITAL OF KASLO AUXILIARY SOCIETY (THRIFT STORE)	Lot 5, Block 10, Plan NEP393, District Lot 208, Kootenay Land District
00112.000	016-323-840 016-323-858	LANGHAM CULTURAL SOCIETY	Lot 23 & 24, Block 10, Plan NEP393, District Lot 208, Kootenay Land District
00115.550	016-323-173 016-323-190	KASLO CALVARY CHAPEL	Lot 33 & 34, Block 10, Plan NEP393, District Lot 208, Kootenay Land District
00119.000	016-323-921 016-323-939	KASLO MASONIC HOLDING SOCIETY	Lots 1 & 2, Block 11, Plan NEP393, District Lot 208, Kootenay Land District
00132.000	029-612-594	KASLO COMMUNITY SERVICES SOCIETY	Parcel F, Block 11, Plan NEP393, District Lot 208, Kootenay Land District, (BEING A CONSOLIDATION OF LOTS 29, 30 & 31, SEE CA4531117)
00139.150	028-292-774	KOOTENAY LAKE INDEPENDENT SCHOOL SOCIETY (PERIWINKLE)	Parcel A, Block 15, Plan NEP393, District Lot 208, Kootenay Land District, (BEING A CONSOLIDATION OF LOTS 14, 15, 16, & 17 SEE LB401044)
00148.000	029-601-916	ST ANDREWS UNITED CHURCH	Parcel H, Block 17, Plan NEP393, District Lot 208, Kootenay Land District, BEING A CONSOLIDATION OF LOTS 23 & 24, SEE CA4482695
00216.000	MULTIPLE PIDs	KASLO GOLF CLUB	Lot 12, Block 31, Plan NEP393, District Lot 209, Kootenay Land District, FOR GOLF COURSE PURPOSES, Lease/Permit/Licence # 2019-2028

VILLAGE OF KASLO
 BYLAW NO. 1306, 2024

FOLIO	PID	NAME	LEGAL
00244.050	007-553-722	ROYAL CANADIAN LEGION KASLO DISTRICT BRANCH NO. 074	Lot 1, Plan NEP16605, District Lot 208, Kootenay Land District
00246.000	024-944-513	BISHOP OF NEW WESTMINSTER (ST MARKS ANGLICAN)	Block 13, Plan NEP393A, District Lot 208, Kootenay Land District, PT 56/100 ACRES AS DESCRIBED IN A F P B NO 11 FOLIO 479 AFB 21/341/992A CHURCH
00266.010	016-881-729	KASLO GOLF CLUB	Lot 25, Plan NEP393A, District Lot 208, Kootenay Land District, Except Plan 108889I, & DL 209, & EXC PL 6363; EXC PT S & E OF HIGHWAY 31 OCCUPIED BY KASLO GOLF CLUB
00280.022	013-140-825	KASLO & DISTRICT ARENA ASSOCIATION	Lot 22, Plan NEP9499, District Lot 209A, Kootenay Land District, Except Plan EPP32990, PT 1 OF 4 SEE 00280.077 .078 .079
00280.076		KASLO SEARCH & RESCUE	Lot 22, Plan NEP9499, District Lot 209A, Kootenay Land District, Except Plan EPP32990, SEE FOLIO 00280.022, 00280.077, 00280.078, 00280.079
00280.054	013-095-382	KASLO GOLF CLUB	Lot 54, Plan NEP9499, District Lot 209A, Kootenay Land District, FOR GOLF COURSE PURPOSES, Lease/Permit/Licence # 09-2018
00280.078		KASLO RACQUET CLUB	Lot 22, Plan NEP9499, District Lot 209A, Kootenay Land District, Except Plan EPP32990, PART 3 OF 4 SEE FOLIO 00280.022, 00280.077, 00280.079
00280.079		KASLO RIDING CLUB SOCIETY	Lot 22, Plan NEP9499, District Lot 209A, Kootenay Land District, Except Plan EPP32990, PART 4 OF 4 SEE FOLIO 00280.022, 00280.077, 00280.078
00547.000	016-744-446	ROMAN CATHOLIC BISHOP OF NELSON (SACRED HEART)	District Lot 208, Kootenay Land District, PL AFB VOL 11 FOL 595 NO 1389A, PT OF RAILWAY RESERVE, CORNER A AVE & FIFTH ST
00551.530		KASLO SEARCH & RESCUE	District Lot 5096, Kootenay Land District, & DL 17197, Lease/Permit/Licence # 403859



Permissive Tax Exemption Process

2024 Schedule

Update forms	Distribute Package	Receive Applications	Draft Bylaw	Public Notice	Bylaw Adoption
*info sheet *cover letter *application form	mail/email application package to previous recipients and post on website	*acknowledge receipt *confirm documentation *calculate values *prepare summary	*provide options for Council to contain costs *confirm bylaw content to meet ad deadlines	publication once per week for two consecutive weeks (1 newspaper, 1 website)	no changes to bylaw after public notice
forms by May 10	May 30 mailing	July 31 deadline	08.27 - 1st (& 2nd) reading 09.10 - (2nd &) 3rd reading	min. 7 days before adoption	10.08 - final adoption 10.22 (if required)
Timeline to Council	Application Notice	Summary report to Council	Draft bylaw to Council	Post Public Notice	Submit to BCAA
05.28 Council	May 30, June 14, 28 web/FB June 10 Pennywise	08.13 Council	08.27 Council 09.10 Council	September 23 web September 30 Pennywise	October 31 deadline



**VILLAGE OF KASLO
NOTICE OF PERMISSIVE TAX EXEMPTION**

Pursuant to Section 227 of the Community Charter, public notice is hereby given that the Council of the Village of Kaslo is considering “Permissive Tax Exemption Bylaw No. 1306, 2024”.

This Bylaw, if adopted by Council, will exempt the following properties from property taxes for 2025. This list includes lands and/or buildings used for public worship, charity, recreation, or other community purposes.

Occupier Name	Property Address	Municipal Portion of Exemption
Properties owned by a non-profit, occupied for own use [Community Charter s. 224 2(a)]		
Kaslo & District Senior Citizens Shelter Society	208 A Ave	538.45
Kaslo Community Services Society	336 B Ave	2,303.79
Kaslo Masonic Holding Society	301 A Ave	469.34
Langham Cultural Society	447 A Ave	2,839.07
		6,150.64
Municipally-owned properties, non-profit occupier [Community Charter s. 224 2(d)]		
Hospice Society of North Kootenay Lake	201 312 4th St	136.44
Kaslo & District Arena Association	517 Arena Ave	7,283.08
Kaslo Golf Club	340 H Ave, Oak Ave & Hwy 31	6,974.40
Kaslo Racquet Club	517 Arena Ave	527.32
Kaslo Riding Club Society	517 Arena Ave	401.05
Kaslo Search and Rescue	Kaslo Bay Rd & Arena Ave	1,211.15
Kaslo Senior Citizens Society	304 4th St	658.60
Kootenay Lake Historical Society	324 Front St	4,784.17
Kootenay Lake Independent School Society	2nd St	837.50
Victorian Hospital of Kaslo Auxiliary Society	409 A Ave	567.81
		23,381.53
Land surrounding buildings for public worship [Community Charter s. 224 2(f)]		
Kaslo Calvary Chapel (Kaslo Christian Assembly)	430 B Ave	252.09
Roman Catholic Bishop of Nelson (Sacred Heart)	313 5th St	674.55
St Andrews United Church	500 4th St	143.46
The Synod of the Diocese of Kootenay (St Marks)	601 5th St	407.92
		1,478.02
Owned by athletic or service clubs for recreation purposes [Community Charter s. 224 2(i)]		
Royal Canadian Legion Branch No. 074	403 5th St	1,173.18
		1,173.18
	TOTAL	32,183.38

DATE: September 6, 2024

FILE NUMBER: 0360

TO: Robert Baker, Chief Administrative Officer

FROM: Catherine Allaway, Corporate Officer

SUBJECT: Library Building Committee Terms of Reference

1.0 PURPOSE

To consider making changes to the Library Building Committee Terms of Reference.

2.0 RECOMMENDATION

THAT the Library Building Committee Terms of Reference be amended to include a member of the public.

THAT Ian Dunlop be appointed as the public representative for the Library Building Committee.

3.0 BACKGROUND

The purpose of the Library Building Committee is to advise Council on the development of a new library for Kaslo. The Kaslo and District Public Library (KDPL) has requested that Ian Dunlop be appointed as a member of the Library Building Committee. A Council resolution is required to amend the Terms of Reference for the committee to include a member of the public, and to make the appointment.

4.0 DISCUSSION

The Library Building Committee is working to prepare an application for funding to construct a new library facility. The KDPL would like former Village CAO Ian Dunlop to participate in Library Building Committee activities because he has good knowledge of the proposed project due to his past involvement in earlier grant submissions.

Although the KDPL is always free to consult and work with any outside person or organization in the performance of their duties, designating an individual as a member of the committee formalizes this arrangement. There is no apparent disadvantage to granting the request of the KDPL. In order to ensure that both the Village and the KDPL are represented at each Library Building Committee meeting, the requirements for quorum will be clarified.

The proposed changes to the Terms of Reference are as follows (additions shown in **bold**, no deletions):
Composition

The voting members of the Committee shall be:

- The Mayor of Kaslo or their designate
- One member of Council
- 2 Kaslo & District Public Library trustees, on the recommendation of the Kaslo & District Public Library
- **One member of the public, on the recommendation of the Kaslo & District Public Library**

Quorum

Quorum shall be 3 voting members of the Committee, **which must include one Village of Kaslo elected official and one Kaslo & District Public Library trustee.**

5.0 OPTIONS

Recommendation is indicated in **bold**. Implications are in *italics*.

1. **Amend the Terms of Reference and make the appointment.** *The Terms of Reference will be updated to include a member of the public and Ian Dunlop will join the committee. Preparation of a grant submission will proceed as planned.*
2. Amend the Terms of Reference and advertise for interested members. *The Terms of Reference will be updated to include a member of the public and the Village will advertise for interested candidates. It is recommended that appointments only be made with the support of the KDPL. As the KDPL have already expressed their preference for Ian Dunlop, this will likely result in the same outcome as option 1, but on a delayed timeline.*
3. Do not amend the Terms of Reference. *The KDPL will be able to work with Ian Dunlop but he will not have a vote on the Library Building Committee and will only be able to participate in Library Building Committee meetings with the consent of the majority of committee members present.*
4. Refer back to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS

There are no costs associated with making the proposed changes to the Library Building Committee membership as outlined in option 1. Option 2 would result in advertising costs of approximately \$250.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Council select committees are advisory bodies established in accordance with section 142 of the Community Charter and subject to the provisions of Council Procedures Bylaw 1279, 2022. Changes to the Terms of Reference for a committee can only be made by resolution of Council, not by the committee.

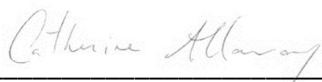
8.0 STRATEGIC PRIORITIES

Development of a new library is identified as a priority in the 2023-2026 Strategic Plan.

9.0 OTHER CONSIDERATIONS

Nil

RESPECTFULLY SUBMITTED



Catherine Allaway, Corporate Officer

ATTACHMENTS:

- Library Committee Terms of Reference (existing)
- 2024.08.09 email from Ian Dunlop

CAO COMMENTS:

APPROVED FOR SUBMISSION TO COUNCIL:

Robert Baker, Chief Administrative Officer

Date

Library Building Committee

Ian Dunlop [REDACTED]

Thu 2024 08 29 1:29 PM

To:Catherine Allaway <allaway@kaslo.ca>

Hi Catherine,

I spoke to the Mayor at Kaslo's birthday party and mentioned to her that I was interested in helping the Library Building Committee. Just got a text from her noting that the TOR will need to be amended so members of the public can be appointed, so I'm emailing from my personal account to confirm my interest in that. Apparently, there is some urgency because they are preparing a new grant application that is due soon, so I guess she will be asking for this to be on the next agenda.

Thanks,
Ian

DATE: August 28, 2024

FILE NUMBER: 5400-10

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Pavement Management Plan

1.0 PURPOSE

To establish a Pavement Management Plan capital project for 2024.

2.0 RECOMMENDATION

THAT a Pavement Management Plan be developed as part of the Paving Project within the 2024 capital budget as detailed in the staff report titled Pavement Management Plan dated August 28, 2024.

3.0 BACKGROUND

At the August 28, 2024 Council meeting, a resolution was passed for staff to develop a capital project proposal for development of a Pavement Management Plan as detailed in the staff report titled Review of Street Signs and Road Markings dated August 13, 2024.

4.0 DISCUSSION

For 2024, Council approved a Paving Project in the amount of \$500,000 within the 2024 capital budget which was intended for the re-construction and paving of east Front Street. Due to competing priorities, this work cannot be completed in 2024. Moreover, staff have recommended that decision-making on major paving projects be made in accordance with a Pavement Management Plan to ensure our limited resources are being allocated according to risk and priority. The Plan will include a condition assessment of all paved surfaces within the Village, risk assessment, and cost estimates that feed the Village's asset management plan, repair and maintenance plans, and capital improvements for the next 5 years. Council has passed a resolution in support of the project, and this Staff Report is intended to convey project details and attain final approval of Council to establish the capital project.

5.0 OPTIONS

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **THAT development of a Pavement Management Plan be established as a 2024 Capital Project with expenses allocated to Paving Project capital budget.** *Staff will issue a RFP for a Pavement Management Plan to be developed in time for 2025 budget deliberations, and charge project expenses to GL Account 12-401-9000-806.*

6.0 FINANCIAL CONSIDERATIONS

A portion of the \$500,000 allocated to the Paving Project capital improvements budget can be used to develop the Pavement Management Plan. Expenses would be charged to GL Account 12-401-9000-806. Funding for the budget includes \$200,000 from a Community Works grant and \$300,000 from the Growing Communities Fund. Future capital investment would be in accordance with the Pavement Management Plan, beginning in 2025.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Asset Management Policy – This project will operationalize the Village’s asset management including its principles, guidelines, and integration.

8.0 STRATEGIC PRIORITIES

- Capacity – asset management planning
- Capacity – move from grant-reactive to grant-ready
- Governance – implement the asset management plan
- Governance – incorporate asset management into 5-year financial plan and all aspects of operations
- Governance – update reserve bylaw
- Capital Projects – implement asset management plan
- Capital projects – street paving program

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative officer

ATTACHMENTS:

Capital Project Request – Pavement Management Plan



CAPITAL REQUEST FORM

DEPARTMENT: Engineering and Public Works

PROJECT NUMBER: CP2024-15c

PROJECT NAME: Pavement Management Plan

TOTAL BUDGET: \$23,000

Budget Year:	2024
Estimated Start Date:	September
Estimated Completion:	November
Project Level:	Full
To be completed by:	Staff & Contract
Project Manager:	Colin Hawkins

Project Description: *(briefly describe the nature of the project)*

Develop a Pavement Management Plan.

Project Justification: *(describe the business case for the project –which may included dealing with service improvements, replacement of depreciated assets, addressing public safety or liability, etc? Identify the benefit).*

The condition of Village roads is not adequately documented, and therefore the level of risk and highest priority areas are unknown. To guide decision making on repairs, maintenance, and capital investment for the next 5 years, a Pavement Management Plan is necessary.

Implications of NOT Proceeding:

Current allocation of operating and capital funds is ad hoc of a formal plan whereby higher risk/priority surfaces might not receive funding. This could lead to reactive maintenance and relatively higher operating costs.

Project Priority: *(high, medium, low – why)*

High – required for asset management and capital planning.



CAPITAL REQUEST FORM

Risks: *(identify risks that may be associated with the project that impact ability to deliver the benefits)*

Condition assessments are weather dependent.

List Stakeholders Affected: *(list key stakeholders affected by the implementation – ie. staff, public)*

Drivers, taxpayers, staff [asset management], Council [decision-making]

Strategic Priorities: *(list strategic priorities which this project relates to)*

Capacity -Asset Management planning
 Capacity – Move from grant-reactive to grant-ready
 Capacity – Reserve bylaw review
 Governance – Implement the asset management plan
 Governance – incorporate asset management into 5-year financial plan and all aspects of operations
 Capital Projects – Street paving program
 Capital projects – Active Transportation Plan implementation

Estimated Operating Cost		Estimated Capital Cost	
Staff Hours:		Staff Hours:	20 hours
Hourly Labour Cost (incl. overhead @ 24%):		Hourly Labour Cost (incl. overhead @ 24%):	\$48.86
Total Labour Cost:		Total Labour Cost:	\$1,000
Materials		Materials:	
Contract/Other		Contract/Other:	\$20,000
Contingency (___ %):		Contingency (10%):	\$2,000
Total Operating:		Total Capital:	\$23,000
Ongoing cost (yes/no)			
Describe			
Funding Sources			
Property Taxes			
Grants	Revenue - 11-452-7600-572 Community Works \$200,000, 11-452-7600-780 Growing Communities Fund \$300,000 [Expense -12-401-9000-806 Paving Project \$500,000]		
Prior Year Surplus			
Reserve			
Debt			
Other			
Total			

DATE: September 5, 2024

FILE NUMBER: 5000-21

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Letter of Support – Kaslo and Area Senior Citizen’s Society

1.0 PURPOSE

The Kaslo and Area Senior Citizen’s Society have requested a Letter of Support from the Village of Kaslo for their grant application to the New Horizons for Seniors Program for accessibility improvements at the Senior’s Hall.

2.0 RECOMMENDATION

THAT a Letter of Support be provided to the Kaslo and Area Senior Citizen’s Society in support of their grant application to the New Horizons for Seniors Program for accessibility improvements at the Senior’s Hall.

3.0 BACKGROUND

The Kaslo and Area Senior Citizen’s Society would like a paved walkway along the side of the Seniors Hall, which is owned by the Village of Kaslo. In the spring of 2024, the Society met with Village staff to request that the Village perform the work. At that time, logistics and funding were prohibitive, and so the Society is seeking grant funding for the project from the New Horizons for Seniors Program. To bolster their application, the Society has requested a Letter of Support from the Village. The purpose of this Staff Report is to seek Council’s endorsement of the Letter of Support.

4.0 DISCUSSION

The rationale for a paved walkway has been provided by the Society as follows.

The alleyway leading to the side door is dirt with a light scattering of pebbles, which becomes a messy mud alley when it rains and icy when it snows in the winter. There are members with limited mobility and as well as residents of the Kaslo Victoria Health Center who attend various functions at our Seniors' Hall. The caretakers who bring the residents find it very difficult to navigate this side entrance and the only other entrance has stairs, which excludes people with walkers or in wheelchairs from entering.

The Village owns the Seniors Hall, and over the years the Society has coordinated significant improvements to the facility including the building envelop, electrical, plumbing, and interior architecture. There is clearly an accessibility issue at the Seniors Hall in that the front entrance has stairs and the side door is only accessible from a gravel alleyway. As Village resources are limited, it makes good sense for the Village to support the Society with their grant application efforts. It should be noted that the Society will be coordinating the work, and all that the Village will need to provide is staff time to ensure the work is performed to municipal standards. If the grant is approved and the project proceeds, the Village’s Manager of Strategic initiatives will be assigned to liaise with the Society.

5.0 OPTIONS

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **THAT a Letter of Support be provided to the Kaslo and Area Senior Citizen's Society in support of their grant application to the New Horizons for Seniors Program for accessibility improvements at the Senior's Hall.** *Staff will provide a Letter of Support to the Society.*
2. Council provides directions to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS

The Society is developing the project budget, will coordinate all work, and would be responsible or any funding shortfall. They are not asking for any financial contribution from the Village, rather, they will use grant funding to pay for their accessibility improvements. Staff do not expect there to be any cost to the Village other than staff time to liaise with the Society.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

BC Building Code – Provides for the scope, application, and requirements for accessibility.

8.0 STRATEGIC PRIORITIES

Community Health – Support policies and advocacy for seniors ageing in place.

Capacity – Project management

Capacity – Foster partnerships with non-profit service providers (operators of municipally owned facilities).

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED



Robert baker, Chief Administrative Officer

ATTACHMENTS:

Draft - Letter of Support for Kaslo and Area Senior Citizens' Society (KASCS)

Robert Baker
Chief Administrative Officer
Village of Kaslo
413 Forth Street
Kaslo, BC V0G 1M0

September 5, 2024

Re: Letter of Support for Kaslo And Area Senior Citizens' Society (KASCS)

To whom it may concern,

The Village of Kaslo is happy to support the Kaslo And Area Senior Citizens' Society in their request for funding of \$25,000 from the New Horizons for Seniors Program for an accessible asphalt walkway which would tie into the side entrance of the Kaslo Seniors' Hall.

We recognize the value of this project as the alleyway leading to our side door has a dirt surface with a light scattering of pebbles, which becomes a messy mud alley when it rains and icy barrier when it snows in the winter.

KASCS elders with limited mobility and as well as residents of the Kaslo Victoria Health Center who attend various functions at the Seniors' Hall would benefit by having a hard surface on which to traverse. The caretakers who bring the residents to the various activities at the Seniors' hall find it difficult to navigate this side entrance and the only other entrance has stairs, which excludes people with walkers or in wheelchairs from entering.

The proposed walkway would be approximately six feet wide and 40 feet long with a small slope to accommodate the 6-inch rise to the door level. This project will enhance the lives of our seniors and make our building much more user-friendly for people with limited mobility.

We thank you for your consideration of this request.

Sincerely,

Fwd: Kaslo Seniors Letter of Support Request

Louise Gmail [REDACTED]

Thu 2024-09-05 8:14 AM

To: Catherine Allaway <allaway@kaslo.ca>; Robert Baker (CAO Kaslo) <cao@kaslo.ca>; Suzan Hewat [REDACTED]

Good morning Catherine, Robert and Suzan,

I wanted to make sure that this request for a Letter of Support has been received, as this is a time-sensitive matter. I would appreciate a reply that the VOK will be able to support this application. When I met with CAO Robert Baker and Mayor Hewat prior to our summer break at Kaslo Seniors, we looked at the site and I also sent a letter requesting financial help from the VOK, but was told that the funds were low and not available, even though both parties agreed that it was a worthwhile project.

I know that bureaucracy can tie up my simple request for a letter of support, but I am prepared to write the letter myself, if you don't have time to do so.

Sincerely,

Louise De Pape, President

Kaslo and Area Senior Citizens' Society

Box 925, 304 - 4th Street

Kaslo, BC V0G 1M0

Cell: [REDACTED]

Ph/Fax: (250) 353-7553

----- Forwarded message -----

From: **Louise Gmail** [REDACTED]

Date: Wed, Sep 4, 2024 at 4:00 PM

Subject: Kaslo Seniors Letter of Support Request

To: Robert Baker <cao@kaslo.ca>, Jane Ballantyne <janeballantyne@nklcss.org>

Good afternoon,

Kaslo and Area Senior Citizens' Society will submit a grant application to the New Horizons for Seniors Program for funding for an asphalt walkway leading to the side entrance door of our Seniors' Hall.

The alleyway leading to our side door is dirt with a light scattering of pebbles, which becomes a messy mud alley when it rains and icy when it snows in the winter. We have members with limited mobility and as well as residents of the Kaslo Victoria Health Center who attend various functions at our Seniors' Hall. The caretakers who bring the residents find it very difficult to navigate this side entrance and the only other entrance has stairs, which excludes people with walkers or in wheelchairs from entering.

For the past three years, we have provided letters of support to Community Social Services for their NHFP application and when I spoke with Jane Ballantyne last year she agreed to support our application this year.

I can provide a template letter of support for you if you prefer. The deadline for the application is September 12th, 2024 so I would appreciate your letter of support no later than Wednesday, September 11th.

Thank you in advance for your support.


Sincerely,

Louise De Pape, President

Kaslo and Area Senior Citizens' Society

Box 925, 304 - 4th Street

Kaslo, BC V0G 1M0

Cell: 

Ph/Fax: (250) 353-7553

DATE: September 5, 2024

FILE NUMBER: 1790-01

TO: Mayor and Council

FROM: Robert Baker, Chief Administrative Officer

SUBJECT: Draft Policy - Procurement and Asset Disposal

1.0 PURPOSE

To present a policy for Procurement and Asset Disposal for Council's consideration.

2.0 RECOMMENDATION

THAT the Procurement and Asset Disposal policy be adopted, effective immediately.

3.0 BACKGROUND

A policy is a set of statements of principles, values, and intent that outlines expectations and provides a basis for consistent decision-making and resource allocation with respect to a specific issue. Policies are one of the chief tools of governance used by local governments. The Village of Kaslo has long relied on them for the procurement of goods and services, provision of services, and all other areas of local government that require oversight by elected officials.

Council has issued Policy Directives relating to purchasing in 1992, 2009, 2011 and most recently in 2017 when it passed resolution 92/2017 to adopt a Purchasing and Surplus Equipment Disposal Policy. The existing Policy does not follow a standard format that includes a statement of purpose, scope, policy statements, responsibilities, and definitions. There are also certain statements that unnecessarily constrain the ability of staff to carry out their duties in an efficient, timely and cost-effective manner. A new Policy has been developed based on a standard model and industry best practices while retaining the principles, values, and intent of the existing Policy. It creates a clear distinction between the strategic direction of Council and the procedures followed by staff to implement the Financial Plan. It also eliminates processes that are onerous and not being fully adhered to by staff. The revised Policy has been reviewed by the Deputy Treasurer, Public Works Foreman, Manager of Corporate Services, and Manager of Strategic Initiatives whose feedback has been incorporated into the final draft being presented to Council.

4.0 DISCUSSION

The draft Policy differs from the existing Policy in several ways. The most noticeable is the layout, which has been converted to a standard format. It also states the purpose and scope of the Policy, including aspects of municipal operations that the Policy does not apply to because they are governed by legislation or it's not practical. Guiding principles are provided to support the processes that staff will follow, including the ethics that staff are expected to abide by. Policy statements are provided for processes including Direct Award (Select Bidding or Sole Sourcing), Competitive Bidding, Cooperative Purchasing, Disposal of Village Assets, Purchasing Cards, Documentation & Methods of Purchase, and Prohibitions/Restrictions. Some of these processes are included in the existing Policy but not in as much detail. In contrast, the draft Policy is not as prescriptive as the existing Policy with respect to purchase orders, contract requirements, or tenders. These

practices change more frequently than policy and are therefore better suited for inclusion within the standard operating procedures. Separating policy from procedure will allow staff to keep pace with best practices without requiring revision to the Policy.

Purchase Orders

The existing Policy requires staff to issue Purchase Orders for any goods and services in excess of \$1,000. Purchase Orders are a document sent from a purchaser to a vendor to confirm a specific purchase of goods and services. They are sometimes used in addition to a formal contract or in place of a contract. If used in place of a contract, then acceptance of the Purchase Order by the vendor forms a contract. Administration of the purchase order is often less onerous than a formal contract, but far more time consuming than use of a purchasing card. Many of the vendors that the Village has issued Purchase Orders to do not require it, and would have accepted payment with a Purchasing Card or through an invoice and cheque/direct payment. Given the time required to issue, track, and reconcile Purchase Orders, they are not being issued by staff for all goods and services in excess of \$1,000 unless the vendor requires it. The use of Purchase Orders as described in the existing Policy is not an industry standard or best practice, and so the draft Policy seeks to eliminate the requirement for a Purchase Order to be issued for any goods and services in excess of \$1,000.

Purchases in Excess of \$10,000

The existing Policy requires Council approval for all purchases in excess of \$10,000 despite whether the procurement has already been authorized by Council through its Financial Plan bylaw. This process requires staff to write more detailed reports, and the timing of Council meetings can delay the award of a contract by up to a month. If a project has more than one contractor or supplier, staff must write multiple reports and return to Council repeatedly for the same project. In other local governments, their Council adopts its Financial Plan and staff implement the plan while adhering to their purchasing Policy. They are not required to return to Council repeatedly to seek resolutions that duplicate the authorization granted by the Financial Plan bylaw. The existing Policy statement regarding purchases in excess of \$10,000 unnecessarily pulls staff resources away from other duties and delays projects. Moreover, it does not improve financial oversight by Council as the procurement has already been authorized through bylaw. The draft Policy seeks to eliminate this inefficiency.

To summarize, the draft Policy reflects the same principles, values, and intent of the existing Policy while eliminating onerous processes and the unnecessary duplication of Council oversight other than for procurements of high value, that involve significant risk or are of significant interest to the community. Council retains its financial oversight as required by legislation, and delegates to staff the authority to implement the Village's Financial Plan in a more efficient manner.

5.0 OPTIONS

[Recommendation is indicated in **bold**. Implications are in *italics*.]

1. **THAT the Procurement and Asset Disposal Policy be adopted, effective immediately.** *Staff will develop and implement processes and procedures in accordance with the Policy.*
2. Council provides direction to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS

The draft Policy will enable Village processes and procedures to be more efficient, particularly as it eliminates the requirement for Purchase Orders for all goods and services in excess of \$1,000 and the duplicate approval of purchases in excess of \$10,000. These efficiencies will result in greater work productivity.

Another key consideration of the draft Policy are the purchasing values and approving authorities as summarized below:

Purchase Value*	Goods and Services \$0 - \$9,999	Goods and Services \$10,000 – \$74,999	Goods and Services \$75,000 - \$250,000	Goods and Services \$250,000+
Approval Authority	Authorized Staff	CFO, CAO	CFO, CAO	Council
Documentation	Direct award	Informal quotes, and summary with recommendation to CAO for approval.	Formal quotes, and summary with recommendation to CAO for approval.	Formal quotes, and summary with recommendation to CAO/Council for approval.
Method of Purchase	Discretionary, based on professional judgement	Three (3) written quotes with a minimum of one (1) being from a local business when possible.	RFQ, RFP, ITT	RFQ, RFP, ITT
Commitment	Coding & Signature	Contract or PO	Contract or PO	Contract or PO

* Excludes taxes, duties, freight

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

Legislation

The Community Charter sections 165 and 197 state that municipalities must annually adopt, by bylaw, a five-year Financial Plan, which includes capital and operating items. The Financial Plan must be adopted before the annual property tax bylaw (May 15). Staff implement the Financial Plan in accordance with policy. This policy, and the processes and procedures it enables, are based on industry standards and best practices. All of which has been taken into consideration when drafting the proposed Procurement and Asset Disposal Policy.

All staff members undertaking procurement actions must have formal authorization to do so. As outlined in section 149 of the Community Charter, the responsibility for the financial administration of the Municipality resides with the Chief Financial Officer (CFO). These duties include:

- (a) receiving all money paid to the municipality;
- (b) ensuring the keeping of all funds and securities of the municipality;
- (c) investing municipal funds, until required, in authorized investments;
- (d) expending municipal money in the manner authorized by the council;
- (e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe; and
- (f) exercising control and supervision over all other financial affairs of the municipality.

Authorization for expenditures is set out in the Community Charter section 173:

- (1) A municipality must not make an expenditure other than one authorized under subsection (2) or (3).
- (2) A municipality may make an expenditure that is included for that year in its financial plan, so long as the expenditure is not expressly prohibited under this or another Act.

- (3) A municipality may make an expenditure for an emergency that was not contemplated for that year in its financial plan, so long as the expenditure is not expressly prohibited under this or another Act.
- (4) The following apply in relation to the authority under subsection (3):
 - (a) the council must establish procedures to
 - (i) authorize expenditures under that subsection, and
 - (ii) provide for such expenditures to be reported to the council at a regular meeting;
 - (b) if an expenditure is made under that subsection, as soon as practicable, the council must amend the financial plan to include the expenditure and the funding source for the expenditure;
 - (c) the authority under that subsection does not include the authority to borrow for the purpose of making the expenditure.

Bylaw

Bylaw #1302 Five Year Financial Plan Bylaw 2024

Policy

Purchasing and Surplus Equipment Disposal Policy

8.0 STRATEGIC PRIORITIES

Governance – Review policies and rescind obsolete policies.

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED



Robert Baker, Chief Administrative Officer

ATTACHMENTS:

Draft Policy – Procurement and Asset Disposal

DEPARTMENT: Finance

FILE NUMBER: 0340-50

TITLE: Procurement and Asset Disposal

Resolution #

Effective Date:

Latest Revision:

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1.0 PURPOSE

The purpose of the Procurement and Asset Disposal Policy is to deliver the best overall value to the Village of Kaslo (the Village) in its acquisition of goods and services, and disposal of assets, in a manner that is Open, Fair and Transparent. It contributes to the development and diversification of the supply chain in a way that makes positive contributions to the local economy and the overall vibrancy of the community.

2.0 REVISION HISTORY

No.	Date	Description

3.0 SCOPE

3.1 The Procurement and Asset Disposal Policy applies to anyone directly or indirectly involved in the procurement of goods and services on behalf of the Village.

3.2 The Procurement and Asset Disposal Policy:

- (a) Establishes the principles, values, and intent that the Village of Kaslo will follow in the procurement of its goods and services.
- (b) Confirms the authorizations, approval limits and processes that must be followed in the procurement of those goods and services.
- (c) Sets the process that must be followed for the disposal of surplus equipment, materials and other goods.

3.3 The Procurement and Asset Disposal Policy does not apply to:

- (a) Land and real property acquisitions;
- (b) Facility and land rentals or leases;
- (c) Utilities including hydro, gas and basic telecommunications;
- (d) Borrowing and investing of funds;
- (e) Fees for conferences, conventions, training courses, workshops and seminars;
- (f) Memberships in professional and vocational associations;
- (g) Subject to CAO approval, employment agencies and/or contractors used to backfill vacant employment positions identified and approved in the Financial Plan.

4.0 POLICY

4.1 Principles

The Village's Procurement and Asset Disposal Policy is guided by the following principles which set the standard for performance:

- Procure the goods and services requirements of all departments in an efficient, timely and cost-effective manner while maintaining the necessary controls;
- Engage in Open, Fair and Transparent processes;
- Ensure maximum value is obtained during the acquisition of goods and services. The concept of maximum value includes the value derived from social impacts. Where applicable, the total cost of the goods and services purchased should be considered. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance, social impact and environmental impact;
- Take into account wherever practical the commitment to social responsibility, protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade; and
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.

In addition to the principles outlined above, Village employees will demonstrate ethical purchasing behavior including:

- Declaration of Interest - An employee who has a direct or indirect pecuniary interest with a supplier must disclose this relationship to his or her superior, and will be excluded from the quote or tender process;
- Confidentiality and Accuracy of Information - The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead;
- Competition - While considering the advantages of the Village of Kaslo maintaining a continuing relationship with a supplier, any arrangement which might prevent the effective operation of fair competition should be avoided;
- Business Gifts and Hospitality - To preserve the image and integrity of the employee, the employer and the profession, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be such that the recipient might be or might reasonably be perceived by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts. All gifts should be reported to the Village Chief Administrative Officer.

4.2 Processes

Procurement is the process by which a government acquires goods and services for its own use. The following processes assist Village staff in meeting the Village's procurement objectives and protect the Village and its staff against potential litigation and perceived or actual conflicts of interest.

4.2.1 Direct Award

Authorized Staff may make purchases up to \$9,999, excluding taxes, duties, and freight, using their professional judgement to ensure reasonable market price, good value, and favourable contract terms. A minimum of one (1) quote from a local business is required when possible.

Direct award is not suitable where multiple small contracts for the same or similar service will be contracted throughout the year and is reasonably expected to exceed \$25,000 within the year.

For consulting services where specialized expertise and/or experience in local government or specifically with the Village will result in demonstrable cost savings, a Direct Award may be considered with the approval of the CAO up to a contract value of \$25,000.

4.2.2 Competitive Bidding

The Village will utilize a competitive bidding process to secure goods and services wherever practical to obtain maximum value for its purchasing dollars. The level of competition required for Village purposes is based on the dollar value and nature of the purchase ensuring the cost associated with administering a competitive process is proportionate to the benefit received because of the competition.

Informal quotes are required as the Method of Purchase for goods and services valued between \$10,000 and \$74,999, excluding taxes, duties, and freight.

Formal quotes are required as the Method of Purchase for goods and services valued at \$75,000 or greater. Formal quotes include a Request for Quotations, Request for Proposals, or Invitation to Tender.

4.2.3 Select Bidding

Under certain circumstances, select bidding may be utilized for goods and services valued at \$75,000 or greater rather than public advertising. Select bidding may be utilized if delivery or project deadlines dictate that time is of the essence, or where extraordinary circumstances or market conditions exist. Bid documents must be sent to a minimum of three suppliers of the required goods and services, thereby ensuring a competitive bid process. For projects valued up to \$249,999, a Staff Report with recommendation to award the contract shall be developed by the initiating department for review and approval of the CAO. The use of Select Bidding for projects valued over \$250,000 will require the further approval of Council. A contract or purchase order shall be used to indicate committed values.

4.2.4 Sole Sourcing

The requirement for a competitive process may be waived if negotiating with a single supplier would offer better value. Examples of sole source items includes:

- (a) technological advancement;
- (b) standardization;
- (c) compatibility with another item;
- (d) clearly superior product;
- (e) expertise in a specific area or field that cannot be matched by others;
- (f) warranty requirements.

Negotiations for such items will only be permitted:

- (g) in extraordinary circumstances or market conditions;
- (h) if there is only one supplier for the product or service;
- (i) in Emergency situations.

Sole source purchases valued between \$10,000 to \$74,999 require a Staff Report developed by the initiating department for review and approval of the CAO. The use of Sole Sourcing for projects valued over \$74,999 requires the further approval of Council.

4.2.5 Co-Operative Purchasing

Wherever possible, the Village will participate in cooperative purchasing to afford the taxpayers the benefits of both large volume purchases of common municipal requirements and the administrative efficiency in cooperative acquisition ventures. The co- cooperative purchasing arrangements in place with other agencies must have undergone a competitive bidding process that meets or exceed those of the Village's Policy; only then is no further bid process required by the Village.

4.2.6 Disposal Of Village Assets

The CFO is responsible for the disposal of surplus items which may be obsolete, worn out, too costly to maintain, or no longer required. All surplus assets estimated to have monetary value shall be disposed of in a manner which will receive the best possible return to the Village through public auction or by way of publicly solicited offers.

Generally, Village employees, through public auction or sealed public bids may purchase Village assets or RCMP recovered goods. Those employees not eligible to purchase surplus assets shall be those employees who declared those assets surplus to the Village's needs or requirements.

The CFO shall make all final decisions regarding the disposal of assets in accordance with Village procedures, industry standards, and best practices.

4.2.7 Purchasing Cards

Purchasing Cards are designed to provide a convenient and less burdensome method of procuring and paying for low value goods and services. It replaces a variety of payment processes including petty cash and low-value cheque requisitions. The cards simplify the procurement process, reduce paperwork, speed up vendor payments and empower department heads and administrators to quickly and easily acquire the goods and services they need to manage their business units. The use of purchasing cards requires compliance with this Policy.

4.2.8 Documentation & Methods of Purchase

Procurement processes are supported by written procedures developed by the CFO. Authorized Staff shall follow these procedures and maintain all documentation in accordance with the Village's records management policy, processes, and procedures. The Village is subject to Freedom of Information and Protection of Privacy legislation, therefore purchasing decisions will be subject to public scrutiny from time to time. It is critical that we not only follow our Policy but are able to demonstrate compliance.

The nature of a purchase, as well as its dollar value, determines the procurement process and procedure. This Policy defines the authority of staff to approve the various purchasing thresholds and outlines the methods of purchase. Nothing in this policy restricts the discretion of responsible staff to require a written contract with a supplier whenever circumstances warrant. Except where Direct Award, Select Bidding, or Sole Sourcing is utilized in accordance with this Policy, purchases will be made through Informal or Formal Quotes.

- (a) Informal Quotes shall be sought for purchases valued at \$10,000 to \$74,999, excluding taxes, duties, or freight that are solicited through an informal communication process such as email. Authorized Staff will seek three (3) written quotes with a minimum of one (1) being from a local business when possible. Documentation is required and must include particulars about time, date and nature of supply or goods solicited, whether a quote was received from each Supplier and details of each quote including total contract price. This information shall be summarized in a Staff Report with a recommendation by the initiating department to the CAO for award of the contract. A contract or purchase order shall be used to indicate committed values.
- (b) Formal Quotes are required for non-routine items valued at \$75,000 or more, excluding taxes, duties, or freight. Formal quotes shall be attained through a Request for Quotation (RFQ), Request for Proposal (RFP), or Invitation to Tender (ITT). A minimum of three suppliers shall be solicited when possible. The process requires development of a description of the goods or services desired, establishing the evaluation criteria, advertising of the opportunity, managing the responses, consolidating the results, analyzing the bids, and awarding a contract. Bids shall be summarized in a Staff Report with a recommendation by the initiating department to the CAO for award of the contract. The use of an RFQ/RFP/ITT valued at over \$250,000 will require the further approval of Council. A contract or purchase order shall be used to indicate committed values.

Evaluation criteria must be established, assigned weights, and specified in the bid solicitation. Criteria may include, but is not limited to, supplier capability and experience, work method, Total Cost of Ownership, and incorporate principles of social value.

All RFQ/RFP/ITT opportunities shall be advertised publicly on the Village's website and on the provincial government's BC Bid website.

4.2.9 Prohibitions/ Restrictions

The following activities are prohibited under this Policy or excluded from the authority delegated to Authorized Staff:

- (a) Procurement of goods or services prior to authorization.
- (b) Procurement of goods and services by non-Authorized Staff.
- (c) Committing the Village to a contract without the appropriate level of authority to do so.
- (d) The dividing of contracts or procurements to avoid the requirements or thresholds of this or any Policy and the applicable Trade Agreements.
- (e) The award of a contract for an expenditure which is not included in the Financial Plan without CFO approval.
- (f) The award of a contract that binds the Village into a Financing Agreement or Non-Standard Credit Terms without the express approval of the CFO.
- (g) The award of a contract that exceeds five years without Council approval.
- (h) The award of a contract that would give rise to a Conflict of Interest between the Authorized Staff and Supplier without CAO approval, or Council approval if the CAO is the Authorized Staff person.
- (i) The purchase of any surplus goods, materials, or equipment by an employee of the Village who declared the goods, materials, or equipment surplus to the Village's needs.

5.0 RESPONSIBILITIES

5.1 Council

The community's values are expressed through Council's Strategic Plan. That strategy is operationalized by a Financial Plan adopted annually by Council. This gives staff authorization to procure goods and services, and dispose of assets, as directed. To ensure a clear and transparent separation of political and administrative functions, and remove any potential or perceived appearance of political influence or bias, Council recognizes the need to be removed from the procurement process from the time it is issued to the market to the point where a contract has been awarded to the successful bidder. Generally, the only exception is when Council is presented with a recommendation to approve award of a contract in accordance with this Policy.

It should be noted, however, that Council maintains the ability to identify any specific procurements that it wishes to have additional approval on, particularly for those contracts that are of high value, involve significant risk, or are of significant interest to the community. Staff also maintain the ability to bring to Council any contract awards or procurements in which they feel Council approval is in the best interest of the Village.

5.2 Chief Administrative Officer (CAO)

The CAO is appointed by Council and is responsible for ensuring staff adhere to Village Policies.

5.3 Chief Financial Officer (CFO)

The CFO is appointed by Council and is responsible for the Village's financial administration and authorization of expenditures in accordance with its Financial Plan. The CFO develops and maintains procedures that enable the Village's Procurement and Asset Disposal Policy and processes. The CFO has been delegated with the authority to identify Authorized Staff.

5.4 Managers

Managers are responsible for ensuring Policy, including the Financial Plan, is followed within their departments. Each department is the expert in the goods and services it purchases and so its role is also to help establish and implement the approved Financial Plan, receive and evaluate supplied goods and services, and provide feedback on the Policy.

5.5 Authorized Staff

All Village staff undertaking procurement actions must have formal authorization to do so. Authorized Staff may award, enter into and execute contracts on behalf of the Village, but only in the amounts delegated through Policy.

6.0 DEFINITIONS

Authorized Staff refers to specific positions delegated by the CFO with the authority to enter into Agreements on behalf of the Village that bond the Village to the acquisition of goods and services, as amended from time to time. Staff are only authorized for contracts within their delegated purchasing authority.

Award refers to the business decision by Authorized Staff to enter into and execute contracts for goods and services.

Best Value means the optimal combination of compliant responses to the Village's terms and conditions and contract documents; providing the Village with the best value in Total Cost of Ownership as determined in accordance with specific criteria established by Authorized Staff and communicated during competitive bidding processes. A business case with quantitative information should be drafted to determine the best value.

Bid means a submission from a supplier in response to a solicitation or competition advertised by the Village for a contract to supply goods or perform services for the Village. Bids should only be cancelled where there are circumstances which warrant such action. Bidding processes are costly to all parties.

Change Order means a contract amendment that increases or decreases the Scope of Contract and/or total dollar value of a contract. Change orders can affect the overall value of a contract and should be discussed with the person responsible for the contract and or the designated authority for the policy.

Chief Administrative Officer or "CAO" means the person appointed by Council to hold the position of chief administrative officer for the Village.

Chief Financial Officer or "CFO" means the person appointed by Council to hold the position of finance officer for the Village.

Conflict of Interest - Where an employee of the Village has financial or other interest in goods or services which the Village desires to acquire or dispose of the employee is disqualified from approving the transaction or being an evaluator on any procurements notwithstanding their written authority governed by applicable bylaws. All staff should declare any real or apparent conflicts of interest and may be recused from an evaluation or decision to award.

Consultant means an individual or firm that is not an employee of the Village and provides technical or professional services in the form of advice, plans, designs, policy development, reports or management services which do not result in an output of tangible assets or operational goods.

Debriefing - After a competitive process has been concluded and a contract awarded to the successful proponent, unsuccessful proponents may contact the Village to gain an understanding of where their proposal might be improved for future bid opportunities. Any unsuccessful bidders may contact the Village for a debriefing. The Village should have at least (2) staff present.

Direct Award refers to entering a contract for service without undertaking a competitive bid solicitation. A direct award could be a *sole* source or *single* source. A business case with quantitative information should be drafted to justify the decision and to determine the best value.

Emergency will be defined as an unforeseen, present and/or imminent event or circumstance that is caused by accident, fire, explosion, technical failure or by forces of nature that pose an immediate threat to the safety of the Village; that would have irreversible impacts on the environment if not addressed immediately; and/or where an immediate action will mitigate further financial loss to the Village. An emergency is not a circumstance created by project administrative issues, lack of sufficient planning or failure to comply with Village policies.

Environmental Impact describes the positive and negative effects the Village has on the environment.

Financial Plan refers to the Village's 5 Year Financial Plan Bylaw which sets out the proposed expenditures of the Village, proposed funding sources and transfers between funds.

Financing Agreements include leases, promissory notes and other financial instruments that bound the Village to a payment plan and financing rates. Execution of Financing Agreements is not delegated to Authorized Staff as defined under this Policy.

Formal Competitive Bid is a Bid solicitation which must be advertised on BC Bid and the Village's website.

Manager of Corporate Services or Corporate Officer (CO) means the person appointed by Council to hold the position of corporate officer for the Village.

Integrity refers to conducting procurement processes with honesty, ethical standards, and in compliance with the Village policies.

Invitation to Tender (ITT) - An ITT is a price-based competitive solicitation intended to award a contract to the lowest qualified bidder. Generally, it involves larger investments such as capital goods or infrastructure and is complex in nature.

Mayor includes a Council appointed Acting Mayor.

Officer refers to Chief Administrative Officer, Financial Officer or Corporate Officer pursuant to the Community Charter and includes Staff appointed by Council into Deputy Officer positions.

Open, Fair, and Transparent means ensuring that the public is aware of and permitted to compete for supply opportunities in their demonstrated field of expertise.

Proponent refers to suppliers, contractors or consultants that may receive or may be responding to a particular bid request from the Village.

Purchasing Card is the Village purchasing card issued to department staff for purchases as per the program procedure guide. Purchasing cards can be used to buy low value goods or services; and to pay invoices.

Request for Expression of Interest (RFEOI) – A non-binding process used to find suppliers who are interested in providing the goods and services for a project or contract. Non-binding on any parties and used prior to issuing any form of competitive bid or a direct award.

Request for Information (RFI) – A non-binding process used by the Village to gather information from the marketplace during the planning stage of procurement. Similar to an RFEOI and is non-binding on any party to obtain market information.

Request for Pre-qualification (RFPO) - A non-binding process in which suppliers may put forth their qualifications to be considered for inclusion on a short list of suppliers invited to respond to a subsequent supply request. RFPOs enable the Village to prequalify suppliers for services on an as when and required basis.

Request for Quotations (RFQ) - An RFQ is a price-based competitive solicitation process where there is a clear set of specifications, and the Village wants to find the lowest price. An RFQ is an efficient means of getting the best price on widely distributed homogeneous products or services.

Request for Proposal (RFP) - An RFP is a binding solicitation process used to seek both competitive and innovative solutions from proponents where price has a lower weighting in the overall criteria.

Request for Standing Offer (RFSO) – An RFSO is used to create a list of one or more suppliers to provide goods and / or services on an if and when required basis.

Revised Contract Value is the value of the contract awarded plus all change orders or additions to that contract over the course of the contract.

Preferred Supplier List is a list of Suppliers determined by a competitive process. Suppliers are prequalified for multiple small dollar contracts or procurements of a similar nature that are likely to exceed \$25,000 annually.

Single Source - A contract directly awarded to a supplier, without a competitive process, where other potential suppliers may be available. However, due to defensible conditions, a competitive bid process was waived.

Scope of Contract means predefined deliverables in the bid or contract. It includes additional works that may not have been foreseen at the time of contracting or bid, but that are necessary to meet the defined deliverables.

Social Benefit describes the positive social impact of the Village’s procurement activities. It can include but not be limited to diversifying the Supplier base and engaging First Nations companies, Social Enterprises and not for profit organizations.

Social Enterprises are businesses that sell goods and services; they embed a social, cultural or environmental purpose into the business, and they reinvest the majority of profits (51%+) into their social mission. The Village can work with social enterprises to positively affect local employment and economic development.

Social Procurement is a procurement practice that seeks to leverage existing procurement activities to achieve positive social outcomes such as environmental, social and economic benefits that align with community values and the Village's Strategic Plan. An important component when considering the total cost of ownership.

Social Value means supporting Council's Strategic Plan through the programs or services delivered by the Village that impact the wellbeing of individuals and the community.

Sole Source - A contract directly awarded to or negotiated with a sole supplier, without a competitive process. With a sole source there is only one capable and available supplier.

Standard - Where the Village adopts a single standard or brand for equipment, goods, vehicles, hardware, or software to ensure compatibility, safety, and / or quality to ensure the Village can be fiscally responsible. Any standard or standards-related measure that the Village adopts or maintains will not be more trade restrictive than necessary to achieve its legitimate objectives

Strategic Priorities – The mission, vision, values, goals, and strategies articulated in the Village's Strategic Plan.

Supplier is any person or business that supplies goods or services to the Village, also referred to as a Vendor.

Total Cost of Ownership means the direct social, environmental and financial costs to the Village of products, services and construction during their acquisition, use and end of life phases. All contracts will be evaluated based on the full range of costs that may include acquisition, maintenance, replacement, legal disposal, training costs, environmental and social impacts associated with goods or services.

Trade Agreements means any Government of Canada, or Province of British Columbia or International trade agreement that apply to the procurement practices of municipalities in British Columbia.

Workforce Development means offering education development and training opportunities in the form of work-integrated learning, skills training and other developmental support to employees, contractors or volunteers. Workforce development is a critical component in social procurement.

Unsolicited Proposal means a proposal from a supplier received by the Village which has not been solicited through a competitive process. Unsolicited proposals should not be considered further if there are contracts already in place. However, innovative goods or services could be assessed based on operational priorities and trial evaluations conducted.

Appendix A – Summary of Purchase Values and Approving Authority

Purchase Value*	Goods and Services \$0 - \$9,999	Goods and Services \$10,000 – \$74,999	Goods and Services \$75,000 - \$250,000	Goods and Services \$250,000+
Approval Authority	Authorized Staff	CFO, CAO	CFO, CAO	Council
Documentation	Direct award	Informal quotes, and summary with recommendation to CAO for approval.	Formal quotes, and summary with recommendation to CAO for approval.	Formal quotes, and summary with recommendation to CAO/Council for approval.
Method of Purchase	Discretionary, based on professional judgement	Three (3) written quotes with a minimum of one (1) being from a local business when possible.	RFQ, RFP, ITT	RFQ, RFP, ITT
Commitment	Coding & Signature	Contract or PO	Contract or PO	Contract or PO

* Excludes taxes, duties, freight

DATE: September 5, 2024

FILE NUMBER: 5330-20-2024

TO: Robert Baker, Chief Administrative Officer

FROM: Colin Hawkins, Manager of Strategic Initiatives

SUBJECT: Contract Awards – Kemball Memorial Centre HVAC

1.0 PURPOSE

For Council to consider awarding contracts for construction services for the Kemball Memorial Centre’s (KMC) heating, ventilation, and air conditioning (HVAC) project.

2.0 RECOMMENDATION

THAT Case Grypma Mechanical Ltd. be awarded the contract for mechanical services for the Kemball Memorial Centre’s HVAC project, all for the sum of \$177,310, as outlined in their proposal dated August 8, 2024, AND

THAT Martech Electrical Systems Ltd. be awarded the contract for electrical services for the Kemball Memorial Centre’s HVAC project, all for the sum of \$35,196, as outlined in their proposal dated August 30, 2024.

3.0 BACKGROUND

For 2024, Council approved a capital project for renovations to the KMC in the amount of \$1,075,625. One aspect of the renovation is the upgrade of its HVAC system. In the spring, the Village hired Rocky Point Engineering to provide HVAC design services, and a tender was issued in the summer. Bidding closed on August 30, 2024, and four bids were received. The Village is now in a position to award contracts for construction.

4.0 DISCUSSION

The KMC has an ageing heating system with no mechanical ventilation or cooling. The new mechanical system will provide the facility with heating, ventilation, and cooling throughout the building. The village received four bids for the mechanical portion of the HVAC package as follows:

Contractor	Price
Case Grypma Mechanical	\$177,310
Mammoth Mechanical	\$183,450
Trainor Mechanical	\$239,642
Sercon Refrigeration	\$428,280

Additionally, the Village received one bid for the electrical portion of the HVAC package as follows

Contractor	Price
Martech Electrical Ltd-	\$35,196

5.0 OPTIONS

1. **The Village award the contract for mechanical services for the Kemball Memorial Centre’s HVAC project to Case Grypma Mechanical in the amount of \$177,310.** Staff will issue an Award Letter to the successful proponent and coordinate the construction schedule.
2. **The Village award the contract for electrical services for the Kemball Memorial Centre’s HVAC project contract to Martech Electrical Ltd in the amount of \$35,196.** Staff will issue an Award Letter to the successful proponent and coordinate the construction schedule.

6.0 FINANCIAL CONSIDERATIONS

The project is funded through the Community Economic Recovery Infrastructure Program (CERIP) in the amount of \$979,173, with additional contributions from the Columbia Basin Trust’s Basin Charge Up Grant of \$82,564, Community Development grant of \$20,000, and the Kemball Memorial Centre reserve fund of \$47,529.

The public tender provided a considerable spread of tender return values. Staff reviewed all tender returns and are satisfied that Case Grypma Mechanical and Martech Electrical costs are comparable to expected market rates. The contract values can be afforded within the Kemball Memorial Centre’s project budget.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

The Village’s Purchasing and Asset Disposal policy was referenced during this procurement process.

8.0 STRATEGIC PRIORITIES

The 2023-2026 Corporate Strategic Plan identifies the Kemball Memorial Centre renovation as a strategic priority that will enable the Rural Innovation Centre.

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED



Colin Hawkins, Manager of Strategic Initiatives

ATTACHMENTS:

None

CAO COMMENTS:

If Council is satisfied with the due diligence performed to seek competitive bids for the project, then it should award the mechanical and electrical contracts as recommended.

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

September 6, 2024

Date

DATE: September 06, 2024

FILE NUMBER: 5330-20-2024

TO: Robert Baker, Chief Administrative Officer

FROM: Colin Hawkins, Manager of Strategic Initiatives

SUBJECT: Contract Award - Ultraviolet Treatment Reactors

1.0 PURPOSE

To award the contract for supply and commissioning of Ultraviolet Treatment Reactors for the Water Treatment Plant Upgrades capital project.

2.0 RECOMMENDATION

THAT Trojan Technologies be awarded the contract for supply and commissioning of Ultraviolet Treatment Reactors for the Water Treatment Plant Upgrades capital project in the amount of \$276,640, as outlined in their proposal dated August 23, 2024.

3.0 BACKGROUND

For 2024, Council approved a capital project for Water Treatment Plant Upgrades in the amount of \$1,018,000. In March, the Village awarded a contract to Kerr Wood Leidel for design of the Upgrades. As part of the design process, selection of Ultraviolet Treatment Reactors is required. Once selected, the equipment supplier will work with Kerr Wood Leidel to finalize the design before sending it to Interior Health for review and approval.

In July, the Village issued a Request for Proposals (RFP) for the equipment, and the RFP closed on August 23, 2024. Four bids were received, and the Village is now in a position to award the contract for supply and commissioning of the Ultraviolet Treatment Reactors.

Upon award of the contract and final design approval from Interior Health, the Ultraviolet Treatment Reactors will be manufactured. During the manufacturing process, the Village will procure an installation contractor for the equipment, and transfer the order into their name for warranty purposes. After installation, the equipment will be commissioned by the supplier.

4.0 DISCUSSION

The Village received four bids which have been evaluated based on the Evaluation Criteria detailed in the RFP. Following are the results of that evaluation:

Evaluation Criteria	Weighting	Trojan	Mequipco	Waste'n WaterTech Ltd	Gentis Water Company
Experience & Expertise	30	30	20	20	0
Capacity, including available personnel.	10	10	8	8	0
Methodology & Schedule	15	12	14	10	0
Costs	40	35	40	30	0
Sustainability	5	5	5	5	0
Total	100	92	87	73	0

Trojan Technologies submitted a proposal in the amount of \$276,640 (excluding taxes). Their proposal included the Required Elements detailed in the RFP and met the Submission Instruction requirements. As such, their proposal is deemed acceptable.

Mequipco Ltd submitted a proposal for \$158,948 (excluding taxes). Their proposal did not include all of the Required Elements detailed in the RFP, but it should be noted that the RFP process gave allowance for follow up clarifications, therefore staff requested additional information. Following those discussions, staff have deemed the format of their proposal to be acceptable, however the Trojan Technologies proposal provides better overall value to the Village.

Waste 'n Water Tech Ltd submitted two proposals for \$266,893 and \$193,522 (excluding taxes). Their proposal did not include all Required Elements detailed in the RFP. Their proposal also requires significant additional upgrades, and costs, to enable installation.

Gentis Water Company submitted a proposal in separate parts, some of which were received after the RFP closing time. Their proposal is non-compliant.

The final design must be approved by Interior Health before a construction permit will be issued. The design requirements are broadly known, and the Trojan Technologies product is used throughout the Kootenays by other municipalities. This infers that Interior Health have previously reviewed and approved the use of the Trojan Technologies Ultraviolet Treatment Reactors, and the risk of a significant change in equipment requirements is low.

Village staff and Kerr Wood Liedel have assessed the proposals for technical compliance and analyzed them in reference to the Evaluation Criteria of the RFP. Trojan Technologies is deemed the preferred proponent. Although Trojan Technologies costs are higher, their proposal provides the Village with the best overall value with respect to quality, warranty, technical support, and compliance with product specifications detailed within the RFP.

5.0 OPTIONS

1. **THAT Trojan Technologies be awarded the contract for supply and commissioning of Ultraviolet Treatment Reactors for the Water Treatment Plant Upgrades capital project in the amount of \$276,640, as outlined in their proposal dated August 23, 2024. Staff will issue an Award Letter and coordinate the final design, supply, installation, and commissioning.**
2. The Village refrain from awarding a contract and refer the matter back to staff for further review and report.

6.0 FINANCIAL CONSIDERATIONS

The project is funded through the Investing in Canada Infrastructure Program, \$746,499. The Village is contributing \$271,501 from its Water Reserve account. Any shortfall in funding is the responsibility of the Village.

The total budget for the Water Treatment Plant upgrade project is \$1,018,000. Within this budget, \$260,000 has been allocated for Ultraviolet Treatment Reactors. The budget also includes a contingency of \$169,500

for any unforeseen design or construction expenses (approx. 20% of the budget). The proposal provided by Trojan Technologies can be afforded within the project budget, including \$16,640 of contingency funding.

7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS

The Village’s purchasing and asset disposal policy was referenced during this procurement process.

8.0 STRATEGIC PRIORITIES

The 2023-2026 Corporate Strategic Priorities identifies Infrastructure, Technology, and Energy as a key area of focus. Within this context, Water Treatment Plant’s Ultraviolet Treatment Reactor upgrades are identified as a priority, and this was the impetus for the Village seeking grant funding and allocating financial resources within its 5-Year Financial Plan towards this project.

9.0 OTHER CONSIDERATIONS

None to report.

RESPECTFULLY SUBMITTED

Colin Hawkins

Colin Hawkins, Manager of Strategic Initiatives

ATTACHMENTS:

None

CAO COMMENTS:

The Ultraviolet Treatment Reactors are a significant investment, and the vast majority of their expense will be incurred during the operating phase of its lifecycle. This means that the cost of energy and replacement parts, as well as their reliability, ease of use, technical support, lifespan, and warranty are key considerations when analyzing best overall value. Throughout the specification and analysis process, the Evaluation Team was encouraged by the undersigned to keep these considerations in mind. The lowest priced proposal is not always the best solution. Moreover, the equipment supplier will become a partner in the final design and on-going operation and maintenance of the system. This is why experience and expertise are weighted heavily in the Evaluation Criteria. The Village only has one opportunity to make the best choice for this long-term investment, and although time is of the essence, due diligence is paramount. If Council is satisfied with the due diligence performed by staff in seeking competitive bids, and support their analysis and recommendation of the preferred proponent, then Council should award the contract as recommended. If more information is required for Council to make an informed decision, then award of the contract can be referred back to staff for further review and report.

APPROVED FOR SUBMISSION TO COUNCIL:



Robert Baker, Chief Administrative Officer

September 6, 2024

Date