



# REGULAR MEETING OF COUNCIL AGENDA

DATE: 2024.07.23

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

## 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.*

## 2. Adoption of the Agenda

2.1 Addition of any late items

2.2 Adoption of the agenda

RECOMMENDATION:

***THAT the Agenda for the 2024.07.23 Council Meeting be adopted as presented.***

## 3. Adoption of the Minutes

3.1 Corrections to the minutes

3.2 Adoption of the minutes

RECOMMENDATION:

***THAT the Minutes of the 2024.07.09 Council Meeting be adopted as presented.***

## 4. Delegations

## 5. Information Items

### 5.1 Council Reports

5.1.1 Mayor's Report

### 5.2 Committee Minutes

5.2.1 2024.07.08 Library Building Committee Meeting Minutes DRAFT

5.2.2 2024.07.08 Asset Management Committee Meeting Minutes DRAFT

5.2.3 2024.07.09 Events Committee Meeting Minutes DRAFT

### 5.3 Staff Reports

5.3.1 CAO Report

5.3.2 Manager of Strategic Initiatives Report

### 5.4 Correspondence

5.4.1 2024.07.02 from BCEHS re BC Ambulance shift pattern

5.4.2 2024.07.09 Thanks from North Kootenay Lake Community Services

5.4.3 2024.07.09 from Kaslo Community Garden Society

5.4.4 2024.07.10 from Province of BC re Environmental Assessment Act

5.4.5 2024.07.10 from BC Assessment Authority re UBCM meeting

5.4.6 2024.07.16 Airport Shuttle Survey

## 5.5 2024.07.23 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 Library Building Committee Recommendations: Call for EOI and Committee ToR

*To consider recommendations from the Library Building Committee regarding changes to their Terms of Reference and issuing a Request for Expressions of Interest to explore partnership opportunities that would enable construction to proceed.*

RECOMMENDATION:

***THAT the Terms of Reference for the Library Building Committee be amended as proposed by the Committee during their July 8, 2024 meeting.***

RECOMMENDATION:

***THAT the Village contribute staff resources to assist the Library Building Committee in developing and issuing a Request for Expressions of Interest for partnerships that would enable library construction to proceed, as well as assist with the assessment of proposals.***

#### 7.2 2024-2034 Canada Community Building Fund Agreement

*To authorize signing the updated Community Works Fund agreement with UBCM.*

RECOMMENDATION:

***THAT the Mayor and the Corporate Office be authorized to sign the 2024-2034 Community Works Fund Agreement between the Village of Kaslo and the Union of BC Municipalities.***

#### 7.3 Service BC Lease Agreement

*To consider terms of the ongoing lease of office space in City Hall to Service BC.*

RECOMMENDATION:

***THAT THAT the Village of Kaslo agree to an Annual Base Rent of \$5,175 (\$431.25/month) for the Service BC space in City Hall of effective August 1, 2023; and THAT the Village agree to the Province of BC's request to exercise their Option to Terminate allowing for an agreement end date of August 1, 2026.***

#### 7.4 The Confluence Grand Opening Invitation

*To consider authorizing attendance at the grand opening of a new facility in Castlegar, with expenses paid.*

RECOMMENDATION:

***THAT Mayor Hewat be authorized to attend the grand opening of The Confluence in Castlegar on August 23, 2024, with expenses paid pursuant to municipal policy.***



7.5 **Contract Award – Front Street Park Construction Services**

*For Council to consider awarding the contract for Construction Services for the Front Street Park project.*

RECOMMENDATION:

***THAT Brenton Industries Ltd. Be awarded the contract for Front Street Park final phase construction services, all for the sum of \$97,922.41 (excluding taxes), as outlined in their proposal dated 4th July 2024, AND FURTHER, that staff be authorized to execute the contract.***

8. **Late Items**

9. **In Camera Meeting**

RECOMMENDATION:

***THAT Council now recess and reconvene in-camera with the public excluded under Sections 90(1) (a) and (k) of the Community Charter to consider employee matters and matters relating to provision of a municipal service.***

10. **Raised from In Camera Meeting**

11. **Adjournment**





## REGULAR MEETING OF COUNCIL MINUTES

DATE: 2024.07.09

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 – FireSmart Coordinator, Eric Graham – Fire Chief  
Public: 4

### 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

2.1.1 TransRockies Bike Race – Request for Noise Bylaw Variance

2.1.2 Invitation to Ktunaxa Nation Council Annual General Assembly

2.1.3 In Camera Meeting

2.2 Adoption of the agenda

152/2024 Moved, seconded and CARRIED

*THAT the Agenda for the 2024.07.09 Council Meeting be adopted as amended.*

### 3. Adoption of the Minutes

3.1 Corrections to the minutes

3.2 Adoption of the minutes

153/2024 Moved, seconded and CARRIED

*THAT the Minutes of the 2024.06.25 Council Meeting be adopted as presented.*

*THAT the Minutes of the 2024.07.04 Special Council Meeting be adopted as presented.*

### 4. Delegations – Nil

### 5. Information Items

#### 5.1 Council Reports

5.1.1 Mayor's Report – Mayor Hewat provided a written summary of her recent activities.

5.1.2 Councillor Bird provided a verbal update regarding the recent Library Building Committee meeting and the meeting held by the Downtown 1 FireSmart neighbourhood that also included a presentation by WildSafe BC.

5.2 Committee Minutes – Nil

5.3 Staff Reports

5.3.1 CAO Report – CAO Baker provided a verbal report on current municipal operations and activities, including an update on the process for the redevelopment of South Beach lands.

5.3.2 Kaslo 2024 Community Structure Protection Plan (BC Wildfire Service)

5.4 **Correspondence**

5.4.1 2024.06.21 MIABC Voting Delegate

5.4.2 2024.06.21 from Liquid Waste Monitoring Committee members

5.4.3 2024.06.24 from Kaslo and Area Senior Citizens Association

5.4.4 2024.06.27 from Kaslo Masonic Lodge No. 25

5.4.5 2024.06.25 Letter of Support for Rural Community Immigration Pilot

5.5 **2024.07.09 Circulation Package**

6. **Question Period** – Nil

7. **Business**

7.1 **Beer Garden Regulation Amendment Bylaw No. 1305, 2024**

154/2024 Moved, seconded and CARRIED

***THAT Beer Garden Regulation Amendment Bylaw No. 1305, 2024 be adopted.***

*Councillor Brown declared a conflict of interest with respect to item 7.2 and absented themself from the meeting at 6:58 p.m. as he is a member of the Kaslo Baseball and Softball Association.*

7.2 **Kaslo Baseball & Softball Association Beer Garden Request**

155/2024 Moved, seconded and CARRIED

***THAT a Beer Garden Licence be granted to the Kaslo Baseball and Softball Association for their end of season celebration on July 12-14, 2024, subject to meeting all provincial and municipal requirements.***

*Councillor Brown returned to the meeting at 7:03 p.m.*

7.3 **Request for use of Library Lot – Kaslo Community Services**

156/2024 Moved, seconded and CARRIED

***THAT a Temporary Licence of Occupation for a one day term be issued to Kaslo Community Services at a cost of \$50 to permit use of Parcel C (XK24209), Block 9, District Lot 208, Kootenay Land District Plan NEP393 to accommodate additional Saturday market vendors on August 3, 2024, provided that space is available at no cost for FireSmart and WildSafe BC.***

7.4 **2024 UBCM Convention**

157/2024 Moved, seconded and CARRIED



***THAT Councillors Bird, Brown, and Lang, and CAO Baker, be authorized to attend the 2024 UBCM convention with expenses paid pursuant to municipal policy.***

**7.5 Library Building Committee Appointment**

**158/2024**

Moved, seconded and CARRIED

***THAT Anne Heard be thanked for her service on the Library Building Committee and that Trish Feeney be appointed to the vacancy for a library trustee on the Library Building Committee.***

**7.6 Kootenay Lake Partnership Appointment**

**159/2024**

Moved, seconded and CARRIED

***THAT CAO Baker be appointed to represent the Village of Kaslo on the Kootenay Lake Partnership.***

**8. Late Items**

**8.1 TransRockies Bike Race – Request for Noise Bylaw Variance**

**160/2024**

Moved, seconded and CARRIED

***THAT the TransRockies SingleTrack 6 Bike Race organizers are permitted to use amplified sound for the event start in Front Street Park beginning at 7:00 a.m. on Saturday July 13, 2024.***

**161/2024**

Moved, seconded and CARRIED

***THAT resolution 160/2024 be rescinded.***

**162/2024**

Moved, seconded and CARRIED

***THAT the TransRockies SingleTrack 6 Bike Race organizers are permitted to use amplified sound for the event start in Front Street Park beginning at 7:00 a.m. on Sunday July 14, 2024.***

**8.2 Invitation to Ktunaxa Nation Council Annual General Assembly**

*To authorize attendance at the Ktunaxa Nation Council event with expenses paid.*

**163/2024**

Moved, seconded and CARRIED

***THAT Councillor Brown and Mayor Hewat be authorized to attend the Ktunaxa Nation Council Annual General Assembly event near Windermere on July 17 & 18, 2024, with expenses paid pursuant to municipal policy.***

**9. In Camera Meeting**

**164/2024**

Moved, seconded and CARRIED

***THAT Council now recess and reconvene in-camera with the public excluded under Section 90(1) (a) of the Community Charter to consider matters relating to personnel.***



The open meeting recessed at 7:14 p.m.  
The open meeting reconvened at 7:20 p.m.

**10. Raised from In Camera Meeting – Nil**

**11. Adjournment**

The meeting was adjourned at 7:20 p.m.

CERTIFIED CORRECT:

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Mayor Hewat

DRAFT





## Mayors Report

### Regular Council Meeting

Tuesday, July 23, 2024

The following is a summary of the meetings and/or events that I have participated in since my last written report as well as a list of upcoming meetings and events.

#### July 3

Interior Health/Regional Hospital District Chairs meeting in Kelowna

- This was an opportunity for the Chairs of the 7 Regional Hospital Districts to meet with IHA representatives: Susan Brown, President and CEO, Sylvia Weir, Chief Financial Officer & VP, Corporate Services and Susan Dolinski, VP, Communications & Engagement.
- The discussion points were: Financial Stability, Review of the MOU, Major Capital Project Status Across Interior Health, 3 – 5 Year Budget Planning, Capital Finance and Project Management System and Climate Change Initiatives in Rural and Urban Communities.
- All RHD Chairs felt the meeting was beneficial and there was also a discussion about scheduling longer meetings since we ran out of time to discuss all of the items sufficiently.

#### July 4

Special Meeting of Council

- The purpose of this meeting was to consider amendments to the Beer Garden Amendment Bylaw and to adopt the Beer Garden Policy.

Federation of Canadian Municipalities (FCM) Board 101

- New board members met the members of staff that they will interact with more frequently and were given an overview of the Board function as well as synopsis of the meeting purposes and schedule for the year.

#### July 8

Kaslo Library Building Committee – the minutes of this meeting are part of the agenda for tonight.

Asset Management Committee – the minutes of this meeting are part of the agenda for tonight.

Downtown 1 FireSmart Meeting – I attended this meeting to learn more about the FireSmart Neighbourhood Program and to get information on possible rat management strategies. I found the presentations given were very informative.

#### July 9

Regular Meeting of Council







## Mayors Report

July 10 CBT Climate Resilience Committee Meeting

July 11 Meeting with RDCK CAO Stuart Horn

### Upcoming Meetings

July 16 Kaslo and Area Chamber of Commerce

July 17 CBT Finance and Audit Committee Meeting  
Joint Resource Recovery Committee Meeting

July 18 RDCK Board meeting  
CBT Broadband Information Session  
Columbia River Treaty Information Session

July 19 CBT Delivery of Benefits Orientation – Nakusp  
CBT Board Meeting – New Denver & Silverton

July 20 CBT Board Meeting – New Denver & Silverton

July 23 Regular Meeting of Council

July 25<sup>th</sup> to August 7<sup>th</sup>

On vacation.



Respectfully submitted,  
Mayor Suzan Hewat





**Date:** 2024.07.08  
**Time:** 1:00 p.m.

**Location:** Council Chambers  
413 Fourth Street, Kaslo

**Present:** CHAIR: Mayor Hewat  
Members: Councillor Bird, Margaret Wanke  
Staff: Catherine Allaway, Eva Kelemen  
Regrets: CAO Baker  
Public: Trish Feeney, Kathie Shaw Hanson, Cloé Bayeur Holland

**1. Call to Order**

*The meeting was called to order at 1:00 p.m.*

**2. Adoption of the Agenda**

2.1 Adoption of the Agenda for the 2024.07.08 Library Building Committee Meeting

*Moved and CARRIED*

***THAT the agenda for the 2024.07.08 Library Building Committee meeting be adopted as presented.***

**3. Adoption of the Minutes**

3.1 Adoption of the Minutes for the 2023.01.16 Library Building Committee Meeting

*Moved and CARRIED*

***THAT the minutes of the 2023.01.16 Kaslo Library Building Committee meeting be adopted as presented.***

*Moved and CARRIED*

***To allow Trish Feeney freedom of the floor.***

**4. Information Items**

4.1 Review Committee Terms of Reference

4.2 Member Reports

*\$776,463 raised to date. \$378,653 plus \$85,000 from Enhancement Grant available for construction. July 1st Carnival raised \$2,994. Next event is outdoor booksale July 27.*

4.3 Correspondence

4.3.1 Letter from Kaslo Housing Society

**5. Question Period**

*Nil*

**6. Business**

**6.1 Partnership Discussion**

*Moved and CARRIED*

***THAT the Library Building Committee recommend to Council that a draft Call for Expression of Interest for potential partners in the new library building project be prepared for the Committee's consideration.***

**6.2 Committee Terms of Reference**

*Moved and CARRIED*

***THAT the Library Building Committee recommend to Council that the Terms of Reference for the Library Building Committee be amended as follows:***

***Mandate (bullet #1): How the Village and Library work together on the project including ownership model and operating framework.***

***Mandate (bullet #2): Land acquisition, site planning and building design***

***Composition (bullet #3): 2 Kaslo & District Public trustees as recommended by the library board.***

***Quorum: increase the number of members that constitute quorum from 2 to 3.***

**7. Late Items**

*Nil*

**8. Next Meeting**

*The next meeting will be held at the call of the Chair.*

**9. Adjourn**

*The meeting was adjourned at 2:08 p.m.*

**CERTIFIED CORRECT:**

\_\_\_\_\_  
KLBC Chair

\_\_\_\_\_  
Corporate Officer

**Recommendations to Council**

See sections 6.1 & 6.2



## ASSET MANAGEMENT COMMITTEE AGENDA

DATE: 2024.07.08

LOCATION:

Council Chambers – City Hall

TIME: 3:30 p.m.

413 Fourth Street, Kaslo

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PRESENT: Chair: Mayor Hewat  
Members: Councillor Lang, Paul Van Deursen, Derek Apple, Chris Temple  
Regrets: Nathan Thomson  
Staff: Geoff Scott, Colin Hawkins, CO Allaway  
Public: Tim Ryan, Isaac Maxfield, Dan Nesbitt

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### 1. Call to Order

The meeting was called to order at 3:30 p.m.

### 2. Adoption of the Agenda

2.1 Adoption of the Agenda for the 2024.07.08 Asset Management Committee Meeting  
Moved, seconded and CARRIED

***THAT the agenda for the 2024.07.08 Asset Management Committee Meeting be adopted as presented.***

### 3. Adoption of the Minutes

3.1 Adoption of the Minutes for the 2023.12.06 Asset Management Committee Meeting  
Moved, seconded and CARRIED

***THAT the minutes of the 2023.12.06 Asset Management Committee Meeting be adopted as presented.***

### 4. Information Items

- 4.1 Committee Terms of Reference
- 4.2 Member Reports
- 4.3 Correspondence

### 5. Question Period

A member of the public asked questions about the plans for expanded sewer service in lower Kaslo.

### 6. Business

#### 6.1 **Kemball Memorial Building Data Centre Proposal**

Moved, seconded and CARRIED

***THAT the Asset Management Committee recommend to Council that inclusion of a data centre be considered as a design option for redevelopment of the Kemball Memorial Building.***

### 7. Late Items – Nil

**8. Next Meeting**

*The next meeting will be held at the call of the Chair.*

**9. Adjournment**

The meeting was adjourned at 4:24 p.m.

CERTIFIED CORRECT:

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Committee Chair

DRAFT



DATE: 2024.07.09

LOCATION: Council Chambers – City Hall

TIME: 5:00 p.m.

413 Fourth Street, Kaslo

PRESENT: Chair Mayor Hewat  
Members Councillor Leathwood  
Staff CO Allaway  
Public 0

**1. Call to Order**

The meeting was called to order at 5:01 p.m.

**2. Adoption of the Agenda**

2.1 Adoption of the Agenda for the 2024.07.09 Events Committee Meeting

Moved, seconded and CARRIED

***THAT the agenda for the 2024.07.09 Events Committee meeting be adopted as presented.***

**3. Adoption of the Minutes**

3.1 Adoption of the Minutes of the 2024.04.02 Events Committee Meeting

Moved, seconded and CARRIED

***THAT the minutes of the 2024.04.02 Events Committee meeting be adopted as presented.***

**4. Information Items**

4.1 Member Reports

*Councillor Leathwood reported that she is working on arranging musical entertainment for the birthday party.*

4.2 Correspondence – Nil

**5. Question Period – Nil**

**6. Business**

6.1 **Kaslo's 2024 Birthday Party**

*A new poster will be created and ads will be placed in the July 25<sup>th</sup> Valley Voice and August 5<sup>th</sup> Pennywise. 3 market tents will be rented from Kaslo Community Services and tables will be borrowed from the Arena. 3 cakes will be ordered, as well as flowers for Citizen of the Year, balloons and paper cups. Water and lemonade containers will be borrowed. Additional garbage cans will be requested from public works and hand rinsing supplies will be provided for the cake server(s). FireSmart and WildSafe are expected to be present and able to help with setup/takedown.*

7. **Late Items** – Nil

8. **Next Meeting**

*The next meeting will be held at the call of the Chair.*

9. **Adjournment**

The meeting was adjourned at 5:34 p.m.

CERTIFIED CORRECT:

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chair

DRAFT





*Village of Kaslo*

# Manager of Strategic Initiatives Report

23<sup>rd</sup> July 2024



## Project Status

Design – 60%

Tender – 10%

Construction – 10%

Completion – March 2025

## Water Plant - Ultraviolet Treatment

- Mountain Logic Solution completed the replacement of all Air actuators to Electronic actuators. Significant drop in issues reported.
- Kerr Wood Leidal (KWL) under contract as the Engineer of Record.
- KWL design works progressing.
- Design Team meetings and progress meetings with KWL attended by Geoff & Colin.
- Visited Fruitvale Water Treatment facility, excellent site visit to allow informative design decisions.
- Request for Proposal to be issued for specialist design and costing from Ultraviolet reactor suppliers.
- Mechanical and Plumbing drawings to be issued from KWL early August.
- Conditions of Operating Permit – actions and review underway with Interior Health.



# Kemball Building

## Project Status

Design – 60%

Tender – 25%

Construction – 0%

Phase 1 Completion – March 2025

- CERIP Grant extension issued, completion 31<sup>st</sup> March 2025.
  - REDIP Grant denied.
  - Town Architecture are the Certified Registered Professional for the project. Design ongoing.
- 
- Rocky Point Engineering – Heating, Ventilation and cooling design completed; final tender drawings to be issued.
  - BBA Structural Engineering on board to review and provide structural repairs throughout the building.
  - Meeting with RDCK building department held within the period to discuss current code requirements and existing conditions. Additional reports requested by RDCK from each design discipline. Building permit application and drawings to be issued asap.
  - Significant amounts of Asbestos and lead paint confirmed within the building. Abatement quotation received for asbestos, lead costs to be confirmed following design completion.
  - External brick and stone repair package: meetings held, and reports and budget costs received.
  - Mechanical, Electrical, Scaffold, Carpentry & Window package sub-contractor reviews and costing ongoing.





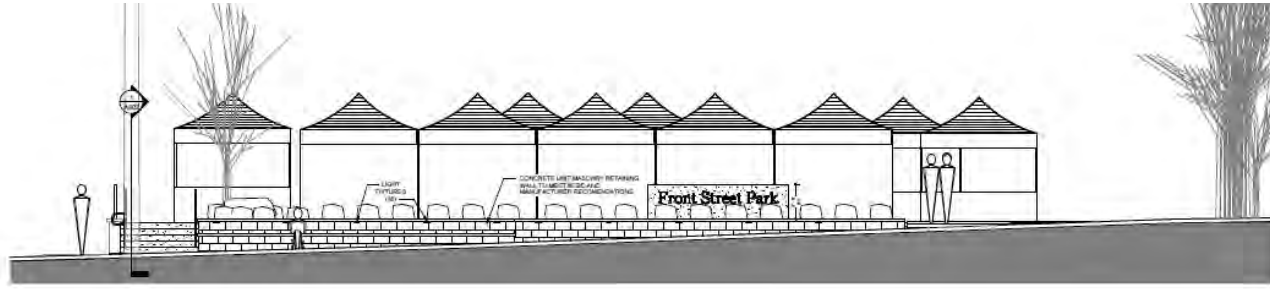
## Project Status

Design – 95%

Tender – 100%

Construction – 0%

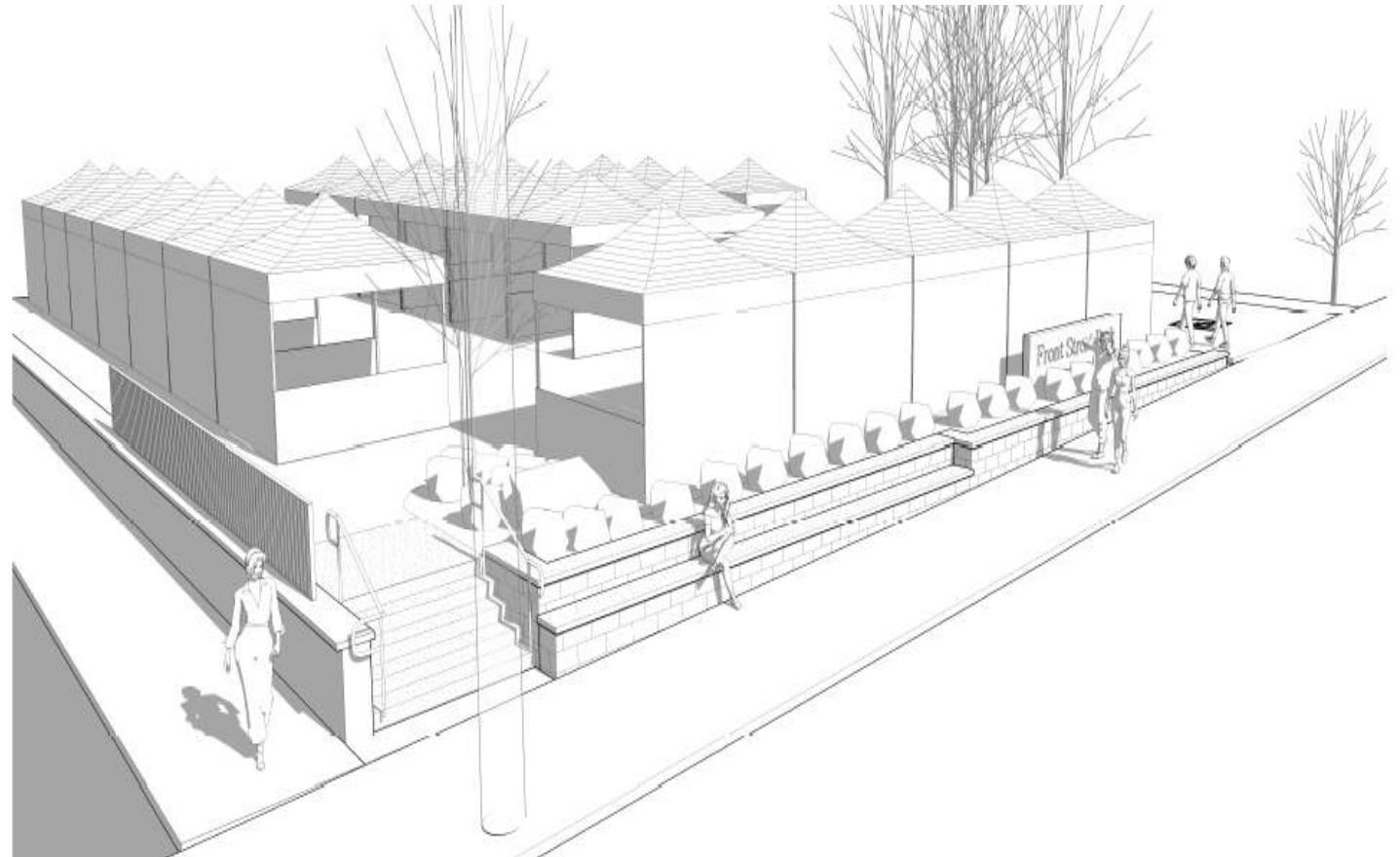
Completion – October 2024



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## Front Street Park

- Town Architecture Tender Drawings complete.
- Tender returns sought from Hoover Masonry, Brenton Industries, Joe Stone Masonry, Cochrane Landscaping, and MR Landscape.
- Construction start tentative August.





## Project Status

Design – 50%

Tender – 0%

Construction – 0%

Completion – 2025

## Kaslo Arena Project Packages

- Generator & Transfer Switch – Design and costing ongoing.
- Heat Pump & Air Filtration – Rocky Point Engineering design completed, final drawings with equipment schedules due this month. Tender pack to be issued.
- Accessibility Assessment & Implementation – elevator and stair elevator specialist meetings held. Design ongoing with Town Architecture.
- Commercial Kitchen Feasibility Study – meeting held with president and board members thereafter wider board approval received for proposed location in upper lounge/viewing area. Meetings held with specialist suppliers for design input and equipment selection. Feasibility works ongoing.



## Project Status

Design – 60%

Tender – 25%

Construction – 0%

Completion – Oct 2024 TBC

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## City Hall External Painting

- Site meeting and inspection held with the Master Painter's Institute - Certified Architectural Coating Inspector
- MPI Specification and tender document received.
- Lead paint testing to be completed.
- Tender - Request For Quotes to be issued.







## Project Status

Data / Engagement – 30%

ATNP Progress – 0%

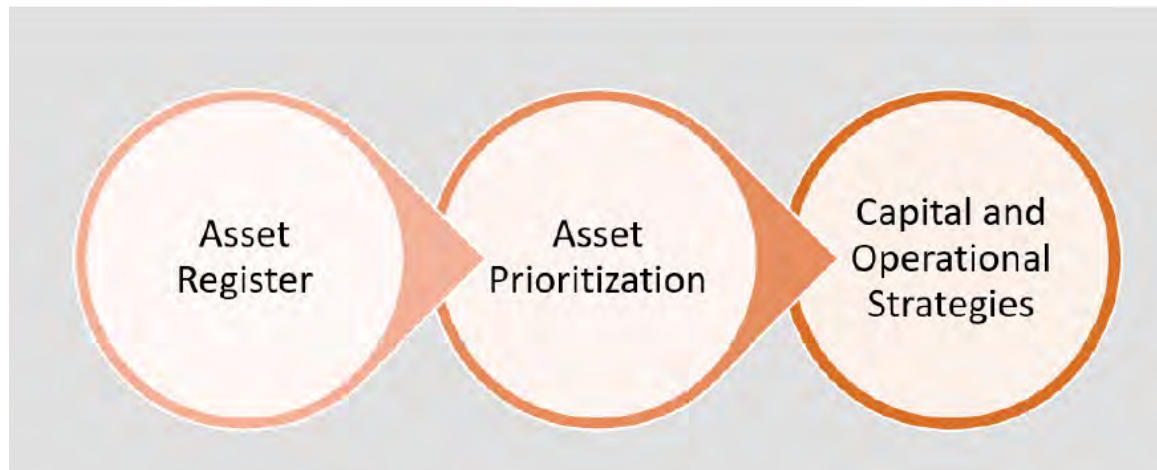
Completion – Dec 2024

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## Active Transportation Network Plan

- Watt Consultant Group under contract to carry out the project.
- Initial data gathering ongoing - ICBC data collection, in village data counts, QGIS mapping and data analysis.
- Watt Consulting engagement report issued including proposed stakeholder groups, approved to proceed.





## Asset Management

- Asset Management Program Overview final report completed and issued to the Province of BC as a final report.
- Stormwater management review of asset registry and consultant report.
- Application submitted for the next asset management grant stream with the Province of British Columbia.
- Land Info Tech meetings held, and proposals received for inclusion in grant application and continued village asset management and QGIS support.
- Future asset management projects to include but not limited to: Paving, Sidewalks, roofs, Water and Wastewater facilities and equipment.

## Project Status

AM Project 1 – 100%  
2024 Grant Application – Submitted  
AM Project 2 – 0%  
Ongoing – no completion date







## Project Status

Design – 0%

Tender – 0%

Construction – 0%

Completion - TBC

## Waste Water Treatment Plant

- Operational Certificate - meeting held with the Ministry of Environment (MOE) and True Consulting. Draft Operational Certificate to be issued by MOE, thereafter next steps to be discussed. Timeline likely 2-3 months to get this in place.
- Additional testing equipment and reporting being undertaken by Public works team; this will inform expansion design needs.
- Design RFP to be considered for WWTP expansion, make it a shovel-ready project for next grant opportunity.





## Project Status

Design – 0%

Tender – 0%

Construction – 0%

Completion - TBC

## Miscellaneous Projects/Future Projects

- Operating permits for all required facilities with Technical Safety BC – Electrical ongoing
- Industrial light replacements wastewater facility and new street light installation at River Lane – assist public work team.
- Pressure reducing Valves (PRV's) 2, 3 & 4 – need replaced. Design RFP to be issued and design works progress. Further grants required to supplement reserve and construction works.
- Mine/Gravel pit – operating permits, reports, remediation, reviews and possible mine expansion study.
- Back up generator and transfer switch at Hale pump/transfer switch – assist public works team.
- Water Supply Source Protection study and cross connection control Bylaw.
- Disaster Resilience and Innovation Funding – possible projects.



## Project Cost Summary

<b>Project</b>	<b>Budget</b>	<b>Committed Cost to Date</b>	<b>Costs Incurred to date</b>	<b>Comments</b>
Water Treatment Plant	\$ 1,018,000	\$ 193,286	\$ 140,003	KWL Design Fees - \$72,636 (Plus Taxes) MLS Actuators \$120,650 (Plus Taxes)
Kemball Building	\$ 1,075,625	\$ 93,077	\$ 28,626	Design Fees - Town, BBA, Rocky Point, Harmony
Front Street Park	\$ 185,450	\$ 4,000	\$ 3,770	Design Fees - Town Architecture
Kaslo Arena	\$ 160,000	\$ 24,982	\$ 7,539	Design Fees - Town & Rocky Point Engineering
City Hall	\$ 60,000	\$ 500	\$ -	MPI painting spec only
Active Transportation Network Plan	\$ 30,000	\$ 32,335	\$ 6,127	Watt Consulting Only
Asset Management	\$ 15,000	\$ 15,000	\$ 15,000	Complete
PRV Replacements	\$ 50,000	\$ -	\$ -	Design to be planned
Wastewater Treatment Plant	\$ 50,000	\$ -	\$ -	Design to be planned

**From:** Thomas, Sara J EHS:EX <Sara.Thomas@bcehs.ca>  
**Sent:** Tuesday, July 2, 2024 11:38 AM  
**To:** Mayor Hewat <mayor@kaslo.ca>  
**Subject:** BCEHS > new shift pattern

Good morning, Suzan

It has already been 3 months since BCEHS introduced a new mix shift pattern in Kaslo that replaces the previous SOC/ 24 hr model. I am following up to see if you have any questions or comments, and/ or would like to meet to discuss?

I am happy to chat by phone, in person or arrange a meeting with local stakeholders. Please let me know what works for you.

I look forward to catching up with you,  
Best, Sara

*Sara Thomas, B.PE*

**Manager, Clinical Operations**

**Kootenay West** (Riondel, Kaslo, Nelson, Castlegar, Winlaw and New Denver)

C: 250.265.8011

E: [Sara.Thomas@bcehs.ca](mailto:Sara.Thomas@bcehs.ca)



*I am humbled and privileged to work, play, live and learn in the traditional and unceded territories of the Sinixt and Ktunaxa nations*



## North Kootenay Lake Community Services Society

Box 546, 336 'B' Avenue, Kaslo, BC V0G 1M0  
Tel. (250)353-7691 • Fax (250)353-7694  
Email [office@nklcss.org](mailto:office@nklcss.org) • Website [www.nklcss.org](http://www.nklcss.org)

*Serving North Kootenay Lake communities including • Ainsworth, Mirror Lake, Kaslo, Lardeau, Cooper Creek, Meadow Creek, Howser, Argenta, Johnson's Landing and their surrounding areas*

July 9, 2024

Village of Kaslo  
Box 576  
Kaslo, BC V0G 1M0

Dear Mayor and Councillors,

Thank you very much for the Permissive Tax Exemption of \$6,196.57 provided to Kaslo Community Services Society. We appreciate your generous support, which will allow us to direct more funding towards Community Service programs.

We will include the Village of Kaslo in our list of funders, in our Annual Report and on our website which can be found at [www.kaslo.services](http://www.kaslo.services).

Thank you for all your work to keep our Village running smoothly.

Sincerely,

Jane Ballantyne  
Co-Executive Director – Finance and Administration

## To Kaslo Village Mayor and Council from the Kaslo Community Garden

Anne Heard [REDACTED]

Tue 2024 07 09 2:22 PM

To: Mayor Hewat <mayor@kaslo.ca>; Village of Kaslo <admin@kaslo.ca>

Hello Mayor Suzan Hewat and Village of Kaslo Councillors

As a new service provider for the Village of Kaslo (VOK), Kaslo Community Garden (KCGS) is navigating changes in how we communicate with the VOK. So far we have been writing and talking with staff when we have thanks to give or concerns. We have woken to the reality that Council communicates with and directs staff and so we would like to update Council.

We thank the Village Council for the advantages we receive as a designated service provider and appreciate that we have been able to afford our increasing bills. We acknowledge that the grants we apply through VOK auspices allow us to pay for funding ongoing improvements and maintenance.

This spring and recently we have had some difficulties with communication between VOK public works and the Community Garden and wish to rectify the situation.

The Community Garden complied this spring with a VOK agreement to add a garbage can, bike rack, move large boulders and lower the boulevard pollinator planting on Washington St to 6 inches. We offered to help manage onsite changes but there was no coordination. The Village crew brought in the bike stand, installed the garbage can, moved boulders very close to trees, scraped the ground and seeded grass where we all had agreed to transition to low plantings to attract pollinators to the garden. We were surprised and shocked at the grass planting and asked why this had happened. On May 8, the Kaslo Community Garden Society (KCGS) received a message that public works would reach out to us about the grassed boulevard. By this we thought we would receive communication; there has been no outreach. The crew has mowed the grass and Community Garden members have begun to remove extraneous grass that sprouted from seed in paths and boulevard beds. Without further communication from the VOK in June, we sent an update to administration staff relaying a decision by the KCGS executive; since we had no response, we would go ahead with the originally agreed upon plan. This was to incrementally add low lying plants including pussy toes and dryas in the pollinator area. This process will be done slowly starting this summer.

Last week we were distressed to see the VOK crew used a whip cutter and shredded plants and rose bushes adjacent to the Community Garden along A Ave. This leaves the boulevard looking tattered with exposed rose branches, a hazard to pedestrians and gardeners alike. The Community Garden members have been responsible to ensure that the boulevards are cared for and that there is free easy access to the sidewalk along A Ave. We ask that no cutting is done on the Garden side of the sidewalk along A avenue. If an issue needs to be addressed please let us know.

We pride ourselves on maintaining the garden beautifully and enclose some Facebook comments about what a prize the garden is in the Village. Photos are attached of the weed whacking results, and the Facebook posts.

Kaslo Community Garden projects this spring include:

- A Joracan tumbler composter with funding from CFNKL added a 30 household capacity that is bear and rat proof.
- A field trip to New Denver's Joracan community compost system added know how to manage the new compost system
- Student and teachers from JVH were welcomed and participated in 5 weekly garden sessions
- A partnership with Kaslo Community Services with Kaslo Arts Council has revived the Edible Garden Tour which takes place July 14, 2024. This tour includes 10 gardens, art, music and workshops on Soil Development and Soil Analysis
- Gardens are growing food for members, help yourself gardens and the Kaslo Food Cupboard
- The gardens are lush and appealing and open to members and visitors; a community asset and tourist attraction.

We would like to have a meeting with the VOK about opening stronger lines of communication and wish to hear back from you on this matter.

Thank you for your ongoing assistance and interest.

Anne Heard

For the Kaslo Community Garden Society













## Elaine's Post



**Elaine Richinger**

10h



A great shoutout to the folks who maintain the community garden. Everytime I stop (and I do stop) at the 4way sign I so enjoy the flowers along the fence. Great way to start the morning - Thank you

61

5 comments

Like

Comment

Send

Top comments ▾



**Patricia Feeney**

It's a beautiful site!

10h Like Reply



**Maureen Leathwood**

Yes I was at Kane's Landing yesterday and there were some people from Halifax and they were amazed at what a beautiful community garden we have!

10h Like Reply



**Jennifer Hagan**

Love this post! And the gardens 🥰 I concur! And also stop 😊

5h Like Reply



**Molly Semenov**

Such a nice welcome to Kaslo for those coming in from that direction

10h Like Reply



**Barb Cyr**

I was thinking the same thing today. It is really beautiful. 😊

10h Like Reply



Reference: 410993

July 10, 2024

**SENT VIA EMAIL**

To whom it may concern:

The Environmental Assessment Office (EAO) wishes to notify you of its upcoming legislative review of the [Environmental Assessment Act, 2018](#) (the Act). The Act outlines the process for conducting assessments for major projects in British Columbia that are reviewable under the Act and carrying out monitoring, compliance, and enforcement activities on those projects.

As [required by the Act](#), the Minister of Environment and Climate Change Strategy must initiate a review of the Act within five years of the Act coming into force (December 16, 2019). This means the review must begin by December 16, 2024, as seen below:

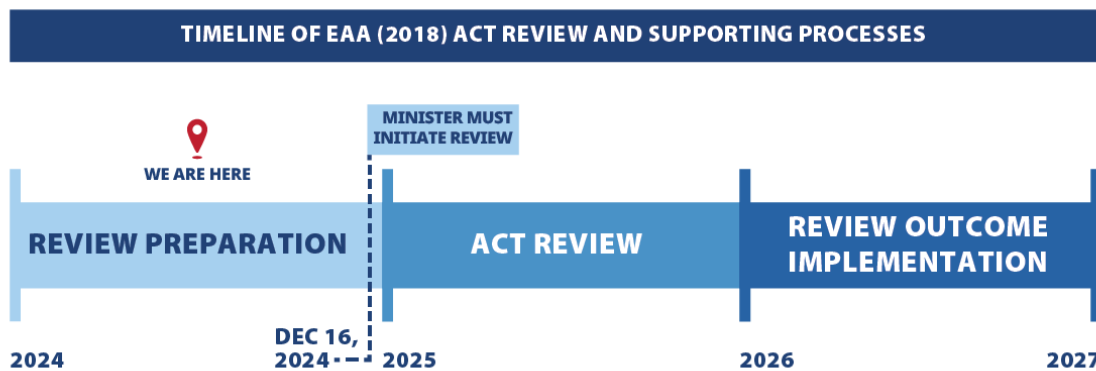


Figure 1: Timeline of the Environmental Assessment Act (2018) Act Review and Supporting Processes.

...2

As part of the review preparation phase, the EAO will be engaging with First Nations, industry associations, and other associations including the Union of BC Municipalities (UBCM), to identify potential areas of focus for the review. This initial engagement, which will take place during the summer of 2024, will focus only on issues identification so that the EAO can be sure it understands what the key issues are with the Act. The EAO will not consider making changes to the Act until after the Act Review has begun.

If you would like to notify us of any issue with the Act and/or its regulations that you have identified, please contact UBCM with this information. Once the Act Review has begun, local governments, and all other interested and affected groups, will have the chance to participate in a future round of engagement.

### **Further information**

If you have any questions related to the Act Review or the upcoming engagement of industry associations, please contact [EAO.ActReview@gov.bc.ca](mailto:EAO.ActReview@gov.bc.ca).

Sincerely,

A handwritten signature in blue ink that reads "Chris Trumpy".

Chris Trumpy  
A/Chief Executive Assessment Officer and Associate Deputy Minister

**From:** Communications General Mailbox BCA BCA:EX <bcacommunications@bcassessment.ca>  
**Sent:** Wednesday, July 10, 2024 9:03 AM  
**Subject:** Invitation to Meet with BC Assessment During UBCM

Hello!

BC Assessment is proud to support our ongoing partnership with local government and the Union of BC Municipalities.

We are offering the opportunity to have a personalized, private meeting with delegates from BC Assessment during the week of the UBCM Convention. This allows you to discuss property assessment topics specific to your community, for us to answer questions about BC Assessment and our processes, or have a “meet and greet”.

The meetings are 25 minutes in length, and will be held on **Tuesday, September 17 and Wednesday, September 18** at the **Fairmont Pacific Rim**. If you are interested in booking time with us, please use [this Calendly scheduling tool](#). In the space provided, please identify any topics you may have at this time. This will help to ensure we are prepared to have an informed discussion.

To help accommodate requests, we encourage you to join together with your colleagues as a group. There is space provided to enter the emails of your colleagues you wish to include in your booking.

We ask that you please book a meeting before **Friday, August 16**.

Thank you for your continued partnership and collaboration, and we look forward to meeting with you in September!

NOTE: this inbox will not be monitored **July 15 - July 26**. If you have questions during this time, please email [Andréa van Koll](#) or [Graham Held](#).

Sincerely,  
BC Assessment Local Government & Indigenous Relations teams



**Subject:** "West Kootenay Airport, Hospitality and Entertainment Shuttle Service Feasibility Study" Survey - Please share this info and survey link through your email, website and social media networks

Greetings West Kootenay Shuttle project stakeholders,

As follow up to the June 14th, "West Kootenay Airport, Hospitality and Entertainment Shuttle Service Feasibility Study" project introduction webinar, we are requesting that you share this survey through your networks (newsletters, website, social media etc.) Also, it would be terrific if you would take a few minutes to complete the survey yourself. Please let me know if you have any questions.

**The deadline to complete the survey is August 11th.** Please copy and share this content below:


  **What If You Could Travel to a West Kootenay Airport, Restaurant, Brewery or Theater with Ease?**  

The Castlegar & District Chamber of Commerce and Economic Development Program wants to hear from YOU! We are conducting a study to explore if a **West Kootenay Inter-Community, Airport, Hospitality and Entertainment Shuttle Service** would be a feasible option for our region, and your input is crucial. Imagine easy and consistent transportation to and from airports, and stress-free trips to your favorite hotels, restaurants, bars, and entertainment spots!

**Your Opinion Matters! Please complete our survey before August 11th** (takes just a few minutes of your time). Click the link below to get started:

 [West Kootenay Airport and Hospitality Shuttle Survey](#)

**(Disclaimer:** This is a feasibility study that will be shared with potential operators to decide if it is feasible to offer this service. The intent of this study is to not replace or compete with existing transportation options. It is to review if there is a need for this specific service).

Thank you for contributing to this initiative! 

Project friends, thanks for sharing this as widely as you can. If you have questions I can answer, or thoughts to contribute, please let me know. I hope you are finding time to enjoy this summer weather, ideally by a cool body of water!

Kind regards,

Kelvin Saldern  
Clearview Consulting  
[kelsaldern@gmail.com](mailto:kelsaldern@gmail.com)  
Cell 236-968-8885

*The most important thing is to keep the most important thing the most important thing. Jozef Straus*

## Andrea Reimer

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**From:** newsletter@assetmanagementbc.ca  
**Sent:** Wednesday, July 10, 2024 3:28 PM  
**Cc:** info@assetmanagementbc.ca  
**Subject:** AMBC newsletter edition 43, summer 2024

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello subscribers,

The summer 2024 edition #43 of the Asset Management BC newsletter is now available at:  
<https://assetmanagementbc.ca/news/>

Topics include:

- Feature: The Perfect Storm – Why ‘Asset Management for Sustainable Service Delivery’ provides solutions
- In Memoriam: Danny Higashitani
- CASE STUDY: Kelowna shifts to service-based budgeting
- CASE STUDY: Increasing Asset Knowledge in Real Time with Physical Inspections
- Critical thinking is a prerequisite for meaningful data collection
- #OurAssetsMatter: Posting by City of Mission
- #OurAssetsMatter: Asset Management Day
- Setting the Foundation for Asset Management
- How to Integrate Natural Assets into Asset Management Plans: New Planning Guidance
- CNAM News: Successful Conference/New events
- AMBC Training Programs and Schedule
- AMBC 2024 Annual Conference
- Tips and Tactics: Ideas on Priority Ranking – How to define importance
- Upcoming Events

For questions, feedback, or newsletter contributions, please contact [info@assetmanagementbc.ca](mailto:info@assetmanagementbc.ca).

Get notified when a newsletter is published by subscribing in the bottom right of [civicinfo.bc.ca](http://civicinfo.bc.ca).

Have a safe summer!

Asset Management BC

## Andrea Reimer

---

**From:** Phoebe Lazier <phoebe.lazier@bcruralhealth.org>  
**Sent:** Wednesday, July 10, 2024 10:45 AM  
**Subject:** We are hiring!  
**Attachments:** BCRHN Recruitment (1).pdf

Dear BC Rural Health Network Members,

We hope you are well and enjoying your summer.

The BC Rural Health Network is pleased to announce that we are fortunate to have been awarded one of SPARC BC's Climate Equity and Resilience Grants. With this funding, we will continue our community outreach work, with a focus on climate equity and resilience in rural BC communities.

With this funding, we are hiring another community outreach person to assist in this work. In this role, the person will engage directly with rural communities to understand their healthcare systems and needs, gather and spread reliable information on health systems and resources in Rural BC, and engage with communities to understand climate resilience.

An ideal candidate will have a background in rural healthcare or rural community development, experience in community outreach and needs assessments, and good communication skills.

Applicants must have access to a phone, computer, and reliable internet.

This is a part-time, casual, remote position and the compensation is \$25/hour (GST Included).

If you or anyone you know is interested in this position, please send a resume and cover letter to [info@bcruralhealth.org](mailto:info@bcruralhealth.org). We look forward to working with you!

Yours in health and wellness,

The BC Rural Health Network.

Phoebe Lazier || She/Her || Community Outreach || **BC Rural Health Network** ||

|| Cell: (250) 505-3049 || <https://bcruralhealth.org/> ||  [phoebe.lazier@bcruralhealth.org](mailto:phoebe.lazier@bcruralhealth.org) || [LinkedIn](#)

***The BCRHN is the healthcare voice of the rural residents of British Columbia and seeks better health outcomes for all people, through solutions-based approaches with governments, and information provision to residents.***

***The BCRHN is grateful to live, work, and be in relation with people from across many traditional and unceded homelands, covering all regions of British Columbia. We are honoured to live on this land and are committed to reconciliation, decolonization, and building relationships in our communities***

*Please consider the environment before printing this e-mail.*

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# Project Brochure

## AT A GLANCE

**WHAT:** A program designed to support communities through the next steps in their climate preparedness journeys.

**WHO:** For representatives from small or mid-sized, remote, and rural communities in B.C., both Indigenous and non-Indigenous.

**WHY:** To equip participants with the knowledge, resources, and connections needed to confidently navigate their climate adaptation efforts.

**Application deadline: July 31, 2024**



# Welcome to CONEXT: Climate Preparedness Hub – a program dedicated to guiding communities through the complex landscape of climate preparedness in B.C.

Communities today are facing an array of climate hazards, from extreme weather events to wildfires to rising sea levels. These challenges are compounded by a rapidly evolving policy landscape that demands swift and informed action. Local leaders and practitioners must navigate complex information, balance immediate needs with long-term planning, and foster resilience amidst uncertainty.

## This is where CONEXT: Climate Preparedness Hub steps in.

Our goal is to empower community leaders with the knowledge, resources, and connections needed to navigate the next steps in their climate preparedness journey with confidence. Supported by Natural Resources Canada and led by a network of dedicated organizations, CONEXT aims to amplify the ability of small to mid-sized, remote, and rural communities to adapt to climate change. Together, we can take significant steps towards building a more resilient future.

### Why CONEXT?

Climate preparedness is an ongoing journey that requires collaboration, innovative thinking, and practical action.

Our introductory program offers practical training, personalized support, and access to a network of like-minded leaders, supporting you to advance your initiatives effectively and build a safer, healthier future for your community.

### Who is eligible?

We are looking for passionate representatives from First Nation communities or organizations, local governments (municipalities and regional districts), and key partners, to apply to this program.

If you are committed to advancing climate preparedness and resilience in your community, we invite you to be part of this collaborative and supportive network.

### Key Features of CONEXT:

- **Collaborative Learning:** Engage with a network of community leaders, experts, and peers who are all working towards similar goals.
- **Practical Training:** Our curriculum is designed to be practical and applicable, allowing you to apply what you learn directly to your community's needs.
- **Guidance and Support:** From interactive workshops to coaching calls, CONEXT offers personalized support to help you make meaningful progress.
- **Resource Hub:** Access a comprehensive collection of tools, templates, and resources tailored to assist you wherever you are at in your climate preparedness journey.



# Overview of Sessions

1

## **Session 1: Understanding Community Climate Impacts**

Explore the impacts of climate change on various aspects of our communities – from infrastructure to economy, priority populations, health and wellness.

2

## **Session 2: Climate Information and Ways of Knowing**

Learn to utilize different types of climate data, alongside Indigenous and local knowledges, and effectively communicate this information to your community.

3

## **Session 3: Assessments and Planning**

Get oriented to conducting risk and vulnerability assessments and explore planning approaches for climate adaptation.

4

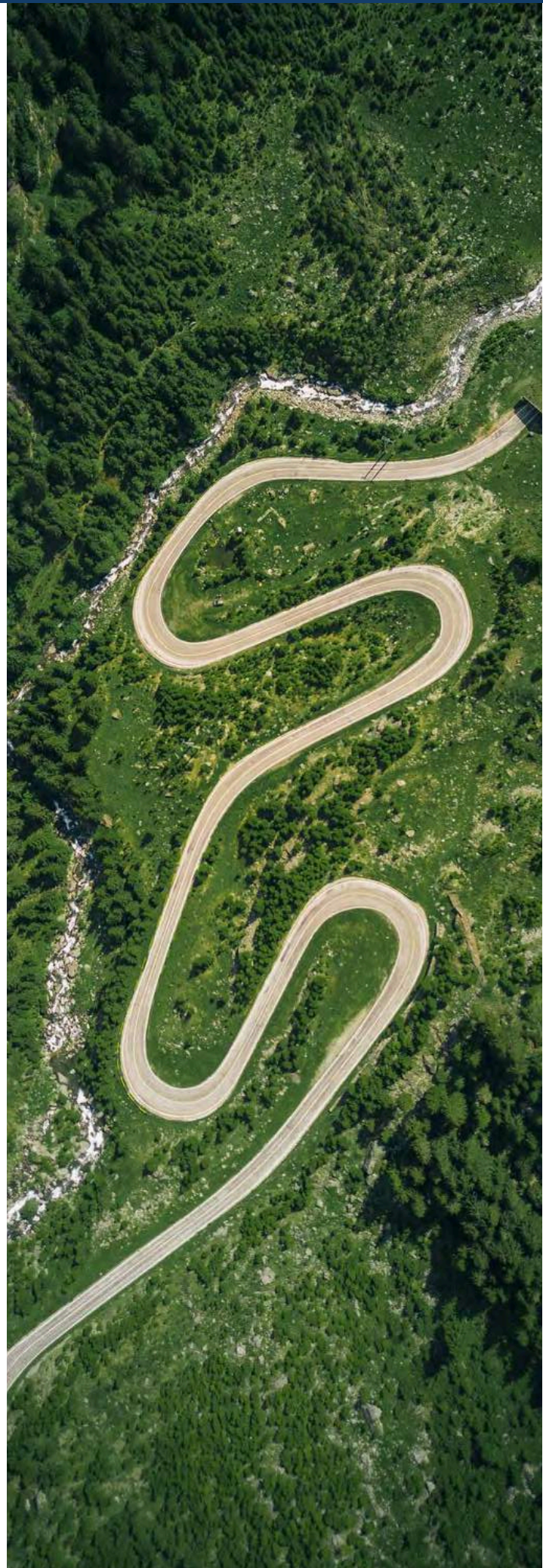
## **Session 4: Action Learning**

Integrate emergency management and recovery into climate adaptation planning processes and develop a short-term action plan to guide your next steps.

5

## **Session 5: Action Plans and Cross-Community Learning**

Share and improve your action plans with the help of collaborative feedback and learning from other communities.





# Frequently Asked Questions

## Who from my community should participate?

CONEXT focuses on supporting leaders and practitioners at the community or regional level who are well-positioned to translate knowledge into action within their organizations and communities. This includes a wide range of staff such as planners, engineers, financial officers, communications specialists, and emergency managers, as well as elected officials and community leaders.

## What is the time commitment for participants?

The program runs from Fall 2024 to Spring 2025. Participants should expect to dedicate between 20-25 hours in total. This includes attending online sessions and completing homework assignments.

## Can more than one person from my community join? What about other partners?

Yes! In fact, we encourage this. Each community is asked to commit between 2 and 6 people (staff, elected or hereditary leaders and/or other key partners) to participate in the entire process. Ideally this would include a diverse range of perspectives (see “Who from my community should participate?”). Additionally, communities have the option to create joint applications with neighboring communities or organizations to increase their capacity and collaborative efforts.

## How will the program be delivered?

All CONEXT activities will be delivered virtually. This includes five regularly scheduled group workshops and follow-up coaching calls.



## Apply Now!

To apply, please complete our online Expression of Interest form, linked below, by **July 31, 2024**.

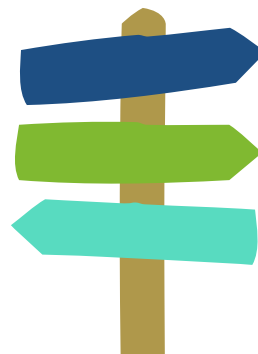
EOI Link: <https://fraserbasin.limequery.com/127444>

## Contact Information

If you have any questions or need support to apply, please contact Rebeka MacDonald at [rmacdonald@fraserbasin.ca](mailto:rmacdonald@fraserbasin.ca).

## About Us

CONEXT is a three-year project supported by Natural Resource Canada's Climate Change Adaptation Program and led by a diverse team of organizations committed to enhancing climate resilience across B.C.





**To:** Columbia Basin government elected officials  
and local government CAOs

**Date:** July 12, 2024

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

**Subject: Announcement of a Columbia River Treaty Agreement-in-Principle**

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 have participated in these negotiations – Canada, British Columbia, and three Indigenous Nations: Ktunaxa, Syilx-Okanagan and Secwepemc.

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 has issued the attached media release congratulating the Canadian and United States CRT negotiation teams for having reached this milestone. We also recognize the exceptional achievement of the five governments in Canada who have worked together to reach this agreement on a complex international treaty. We understand this is a first in Canada and perhaps the world.

The province has committed to hold a public review of the AIP, including fully explaining the AIP to Canadian Columbia Basin residents and local governments, to seeking our input and then pursue appropriate refinements to the AIP based on this input before the modernized treaty is finalized. The Committee plans to take the following steps to participate in this review process:

1. Fully understand the content and implications of the AIP for Basin residents and local governments including hosting a webinar for local governments with the BC CRT Team.
2. Evaluate how closely the AIP follows our 2021 Recommendations.
3. Participate in the AIP Review process to hear the views of Basin residents, including a webinar with local governments.
4. Draft input to the Negotiating Team for review with local governments.
5. Submit input to the 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 Negotiating Team are not being pursued.

This announcement 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. First the AIP will be written into a formal treaty for ratification

by both countries. This will take some time. 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 to participate in the opportunity to provide input during the upcoming AIP review. Some useful sources are:

- The province's [CRT website](#) has regular updates 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 CRT AIP review.

### **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



July 12, 2024

## Local Governments Congratulate Announcement of the Columbia River Treaty Agreement-in-Principle

**Columbia Basin, B.C.** The [Columbia River Treaty \(CRT\) Local Governments Committee](#) congratulates the Canadian and United States CRT Negotiating Teams for having announced an Agreement-in-Principle (AIP) for a modernized treaty after over six years of negotiations.

This is an exceptional achievement for the five governments in Canada who have worked together to reach this agreement on a complex international treaty – the federal and provincial governments along with three Indigenous Nations: the Ktunaxa, Syilx-Okanagan and Secwepemc Nations. We understand this is a first in Canada and perhaps the world.

Since 2011 the CRT Local Governments Committee has worked to ensure the voices of Basin residents and local governments are heard in any decisions about the future of the Treaty. In 2021 the Committee provided updated [Recommendations](#) to the Canadian Negotiating Team about modernizing the CRT. These Recommendations are based on what the Committee heard from Basin residents and local governments about how the current reservoir operations negatively impact their quality of life, mainly through large fluctuations in water levels in the CRT reservoirs (Kinbasket Reservoir south of Valemount to north of Golden, Arrow Lakes Reservoir between Revelstoke and Castlegar, Duncan Reservoir in the Lardeau Valley and Kocanusa Reservoir southeast of Cranbrook) and downstream of Hugh Keenleyside dam in Castlegar.

The Committee appreciates the province's commitment to hold a public review of the AIP, to fully explain the AIP to Canadian Columbia Basin residents and local governments, to seek our input and then pursue appropriate refinements to the AIP based on this input before the modernized treaty is finalized.

'We look forward to fully understanding the content and implications of the AIP for Basin residents and local governments so that we can evaluate how closely the AIP follows our 2021 [Recommendations](#) to the CRT Negotiating Team, and then to hear the perspectives of Basin residents and local governments,' stated the Committee Chair, Linda Worley who is also Chair of the Regional District of the Kootenay-Boundary.

This AIP is a first step towards modernizing this important international treaty. The Committee looks forward to continuing to engage on the modernization of this treaty, including the development of active adaptive management approaches. This is essential to manage this great river as energy demands and options shift while the climate continues to change.

'We encourage Basin residents and local governments to get educated about the Treaty and to participate in the opportunity to provide input during the upcoming AIP review,' urged Ms. Worley.

The province's [CRT website](#) has regular updates and the option to subscribe to an e-newsletter.

The Columbia Basin Trust provides extensive background information about the Treaty at [CBT CRT](#).

The Committee was created in 2011 by the local governments in the region impacted by the treaty. The primary purpose of the Committee is to assist local governments and region residents to engage in decisions around the future of the treaty. Since 2012 the Committee has worked closely with the BC CRT Team to consult with residents and local governments in the region to fully understand the concerns and issues related to the Treaty.

The Columbia River Treaty is a water management agreement between Canada and the United States that regulates the flows of the Columbia River in southeastern BC for flood control and power generation purposes. Negotiations to modernize the Treaty began in May 2018. The federal government leads the negotiation of this international treaty, however B.C. has representatives on the team because water management is a provincial responsibility in the Canadian federation. In April 2019, the federal government invited the three regional Indigenous Nations – the Ktunaxa, the Secwepemc and the Syilx-Okanagan – to join the Negotiating Team as observers. Their role has been described as observers plus as they are involved in all negotiations preparations and have made presentations during negotiating sessions.

-30-

**Media contacts:**

Linda Worley, Committee Chair  
Regional Director and Chair, Regional District of Kootenay Boundary  
Cell: 250 231-1300 Email: [lworley@rdkb.com](mailto:lworley@rdkb.com)

For more information about the Committee and its Recommendations to the CRT Negotiating Team:  
[Committee webpage](#) and [Recommendations](#)

For more information about the negotiations and the Treaty: [BC CRT Engage website](#)

For more information about the Treaty: [Columbia Basin Trust CRT website](#)

**CRT Local Government Committee members:**

Linda Worley, Chair, Regional Director, Regional District of Kootenay Boundary  
Stan Doehle, Vice Chair, Regional Director, Regional District of the East Kootenays  
Aimee Watson, Regional Director and Chair, Regional District of Central Kootenay  
Aidan MacLaren-Caux, Councillor, Village of Nakusp – appointed by Regional District of Central Kootenay  
Frank Marino, Mayor, Village of Warfield - appointed by Regional District of Kootenay Boundary  
Jane Walter, Regional Director, Regional District of the East Kootenays  
Ron Oszust, Mayor, Town of Golden - appointed by Columbia-Shuswap Regional District  
David Brooks-Hill, Regional Director, Columbia Shuswap Regional District  
Donnie MacLean, Councillor, Village of Valemount  
Keith Page, Councillor, City of Nelson and Chair, Association of Kootenay Boundary Local Governments

**Andrea Reimer**

---

**From:** EMCR Community Newsletter <emcr.communications@news.emcr.gov.bc.ca>  
**Sent:** Monday, July 8, 2024 11:51 AM  
**To:** Village of Kaslo  
**Subject:** New funding program supports disaster resilience

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged



[For best viewing, read online](#)

Here is your monthly update from the Ministry of Emergency Management and Climate Readiness. Read on for important updates, resources and funding information.



## New funding program supports disaster resilience

The new [Disaster Resilience and Innovation Funding program](#) (DRIF) will provide stable, long-term funding to First Nations and local governments in B.C. for projects to help them better withstand and adapt to natural and climate-driven hazards such as floods, drought, extreme heat and landslides.

Expressions of interest are now being accepted. Visit the [Disaster Resilience and Innovation Funding program](#) webpage for more information.





# Emergency Management Exemplary Service Award

The deadline to submit nominations for the [Emergency Management Exemplary Service Award](#) is August 1, 2024. Led by Public Safety Canada, these awards are a partnership between federal, provincial, and territorial governments and a great way to recognize the efforts of those contributing to advance emergency management.

Nominations should be for initiatives and achievements undertaken in the past two calendar years (2023-2024). Visit the [Emergency Management Exemplary Service Award](#) page for more information.



## Preparedness tips for people living in apartments

Check out the new Emergency Management and Climate Readiness blog about [five preparedness tips for people living in apartments, condos or townhomes](#). Living in these spaces creates unique challenges during times of emergencies. With half of all people in B.C. living in multi-unit buildings, understanding and preparing for before emergencies is vital.

For more information on how to get prepared, check out the [PreparedBC Guide for Apartments, Condos and Townhomes](#) or visit the [PreparedBC website](#).

## Funding information

Indigenous communities and local governments can access available funding to support disaster mitigation and disaster response. Visit the emergency management [financial supports webpage](#) for more information.

**Tuesday, July 16**

Community Emergency Preparedness Fund

**Register now** for the Community Emergency Preparedness Fund webinar on **July 16, 2024 (1:30 – 3:30 p.m.)** to learn more about the upcoming program intakes in the fall.

## Connect with us

Contact your [Regional Office](#) for support or to find out about opportunities to connect near you.

If you have received this as a forward, [subscribe here](#).

We acknowledge with respect that Emergency Management and Climate Readiness operates throughout British Columbia on the traditional territories of Indigenous Peoples. We invite you to learn which territories you work/live on and how to respectfully [acknowledge the land](#).

**SHARE THIS EMAIL & FOLLOW US**



You can [change your communication preferences](#) or [unsubscribe](#) from future mailings.

**Andrea Reimer**

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**From:** Heritage BC <info@heritagebc.ca>  
**Sent:** Wednesday, July 10, 2024 11:15 AM  
**To:** Village of Kaslo  
**Subject:** Heritage BC July Updates

[View this email in your browser](#)



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## Congratulations to all BC Heritage Fair Students & Participants



Every year, Heritage BC supports [BC Heritage Fairs](#) by awarding a book prize to students in regional fairs. This year, we awarded ***Red: A Haida Manga***, a graphic novel by Michael Nicoll Yahgulanaas to students with outstanding projects focusing on communities facing historic oppression and challenges.

We also attended the Provincial Heritage Fair, hosted in Victoria on July 3, where students from across the province gathered for a history camp and to present projects on Canadian heritage. In partnership with [Royal Roads University](#) and [HCMA](#), we conducted a student workshop led by architect Stuart Rothnie. He showcased the Sherman Jen Building and Dogwood Auditorium, both Heritage BC Award-Winning projects, highlighting the adaptive re-use of heritage sites.

Congratulations to all BC Heritage Fair participants on their incredible work! We look forward to next year!

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## Funding Available: Northern Development Cultural Infrastructure Program



The [Northern Development's Cultural Infrastructure program](#) supports the creation and improvement of arts, heritage, culture, and creative innovation spaces, enhancing access to high-quality facilities for residents and tourists.

Funding includes up to \$100,000 for upgrades or repairs to existing facilities and up to \$300,000 for new construction or substantial upgrades in northern and central British Columbia.

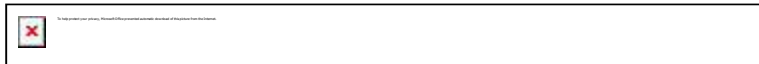
The Summer 2024 Intake Deadline is **July 31, 2024**. For more details, visit their [website](#).

---

## Expressions of Interest for Pathways 2024/2025 are Open

Expressions of Interest for Pathways 2024/2025 (September start) are open until **July 22, 2024**. The Pathways program supports arts, culture, and heritage practitioners in integrating equity and access into their work through individualized learning plans, peer networks, and one-on-one guidance.

A collaborative effort by [Arts BC](#), [BC Museums Association](#), [Greater Vancouver Professional Theatre Alliance](#), and [Rural Arts Inclusion Lab](#), Pathways offers flexible, individualized support for ongoing learning. This program emphasizes support over evaluation. Learn more on their [website](#).



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## Nominations for the Governor General's History Award for Excellence in Community Programming are Open

The Governor General's History Award for Excellence in Community Programming honors innovative programs or initiatives that commemorate unique aspects of our heritage and foster greater public interest in the past. Two recipients will receive a \$2,500 cash prize and a trip for two to attend the award ceremony in a major city.

The deadline to submit applications is **July 15, 2024**. Don't miss this opportunity to recognize and celebrate your community's efforts to preserve and share local stories! Visit [Canada's History](#) to submit an application or for more information.

---

## Check out these articles, blogs, & resources we find interesting!



CBC - [Bylaw blocks B.C. family's bid to move older house onto property](#)

Global News - [History buffs get rare peek into home of 2 B.C. premiers now up for grabs](#)



The Tye - ['The History Isn't Certainly Taught in Your Ordinary School'](#)

The Tye - [Growing Residential School Denialism Is an Attack on Truth](#)



**BECOME A MEMBER**

Heritage BC is a member-based non-profit organization that supports the heritage sector across British Columbia through education, training and skills development, capacity building in heritage planning and funding through the Heritage Legacy Fund.

A strong membership is vital to our work.

[Become a member today!](#)

**Statement of Acknowledgement**

*As an organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members and all people to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage. [Learn more about whose land you live on.](#)*



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Thank you for receiving The Heritage Update.

Our mailing address is:

Heritage BC  
PO Box 846  
Ladysmith, BC V9G 16A  
Canada

**Andrea Reimer**

---

**From:** Watson, Barry WLRS:EX <Barry.Watson@gov.bc.ca>  
**Sent:** Thursday, July 11, 2024 9:07 AM  
**To:** Andy Joseph; asaul@Islb.ca; bcote; Brad Arnouse; C innes; C Mclsaac; XT:Wullum, Curtis FOR:IN; cao salmo; cao silverton; cao@pib.ca; XT:Castlegar, City ENV:IN; cglasser; chad elkriveralliance; Chief Greg Gabriel; Chief Isib; chief; chief; Ciel Sander; cody.desautel; Colleen Marchand; Councillor Fkruger; Council Secretary - Mercedes Fortin; Creston; Cultural Heritage Upper Nicola; Dave DeRosa; Dave Nordquist; 'Darrell Beck'; Derrick Anderson; Don Sam; Doug Thomas; dthomas; XT:Elkford, District ENV:IN; engineering RDEK; evgeni@elkriveralliance.ca; XT:Fernie, City ENV:IN; Tina Donald; Fruitvale; gallagher Consulting; gdenkovski; XT:Delisle, George FOR:IN; George Lampreau; ea; Gloria Sheena; XT:GrandForks, City ENV:IN; Greenwood City; Greg.johnson; heidi.gravelle; XT:Invermere, District ENV:IN; irvinwai; Ishovar; Itegart; J Nicholas; J Pepper; J Pierre; J Tomma; Janice Philip; Jason Gravelle; Jason Perrault; Jenna Traxel; JMcdiarmid; Village of Kaslo; Kent Kiever; Kimberley ; Kristina Anderson; Ktunaxa; Lower Kootenay; XT:Andison, Mark Kootenay Boundary Regional District EAO:IN; mcampol; midwaybc; midway Chief; admin; mshortridge; XT:Muni Sparwood, General CITZ:IN; myra juckers; N Morissette; XT:Nakusp, Village ENV:IN; office; Kerri Jo Fortier; Okib Council; Okib Referrals; Paris Marshall Smith; Rob Hutton; R Topping; Radium Hotsprings; Robyn Laubman; ron.lampreau; XT:Rosland, City ENV:IN; Ryan Reynolds; S Coutu; S Morigeau; S Winton; SCID South Canyon District; Shelly Loring; XT:Silverton, Village ENV:IN; Stacy.Yow; Syilx Referrals; T Phillips; XT:Trail, City ENV:IN; Vern jlouie; Warfield; Water Smart RDCK; watersmart RDKB; wfn; WFN Chief and Council  
**Subject:** Kootenay Boundary Regional RTDWG Drought Level broad distribution bulletin - July 10, 2024

Good day everyone,

[RE: Kootenay Boundary Regional RTDWG Drought Level Update – July 10, 2024](#)

On July 10, 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 July 17, 2024.

## Kootenay-Boundary Region Drought Snapshot

July 10, 2024

---

**This Week's Update**

- The KBR basins are transitioning from freshet to the low flow summer season.
- Snow melt is still significant in the northern and high elevation basins, Upper Columbia, Lower Columbia and West Kootenay.
- The Boundary and East Kootenay are on the declining limb of the hydrograph into summer flow.
- Mean Annual Discharge (MAD) values are mostly greater than 100% with some noted exceptions.
- The Kettle River systems are beginning to record increasing afternoon water temperatures in the high teens.
- Arrow Ck in the Creston Precinct is the 1<sup>st</sup> gauged stream to reflect early season water scarcity concerns and has been assigned a Drought Level 2.
- WSC stations are showing higher flows as of this date (2024) across all natural systems compared to 2023. The Columbia River watershed is peaking at normal median levels due to increased snow melt flows due to the present heat wave.
- Antecedent conditions of low snowpack and long-term precipitation deficit are still a concern when the freshet ends. Despite some high flows due to the rapid snow melt in the northern and high elevation portion of basins the trending heat wave will contribute to longer term drought stress.
- Most Ground water wells are near normal across the basins with some exceptions in the southern watersheds likely due to precipitation deficits.
- The 7-day extended forecast is calling for high temperatures in the mid 30's and no significant precipitation activity across the 5 major basins. We are experiencing a > 10 day hot and dry period across southern BC. A strong blocking High-pressure system is the cause.
- **Drought Level 1 continues to broadly describe the transitioning small streams and larger regional conditions across the larger basins.**
- No special actions are requested at this point. Agricultural users are encouraged to fully utilize available water and utilize storage if so licenced.

Current Drought Levels and Associated Actions		
Drought Basin	Level	Conservation Action
Upper Columbia	1	Water Storage conservation recommended
East Kootenay	1	Water Storage conservation recommended
West Kootenay	1	Water Storage conservation recommended
• Creston*	2	Water Storage conservation recommended
Lower Columbia	1	Water Storage conservation recommended
Kettle	1	Water Storage conservation recommended
• West Kettle River*	1	Water Storage conservation recommended
• Upper Kettle River*	1	Water Storage conservation recommended
• Granby River*	1	Water Storage conservation recommended
• Middle Kettle River*	1	Water Storage conservation recommended
• Lower Kettle River*	1	Water Storage 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](mailto: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](mailto: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](mailto:Barry.watson@gov.bc.ca)

## SUSTAINABLE TOURISM - Announcing ETSI Successful Applicants

KOOTENAY ROCKIES TOURISM <info@kootenayrockies.com>

Tue 2024-07-09 10:10 AM

To:Village of Kaslo <admin@kaslo.ca>

[View Online](#)

*City of Revelstoke alongside the Columbia River.*

---

**Kootenay Rockies Tourism Association**  
**remains committed to supporting sustainable tourism**  
**principles and responsible growth in our region.**

As we continue this journey, we continuously learn, change and adapt, to ensure we are advancing best practices in the Kootenay Rockies.

---

### **The Rural Economic Diversification and Infrastructure Program Intake is Open**

The Rural Economic Diversification  
and Infrastructure Program (REDIP)

supports rural economic development projects that promote economic capacity building, resilience, clean economy opportunities and infrastructure development. REDIP funds local governments, First Nations and other organizations to strengthen their communities, build capacity and diversify rural and remote economies in British Columbia.

- Maximum funding per project is \$100,000
- Rural communities with populations of 2,500 or less can apply
- Indigenous communities and organizations can apply.



[REDIP PROGRAM](#)

[REDIP APPLICANT](#)

[OVERVIEW](#)

[CHECKLIST](#)

MORE INFORMATION

**Submit complete application package online by 11:50 PST, Oct 31.**

---

**The Economic Trust of the Southern Interior (ETSI-BC)  
unveiled the successful applicants from  
the 2024 Spring Funding Intake**

A total of \$625,000 in funding has been awarded in support of 28 projects aimed at enhancing and diversifying the region's economy, which collectively are expected to help create or maintain more than 2,800 jobs in the region.

**The list of approved projects from the ETSI-BC Spring 2024 Funding Intake included these Kootenay Rockies stakeholders:**

- CV Tourism Marketing Society - Downtown Invermere Branding Initiative
- Community Futures Revelstoke - Creative Cultural Cluster, land feasibility assessment
- Creston Valley C/C - Exploring Rural Non-Profit Collaborative Social Enterprise Models
- Elkford C/C - 2024 ECOG Business Growth and Strategy Plan
- Kicking Horse C/C - Golden Workforce Innovation/Youth Mentorship
- Kootenay Employment Services Society - SE BC Agriculture Forum
- KORE - Re-Hub Mobile Repair Tour & Hardgoods Repair Lab
- Lower Columbia Initiatives Corporation - WK Recruitment Agency Incubation Pilot

- RDEK - Columbia Valley Film Coordinator
- Salmo District Arts Council - Business and Cultural Plan
- Tourism Golden - Feasibility Study for LMS Platform and Tourism Business Incubator.

READ MORE

**ETSI-BC Fall Funding Intake will be accepting applications beginning **September 10, 2024.****

Fall Funding Intake is focused on their Building Economic Development Capacity and Innovating & Advancing Key Sectors funding streams. A total of \$625,000 is available with new opportunities for small communities.

[READ MORE](#)

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## **Water Conservation ToolKit**

BC's Tourism Industry can play an important role in championing water conservation, inspiring both residents and visitors to protect one of our most precious resources.

The Tourism Emergency Management Committee, (co-chaired by the Ministry of Tourism, Arts, Culture and Sport and TIABC), has created a Water Conservation Toolkit for the tourism industry, with resources, shareable graphics, tips, messaging and steps that businesses and industry partners can take, to promote and participate in responsible water use.

TOOLKIT

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## **Farm Tours at Winderberry and Edible Acres**

Enjoy a farm to table experience in Windermere. Discover life on the farm at Winderberry, an organic farm that's a family affair. You'll go behind the scenes to meet the crew and learn firsthand the challenges and nuances of what it takes to become a certified organic farm. Your visit will include the greenhouses, exploring the fields ... learning about the adventure of growing food from seed and more. Once chores are done, you will enjoy a farm to table meal prepared by the chef using the bounty and produce of the land.

[\*\*READ MORE\*\*](#)

## **IncrEDIBLE Farmers Markets**

Trail's IncrEDIBLE Farmers Market on the Esplanade takes place two Saturdays per month until October 19, 10am to 2pm.

Fruitvale's IncrEDIBLE Farmers Market on Pole Yard Lane takes place two Tuesdays per month until October 15, from 3-6pm.

And Rossland's IncrEDIBLE Farmers Market on Queen Street takes place two Thursdays per month until October 24, 2-5:30pm.

[\*\*READ MORE\*\*](#)

Many communities throughout the region offer farmer, artisan and outdoor markets throughout the summer. [\*\*LEARN MORE\*\*](#)

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***We'd love to hear about what you are doing in your business!***

*Have you employed a new tool or strategy that has made a difference to your bottom line, attracted new guests or made a difference to your staff?*

*Tell us about the efforts you are making to increase your sustainability.*

***Share Your Sustainability Efforts with Us!***  
***Please email [Sylvia@KootenayRockies.com](mailto:Sylvia@KootenayRockies.com)***  
***Sylvia O'Connor, DD & Sustainability Coordinator***

---

## OPPORTUNITIES

### **The BC Tourism Climate Resiliency Initiative has Launched Project 4: Community Destination Stewardship Initiative**

#### **Workshop 3**

#### **Regenerative Tourism & Systems Thinking**

**July 17**

Project 4 is designed to establish a **provincial network across BC**, enhancing the management of climate resiliency and sustainability within community destinations and the broader tourism industry. The program offers comprehensive learning opportunities through workshops, discussions and other engaging formats, providing communities with essential knowledge and tools. It emphasizes peer-to-peer engagement and the sharing of successes and learnings to promote collaborative growth. Additionally, Project 4 facilitates connections to available resources, programs and initiatives that support sustainable business practices and encourage community engagement.

#### **ELIGIBLE PARTICIPANTS FOR JOINING THE NETWORK:**

- Any community or community organization that manages as a destination
- BC-based Community Destination Management Organizations
- Municipal government staff
- First Nations and First Nation Economic Development Corporations

- Communities with any level of experience in managing climate change resiliency, adaptation, mitigation or sustainability in tourism are encouraged to participate, regardless of their experience.

## LEARN MORE & REGISTER

***Participate within your capacity and align with your community's specific needs, with no obligation to commit to every workshop.***

*Don't miss the chance to transform your community into a leading climate aware and prepared destination.*

---

### **Kootenay Resilience Festival - Kaslo**

[http://]

#### **Energy Expo - July 20**

With a focus on renewable energy and conservation, the event will showcase solutions for a sustainable energy future including micro-hydro, geothermal, solar and wind that will allow Kaslo and other communities to go 'off-grid'.

## LEARN MORE

---

### **Recreation Ecology Webinar - July 23**

Recreation ecology is the research field of understanding how recreation impacts flora and fauna. The consensus from hundreds of studies is that even in its gentlest, most benevolent form, recreation is a stressor on ecosystems. But



there are also ways for recreation to reduce its impact and even benefit conservation objectives.

A guest panel will unpack the science and practice of recreation ecology. You'll hear an overview of the science and learn about how the recreation community can change behaviour and inform management planning to reduce impacts on wildlife and plants.

[LEARN MORE & REGISTER](#)

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## **4 Seasons of Indigenous Learning**

### **A Personal Journey towards Truth & Reconciliation**

An Indigenous Learning Opportunity running from October to May annually. Each year, or season, builds on the next ... Offered in partnership with over 50 non-profit organizations, this course serves to support participants in deepening their understanding of Indigenous knowledge and perspectives while strengthening connections with the local land and supporting more respectful, reciprocal relationships.

[LEARN MORE & REGISTER](#)

***Kootenay Rockies Tourism stakeholders are encouraged to register with Discount Code: 4seasons10%, for a 10% savings.***

---

[LEARN MORE](#)

**Recreation's role in ensuring tourism is a force for good Webinar** - Watch the recording of May's webinar to learn about the ongoing shift in the tourism industry from a marketing focus to visitor management. [WATCH NOW](#)

**Future of Recreation: The new Section 57** - Read this Blog on what you need to know about the upcoming efficiency upgrade to the Section 57 permitting process on Crown Land. [READ NOW](#)

**Gravelmap** is an interactive database of gravel and dirt roads and paths, submitted and managed entirely by people who ride them. Gravelmap currently features more than 700,000 miles of routes and unpaved segments across six continents. [VIEW NOW](#)

---

[http://]ORDER YOUR FREE GUIDES & MAPS

Fill your Visitor Brochure Rack with FREE Kootenay Rockies guides & maps.

Email your request to: [Info@KootenayRockies.com](mailto:Info@KootenayRockies.com)

***Free Distribution / Free Shipping.***

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Visitor  
Education

Electric Vehicle  
Travel

Accessibility & Inclusion

Sustainability Programs

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[CONTACT US](#) | [ARCHIVED NEWS](#) | [IN THE MEDIA](#) | [UNSUBSCRIBE](#)

Kootenay Rockies Tourism (KRT) is one of British Columbia's five official Regional Destination Management Organizations (RDMO).

**The Kootenay Rockies Tourism staff are here to help  
with all tourism industry services. Contact us any time:**

**Kathy Cooper, CEO**

[Kathy@KootenayRockies.com](mailto:Kathy@KootenayRockies.com)

**Wendy Van Puymbroeck**

Director, Industry Development & Destination Marketing

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**Shannon Harrison**

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**Saskia Sloeserwij-Leebeek**

Accounting Department

[Accounting@KootenayRockies.com](mailto:Accounting@KootenayRockies.com)

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**CONNECT WITH US**

## **NATIONAL DROWNING PREVENTION WEEK PROCLAMATION 2024**

WHEREAS the mission of Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning [city/municipality/province] is one too many; and

WHEREAS most drownings are preventable in a Water Smart community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we genuinely enjoy the beauty and recreation opportunities offered by these bodies of water; and

WHEREAS the Lifesaving Society urges Canadians and residents of [city/municipality/province] to supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to always wear a lifejacket when boating; and

WHEREAS the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25<sup>th</sup> of each year as World Drowning Prevention Day; and

WHEREAS Lifesaving Society Canada has declared July 21<sup>st</sup>-27<sup>th</sup>, 2024 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE, BE IT RESOLVED THAT, I, [Name and Title] do hereby proclaim July 21<sup>st</sup>-27<sup>th</sup>, 2024 **NATIONAL DROWNING PREVENTION WEEK** in [city/municipality/province] and do commend its thoughtful recognition to all citizens of our [city/municipality/province].

## Proclamation Request - National Drowning Prevention Week

Kaelan D'Sena <kaeland@lifesaving.bc.ca>

Thu 2024-07-11 10:41 AM

 1 attachments (504 KB)

NDPW 2024 - Proclamation Template.docx;

Hello,

Canada faces a major problem – and a preventable one: over 450 people die every year from drowning. In fact, the drowning burden is so great around the world that the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25<sup>th</sup> of each year as World Drowning Prevention Day. On behalf of the Lifesaving Society, British Columbia & Yukon Branch, I am writing to ask that you proclaim July 21<sup>st</sup>-27<sup>th</sup>, 2024 as **NATIONAL DROWNING PREVENTION WEEK** in your municipality. Please see a proclamation template attached.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, WaterSmart® public education, drowning research and aquatic safety standards. The Lifesaving Society certifies Canada's National Lifeguards.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from drinking alcoholic beverages while participating in aquatic activities.
- Wear a lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate.

A proclamation from your office would give greater exposure to our lifesaving efforts to residents of British Columbia and Yukon. I hope you will consider our request.

If you have any questions, please do not hesitate to reach out.

Kindly,

**Kaelan D'Sena**  
Member Services Manager

Lifesaving Society - BC & Yukon Branch  
604.299.5450 ext. 103  
[lifesaving.bc.ca](http://lifesaving.bc.ca) | [@LifesavingBCYK](https://www.instagram.com/LifesavingBCYK)

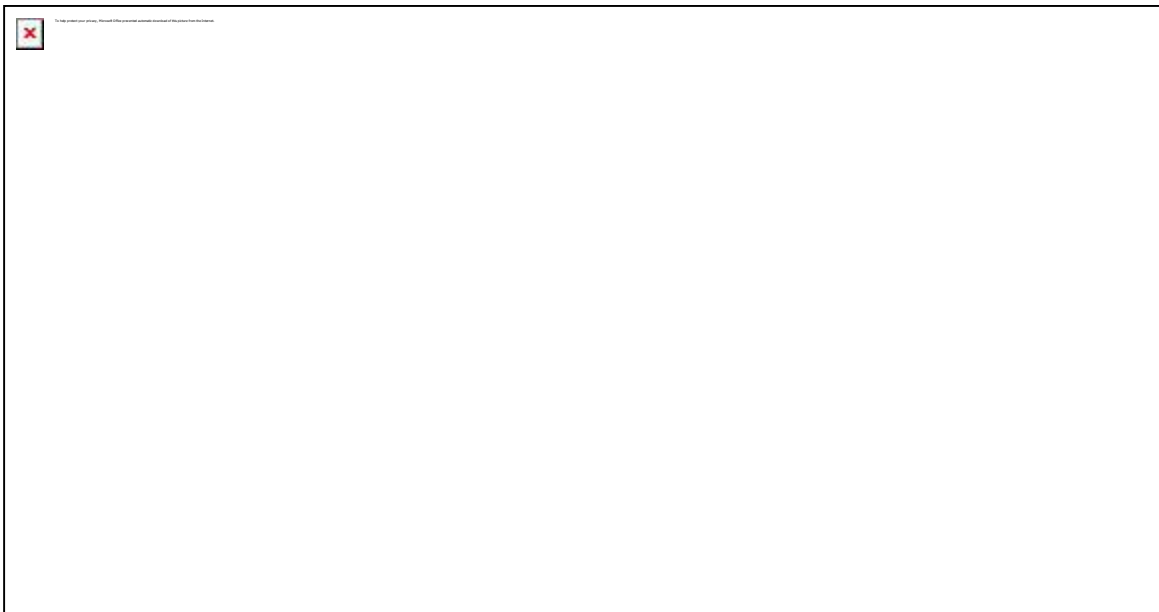
*I acknowledge the land on which I live, work, and learn on is the traditional territory of the Coast Salish peoples, specifically the Semiahmoo, Katzie, Kwikwetlem, Kwantlen, Qayqayt, and Tsawwassen First Nations.*



**Andrea Reimer**

---

**From:** Small Business BC <itadmin@smallbusinessbc.ca>  
**Sent:** Thursday, July 11, 2024 9:30 AM  
**To:** Village of Kaslo  
**Subject:** Seeking Kootenay Small Business Nominations for Provincial Awards



## Seeking Kootenay Small Business Nominations for Provincial Awards

Help Kootenay small businesses win a top prize.

**British Columbia**—Small businesses in the Kootenays are invited to compete for BC's biggest entrepreneurship awards at the 21st Annual Small Business BC Awards, open until August 16th.

Whether you're a business owner, a fan of a local hangout, supporter of an amazing service, or inspired by an entrepreneurial undertaking—this is the moment to celebrate the businesses that impact our lives with a Small Business BC Award nomination.

[Read more](#)



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You have received this email because you are a contact of Small Business BC. If you no longer wish to receive these emails please [unsubscribe](#).





## Edible & Medicinal Invasive Plant Workshop & Communities Pulling Together

**\*Reserve your spot!\***

July 14 , 2024 - Creston BC.

[Click Here to Reserve Your Spot!](#)

Join CKISS and [Tilia Botanicals](#) for an engaging workshop in Creston, focusing on the fascinating world of medicinal and edible invasive plants. Discover how these plants, that pose significant threats to native ecosystems , can be transformed into valuable resources while helping

to protect our local natural environment.

**Location:** Meeting at the parking lot of the **Kootenay-Columbia Discovery Centre - 1760 West Creston Road Creston, British Columbia, V0B 1G7**

This FREE event will provide you with hands-on learning experiences about invasive plants, including:

- **Invasive Species 101:** Understand what invasive species are, their impacts, and how they spread.
- **Best Management Practices:** Learn effective methods for harvesting and disposing of invasive plants to prevent their spread.
- **Invasive Plant ID:** Gain skills in identifying various invasive species in our area.

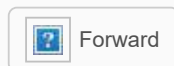
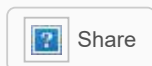
After an informative presentation from CKISS, we will head out to a nearby site to apply our knowledge by mechanically removing invasive plants. This practical session will be followed by a hands-on workshop led by Rachel Beck, a medical herbalist from Tilia Botanicals. Rachel will demonstrate how to repurpose invasive plants into teas, oils, salves, and tinctures, explaining their medicinal benefits along the way.

**What to Bring:**

- Gloves (provided if needed)
- Sturdy footwear
- Water and snacks
- Favorite shovel or trowel (optional - CKISS can provide)

Light refreshments will be served, including our new Invasive-Iced Tea Harmony, crafted from locally harvested invasive species.

Don't miss this unique opportunity to learn, contribute to conservation efforts, and make delicious and beneficial products from invasive plants. Register now to secure your spot!



*Copyright © \*2023\* \*CKISS\*, All rights reserved.*

**Our mailing address is:**

Suite 19-622 Front St, Nelson BC, V1L 4B7  
1-844-352-1160  
info@ckiss.ca

[unsubscribe from this list](#) [update subscription preferences](#)

**From:** Selkirk Innovates <jjones1@selkirk.ca>  
**Sent:** Tuesday, July 16, 2024 8:00 AM  
**To:** Village of Kaslo  
**Subject:** State of the Basin Focus - 2023 Subjective Well-being Research Released



**State of the Basin Focus**  
*Stories of well-being in our region*  
2024 - Issue 5

## 2023 Subjective Well-being Research Released

### *Understanding Well-being in the Columbia Basin-Boundary Region*

Every day, individuals and organizations in the Columbia Basin-Boundary Region make decisions that shape our region's future. To ensure these decisions are well-informed, comprehensive research on economic, social, cultural, and environmental conditions and trends is essential. The [Subjective Well-being](#) poll of residents provides important subjective qualitative data on well-being, enriching the State of the Basin's quantitative indicators by capturing residents' perceptions, experiences, and behaviours across various topics.

In September 2023, 301 randomly selected residents from across the Columbia Basin-Boundary Region completed the subjective well-being poll. The results are statistically significant with a 95% probability of reflecting residents' views within  $\pm 5.6\%$  accuracy.

The 2023 results reveal that Columbia Basin-Boundary residents generally report high levels of satisfaction with their personal well-being, as indicated by the *Personal Well-being Index*. This index is comprised of the average scores from eight questions about well-being including standard of living, physical health, mental health, achievements in life, personal relationships, personal safety, community connectedness, and financial security.

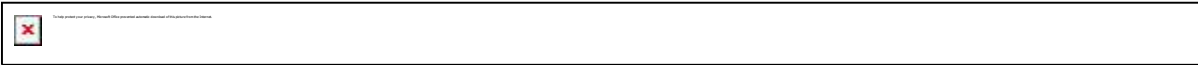




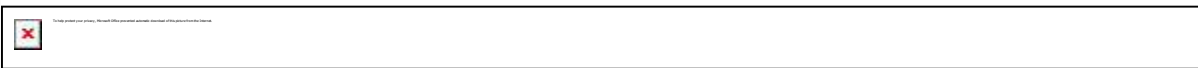
Residents also report a moderately strong sense of community well-being, reflected in the *Community Well-being Index*. The index combines average scores from five questions that assess perceptions that their community is a great place to live, effectively copes with challenges, evokes pride, inspires optimism about its future, and has a strong community spirit.



Consumers' level of optimism about economic conditions is notably low at 35%. This is based on the *Consumer Confidence Index*, which measures sentiments about household finances, employment and job prospects, and making major purchases.



Respondents also provided perspectives on various determinants of well-being using a framework of capitals. This includes human, institutional, social, physical, and natural capital. As an example, the *Community Leadership and Collaboration Index* brings together three measures to explore human capital. Many respondents have neutral perceptions of community leadership and collaboration.



To analyze trends over time, the 2021 and 2023 poll results are compared across most measures and indices of the Subjective Well-being research. While it is important to exercise caution due to different residents being polled each year, this comparison provides valuable insights into the factors that may be influencing these changes. Generally, well-being has gone down across most indices and measures between 2021 and 2023 poll results.

This Subjective Well-being research, together with the quantitative and objective indicators of well-being in the State of the Basin, sheds light on critical factors influencing our region and bolsters evidence-based decision-making.

Looking for some interesting summer reading? Read the 2023 State of the Basin Subjective Well-being Report for more insights and detailed data.

[Take me to the report!](#)



To learn more about other indicators of well-being, please visit the State of the Basin website [stateofthebasin.ca](https://stateofthebasin.ca).

## Map of the Columbia Basin-Boundary Study Area

The State of the Basin team is excited to announce a new map showing many of the various administrative boundaries within the Columbia Basin-Boundary Region. This map helps users understand how these boundaries overlap and the specific areas for which different indicator data are presented.

**Check out the map to view:**

- Census of Population geographies, including Census Divisions (i.e., regional districts) and Census Subdivisions (i.e., municipalities and electoral areas)
- Economic Development Regions
- Health Service Delivery Areas and Local Health Areas
- School Districts and Early Development Instrument Neighbourhoods

[Take me to the map!](#)

## Follow Up From the 2024 West Kootenay Homelessness Response Summit

In late-April, over 220 diverse participants from across the West Kootenay region participated in the 2024 West Kootenay Homelessness Response Summit. Together, they shared insights, built connections, and collaborated on innovative solutions for homelessness in our rural communities.

Selkirk Innovates is pleased to share the following materials about the event:

- [Summit Summary](#): An overview of the event, including the eight SMART Actions developed.
- [Event Video](#): A short video highlighting the summit.
- [Media Release](#): A media release sharing some details of the event.

For more information about the Bridging Rural Homelessness & Well-being applied research project, visit the Selkirk College website.

[Take me to the project!](#)



We want to hear from you! Your feedback matters to us.

[Click here to share your feedback!](#)



*Selkirk Innovates gratefully acknowledges the support of Columbia Basin Trust.*

State of the Basin Focus is a e-newsletter highlighting stories of well-being in our region. You are receiving this email because you have attended a Selkirk College event, are a Selkirk College stakeholder, or have subscribed to receive updates on the State of the Basin.

*Selkirk College acknowledges the First Nations of the West Kootenay and Boundary regions on whose traditional territories we are honoured to operate: the Sḡḡayčkstx (Sinixt), the Syilx (Okanagan), the Ktunaxa, and the Secwépemc (Shuswap). The State of the Basin initiative also extends to the traditional territory of the Lheidli T'enneh First Nation. We are grateful to these Nations as keepers of the lands and value their efforts to enhance resilience and well-being across the region.*



Selkirk Innovates

Selkirk College

301 Frank Beinder Way

Castlegar BC V1N 4L3

[Preferences](#) | [Unsubscribe](#)



## **UNION OF BRITISH COLUMBIA MUNICIPALITIES RESOLUTION REGARDING BC HYDRO PROJECTS – ESTABLISHMENT OF FUNDING FOR CLIMATE ACTION ECOSYSTEM RESTORATION**

WHEREAS the *BC Hydro and Power Authority Act* and associated statutes references other Acts within its scope, including the *Climate Change Accountability Act* and *Environmental Management Act*. Various communities have experienced that their operations do not fully comply with these Acts or the Provincial Government's Nature-Based 2030 Climate Change targets to protect land, preserve nature, and reverse diversity loss. Moreover, the Authority does not allocate a budget for adequate eco-restoration in areas where its activities have harmfully impacted biodiversity. Financial support is crucial to the success of hydro projects and the realization of provincial climate change targets;

AND WHEREAS to prepare the Province for the impacts of climate change, it is essential that BC Hydro collaborates with local governments, stakeholders, and landowners. The *BC Hydro Power and Authority Act* must also prioritize ecosystem retention in its mandate to provide affordable power while minimizing environmental impact, restoring biodiversity and in the process support local governments' Climate Action Plans;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities recommend the Provincial Government mandate an amendment to the *BC Hydro and Power Authority Act* to incorporate a budget for Climate Change Ecosystem Restoration as well as technologies that support tree retention and/or re-planting in all its projects, thus demonstrating the Provincial Government's commitment to its Nature-Based 2030 Climate Change targets.

## Andrea Reimer

---

**From:** Rob Schweitzer <rob.schweitzer@bcwildfire.gov.bc.ca>  
**Sent:** Tuesday, July 16, 2024 11:00 AM  
**To:** Village of Kaslo  
**Subject:** ATTN: Mayor and Council, Chair and Board, CAOs | Provincial Wildfire Update - July 16, 2024



Hello Mayor and Council, Chair and Board, and CAOs,

As we enter the core months of wildfire season, I am committing to providing regular updates on the wildfire situation in British Columbia. As a valued partner in wildfire management, it is critical for you to remain engaged and up-to-date on wildfire activity in your area.

I would encourage you to take advantage of the wildfire situation resources that are available. There is a large amount of information available on the BCWS Map and Dashboard, which is available on desktop, on mobile browsers, and as a mobile app. Automatic updates to this page occur in near real-time from our wildfire dispatch system, and fire information officers usually update wildfire incident pages that have increased levels of response twice a day. There are several links throughout this email that will assist in navigating this information.

In addition to the wildfire information presented below, I can advise that B.C. has reached out to our external wildfire partners for increased wildfire personnel to supplement our own BCWS and contract crew resources. BCWS has requested the following resources:

- One 25-pack unit crew and one AREP from Nova Scotia arrived at the Prince George Fire Centre on July 12.
- Five additional 25-pack unit crews are requested through CIFFC.
- Incident Management Teams are requested from Australia.
- Two CL415s (water-scooping aircraft) and a birddog (scouting aircraft) have arrived from Ontario. Additional aircraft are requested through CIFFC.
- Additional requests for out-of-province resources are underway with international partners.



These resource requests have been submitted early in anticipation of increased activity later in July and August. Both CIFFC and U.S. are at prep 4 (out of 5), with B.C. and Alberta currently at the highest prep levels nationally. With heightened wildfire activity across Canada and in the US, resource sharing becomes challenging and early requests are essential to ensure that B.C. is supported through our resource-sharing agreements.

Out-of-province resources do not replace the vast wildfire community we rely on in BC. We currently have active standing arrangements with 55 private companies to provide wildfire suppression services and additionally rely on privately held heavy equipment contractors to support suppression. There are many additional contract opportunities that can be offered through contacting a local fire centre.

As mentioned, I will provide further updates as we head into core fire season. Your support and amplification of official messaging is greatly appreciated.

Thank you,

Rob Schweitzer  
A/ Assistant Deputy Minister  
Ministry of Forests, BC Wildfire Service

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## Provincial Summary

The hot and dry weather trend continues through the province today. We will continue to see a steady temperature build from high 20s to mid 30s throughout the southern half of B.C.. We can expect to see thunderstorms over eastern portions of B.C. through the middle of the week, over the Columbias and North Rockies. Later this week, a pickup in winds is forecasted across the province, which has potential for an increase in fire activity.

Over the weekend, we welcomed partners from Nova Scotia; one 20-person unit crew and an agency representative. With hot, dry weather anticipated to continue through many areas of the province, these firefighters will support our staff and contractors to meet objectives on new and existing fires for the next two weeks. Additional out-of-province resources include two CL415 aircraft and one birddog aircraft from Ontario, stationed in Williams Lake.

Forest fuels remain dry and susceptible to new starts. To reduce the risk of human-caused wildfires, a province-wide Category 1 (campfire) ban is in effect. Please stay up to date on current fire conditions and adhere to all fire bans and restrictions in your area, including those enforced by your regional district or local authority.

**Provincial Information Officer | [FIREINFO@gov.bc.ca](mailto:FIREINFO@gov.bc.ca) | (250) 312-3051**

### WILDFIRE MAP

The wildfire map has information on every active wildfire in B.C. Detailed information for large incidents can be found under the Response tab of the incident webpage.

### WILDFIRE DASHBOARD

The wildfire dashboard has a provincial summary, wildfire statistics, assigned resources, fire prohibition information, and other relevant resources.

### Web and Mobile App Reference Guide

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## Statistics

Visit the BC Wildfire Service Dashboard for the most up-to-date wildfire statistics available.

### CURRENT STATISTICS

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## Resources

Connect with your local Fire Centre, stay current on the latest Wildfire news, and learn more about how we can work together to build resilience and keep your community safe.

CONNECT

COLLABORATE

STAY CURRENT

Access contact channels for  
general inquiries, Fire  
Information and feedback

Access the Wildfire  
Collaborative Partnership  
Guide for local  
governments

Visit the BC Wildfire  
Service blog to read the  
latest information bulletins

This message was sent to you by [BC Wildfire Service](#)

4000 Airport Rd  
Kamloops, BC, V2B 7X2  
Canada

You can [change your communication preferences or unsubscribe](#) from future mailings.

**Andrea Reimer**

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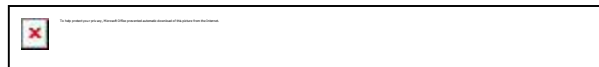
**From:** KOOTENAY ROCKIES TOURISM <info@kootenayrockies.com>  
**Sent:** Tuesday, July 16, 2024 10:39 AM  
**To:** Village of Kaslo  
**Subject:** RESEARCH UPDATE - Tourism Industry Webinar, Tourism Performance Indicators

[View Online](#)



## **Destination BC's Tourism Industry Webinar**

**August 1**



Destination BC invites you to join in on Thursday, August 1 at 10 am PDT / 11am MDT for an update on the state of tourism in BC and the latest on their key strategies and programs.

The webinar will include updates on marketing campaigns, travel trade and media relations, destination development projects and more. The presentation will be followed by a Q&A session.

**REGISTER**

---

**Canadian Tourism Data Collective:**

**Key indicators at your fingertips**



To track and analyze the current state of Canada's tourism industry and for the latest insights into key performance indicators including visitor arrivals, traveller spending and occupancy rates, explore the Tourism Performance Indicators in the Canadian Tourism Data Collective.

The Tourism Performance Indicator dashboard offers timely insights into key performance indicators such as visitor arrivals, traveller spending and occupancy rates.

**EXPLORE TOURISM PERFORMANCE INDICATORS**



**DESTINATION REPORTING**

### **Measuring Canadian Travel Patterns - *July Update***



**The Measuring Canadian Travel Patterns** report was created to help industry understand their weekly domestic visitors.

By combining the weekly STR report and Environics VisitorView data, industry has up to date insights for their destination and can plan strategically how and what visitors to attract.

## **Key Findings:**

- Visitation to the Kootenay Rockies increased by 51.3% comparing current week to the previous week.
- Year over year, Overnight Visitation to the Kootenay Rockies for week June 24-30, 2024, was down 5.9% compared to the same week in 2023.
- Year over year, Kootenay Rockies saw a change in visitation less pronounced than British Columbia.
- Kootenay Rockies had a 64.8% Occupancy from Sunday to Thursday and a 77.2% Occupancy during the weekend; up 7.6% from previous week.
- Kootenay Rockies had an ADR (average daily rate) of \$190.20 from Sunday to Thursday and an ADR of \$234.20 during the weekend; up 1.5% compared to previous week.
- Kootenay Rockies had a RevPAR (revenue per available room) of \$123.10 from Sunday to Thursday and a RevPAR \$180.70 during the weekend; up 9.2% from previous week.

[READ FULL REPORT](#)

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## **Labour Market Information**



**Employment in tourism and hospitality  
increased 2.2% from May to June,  
totalling 341,250 jobs.**



Current employment remains below 2019 levels by 2,500 jobs. In June 2019, the industry employed 343,750 as compared to 341,250 in June 2024.

### **Sector Trends**

- Increased Employment: Food & Beverage and Recreation and Entertainment sectors.
- Decreased Employment: Accommodation and Transportation & Travel sectors.

### **Regional Dynamics**

- **Employment: Increases in the Lower Mainland, Thompson Okanagan and Kootenay Rockies regions.** Decreases in the Cariboo, Northern BC and Vancouver Island regions.
- **Pre-COVID Comparison: Thompson Okanagan and Kootenay regions have surpassed pre-COVID employment levels,** while Cariboo, Lower Mainland and Northern BC remain below COVID levels.

### **Unemployment Rates**

- The unemployment rate in the sector decreased to 4.9% in June 2024 from 6% in May 2024, yet remains above the pre-COVID level of 3.4% (June 2019).

[READ MORE](#)



**SARAH MOSELEY**, Regional HR Consultant,  
**go2HR** 250-421-9420 [SMoseley@go2HR.ca](mailto:SMoseley@go2HR.ca)

[go2HR.ca/region/kootenay-rockies](http://go2HR.ca/region/kootenay-rockies)

**Contact Sarah for complimentary  
HR services to assist your business.**

---

## MORE INSIGHTS & OPPORTUNITIES

### **ITAC Releases Inaugural ITDF Year-End Report**

The Indigenous Tourism Association of Canada (ITAC) has shared its first yearly report on the Indigenous Tourism Destination fund (ITDF). The ITDF was established to address the growing need for resources to support the development and promotion of Indigenous tourism across the country.



And, it is used to invest in infrastructure, human resources as well as development and marketing projects to benefit the Indigenous tourism industry across Canada. [\*\*READ REPORT\*\*](#)

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**Join the Data Diggers Community of Practice**

**September 18**



The Economic Trust of the Southern Interior hosts ongoing Community of Practice sessions to support evidence-based decision-making.

These 1.5 hour events feature brief presentations and open discussions, helping participants enhance their data skills to support community and economic development initiatives and decision-making. [\*\*LEARN MORE & REGISTER\*\*](#)

---

### **Tourism Kimberley Career Opportunity**



Tourism Kimberley is seeking a dynamic Destination Marketing Organization (DMO) Manager to lead efforts in showcasing all that there is to offer.

As the DMO Manager, you are responsible for spearheading the marketing and management strategies, monitoring analytics to optimize marketing efforts and maximize impact as well as other responsibilities outlined at the link below.

[\*\*LEARN MORE & APPLY\*\*](#)

---

### **Province-wide Campfire Ban in Effect**



Campfires are prohibited throughout the province. This prohibition will be in place until Thursday, October 31, 2024 at noon PDT or until the order is rescinded.

More information:

- [BC Fire Bans and Restrictions](#)
- [BC Wildfire Service](#)
- [KootenayRockies.com Know Before You Go](#)
- Parks Canada Fire Ban information - [Kootenay](#) & [Yoho](#)
- Parks Canada Fire Ban information - [Glacier](#) & [Mount Revelstoke](#)

---

## STAKEHOLDER SPOTLIGHT

### **Nikkei Internment Memorial Centre Celebrates 30th Anniversary**



**The Nikkei Internment Memorial Centre was created in 1994  
on the preserved site of a wartime camp  
where Japanese Canadians were imprisoned.**

The Nikkei Internment Memorial Centre (NIMC) in New Denver is a National Historic Site dedicated to telling the story of over 22,000 Japanese Canadians who were forcibly relocated from their homes during the Second World War.

The purpose of the NIMC is to collect, preserve, conserve, research, exhibit and interpret objects which represent the life and condition of the Nikkei living in New Denver and West Kootenay camps between 1942-1957.

The centre contains several of the original buildings from the camp as well as period artifacts and interpretive displays. It is the only internment facility in Canada in which the camp buildings were preserved.

***LEARN MORE:***

- [HelloBC.com](#)
- [KootenayRockies.com](#)
- [Local News article](#)
- [NewDenver.ca](#)

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Online Imagebank



Research



Industry Events



Professional Development



[CONTACT US](#) | [ARCHIVED NEWS](#) | [IN THE MEDIA](#) | [UNSUBSCRIBE](#)

Kootenay Rockies Tourism (KRT) is one of British Columbia's five official Regional Destination Management Organizations (RDMO).

**The Kootenay Rockies Tourism staff are here to help  
with all tourism industry services. Contact us any time:**

**Kathy Cooper, CEO**

[Kathy@KootenayRockies.com](mailto:Kathy@KootenayRockies.com)

**Wendy Van Puymbroeck**

Director, Industry Development & Destination Marketing

[Wendy@KootenayRockies.com](mailto:Wendy@KootenayRockies.com)

**Shannon Harrison**

Manager, Digital Content

[Shannon@KootenayRockies.com](mailto:Shannon@KootenayRockies.com)

**Karen Cook**

Manager, Stakeholder & Corporate Communications

[Karen@KootenayRockies.com](mailto:Karen@KootenayRockies.com)

**Heidi Korven**

Regional Media Relations Specialist

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**Chris McCurry**

Director, Destination Development & Sustainability

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Destination Development & Sustainability Coordinator

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Accounting Department

[Accounting@KootenayRockies.com](mailto:Accounting@KootenayRockies.com)

**CONNECT WITH US**



## Andrea Reimer

---

**From:** LCRB Liquor Policy LCRB:EX <LCRBLiquorPolicy@gov.bc.ca>  
**Sent:** Tuesday, July 16, 2024 11:06 AM  
**To:** LCRB Liquor Policy LCRB:EX  
**Subject:** Bulletin 24 – 08: Temporary Relocation for LRS Licences

Hello,

This email is to inform you of regulatory and policy changes that affect the following licence type:

- Licensee Retail Store (LRS)

Please review the changes on our website in:

- [Bulletin 24 – 08: Temporary Relocation for LRS Licences](#)

LCRB bulletins are sent to local government, First Nation, and police partners. If you have questions about the policy, why you are receiving this information or to update your communications preferences, please contact [LCRBLiquorPolicy@gov.bc.ca](mailto:LCRBLiquorPolicy@gov.bc.ca).

Sincerely,

Liquor Policy and Communications  
Liquor and Cannabis Regulation Branch  
[www.gov.bc.ca/LCRB](http://www.gov.bc.ca/LCRB)

DATE: July 17, 2024

FILE NUMBER: 0540-02-08

TO: Council

FROM: Robert Baker, Chief Administrative Officer  
Catherine Allaway, Manager of Corporate Services

SUBJECT: Library Building Committee - Terms of Reference and Request for Expressions of Interest

## 1.0 PURPOSE

To consider recommendations from the Library Building Committee regarding changes to their Terms of Reference and issuing a Request for Expressions of Interest to explore partnership opportunities that would enable construction to proceed.

## 2.0 RECOMMENDATION

THAT the Terms of Reference for the Library Building Committee be amended as proposed by the Committee during their July 8, 2024 meeting.

THAT the Village contribute staff resources to assist the Library Building Committee in developing and issuing a Request for Expressions of Interest for partnerships that would enable library construction to proceed, as well as assist with the assessment of proposals.

## 3.0 BACKGROUND

The purpose of the Library Building Committee (LBC) is to provide advice to Council on the development of a new library in Kaslo. This includes development of the Committee's Terms of Reference (ToR) which had been passed by a resolution of Council on January 23, 2023 and requires a resolution to amend. At the LBC's July 8, 2024 meeting, a recommendation was passed to amend the ToR with the following additions (*italics*) and deletions (~~strikethrough~~):

### Mandate

The committee will review, provide advice and make recommendations on:

- ~~Developing terms of reference for~~ *How* the Village and Library ~~to~~ work together on the project, including an ownership model and operating framework;
- Land acquisition, site planning & *building* design;

### Composition

The voting members of the Committee shall be:

- 2 Kaslo & District Public Library trustees *as recommended by the library board*.

### Quorum

Quorum shall be 3 voting members...

Another mandate of the LBC is to make recommendations on partnership opportunities. To facilitate this process, the LBC has recommended that the Village and Library issue a Request for Expressions of Interest (RFEOI) for partnerships that would enable new library construction to proceed.

To summarize, the LBC has recommended that its ToR be amended and that a RFEOI be issued. The purpose of this Staff Report is for Council to consider passing resolutions in support of these recommendations.

#### 4.0 DISCUSSION

##### Amendments

The recommendation to amend the ToR is administrative in nature and does not affect the purpose of the LBC.

- Now that the ToR for the LBC has been developed its mandate can evolve to *how* the Village and Library work together on the project.
- The recommendation to increase quorum to 3 voting members is aligned with Council Procedures Bylaw No. 1279, 2022 and enables 2 members of the LBC to speak to each other regarding the project without constituting quorum.
- The other amendments clarify that the LBC will make recommendations on *building design*, not just land acquisition, site planning and design, and that the *library board* will appoint its members.

Staff do not have any concerns with the proposed amendments to the ToR.

##### Request for Expressions of Interest (RFEOI)

Whereas the LBC's mandate is to identify partnership opportunities, it makes good sense that a RFEOI be issued to identify and assess opportunities. Village and Library staff have discussed the idea and have agreed that they can work together in developing the RFEOI, with Library staff researching the content and Village staff providing input on the format, local government considerations, coordinating advertising through its website and BCbid, as well as assisting the LBC to assess the proposals. Staff do not have any concerns with a RFEOI being issued.

Issuing a Request for Expressions of Interest (RFEOI) is necessary for the Library Building Committee to fulfill its mandate of identifying and recommending partnership opportunities to Council. The Committee has the authority to issue a RFEOI through its Terms of Reference, however, the use of staff resources to assist with the process has not been expressly authorized by Council and so a resolution should be passed.

#### 5.0 OPTIONS

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

1. **Amend the Terms of Reference.** *The changes will take effect upon resolution.*
2. **A Request for Expressions of Interest be issued.** *Village and Library staff will develop and issue a RFEOI, as well as assist the LBC in assessing proposals. A resolution of Council is not required for the LBC to issue a RFEOI, however a resolution should be passed to allocate Village staff resources.*
3. Refer back to staff for further review and report.

**6.0 FINANCIAL CONSIDERATIONS**

Time spent by Village staff developing and issuing the RFEOI would be accounted for within the Village’s operating budget. Time is estimated at 12 hours.

**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**

Capital Projects

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

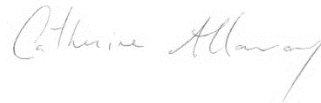
**9.0 OTHER CONSIDERATIONS**

None to report.

**RESPECTFULLY SUBMITTED**



Robert Baker, Chief Administrative Officer



Catherine Allaway, Corporate Officer

**ATTACHMENTS:** Library Committee ToR DRAFT 2024.07



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### LIBRARY BUILDING COMMITTEE

---

EFFECTIVE DATE :«Effective\_Date»

RESOLUTION #: «Resolution\_»

---

**PURPOSE:** The Library Building Committee will provide advice to Council on the development of a new library in Kaslo.

#### Mandate

The committee will review, provide advice and make recommendations on:

- How the Village and Library work together on the project, including ownership model and operating framework;
- Land acquisition, site planning & building design;
- Identifying grant, partnership and fundraising opportunities;
- Communications;
- Public consultation;
- Financial planning, asset management and long-term sustainability of the project.

#### Reporting

The committee will report to Council at least annually.

#### Schedule

Meetings shall be held at the call of the Chair.

**MEMBERSHIP:** All appointments to voting positions must be made by resolution of Council.

#### Term

Appointments shall be for a 4 year term. Appointments may be rescinded at any time by Council and vacancies may be filled by Council resolution.

#### 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 Board

Staff may attend meetings at the discretion of the CAO, to provide procedural or subject matter advice, but will not have voting rights.

#### Quorum

Quorum shall be 3 voting members of the Committee.

**RESOURCING:**

The Corporate Officer or their designate will ensure that meeting notices are posted, agenda packages are distributed, minutes are recorded, and meeting materials are available for public inspection.

The Executive Director of the Kaslo & District Public Library shall act as the recording secretary for the committee.

**PROCEDURE:**

The Mayor shall act as Chair of the committee. If the Mayor is not present, staff will call for a chair to be selected by the members present at the meeting.

Council may refer specific matters to the Committee at any time.

The provisions in the Council Procedures Bylaw regarding Committees will apply.

DRAFT





# STAFF REPORT

DATE: July 15, 2024

FILE NUMBER: 2240-35

TO: Robert Baker, Chief Administrative Officer

FROM: Catherine Allaway, Corporate Officer

SUBJECT: 2024-2034 Canada Community Building Fund Agreement

## 1.0 PURPOSE

To authorize signing the updated Community Works Fund agreement with UBCM.

## 2.0 RECOMMENDATION

THAT the Mayor and the Corporate Office be authorized to sign the 2024-2034 Community Works Fund Agreement between the Village of Kaslo and the Union of BC Municipalities.

## 3.0 BACKGROUND

The Community Works Fund (CWF) is one of the funding streams of the Canada Community-Building Fund and is administered by UBCM. A Council resolution is required to authorize signing the funding agreement.

## 4.0 DISCUSSION

The CWF allocates funding to all local governments in BC based on a per capita formula that includes a funding floor. Funding can be used towards eligible costs of eligible projects (generally local infrastructure and capacity building) as set out in the CWF agreement and the municipality must report annually on these projects and their outcomes. In recent years, Kaslo has used these funds to pay for a Liquid Waste Management Plan, Integrated Community Sustainability Plan, sewer system expansion, streetlight upgrades, the A Avenue waterline replacement and paving projects. Staff anticipates using CWF funds for the following planned projects, among others: completion of Front Street Park, Moyie amphitheatre improvements, and PRV station upgrades.

## 5.0 OPTIONS

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

1. **Sign the agreement.** *Funding will be received on schedule.*
2. Do not sign the agreement. *The Village will not have access to CWF funds.*
3. Refer back to staff for further review and report.

## 6.0 FINANCIAL CONSIDERATIONS

Kaslo anticipates receiving the following amounts under the renewed CWF agreement:

2024/2025	2025/2026	2026-2027	2027/2028	2028/2029
\$111,176	\$111,176	\$111,176	\$115,624	\$115,624

**7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS**

UBCM provides a CWF Program Guide outlining the details of the funding.

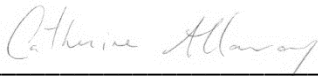
**8.0 STRATEGIC PRIORITIES**

CWF funding is used to offset the cost of capacity building and infrastructure projects identified in the Village’s 2023-2026 Strategic Plan.

**9.0 OTHER CONSIDERATIONS**

Nil

**RESPECTFULLY SUBMITTED**



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Catherine Allaway, Corporate Officer

**ATTACHMENTS:**

- 2024.06.21 letter from UBCM
- Community Works Fund FAQ

**CAO COMMENTS:**

APPROVED FOR SUBMISSION TO COUNCIL:

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Robert Baker, Chief Administrative Officer

---

Date

June 21, 2024

Robert Baker  
Chief Administrative Officer  
Village of Kaslo  
PO Box 576  
Kaslo, BC V0G 1M0

**SENT VIA E-MAIL:** [cao@kaslo.ca](mailto:cao@kaslo.ca)

Dear Robert Baker:

**RE: 2024-2034 CANADA COMMUNITY-BUILDING FUND AGREEMENT**

Please find enclosed the 2024-2034 Community Works Fund Agreement between the Village of Kaslo and the Union of BC Municipalities. As part of the renewed Canada Community-Building Fund Agreement, the CWF will continue to provide dedicated and predictable funds to each local government in British Columbia for investments in local infrastructure and capacity-building priorities.

In order to receive your first CWF payment for the 2024/25 funding year, please review the Agreement, sign, and return to [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca).

Once we have received the Agreement, we will return an executed version for your records.

Please also include a Council resolution authorizing the Mayor and Corporate Officer to sign on behalf of your local government.

We have provided a program guide, an information sheet, and estimated funding for the first five years of the program on our UBCM CCBF [website](#).

If you have any questions, please emails us at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or call us at 250-356-5134.

Sincerely,



Brant Felker  
Manager, CCBF Program Services

## 2024-2034 Community Works Fund Agreement

### Frequently Asked Questions

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The renewed 2024-2034 Canada Community-Building Fund (CCBF) will result in the delivery of over \$3.5 billion in federal funding to BC for local infrastructure investments. The Community Works Fund (CWF) is a long-standing program of the CCBF which provides each local government in BC with an annual base amount and per-capita allocation. Local governments make localized decisions on how to prioritize CWF that align with the terms and conditions of their CWF Agreement with the Union of BC Municipalities. In order to receive their first payment under the renewed program, local governments must enter into a CWF Agreement with UBCM.

A CWF Program Guide and allocation table is available on the UBCM website. Below are some frequently asked questions regarding the renewed CWF program.

#### 1.) Why is my Community Works Fund allocation less than last year?

The Canada Community-Building Fund is a national transfer currently set at \$2.3 billion nationally and based primarily on a per-capita allocation. Every five years, the allocation is updated to the most recent Canada census numbers. Changes in your allocation is therefore tied to the per capita amount Canada transfers to BC and the population change of your local government relative to all other local governments.

Therefore, local governments with a negative population change or a relatively low increase in population will be receiving less CWF. However, there is an indexing formula built in to the program which will see incremental increases to the fund over time.

#### 2.) What is required in order to receive my first CWF transfer?

For local governments to receive their first CWF transfer in 2024, they must meet the following requirements:

- Submit their 2023 CCBF Annual Expenditure Report to UBCM (deadline was June 1, 2024)
- Submit their Audited Financial Statement to the Province
- Be in compliance with the 2014-2024 Community Works Fund Agreement
- Enter in to a 2024-2034 Community Works Fund Agreement with UBCM

### 3.) When will I expect to receive my first CWF transfer?

Provided you have met the above conditions and have executed a 2024-34 Community Works Fund Agreement with UBCM, the first CWF transfer is expected to occur in August 2024 – or within 30 days of UBCM receiving its first payment from Canada.

### 4.) What are the changes to the Community Works Fund Program?

Eligible Investment Categories:

- All existing eligible project categories are maintained.
- The ‘Disaster Mitigation’ category has been expanded and renamed ‘Resilience’ and eligible expenditures expanded to also include: New construction of public infrastructure and/or modification or reinforcement of existing public infrastructure including natural infrastructure that prevent, mitigate or protect against the impacts of climate change, disasters triggered by natural hazards, and extreme weather.
- The ‘Fire Hall’ category has been expanded to now include Fire Truck purchases as stand-alone projects.
- Feasibility Studies and Detailed Design projects are now eligible.
- Housing planning is now an eligible under Capacity Building.

### 5.) Are there any changes to reporting?

For all local governments, the timeline for annual reporting will continue to be June 1 of each year. New requirements for reporting will include:

- Geolocation for each project (details to follow)
- A requirement to provide a standardized metric (output) for each project (such as meters of road, meters of pipe, number of facilities)
- A requirement to provide a standardized outcome for each project completed in a given year (such as increase of residents served, increase in storage capacity)

#### Reporting specific to municipalities with a population over 30,000:

- A Housing Needs Report updated by March 2025 in accordance with provincial requirements;
- Provide UBCM with web link to the Housing Needs Report;

#### Additionally for non-Metro municipalities over 30,000:

- Where housing pressures have been identified within the Housing Needs Report that can be addressed through closing infrastructure gaps or building capacity, prioritization of CWF funding for these projects, where it makes sense to do so, and;
- Meet the project-based housing requirements set out in the CWF Agreement.

*6.) Are there spending timelines on CWF funds?*

CWF funds received by UBCM in a given year will be required to be fully expended on eligible projects within five years. Exceptions will be considered on a case-by-case basis and identified through a long-term capital and/or asset management plan.

Note that any unspent CWF funds held by the local government under the 2014-2024 CWF program will be required to be spent within five years of entering into the 2024-2034 CWF Agreement with UBCM.

For any additional questions, please contact our CCBF staff at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or 250-356-5134.



DATE: July 15, 2024

FILE NUMBER: 0870-30

TO: Robert Baker, Chief Administrative Officer

FROM: Catherine Allaway, Corporate Officer

SUBJECT: Service BC Lease Agreement

## 1.0 PURPOSE

To consider terms of the ongoing lease of office space in City Hall to Service BC.

## 2.0 RECOMMENDATION

THAT the Village of Kaslo agree to an Annual Base Rent of \$5,175 (\$431.25/month) for the Service BC space in City Hall of effective August 1, 2023; and  
THAT the Village agree to the Province of BC's request to exercise their Option to Terminate allowing for an agreement end date of August 1, 2026.

## 3.0 BACKGROUND

The Village of Kaslo has leased 250 sq. ft. of office space in City Hall to the Province of BC for use as a Service BC location since 2018. In 2023, the Province of BC exercised their option to renew, extending the lease for 60 months, until August 1, 2028. The Province has agreed to the 15% rent increase proposed by the Village of Kaslo that will apply retroactively to the entire renewal period. They have also indicated a desire for a termination date of August 2025 instead of August 2028 as agreed last year. Council approval is required to authorize acceptance of the lease terms for the renewal period.

## 4.0 DISCUSSION

The current monthly rate paid by Service BC is \$375 plus taxes, unchanged since the start of the 5-year term. A 15% increase is proposed for a new rate of \$431.25/month for a five-year term or, if the request is approved by Council, a three-year term. In determining the proposed rate, staff reviewed City Hall operating costs including maintenance and utilities and allocated 10% (\$227.46 per month) to Service BC. Granting the Province's request to exercise their Option to Terminate would result in an agreement end date of August 1, 2026, approximately 2 years from now.

## 5.0 OPTIONS

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

1. **Agree to the 15% rent increase.** *The Annual Base Rent for the renewed term will be set at \$5,175 effective August 1, 2023.*
2. **Accept the August 1, 2026 end date.** *The Province will be advised that they can exercise their Option to Terminate as requested.*
3. Do not agree to the 15% rent increase. *Council's decision will be communicated to the Province.*
4. Do not agree to the Option to Terminate. *The agreement will end August 1, 2028.*

5. Some combination of the above, to be specified.
6. Refer back to staff for further review and report.

#### **6.0 FINANCIAL CONSIDERATIONS**

The province currently pays an annual rent of \$4,500, or \$375 plus tax each month for 250 sq. ft. of office space, including expenses. The proposed Annual Base Rent of \$5,175 represents a 15% increase over previous amounts and will apply to the entire renewal period, retroactively to August 1, 2023.

The proposed monthly rate of \$1.725/sq. ft is higher than the rental rates set in Fees & Charges Bylaw 1300 for the Kemball Memorial Centre which range from \$1.00/sq. ft. (basement) to \$1.40/sq. ft. (first floor).

#### **7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS**

Schedule F of Lease L5629 outlines the agreement renewal terms.

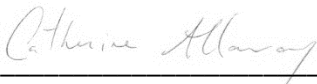
#### **8.0 STRATEGIC PRIORITIES**

Nil

#### **9.0 OTHER CONSIDERATIONS**

Nil

#### **RESPECTFULLY SUBMITTED**



---

Catherine Allaway, Corporate Officer

#### **ATTACHMENTS:**

- Lease No. L5629 between the Village of Kaslo and the Province of BC

#### **CAO COMMENTS:**

APPROVED FOR SUBMISSION TO COUNCIL:

---

Robert Baker, Chief Administrative Officer

---

Date

**INDENTURE OF LEASE**

**Lease No. L5629**

**BETWEEN**

**Village of Kaslo**  
413 - 4th Street, PO Box 576  
Kaslo, BC V0G 1M0

**OF THE FIRST PART**  
**(Landlord)**

**AND**

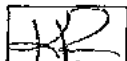


**HER MAJESTY THE QUEEN IN RIGHT OF THE**  
**PROVINCE OF BRITISH COLUMBIA, as**  
**represented by the Minister of Citizens' Services**

**OF THE SECOND PART**  
**(Tenant)**

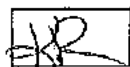
## CONTENTS

ARTICLE 1 BASIC TERMS, SCHEDULES AND DEFINITIONS .....	2
1.1 Basic Terms.....	2
1.2 Schedules.....	3
1.3 Definitions.....	4
ARTICLE 2 PREMISES .....	4
2.1 Premises.....	4
2.2 Acceptance Of Premises .....	4
ARTICLE 3 TERM .....	5
3.1 Term.....	5
ARTICLE 4 RENT.....	5
4.1 Rent.....	5
4.2 Payment Of Rent .....	5
4.3 Rent For Irregular Periods.....	7
4.4 Set-Off.....	7
4.5 Records.....	7
4.6 Estoppel.....	8
4.7 Appeal Of Payment Of Taxes .....	8
ARTICLE 5 LANDLORD'S GENERAL COVENANTS .....	9
5.1 Quiet Enjoyment .....	9
5.2 Interior Climate Control .....	9
5.3 Elevators.....	9
5.4 Entrances, Lobbies And Other Common Areas.....	9
5.5 Washrooms .....	9
5.6 Janitorial Service For Premises.....	10
5.7 Maintenance Of Common Areas .....	10
5.8 Building Directory.....	10
5.9 Comply With Laws .....	10
5.10 Use And State Of Premises .....	10
5.11 Access.....	10
5.12 Taxes.....	11
5.13 Landlord's Services.....	11
5.14 Additional Services / Change In Provision Of Services .....	11
5.15 Additional Utilities .....	12
5.16 Parking .....	12
5.17 Copies Of Drawings.....	12
ARTICLE 6 REPAIR, DAMAGE AND DESTRUCTION .....	12
6.1 Landlord's Repairs .....	12
6.2 Tenant's Repairs.....	13
6.3 Notification Of Defects .....	14
6.4 Repair In The Event Of Damage.....	14



Tenant Notification.....	14
ARTICLE 7 LICENSES, ASSIGNMENTS AND SUBLETTINGS.....	15
7.1 Licenses, Franchises And Concessions.....	15
7.2 Assignment And Subletting.....	15
ARTICLE 8 FIXTURES AND IMPROVEMENTS.....	15
8.1 Installation Of Fixtures And Improvements.....	15
8.2 Tenant Improvements.....	16
ARTICLE 9 INSURANCE AND LIABILITY.....	16
9.1 Landlord's Insurance.....	16
9.2 Limitation Of Tenant's Liability.....	17
9.3 Mutual Indemnity.....	17
9.4 Tenant Not To Affect Insurance.....	17
9.5 Landlord To Ensure Other Tenants Will Not Affect Insurance.....	17
ARTICLE 10 SUBORDINATION, ATTORNMENT AND REGISTRATION.....	17
10.1 Sale Or Financing Of Building.....	17
10.2 Subordination And Attornment.....	18
10.3 Estoppel Certificate.....	18
ARTICLE 11 TENANT'S DEFAULT, REMEDIES OF LANDLORD AND SURRENDER.....	18
11.1 Right Of Re-Entry On Default.....	18
11.2 Remedies Cumulative.....	19
11.3 Waiver Of Distress.....	19
11.4 Surrender On Termination.....	19
11.5 Saving.....	19
ARTICLE 12 MISCELLANEOUS.....	19
12.1 Notices.....	19
12.2 Overholding.....	19
12.3 Force Majeure.....	20
12.4 Extraneous Agreements.....	20
12.5 Time Of Essence.....	20
12.6 Successors And Assigns.....	20
12.7 Waiver.....	21
12.8 Governing Law And Severability.....	21
12.9 Captions.....	21
12.10 Expropriation.....	21
12.11 Arbitration.....	21
ARTICLE 13 SPECIAL PROVISIONS.....	21
13.1 Option(S) To Renew.....	21
13.2 Reduction In Space - DELETED.....	22
13.3 Goods And Services Tax Certification Clause - DELETED.....	22
13.4 Entry by Landlord.....	22
13.5 Environmental Safety and Fungal Growth.....	22
13.6 Termination.....	23

13.7	Tenant's Right To Perform .....	
13.8	Direction As To Emergency .....	2
13.9	Schedules And Additional Provisions .....	24
SCHEDULE A FLOOR PLANS OF THE PREMISES .....		A-1
SCHEDULE B DEFINITIONS .....		B-1
SCHEDULE C LANDLORD & TENANT SERVICES RESPONSIBILITY .....		C-1
SCHEDULE D BASE BUILDING SHELL .....		D-1
SCHEDULE E CERTIFICATE .....		E-1
SCHEDULE F OPTION TO RENEW .....		F-1
SCHEDULE G TENANT IMPROVEMENTS - DELETED .....		G-1
SCHEDULE H ADDITIONAL PROVISIONS .....		H-1
SCHEDULE I ENVIRONMENTAL DISCLOSURE .....		I-1
SCHEDULE J JANITORIAL SERVICE .....		J-1
SCHEDULE K LANDLORD'S SERVICES .....		K-1



**LEASE**

THIS LEASE dated for reference \_\_\_\_\_, 20\_\_

BETWEEN

Village of Kaslo  
413 - 4th Street, PO Box 576  
Kaslo, BC V0G 1M0

(the "Landlord")

OF THE FIRST PART

AND



HER MAJESTY THE QUEEN IN RIGHT OF  
THE PROVINCE OF BRITISH COLUMBIA, as  
represented by the Minister of Citizens' Services

(the "Tenant")

OF THE SECOND PART

**WHEREAS:**

- A. The Landlord is the registered owner of the Land (as defined in Schedule B) upon which the Building (as defined in Schedule B) is or will be situated.
- B. The Landlord has agreed to lease a portion of the Building upon the terms and conditions hereinafter set forth.

Therefore, in consideration of the rents, covenants, agreements and conditions contained herein, the parties agree as follows:



**ARTICLE 1  
BASIC TERMS, SCHEDULES AND DEFINITIONS**

**1.1 BASIC TERMS**

- (a) Landlord: Village of Kaslo  
Address of Landlord: 413 - 4th Street, PO Box 576  
Kaslo, BC V0G 1M0  
Address for Service (if different than that set out immediately above): As above  
Facsimile No.: 250 353-7767
- (b) Tenant: HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Citizens' Services  
Address of Tenant: PO Box 9412, Stn Prov Govt  
W311 - 4000 Seymour Place  
Victoria BC V8W 9V1  
Facsimile No.: 250 952-8288
- (c) Land: PID: 024-433-756, Lots 45-48, Block 10, Plan NEP393, District Lot 208, Kootenay Land District  
Municipal Address: 413 - 4th Street, Kaslo, BC  
Total Rentable Area: Approximately 3,500 square feet
- (d) Premises: That portion of the Building shown outlined in red or in heavy black on Schedule A and located on the Main floor(s) of the Building
- (e) Rentable Area of Premises: Approximately 250 square feet of which 250 square feet of Office space is located on the Main floor of the Building.
- (f) Term: Five (5) year(s) and such additional days as are required in order for the Term to end on the last day of the month in which the fifth (5th) anniversary of the Commencement Date occurs.
- (g) Commencement Date: The 1st day of August, 2018.
- (h) Annual Base Rent:

of Space	Term In Years	\$ per square foot of Rentable Area per annum	Annual Payment	Monthly Payment
Office	1 through 5	\$18.00	\$4,500.00	\$375.00

- (i) Rent Commencement Date: August 01, 2018
- (j) Base Year (Taxes): - DELETED
- (k) Base Year (Operating Costs): - DELETED
- (l) Tenant's Share of Operating Costs for first Term Year: - DELETED
- (m) Renewal Terms: One (1) Renewal term of sixty (60) months.
- (n) Parking: - DELETED
- (o) Landlord's Designated Payee: Village of Kaslo  
Address of Payee: 413 - 4th Street, PO Box 576  
Kaslo, BC V0G 1M0
- (p) Landlord's Property Management Representative: Neil Smith  
Telephone No.: 250 353-2311  
Tenant's Property Management Representative: BGIS Global Integrated Solutions Canada LP  
Telephone No.: 1-877-222-3112

The foregoing Basic Terms are approved by the parties. Each reference in this Lease to any of the Basic Terms will be construed to include the provisions set forth above as well as all of the additional terms and conditions of the applicable sections of this Lease where such Basic Terms are more fully set forth.

## 1.2 SCHEDULES

All Schedules to this Lease are incorporated into and form an integral part of this Lease and are as follows:

SCHEDULE

CLAUSE

Schedule A Floor Plans of the Premises	1.1(d)
Schedule B Definitions	1.3
Schedule C Landlord & Tenant Services Responsibility	4.2 and 5.13
Schedule D Base Building Shell	Schedule B (Definition of "Base Building Shell")
Schedule E Certificate	10.3
Schedule F Option to Renew	13.1
Schedule G Tenant Improvements - DELETED	Schedule B (Definition of "Tenant Improvements")
Schedule H Additional Provisions	13.9
Schedule I Environmental Disclosure	13.5
Schedule J Janitorial Service	Schedule B (Definition of "Janitorial Services")
Schedule K Landlord's Services	5.2 and 5.13

**1.3 DEFINITIONS**

In this Lease, the words, phrases and expressions set forth in Schedule B are used with the meanings defined therein.

**ARTICLE 2  
PREMISES**

**2.1 PREMISES**

The Landlord hereby demises and leases to the Tenant, and the Tenant hereby leases from the Landlord, the Premises.

**2.2 ACCEPTANCE OF PREMISES**

The Landlord will notify the Tenant in writing as soon as the Landlord has completed all work which it is required to carry out prior to the Commencement Date in respect of the Land, the Building and the Premises pursuant to the terms of this Lease or the terms of any offer to lease or other agreement executed by the parties in connection with the Premises. In the event that the Landlord has not completed all such work on or before the specific date referred to in subclause 1.1(g), then the Tenant will be entitled, at its sole option, to terminate this Lease forthwith on delivery to the Landlord of written notice of such termination, in which event any monies which have been paid by the Tenant to

the Landlord or any agent thereof will be forthwith refunded to the Tenant without any deduction or set-off whatsoever, or to grant the Landlord an extension of up to NINETY (90) days to complete all such work.

### ARTICLE 3 TERM

#### 3.1 TERM

The Term of this Lease will be for the period set out in subclause 1.1(f), beginning on the Commencement Date, and any renewals thereof in accordance with clause 13.1 and Schedule F.

### ARTICLE 4 RENT

#### 4.1 RENT

The Tenant will yield and pay for the Premises to the Landlord, at the office of the Landlord's Designated Payee set out in subclause 1.1(o), or to such other person and at such other place as the Landlord may direct in writing, during the Term in lawful money of Canada, on the days and at the times hereinafter specified, Rent which will include the aggregate of the sums specified in subclauses (a) and (b) below:

(a) Annual Base Rent

Annual Base Rent in the amount per annum set out in subclause 1.1(h) for each respective Term Year, subject to the adjustment provisions of subclause 4.2(e); and

(b) Additional Rent

The aggregate of the following:

- (i) its share of Taxes payable pursuant to subclause 4.2(b) (if any);
- (ii) its share of Operating Costs payable pursuant to subclause 4.2(c) (if any); and
- (iii) such other amounts, charges, costs and expenses as are required to be paid by the Tenant to the Landlord pursuant to this Lease in addition to Annual Base Rent.

#### 4.2 PAYMENT OF RENT

The Rent provided for in this Article 4 will be paid by the Tenant as follows:

(a) Annual Base Rent

The Annual Base Rent will be paid in equal consecutive monthly instalments in advance on the first day of each and every month during the Term, commencing on the Rent Commencement Date, as set out in subclause 1.1(h). Notwithstanding the prior sentence, where the Rent Commencement Date is not

the first day of a calendar month, the Annual Base Rent for the period from Rent Commencement Date to the first day of the next ensuing calendar month will be pro-rated on a per diem basis and paid on the Rent Commencement Date and the first regular instalment of the Annual Base Rent will be paid on the first day of the first full calendar month of the Term.

(b) Taxes – SEE SCHEDULE H

(c) Operating Costs

*Operating Costs included in Annual Base Rent*

In accordance with Column (B) of Schedule C, the Annual Base Rent throughout the Term is totally inclusive of all Operating Costs and the Tenant will bear no liability for Operating Costs or any escalation thereof during the Term.

(d) Operating Costs Reconciliation

- DELETED

(e) Basis of Determining Rent

The Tenant acknowledges that the Annual Base Rent is calculated on the basis of the Rentable Area of the Premises being as set out in subclause 1.1(e) and at the rate set out in subclause 1.1(h) for each square foot of Rentable Area of the Premises. The Tenant and the Landlord agree that the Annual Base Rent and the Additional Rent will be adjusted in the event that the Rentable Area of the Premises is found to be different from the Rentable Area of the Premises stated above. The Rentable Area of the Premises and the Total Rentable Area will be determined by the Landlord's architect or surveyor. At the request of the Tenant, the Landlord will cause such a determination to be made.

Notwithstanding the above,

(i) in no event will the Tenant be responsible for Annual Base Rent determined on the basis of the Rentable Area of the Premises being greater than that shown in subclause 1.1(e) unless the Landlord has delivered to the Tenant, on or before the end of the first Term Year, satisfactory proof that the Rentable Area of the Premises is greater than shown in subclause 1.1(e) and

(ii) if the actual Rentable Area of the Premises is more than 105% of the estimated Rentable Area of the Premises shown in subclause 1.1(e), then for the purposes of calculating the Annual Base Rent, the Rentable Area of the Premises will be deemed to be 105% of the estimated Rentable Area of the Premises shown in subclause 1.1(e).

(f) Proportionate Share

The Landlord will make the initial determination of the Proportionate Share (Operating Costs) and Proportionate Share (Taxes) and any subsequent determinations which may be required as a result of change of circumstances. The Landlord will, at the Tenant's request, provide the Tenant with all working

papers and information relating to such determination. In the event the Tenant disagrees with such determination by the Landlord, the Tenant may at its option have the disputed proportionate share determined by Arbitration. The determination of the Arbitration will apply and be effective from the Commencement Date or any later relevant date. The cost of Arbitration will be borne by the party deemed to have lost the Arbitration as determined by the arbitrator.

Notwithstanding the above, if the actual Rentable Area of the Premises is more than 105% of the estimated Rentable Area of the Premises shown in subclause 1.1(e) or if the actual Total Rentable Area is less than 95% of the estimated Total Rentable Area shown in subclause 1.1(c), then for the purposes of calculating the share of Taxes or Operating Costs payable by the Tenant under this Lease (if any), the Rentable Area of the Premises will be deemed to be the lesser of the actual Rentable Area of the Premises or 105% of the estimated Rentable Area of the Premises shown in subclause 1.1(e) and the Total Rentable Area will be deemed to be the greater of the actual Total Rentable Area or 95% of the estimated Total Rentable Area shown in subclause 1.1(c).

#### **4.3 RENT FOR IRREGULAR PERIODS**

All Rent reserved herein will be deemed to accrue from day to day, and if for any reason it will become necessary to calculate Rent for irregular periods of less than one year or one month an appropriate pro-rata adjustment will be made on a daily basis in order to compute Rent for such irregular period.

#### **4.4 SET-OFF**

Without restricting any right of set-off given or implied by law, the Tenant may set-off against the Rent or against any other sums payable hereunder to the Landlord, any amount payable by the Landlord to the Tenant hereunder, and, without restricting the generality of the foregoing, the Tenant may, when making payment of Rent or of any other sum, withhold an amount which is equal to any amount which is then payable to the Tenant by the Landlord under this Lease or which, by virtue of the right of set-off, may be retained by the Tenant.

#### **4.5 RECORDS**

During the Term of this Lease, and for a period of not less than **TWENTY-FOUR (24)** months after the expiration or sooner determination of the said Term:

- (a) the Landlord will maintain full and detailed records of expenses and costs incurred for the Building and the Land together with proper records of all tender calls, quotations, contracts, correspondence, invoices, receipts and vouchers relating thereto; and
- (b) at all reasonable times and from time to time the Landlord will make all such records available to the Tenant, or to persons acting on its behalf, for inspection and for the purpose of making copies thereof (at the Landlord's cost) and taking extracts therefrom and will furnish to such persons any and all information which they may require from time to time in connection therewith.

The Tenant will have the right, at its cost, to require, on reasonable notice to Landlord, the Landlord's books and records of Operating Costs and Taxes during the period referred to above to be audited and, in connection with any such audit, the Tenant will pay for the reasonable cost of making any necessary copies of the Landlord's books and records. In the event that any such audit discloses that the Landlord has overstated the amount payable by the Tenant on account of Taxes and/or Operating Costs for the period in question, then the Landlord will forthwith after notice from the Tenant reimburse the Tenant for any overpayment which has been made by the Tenant and, if any such audit discloses that the Landlord has overstated by five percent (5%) or more the amount payable by the Tenant on account of Taxes and/or Operating Costs for the period in question, the Landlord will also forthwith after notice from the Tenant pay the cost of the audit (or reimburse the Tenant for such cost).

This right will survive the expiry of the Term or sooner termination of this Lease.

#### 4.6 ESTOPPEL

If, within **TWELVE (12)** calendar months of conclusion of each yearly period commencing on an anniversary of the Base Year or of each Term Year, as applicable, the Landlord has not delivered to the Tenant a Certified Statement with respect to any additional Operating Costs payable by the Tenant in respect of such yearly period or Term Year or delivered to the Tenant such information as is required under subclause 4.2(b) in respect to any amount payable by the Tenant on account of Taxes, then the Landlord will be estopped from demanding reimbursement for or payment therefore, as applicable, and, in connection therewith, the Landlord waives recourse to any remedies otherwise available to it for the recovery of said amounts.

#### 4.7 APPEAL OF PAYMENT OF TAXES

The Landlord may appeal any assessment of the Taxes payable by it to the extent permitted by law and may make any related payment under protest and may, if permitted by law, post security acceptable to the applicable governmental authorities in lieu of all or any part of such payment. In addition, the Tenant will have the right to require the Landlord to appeal any assessment of the Taxes payable by the Landlord or may carry out any such appeal itself (either in its own name or on behalf of and in the name of the Landlord). The costs of appeal (whether incurred by the Landlord or the Tenant) will be included in Operating Costs if the appeal is for the benefit of the Building as a whole and, if not, the costs of appeal will be apportioned equitably between the rentable premises in the Building benefiting from the reduction, if any, provided such reduction is equal to or greater than the costs of appeal. If the costs of appeal are greater than the reduction the excess will be borne by the party who requested the appeal.

### ARTICLE 5 LANDLORD'S GENERAL COVENANTS

The Landlord covenants with the Tenant as follows:

#### 5.1 QUIET ENJOYMENT

The Tenant will and may peaceably possess and enjoy the Premises for the Term hereby granted, without any interruption or disturbance from the Landlord or its assigns, or any other person or persons lawfully claiming by, from, through or under the Landlord.

## INTERIOR CLIMATE CONTROL

The Landlord will provide to the Premises during Normal Business Hours, by means of a system for heating, cooling, filtering and circulating air and processed air in accordance with clause 2 of Schedule K (HVAC and Lighting Systems), so as to ensure that the Premises are maintained in conditions of reasonable temperature and comfort in accordance with good standards of interior climate control.

### **5.3 ELEVATORS**

The Landlord will furnish for use by the Tenant and its subtenants and licensees and its and their respective employees, customers, agents and invitees in common with other persons entitled thereto passenger elevator service to the Premises, seven days of each and every week and twenty-four hours of each day, and will furnish for the use of the Tenant and its subtenants and licensees in common with others entitled thereto at reasonable intervals elevator service to the Premises for the carriage of furniture, equipment, deliveries and supplies, provided however that if the elevators will become inoperative or will be damaged or destroyed the Landlord will have a reasonable time within which to repair such damage or replace such elevator and the Landlord will repair or replace the same as soon as reasonably possible.

### **5.4 ENTRANCES, LOBBIES AND OTHER COMMON AREAS**

The Landlord will permit the Tenant and its subtenants and licensees and its and their respective employees to have the use, seven days of each and every week and twenty-four hours of each day, in common with others entitled thereto of the common entrances, lobbies, stairways and corridors of the Building giving access to the Premises and to all parking facilities in the Building.

### **5.5 WASHROOMS**

The Landlord will permit the Tenant and its subtenants and licensees and its and their respective employees, customers, agents and invitees in common with others entitled thereto to use the washrooms in the Building on the floors on which the Premises are situate and to use such other washrooms in the Building as have been designated for use by the Tenant and its subtenants and licensees or as have been designated for the common use of all tenants of the Building.

### **5.6 JANITORIAL SERVICE FOR PREMISES**

Unless otherwise provided in Schedule C to this Lease, the Landlord will cause when reasonably necessary from time to time the floors of the Premises to be swept and cleaned, the windows on the exterior of the Premises to be cleaned, the desks, tables and other furniture of the Tenant in the Premises to be dusted, and such other janitorial services to be provided as are contemplated in the definition of Janitorial Services in Schedule B.

### **5.7 MAINTENANCE OF COMMON AREAS**

The Landlord will cause the elevators, common entrances, lobbies, stairways, corridors, washrooms, parking facilities and other parts of the Building from time to time provided



for common use and enjoyment to be swept, cleaned or otherwise properly maintained, as contemplated in the definition of Janitorial Services in Schedule B.

**5.8 BUILDING DIRECTORY**

The Landlord will maintain a directory in the main entrance lobby of the Building and will list thereon the name of the Tenant, the name(s) of the user(s) of the Premises and the suite number(s) of the Premises.

**5.9 COMPLY WITH LAWS**

(a) The Landlord will comply at all times during the Term hereof with all laws, statutes, bylaws, ordinances, regulations or other lawful requirements of any governmental authority having jurisdiction which are in respect of the Land and the Building, and the Landlord warrants and covenants that the Premises comply as of the date of this Lease and will comply at all times during the Term with all such laws, statutes, bylaws, ordinances, regulations and other lawful requirements.

(b) The Tenant will comply at all times during the Term hereof with all laws, statutes, bylaws, ordinances, regulation or other lawful requirements of any governmental authority having jurisdiction which are in respect to the use of the Premises.

**5.10 USE AND STATE OF PREMISES**

The Tenant may use the Premises for its own purposes or to provide accommodation for agencies of the Provincial Government, Provincial Crown Corporations, ministries or agencies of the Federal Government, municipalities, regional districts and other similarly publicly funded bodies and their agents or agencies, corporate or otherwise, and subject to the prior written consent of the Landlord (not to be unreasonably withheld), for private sector tenants, and the Landlord warrants and covenants that the Premises are zoned for such purposes, and will be free from any offensive or objectionable odours, vermin or noise.

**5.11 ACCESS**

The Tenant and its subtenants and licensees and its and their respective employees, customers, agents and invitees will have the right in common with other occupants of the Building to pass, repass and utilize all Common Areas and the Tenant's Designated Parking Areas for purposes of ingress, egress and full enjoyment of the Premises, Parking Areas and other facilities in use by the Tenant. The Premises and Common Areas are to be accessible to the Tenant and its subtenants and licensees SEVEN (7) days of each and every week during Normal Business Hours and, at all other hours, through the Landlord's security system via keys or electronic access control cards throughout the Term, twenty-four (24) hours per day.

**5.12 TAXES**

The Landlord will promptly pay all Taxes (and, in any event, on or before the date when due) levied against the Land and the Building, together with all fuel, utility and other charges of any nature whatsoever for which the Landlord is responsible.

## LANDLORD'S SERVICES

The Landlord will maintain the Building at those standards specified in the current Workers' Compensation Board Occupational Health and Safety Regulations and all amendments thereto and all subsequent successor regulations and will provide for those Landlord's services set out in Schedule C to this Lease in accordance with the terms thereof and will provide and pay (except to the extent otherwise provided in Schedule C) for the Landlord's services set out in Schedule K to this Lease.

### **5.14 ADDITIONAL SERVICES / CHANGE IN PROVISION OF SERVICES**

If the Tenant requires any janitorial or cleaning services to the Premises additional to those required to be provided by the Landlord under the provisions of this Lease, wishes to move furniture or equipment or make repairs or alterations within the Premises or requires other services in the Premises, then the Tenant may, at its option, request the Landlord, by way of Additional Services, to provide or have its designated agents or contractors provide such services. The Cost of Additional Services provided will be paid to the Landlord by the Tenant from time to time within THIRTY (30) days of receipt of invoices therefore from the Landlord. The Cost of Additional Services charged directly to the Tenant and other tenants will be credited in computing Operating Cost to the extent that it would otherwise have been included.

The parties also agree that:

- (a) if the Landlord is obligated to supply any services to the Tenant under this Lease at the Tenant's cost, the Tenant will be entitled, on SIXTY (60) days' prior written notice to the Landlord, to retain any third party to provide such services to the Tenant, at the Tenant's expense (in which event, the obligation of the Landlord to supply such services will be suspended until such time, if any, as the Tenant gives the Landlord SIXTY (60) days' prior written notice that the Landlord will again be responsible for the provision of such services); and
- (b) if any third party supplies any services to the Tenant in respect of the operation of the Premises, the Tenant will be entitled, on SIXTY (60) days' prior written notice to the Landlord, to require the Landlord to supply such services to the Tenant, at the Tenant's expense.

### **5.15 ADDITIONAL UTILITIES**

Upon request by the Tenant, and with adequate notice, the Landlord will supply additional heating, ventilating, and air-conditioning, electricity or other utility services to the Premises above those which the Landlord is required to supply to the Tenant under the provisions of this Lease or outside Normal Business Hours. The Tenant will pay to the Landlord in the manner in which Operating Cost is paid any additional costs of the Landlord which may arise in respect of additional heating, ventilating, and air-conditioning, electricity and other utility services which are arranged to be provided to the Tenant over and above those which the Landlord is required to supply to the Tenant under the provisions of this Lease or outside of Normal Business Hours.

**5.16 PARKING**

The Landlord agrees to make available to the Tenant, for use by it and its subtenants and licensees and its and their respective employees, customers, agents and invitees, the number of random parking stalls and the number of secured parking stalls indicated in subclause 1.1(n), at the applicable monthly rate set out in subclause 1.1(n). Such parking stalls must be accessible and available for use **SEVEN (7)** days of each and every week and **TWENTY-FOUR (24)** hours per day.

**5.17 COPIES OF DRAWINGS**

Except as disclosed in Schedule G and any Request for Proposals document with respect to this Lease, prior to the Commencement Date, the Landlord, will at the Tenant's request and cost, supply to the Tenant a set of as built drawings of the premises in a format as required by the Tenant.

**ARTICLE 6  
REPAIR, DAMAGE AND DESTRUCTION**

**6.1 LANDLORD'S REPAIRS**

The Landlord covenants with the Tenant that:

- (a) subject to clause 6.4, it will keep in a good and reasonable state of repair, and consistent with the general standards of office buildings of similar age and character in the area where the Building is located:
  - (i) the Land and all landscaping thereon;
  - (ii) the Building and its HVAC, including the foundation, roof, exterior walls including glass portions thereof, all mechanical, electrical, (including fluorescent lamp fixture ballasts,) plumbing and utilities systems and all other systems provided for bringing utilities to the Premises (including all systems for bringing data, telephone and other communication services to the Premises), the elevators, entrances, stairways, corridors, lobbies, washrooms, sprinkler and parking facilities from time to time provided for use in common by the Tenant and other tenants of the Building (subject to Schedule C);
  - (iii) the Tenant Improvements (subject to Schedule C); and
  - (iv) the structural members or elements of the Premises; and
- (b) it will repair defects in construction performed or installations made by the Landlord in the Premises and Insured Damage.

In the event any maintenance or repair to the Building requires access to the Premises or will negatively impact the operation of the user in the Premises, the Landlord will give advance notice, except in case of emergency, to the Tenant and the Tenant will coordinate the work between the Landlord and the user of the Premises.

Upon receipt of written notice from the Tenant, the Landlord will promptly remedy any defects in the Building and its systems.

The Landlord also covenants with the Tenant that, at the Tenant's request, the Landlord will undertake repairs to the Premises at a price reasonable and consistent with the market and the Tenant will pay for requested repairs within THIRTY (30) days of full completion of the requested repair and receipt of the agreed upon Landlord's invoice for the requested repairs. It is understood and agreed between the Landlord and the Tenant that any and all repairs undertaken under this paragraph must be specifically ordered by the Tenant's Property Management Representative (as indicated in subclause 1.1(p)) and all invoices for said work are to be sent to the address indicated by the Tenant's Property Management Representative.

## **6.2 TENANT'S REPAIRS**

The Tenant covenants with the Landlord that:

- (a) it will not overload any floors; and
- (b) on reasonable advance notice to the Tenant, the Landlord may enter the Premises at any reasonable time for the purposes of inspecting the Premises and making necessary repairs.

The Tenant will not be responsible for the cost of repairs to or replacement of Tenant Improvements or the Building where said repairs or replacement are caused by the negligence or wilful misconduct of the Landlord, its employees, invitees, contractors or those for whom in law the Landlord is responsible or for original or latent defects in the design, construction or equipment in the Tenant Improvements for which the Landlord was responsible for the construction and/or installation.

Notwithstanding the foregoing provisions of this clause 6.2, subject to Schedule C, the task of repairing, maintaining and operating the HVAC systems and other Building standard equipment, mechanical, plumbing, electrical and/or utility systems within or serving the Premises will be the responsibility and cost of the Landlord (except the Tenant will pay Operating Costs for those costs defined as Operating Costs herein); and the Tenant will not be liable for costs incurred as a result of inherent defects in the design, construction or equipment of Tenant Improvements constructed by the Landlord or for those whom in law the Landlord is responsible.

## **6.3 NOTIFICATION OF DEFECTS**

The Tenant will promptly give the Landlord notice of any accident, defect or damage within the Building, Premises, systems or services for which the Landlord has an obligation under this Lease and which have come to the Tenant's attention.

## **6.4 REPAIR IN THE EVENT OF DAMAGE**

If the Building is damaged by fire or any other hazard such that the Premises are rendered untenable or such that access to the Premises is prevented or materially interfered with (either access by elevators or by stairways or corridors), then if such damage is capable of repair within NINETY (90) days of the happening of the occurrence, the Landlord will, within THIRTY (30) days of the occurrence of the damage, initiate all necessary repairs and forthwith allow an abatement of the Rent and other payments required by this Lease which recognizes the nature and extent of the damage, or inconvenience, until such time as the Premises have been rebuilt and the Tenant is

able to occupy and use the Premises in accordance with all applicable laws and convenient access to the Premises is restored. If the Landlord does not initiate the restoration of the Premises or access within the said THIRTY (30) days, or having commenced the restoration, does not proceed to complete it with reasonable dispatch, then the Tenant may at any time give the Landlord FOURTEEN (14) days prior written notice of the termination of this Lease. If the damage is severe enough to preclude the reoccupation of the Premises by the Tenant or to prevent or materially interfere with access to the Premises for a period in excess of NINETY (90) days, either party may, within THIRTY (30) days of the occurrence of the damage, serve notice upon the other of the immediate termination of this Lease and the Tenant will surrender the Premises to the Landlord as soon as reasonably practical. In the event of any termination under this clause, the Tenant will surrender the Premises in their then current condition and will be under no obligation to comply with clause 11.4. In the event of any dispute with respect to any matter related to the foregoing provision (including the extent of any abatement of Rent), such matter will be determined by a professional architect agreed upon by the Tenant and the Landlord or, if the Tenant and the Landlord are not able to agree on such an architect within THIRTY (30) days of the occurrence of the damage, then either the Tenant or the Landlord will be entitled to request the President of the Architectural Institute of British Columbia to select a professional architect to arbitrate the dispute, and the determination of any such architect (whether appointed by the Tenant and the Landlord or by the President of the Architectural Institute of British Columbia) will be final and binding on the Tenant and the Landlord.

## **6.5 TENANT NOTIFICATION**

The Landlord acknowledges that the Tenant, or the Tenant's property management representative (identified in sub clause 1.1(p)), may contact the Landlord from time to time to advise the Landlord as to the need for it to take action pursuant to its repair, maintenance or service obligations hereunder. In any such case, the Landlord agrees that upon completion of the obligation in question, it will provide confirmation of same to the Tenant's property management representative, such confirmation to be given either in writing pursuant to clause 12.1 or by telephone, facsimile or email to the Tenant's representative referred to in sub clause 1.1(p), that the Landlord has completed such work.

## **ARTICLE 7 LICENSES, ASSIGNMENTS AND SUBLETTINGS**

### **7.1 LICENSES, FRANCHISES AND CONCESSIONS**

The Tenant will not suffer or permit any part of the Premises to be used or occupied by any persons other than the Tenant and any subtenants and licensees permitted under clause 7.2, and the employees of the Tenant and of any such permitted subtenants and licensees, or suffer or permit any part of the Premises to be used or occupied by any franchisee or concessionaire, or suffer or permit any persons to be upon the Premises other than the Tenant, such permitted subtenants and licensees and its and their respective employees, customers and others having lawful business with them.

### **7.2 ASSIGNMENT AND SUBLETTING**

The Tenant will not assign this Lease (either in whole or in part) without the prior written consent of the Landlord, which consent the Landlord agrees that it will not unreasonably

or arbitrarily withhold or delay or grant subject to conditions. If the Landlord has not responded to any request from the Tenant for such consent within THIRTY (30) days of receipt of such request, the Landlord will be deemed to have consented to the request.

The Landlord covenants and agrees that the Tenant may sublet or licence the Premises, either in whole or in part, without the consent of the Landlord, to agencies of the Provincial Government, Provincial Crown Corporations, ministries or agencies of the Federal Government, municipalities, regional districts and other similar publicly funded bodies and their agents or agencies and subject to the prior written consent of the Landlord (not to be unreasonably withheld), to private sector tenants for the purposes contemplated in clause 5.10. The Tenant may not otherwise sublet or licence the Premises without the prior written consent of the Landlord. Notwithstanding any such sublease or licence being effected, the Tenant will remain bound to the Landlord for the fulfilment of all the terms, covenants, conditions and agreements herein contained.

## ARTICLE 8 FIXTURES AND IMPROVEMENTS

### 8.1 INSTALLATION OF FIXTURES AND IMPROVEMENTS

Subject to the prior written consent of the Landlord (not to be unreasonably withheld), the Tenant will be entitled, at its expense, to make or permit any subtenant or licensee to make such alterations, additions, replacements and improvements to the Premises (including the Tenant Improvements in the Premises) as will better adapt the Premises for the purposes for which the Premises are permitted to be used under this Lease. Throughout the Term, subject to the prior written consent of the Landlord (not to be unreasonably withheld), the Tenant and its subtenants and licensees will be entitled to remove and dispose of any Tenant Improvements located in the Premises. In carrying out any work under this clause 8.1, the Tenant will carry out or cause to be carried out such work in a good and workmanlike manner and in accordance with all applicable laws. The Tenant's request for any approval of the Landlord hereunder will be in writing and accompanied by a reasonably detailed description of the contemplated work and, where appropriate, plans, working drawings, and specifications thereof. The Landlord agrees to promptly review any such material prepared by or on behalf of the Tenant. If the Landlord has not responded to any such request from the Tenant within TEN (10) days of receipt of such request, the Landlord will be deemed to have consented to the request. The Tenant shall provide the Landlord with copies of any building permits required in connection with any work under this clause 8.1.

### 8.2 TENANT IMPROVEMENTS

All Tenant Improvements in or upon the Premises will be the Landlord's responsibility for repair under clause 6.1. At the option of the Tenant, the Tenant may remove, or may permit the removal of, any or all of the Tenant Improvements from the Premises at the expiration or sooner termination of the Term or may leave and surrender any or all of the Tenant Improvements with the Premises at the expiration or sooner termination of this Lease. For greater certainty, all tenant or trade fixtures and all furniture, equipment and other personal property of the Tenant and its subtenants and licensees will remain at all times the property of the Tenant and its subtenants and licensees and may be removed from time to time during the Term of this Lease regardless of who has paid for such tenant or trade fixtures, furniture, equipment and other personal property.

**ARTICLE 9  
INSURANCE AND LIABILITY**

**9.1 LANDLORD'S INSURANCE**

The Landlord will, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia or Canada and in forms and amounts acceptable to the Tenant:

- (a) "all risks" property insurance, including earthquake coverage if such coverage is available at a cost that a prudent owner would pay therefore, and coverage for sprinkler leakage and other water damage, on the Building (including the Tenant Improvements) in an amount that is not less than the full replacement cost of the Building, together with boiler and machinery insurance (which will include loss of use and loss or damage caused by rupture of steam pipes) in respect of all boilers and other pressure vessels within or forming part of the Building, in such amounts and with such deductibles as are normally effected by reasonably prudent owners of properties similar to the Building (for the purposes of this paragraph, replacement cost will be determined by the Landlord acting reasonably at the time the insurance is initially obtained and will thereafter be determined by the Landlord at least once every 12 months, and the Landlord will promptly notify the Tenant in writing of each such determination, it being the intention of the parties that in the event of any damage or destruction to the Building, sufficient insurance funds will be available to repair or rebuild the Building, including increased costs due to the then applicable Building Codes and authorities having jurisdiction. Each and every policy of property insurance maintained by the Landlord will provide for a waiver of the insurer's right of subrogation against the Tenant and its subtenants and licensees and those for whom each of the Tenant and its subtenants and licensees is or are responsible in law; and
  
- (b) Commercial General Liability in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury, personal injury, property damage and liability assumed under contract. The Tenant is to be an additional insured under this insurance and this insurance will be endorsed to provide the Tenant with 30 days advance written notice of cancellation or material change. This insurance must include a cross liability and severability of interest clauses.

All the foregoing insurance will be primary and not require the sharing of any loss by any insurer of the Tenant. The Landlord will provide the Tenant with evidence of all required insurance prior to the commencement of the services, and from time to time as requested by the Tenant, in the form of a completed Province of British Columbia Certificate of Insurance. When requested by the Tenant, the Landlord will provide certified copies of required insurance policies.

**9.2 LIMITATION OF TENANT'S LIABILITY**

The Landlord releases and discharges the Tenant from any and all actions, causes of action, claims, damages, demands, expenses and liabilities in respect of any damage that is Insured Damage.

## MUTUAL INDEMNITY

Except as otherwise provided in this Lease, the Landlord and Tenant will indemnify each other against all claims, actions, causes of action, loss, damage, expense and costs, whatsoever, made by any person arising out of or resulting directly or indirectly and whether by reason of negligence or otherwise, from the performance, default of performance or remedying of any default by any party hereto of its covenants and obligations under this Lease.

### 9.4 TENANT NOT TO AFFECT INSURANCE

The Tenant will not do or permit anything to be done which causes the Landlord's cost of insuring the Building to increase. Any increase in insurance costs to the Landlord resulting from a breach of this covenant will be borne by the Tenant.

### 9.5 LANDLORD TO ENSURE OTHER TENANTS WILL NOT AFFECT INSURANCE

The Landlord will ensure that any and all tenants in the Building during the Term hereof will be bound by a covenant identical in its effect to that contained in clause 9.4. In the absence of such covenant, the Landlord will indemnify the Tenant from any increase in the cost of insuring the Building.

## ARTICLE 10 SUBORDINATION, ATTORNMENT AND REGISTRATION

### 10.1 SALE OR FINANCING OF BUILDING

The rights of the Landlord under this Lease may be mortgaged, charged, transferred or assigned to a purchaser or purchasers, or to a mortgagee or trustee for bond holders, and in the event of a sale or of default by the Landlord under any mortgage, trust deed or trust indenture and the purchaser, mortgagee or trustee, as the case may be, duly entering into possession of the Building or the Premises, the Tenant agrees to attorn to and become the tenant of such purchaser or purchasers, mortgagee or trustee under the terms of this Lease so long as any such purchaser executes and delivers to the Tenant an agreement whereunder such purchaser agrees to be bound by all of the obligations of the "Landlord" under this Lease. Prior to the Landlord mortgaging or otherwise charging the Land and the Building or its interest in this Lease to any mortgagee or trustee, the Landlord will cause any such mortgagee or trustee to execute and deliver to the Tenant a non-disturbance agreement in a form acceptable to the Tenant, acting reasonably, pursuant to which such mortgagee or trustee will agree that the Tenant's occupation and possession of the Premises and its use of the Land and the Building as permitted under this Lease will not be disturbed.

### 10.2 SUBORDINATION AND ATTORNMENT

If required by any mortgagee or the holder of any trust deed or trust indenture, this Lease and all rights of the Tenant hereunder will be subject and subordinate to all mortgages, trust deeds or trust indentures now or hereafter existing which may now or hereafter affect the Land and the Building and to all renewals, modifications, consolidations, replacements and extensions thereof. The Tenant agrees to execute and deliver promptly whenever requested by the Landlord or by such mortgagee an instrument of subordination or attornment, as the case may be, as may be required of it,



so long as any mortgagee or trustee executes and delivers to the Tenant a disturbance agreement in the form contemplated in clause 10.1.

### **10.3 ESTOPPEL CERTIFICATE**

Whenever requested by the Landlord or any purchaser or mortgagee of the Land and the Building, the Tenant will within ten (10) days of the request execute and deliver an estoppel certificate substantially in the form attached hereto as Schedule E, completed to reflect the status of the Lease.

## **ARTICLE 11 TENANT'S DEFAULT, REMEDIES OF LANDLORD AND SURRENDER**

### **11.1 RIGHT OF RE-ENTRY ON DEFAULT**

Provided and it is expressly agreed that if and whenever the Rent hereby reserved or other moneys payable by the Tenant or any part thereof, whether lawfully demanded or not, are unpaid and the Tenant will have failed to pay such Rent or other moneys within **FIFTEEN (15)** days after the Landlord has given to the Tenant written notice requiring such payment; or if the Tenant will materially breach or fail to observe and perform in a material way any of the covenants, agreements, provisos, conditions, rules, or regulations and other obligations on the part of the Tenant to be kept, observed or performed hereunder and such breach or failure continues for **THIRTY (30)** days after the Landlord has given the Tenant written notice thereof (or, if any such breach or failure reasonably requires a longer period of time to remedy, if such breach or failure has not been remedied within such longer period); then and in every such case it will be lawful for the Landlord thereafter to enter into and upon the Premises or any part thereof in the name of the whole and the same to have again, repossess and enjoy as of its former estate, anything in this Lease to the contrary notwithstanding.

### **11.2 REMEDIES CUMULATIVE**

The Landlord may from time to time resort to any or all of the rights and remedies available to it in the event of any default hereunder by the Tenant under any provision of this Lease, all of which rights and remedies are intended to be cumulative and not alternative.

### **11.3 WAIVER OF DISTRESS**

The Landlord waives its right of distress to any property of the Tenant or its permitted subtenants.

### **11.4 SURRENDER ON TERMINATION**

The Tenant will surrender the Premises at the expiration or sooner termination of the Term in good repair (together with such Tenant Improvements and chattels as the Tenant may elect to leave) to the Landlord, reasonable wear and tear, damage from fire, storm, tempest and other casualty, removal of Tenant Improvements and chattels only excepted, and the Tenant will not be liable to pay compensation or to make any other payment to the Landlord in respect of restoration or repair of the Premises except for any damages caused by the removal of Tenant Improvements.

**SAVING**

Notwithstanding anything contained in this Lease to the contrary, the Landlord will not be entitled to and will not exercise any of its rights or remedies against the Tenant by reason of any default or breach of any covenant or agreement of this Lease unless and until the Landlord will first have given to the Tenant written notice of such default, stating the nature thereof, and giving the Tenant reasonable time as agreed to between the Landlord and the Tenant within which to cure the default or breach. In no event will the Landlord be entitled to exercise any such rights and remedies except those specifically set out in this Lease.

**ARTICLE 12  
MISCELLANEOUS**

**12.1 NOTICES**

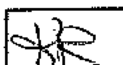
Any notices required or permitted to be given pursuant to the terms of this Lease will be in writing and must be delivered personally or by courier or sent by facsimile. If delivered personally or by courier or sent by facsimile, the notice will be deemed to be given on the date of delivery or the date of the facsimile, provided such notice has been delivered to or sent by facsimile to the respective address or facsimile number in subclause 1.1(a) or 1.1(b), as the case may be. Either party may change the details outlined in subclause 1.1(a) or 1.1(b), as the case may be, by serving notice on the other party outlining the amendments required in subclause 1.1(a) or 1.1(b), as the case may be.

**12.2 OVERHOLDING**

If the Tenant will continue to occupy the Premises after the expiration of this Lease without any further written agreement and without objection by the Landlord, the Tenant will be a monthly tenant at a monthly base rent equal to the monthly instalment of Annual Base Rent payable by the Tenant during the last month of the Term and (except as to length of tenancy) on and subject to the provisions and conditions herein set out. Any such monthly tenancy may be terminated by either party on the last day of any calendar month by delivery of not less than one full month's prior written notice of termination to the other party.

**12.3 FORCE MAJEURE**

Notwithstanding anything to the contrary contained in this Lease, if either party hereto is bona fide delayed or hindered in or prevented from the performance of any term, covenant or act required hereunder by reason of strikes; labour troubles; inability to procure materials or services; power failure; restrictive governmental laws or regulations; riots; insurrection; sabotage; rebellion; war; act of God; or other reason whether of a like nature or not which is not the fault of the party delayed in performing work or doing acts required to be done hereunder, nor due to that party's failure or inability to make payment, then performance of such term, covenant or act is excused for the period of the delay and the party delayed will be entitled to perform such term, covenant or act within the appropriate time period after the expiration of the period of such delay. The provisions of this clause will operate to excuse the Tenant during any one of the incidents contemplated herein from the payment of Rent, or any other payments required by this Lease, to the extent that the Premises remain unusable for the permitted



use during the period of Force Majeure. The foregoing Force Majeure will not restrict Tenant from exercising its rights under clause 6.4, in those instances where the Tenant is able, with its own forces or contractors, to remedy a situation which would otherwise constitute a default so as to mitigate loss.

#### **12.4 EXTRANEOUS AGREEMENTS**

The Tenant acknowledges that there are no covenants, representations, warranties, agreements or conditions expressed or implied relating to this Lease or the Premises save as expressly set out in this Lease or in any offer to lease or other agreement executed by the parties in connection with the Premises. In the event of any conflict or contradiction between the terms of any such offer to lease or other agreement and the terms of this Lease, the terms of this Lease will govern and prevail. This Lease may not be modified except by an agreement in writing executed by the Landlord and the Tenant.

#### **12.5 TIME OF ESSENCE**

Time will be of the essence of this Lease.

#### **12.6 SUCCESSORS AND ASSIGNS**

This Lease and everything herein contained will enure to the benefit of and be binding upon the successors and assigns of the Landlord and its heirs, executors and administrators and the successors and permitted assigns of the Tenant. If the Landlord is comprised of more than one person or entity, then each such person and entity is jointly and severally bound by the representations, warranties, agreements and covenants of the Landlord herein and any notice given or deemed to have been given at any time to any such person or entity will be deemed to have been given at the same time to each other such person and entity.

#### **12.7 WAIVER**

No condoning, excusing or overlooking by the Landlord or Tenant of any default, breach or non-observance by the Tenant or the Landlord at any time or times in respect of any covenant, proviso or condition herein contained will operate as a waiver of the Landlord's or the Tenant's rights hereunder in respect of any continuing or subsequent default, breach or non-observance or so as to defeat or affect in any way the rights of the Landlord or the Tenant herein in respect of any such continuing or subsequent default or breach, no acceptance of rent by the Landlord subsequent to a default by the Tenant will operate as a waiver by the Landlord, and no waiver will be inferred from or implied by anything done or omitted by the Landlord or the Tenant save only express waiver in writing.

#### **12.8 GOVERNING LAW AND SEVERABILITY**

This Lease will be governed by and construed in accordance with the laws in force in the Province of British Columbia. The Landlord and the Tenant agree that all the provisions of this Lease are to be construed as covenants and agreements as though the words importing such covenants and agreements were used in each separate section hereof. If any provision or provisions of this Lease are illegal or not enforceable, it or they will be considered separate and severable from this Lease and its remaining provisions will

remain in force and be binding upon the parties as though the said provision or provisions had never been included.

**12.9 CAPTIONS**

The captions appearing in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Lease or of any provision thereof.

**12.10 EXPROPRIATION**

If during the Term the Premises or the Land, or any part thereof, is acquired or condemned by expropriation for any public or quasi-public use, then the Landlord and the Tenant may separately claim, receive and retain awards of compensation for the loss of their respective interests, but neither the Landlord nor the Tenant will have any claim against the other in respect of such loss or the unexpired Term.

**12.11 ARBITRATION**

If any dispute arises between the parties hereto other than with respect of those matters referred to in clause 6.4 or with respect to the payment of Annual Base Rent during any Renewal Term, then the matter will be determined by binding Arbitration.

**ARTICLE 13  
SPECIAL PROVISIONS**

**13.1 OPTION(S) TO RENEW**

The Landlord grants to the Tenant the option(s) to renew as outlined in Schedule F.

**13.2 REDUCTION IN SPACE - DELETED**

**13.3 GOODS AND SERVICES TAX CERTIFICATION CLAUSE**

This is to certify that the property and/or services ordered/purchased hereby are for the use of and are being purchased by the government of the Province of British Columbia with Crown funds and are therefore not subject to the Goods and Services Tax.

If any subtenant or licensee of the Tenant is subject to Goods and Services Tax, the Tenant will collect such Tax from such subtenant or licensee and remit it to the appropriate government authority.

**13.4 ENTRY BY LANDLORD**

The Landlord acknowledges and agrees that certain of the operations of the Tenant and its subtenants are sensitive in nature and, accordingly, that the Tenant will be entitled to secure access to certain portions of the Premises, as designated from time to time by the Tenant. The Landlord agrees that, notwithstanding any other provision of this Lease, neither the Landlord nor any person acting on its behalf will be entitled to enter any such portions of the Premises except on 48 hours' prior written notice and in the company of an authorized representative of the Tenant and of any affected subtenant or appropriate security personnel or except in cases of bona fide emergencies which require that the Landlord have access to such portions of the Premises.

### 13.5 ENVIRONMENTAL SAFETY AND FUNGAL GROWTH

Except as disclosed in the Schedule I – Environmental Disclosure attached to this Lease, the Landlord, to the best of its knowledge, represents and warrants to the Tenant that the Building is in material compliance with all Environmental Laws, and the Landlord will endeavour to maintain the Building's compliance with Environmental Laws. The Landlord further represents and warrants that the Building is free of any mould or fungal growth and of any conditions which might reasonably be expected to give rise to such mould or fungal growth, and the Landlord covenants that it will ensure that the Premises are kept free of any such mould or fungal growth and of such conditions. The Tenant will notify the Landlord in writing within THIRTY (30) days after discovery of any inaccuracy in the foregoing representations and warranties.

The Tenant and the Landlord will each comply with all Environmental Laws, including with respect to Hazardous Substances, on, in, or under the Building or the Land, and the Tenant and the Landlord will each be responsible for their failure to do so. The Landlord and the Tenant will each give notice to the other of any discovery of failure by the other party to comply with this obligation, and each has the right, but not the obligation and without incurring any liability, to remedy such default by the other party if the defaulting party has not done so within a reasonable period of time. Tenant's costs of remedying Default will be deducted from Rent, and Landlord's costs of remedying Default will be added to Rent.

In the event that the parties acting reasonably determine that it is necessary to vacate all or a portion of the Premises during any remediation work being carried out by the Landlord or the Tenant, the Rent and all other amounts payable by the Tenant under this Lease will abate during such period in that proportion that the area of the portion of the Premises which has been vacated bears to the total area of the Premises except of such work is required due to contamination caused by the Tenant.

The parties acknowledge and agree that it is difficult to determine with any objective certainty whether any mould or fungal growth may exist which may affect the health of any person using the Premises or whether any conditions may exist which may give rise to such mould or fungal growth. Accordingly, the parties agree that the Tenant's decisions with respect to such matters will be confirmed by an environmental consultant that is listed on the Roster of Approved Professionals maintained by the British Columbia Ministry of Environment pursuant to section 42 of the *Environmental Management Act* (British Columbia) and will be binding on the Landlord unless the Landlord can demonstrate that the Tenant's decisions are arbitrary or have been made without any reasonable basis.

### 13.6 TERMINATION

In the event that an environmental consultant that is listed on the Roster of Approved Professionals maintained by the British Columbia Ministry of Environment pursuant to section 42 of the *Environmental Management Act* (British Columbia) advises the Tenant to terminate this Lease because of any adverse environmental issues of the type referred to in clause 13.5, the Tenant will be entitled to terminate this Lease on SIXTY (60) days' prior written notice to the Landlord, whereupon the Tenant will be under no obligation to comply with clause 11.4 and the Landlord will reimburse the Tenant for a portion of all costs incurred by the Tenant in fixturing the Premises equal to the product of

- (a) all costs incurred by the Tenant in fixturing the Premises and
- (b) a fraction having as its numerator the number of days from the date of the termination of this Lease to the day which would have been the last day of the initial Term of this Lease if the Tenant had not terminated this Lease and as its denominator the number of days in the initial Term of this Lease (calculated as though the Tenant had not terminated this Lease). The Landlord will pay such amount to the Tenant within THIRTY (30) days of the termination of this Lease. For greater certainty, this clause will survive the termination of this Lease.

### 13.7 TENANT'S RIGHT TO PERFORM

If the Tenant delivers to the Landlord written notice of default in any of the services to be carried out by the Landlord pursuant to clause 5.13 or in any work carried out or to be carried out by the Landlord hereunder or under any offer to lease or other agreement executed by the parties in connection with the Premises in order to prepare the Premises for use by the Tenant and the Landlord fails to remedy such default:

- (a) within SEVENTY-TWO (72) hours from and after delivery of such written notice; or
- (b) within such period less than SEVENTY-TWO (72) hours from and after delivery of such written notice as will ensure that the Tenant suffers no loss or damage if, by reason of the nature of such default, the Tenant may reasonably be expected to suffer loss or damage if such default is not remedied within a period less than SEVENTY-TWO (72) hours,

then and in any and every such event, the Tenant may without further notice to the Landlord take such steps as may, in the sole judgement of the Tenant, be necessary to remedy such default, and without limiting any of the Tenant's remedies at law or in equity, all costs incurred by the Tenant in remedying any such default of the Landlord, plus an administrative fee equal to 15% of such costs, will be charged to and paid by the Landlord and, if the Landlord fails to pay such costs and such administrative fee on demand, the Tenant will be entitled either to deduct the same from the Rent or any other amounts payable hereunder by the Tenant to the Landlord, or to withhold the payment of Rent or any other amounts payable to the Landlord until such time as the default will have been cured or the Tenant will have recovered all its costs in remedying the default, plus the administrative fee.

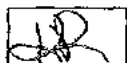
So long as the default of the Landlord is not a default in respect of which the Tenant might reasonably be expected to suffer loss or damage if such default is not remedied in a period less than SEVENTY-TWO (72) hours, then if the default is of such a nature that despite exercising all reasonable efforts the Landlord cannot cure such default within SEVENTY-TWO (72) hours, such time period will be extended by agreement between the parties for a further reasonable period of time, provided that the Landlord's right to such an extension will be conditional upon the Landlord making continuous, diligent and reasonable efforts to cure such default as soon as possible.

### 13.8 DIRECTION AS TO EMERGENCY

In case of emergency, each of the Landlord and the Tenant designate the respective person, as indicated in subclause 1.1(p), as its representative.

**13.9 SCHEDULES AND ADDITIONAL PROVISIONS**

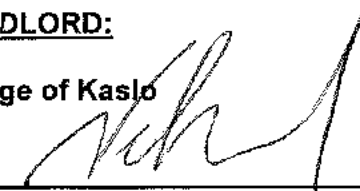
All Schedules to this Lease (including those provisions (if any) which are set out in Schedule H hereto) form part of this Lease and constitute agreements between the Landlord and the Tenant with the same effect as if they had been included in the main body of this Lease.




IN WITNESS WHEREOF the duly authorized signatories of the Tenant and the Landlord have executed this Lease as of the date set out above.

**LANDLORD:**

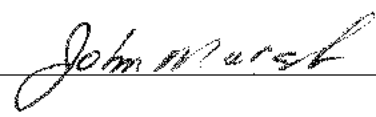
Village of Kaslo

By:   
Sign, Print Name and Title Neil Smith, CAO  
I have the authority to bind the Landlord

By:   
Sign, Print Name and Title Suzan Hewat, Mayor  
I have the authority to bind the Landlord

**TENANT:**

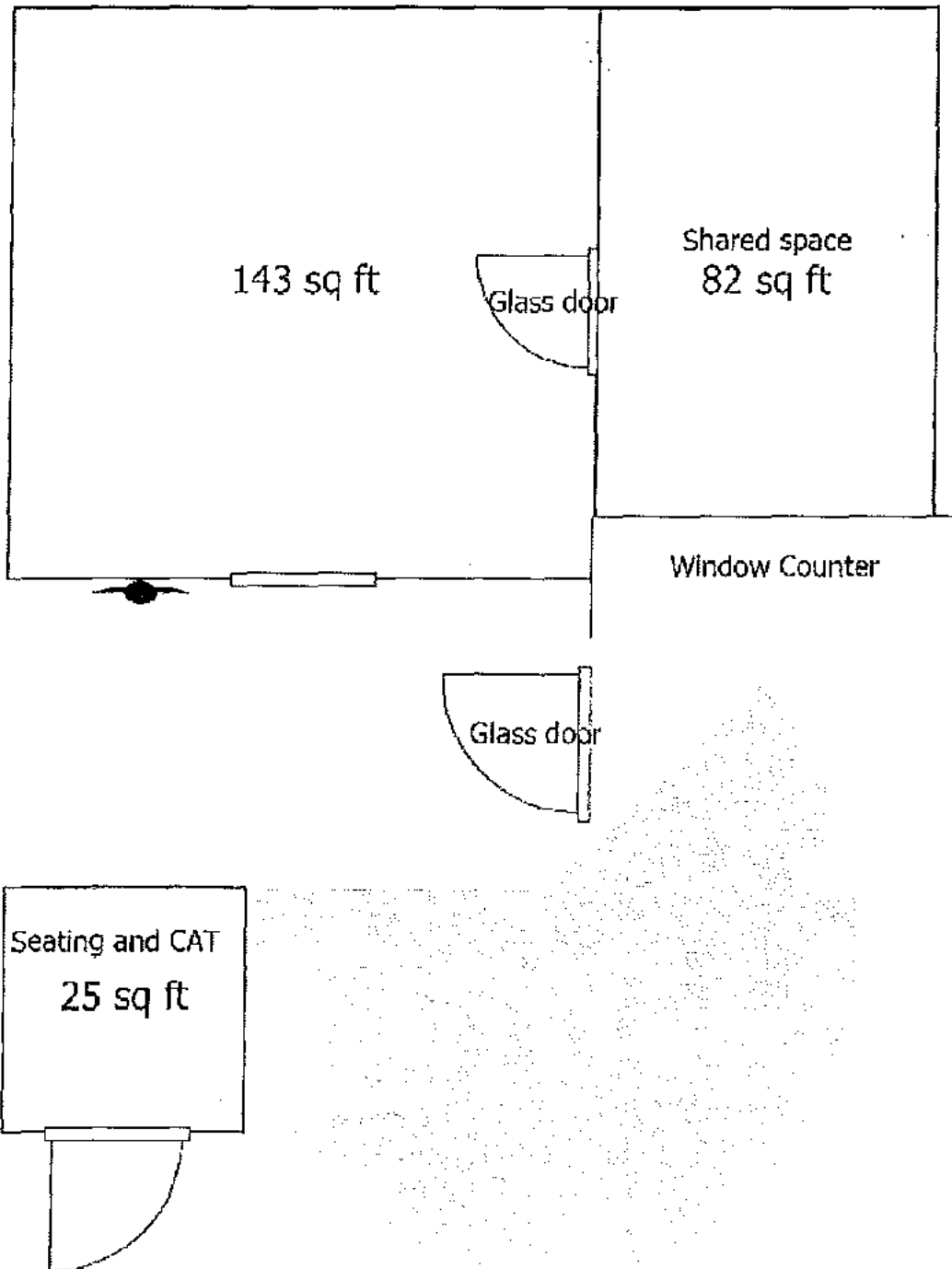
**HER MAJESTY THE QUEEN IN RIGHT OF  
THE PROVINCE OF BRITISH COLUMBIA,  
by the Minister of Citizens' Services  
or the Minister's authorized representative:**







**SCHEDULE A**  
**FLOOR PLANS OF THE PREMISES**



## SCHEDULE B

### DEFINITIONS

In this Lease the following expressions will have the following meanings:

**"Additional Rent"** means all sums of money to be paid by the Tenant, whether to the Landlord or otherwise under this Lease, except for Annual Base Rent;

**"Additional Services"** means the services and supervision supplied by the Landlord and referred to in clause 5.14 or in any other provision hereof as Additional Services; any other services which from time to time the Landlord supplies to the Tenant and which are additional to other services that the Landlord has agreed to supply under this Lease and to like provisions of other leases of the Building; the provision of labour and supervision in connection with the moving of any furniture or equipment of the Tenant; the making of any repairs or alterations for the Tenant; and the provision to the Tenant or the Premises of maintenance or other services not normally furnished to tenants or other leasable premises generally; and "Additional Service" means any such service;

**"Arbitration"** means arbitration by a single arbitrator if the Landlord and the Tenant can agree on one and otherwise by three arbitrators, one arbitrator to be appointed by the Landlord, one arbitrator to be appointed by the Tenant, and the third arbitrator (who will be the Chairman) to be appointed by the two arbitrators so appointed by the Landlord and the Tenant, and in the case of three arbitrators, the matter to be determined will be determined by the majority of the three arbitrators, and such arbitration will otherwise be subject to the provisions of the Commercial Arbitration Act, R.S.B.C. 1996, c.55 (or its successor legislation);

**"Annual Base Rent"** means the annual rent set out in subclause 1.1(h) and payable by the Tenant as set forth in subclause 4.1(a), subject to subclause 4.2(e);

**"Base Building Shell"** will have the meaning ascribed thereto in Schedule D to this Lease;

**"Base Year"** means, for the purpose of determining Base Year (Operating Costs) or for any other purposes related to the payment by the Tenant of a share of Operating Costs, the period of TWELVE (12) months commencing on the later of the Commencement Date or the date that the Building has achieved an occupancy rate of at least EIGHTY FIVE (85%) percent of the Total Rentable Area and means, for the purpose of determining Base Year (Taxes) or for any other purposes related to the payment by the Tenant of a share of Taxes, the later of the Commencement Date or the date in the taxation year following the Commencement Date on which the Taxes levied and assessed against the Land and the Building are so levied and assessed on the basis that the Building is fully completed for the whole of such year, without any rebate or concession.

**"Base Year (Operating Costs)"** means the Operating Costs, as hereinafter defined, incurred or that would have been incurred had the Landlord maintained the Land and the Building to the same standard as a prudent Landlord in the market of the Building for the same class of building in the market, during the Base Year.

Furthermore, where any one service included in Operating Costs is performed in the Base Year under any form of warranty at no charge to the Landlord, the usual cost paid by a prudent Landlord in the market of the Building for the same class of building in the market for such service will be ascertained and included in the Base Year (Operating Costs).

Notwithstanding the preceding definition, the parties agree that the Base Year for the purpose of this definition will be the period shown in subclause 1.1(k), if any, and that the Base Year (Operating Costs) will be the amount determined pursuant to subclause 1.1(k), if such subclause has been completed;

**"Base Year (Taxes)"** means the Taxes assessed against the Land and the Building during the Base Year. Notwithstanding the preceding definition, the parties agree that the Base Year for the purposes of this definition will be the period shown in subclause 1.1(j), if any, and that the Base Year (Taxes) will be the amount determined pursuant to subclause 1.1(j), if such subclause has been completed;

**"Basic Terms"** means those terms set out in clause 1.1, some of which are more particularly defined in this Schedule B;

**"Building"** means the building and other improvements located on the Land on the Commencement Date and having the municipal address referred to in subclause 1.1(c), and any addition, restoration or replacement thereof, of which the Premises forms a part;

**"Building Code"** means the BC Building Code, as amended from time to time, and the rules and regulations of all other regulatory bodies having jurisdiction;

**"Certified Statement"** means a statement, certified to be correct by a financial officer of the Landlord or by an accredited accountant, substantiating the Operating Costs for a Term Year or any other relevant fiscal period and the portion thereof which is payable by or refundable to the Tenant in accordance with the terms of this Lease and stating that all costs included within the Operating Costs referred to in such statement are "Operating Costs" as defined in this Lease and fairly represent all Operating Costs incurred by the Landlord for such Term Year or other relevant fiscal period and (if applicable) that the portion shown payable by the Tenant is properly chargeable to the Tenant under the terms of this Lease;

**"Commencement Date"** means the date the Term commences as set forth in subclause 1.1(g);

**"Common Areas"** means those areas, facilities, improvements, installations and equipment in or around the Land and the Building that are provided for the benefit or use of more than one tenant or component of the Building including but not limited to, entrances, lobbies, elevators, stairways, access and service corridors, malls, courts and walkways (both open and enclosed), public areas and facilities, public sidewalks (to the extent maintained for the benefit of the Building), public washrooms, indoor and outdoor landscaped areas, mailrooms, electrical, telephone, communication rooms on which the Landlord is not earning income, meter, valve, mechanical, storage room, delivery facilities, package or passenger pick-up areas, waste disposal or recycling facilities, and driveways, laneways and ramps, all as may be altered, expanded, reduced, reconstructed or relocated from time to time subject to the Tenant's consent (such consent not to be unreasonably withheld, delayed or conditioned) and excluding the Parking Areas;

**"Cost of Additional Services"** will mean in the case of Additional Services provided by the Landlord the Landlord's total direct costs of providing such Additional Services, which will not exceed the cost of obtaining such services from independent contractors; and in the case of Additional Services provided by independent contractors the Landlord's total direct costs of providing Additional Services to the Tenant including the cost of all labour (including salaries, wages, and fringe benefits) and materials and other direct expenses incurred;

**"Environmental Laws"** means all existing and future federal, provincial, and municipal legislation (and regulations passed pursuant thereto), all existing and future bylaws, notices, orders, rules, protocols, policies, directions, and guidelines of all governmental authorities and all present and future principles of common law and equity relating to environment, health, safety matters or conditions, Hazardous Substances, pollution, or protection of the environment;

**"Hazardous Substances"** means, without limitation, any substance, waste, liquid, gaseous or solid matter, fuel, micro-organism, sound, vibration, ray, heat, odour, radiation, energy vector, plasma, organic or inorganic matter which is deemed to be, alone or in any combination, hazardous, hazardous waste, toxic, a pollutant, a deleterious substance, a contaminant, or a source of pollution under any Environmental Laws (including, without limitation, asbestos and any material containing asbestos);

**"HVAC"** means all interior climate control (including heating, ventilating and air conditioning) systems, installations, equipment and facilities in or servicing the Building;

**"Insured Damage"** means that part of any damage occurring to any portion of the Building (including the Premises) by any peril against which the Landlord is responsible for insuring under this Lease;

**"Janitorial Services"** means those janitorial services to be supplied by the Landlord as set out in Schedule J hereto;

**"Land"** means that land described in subclause 1.1(c);

**"Landlord"** means the person executing this Lease and includes its successors and assigns;

**"Minor Elevator Maintenance"** means routine periodic inspections and minor service carried out by qualified elevator service technicians (all other replacement, maintenance and/or repair of elevator components in the Building will be the responsibility of the Landlord and are defined as **"Major Elevator Maintenance"**);

**"Minor HVAC Maintenance"** means:

- air filter replacement
- belt replacement
- coupling replacement and repair
- linkage repair
- lubrication of fans, pumps and linkages
- routine periodic inspections carried out by qualified HVAC service technicians

(all other replacement, maintenance and/or repair of HVAC components in the Building will be the responsibility of the Landlord and are defined as **"Major HVAC Maintenance"**);

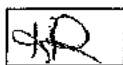
**"Normal Business Hours"** means the hours from 7:00 a.m. to 6:00 p.m. Monday to Friday, inclusive, of each week, statutory holidays excepted;

**"Operating Costs"** means the direct, substantiated cost to the Landlord of ordinary non-capital expenditures incurred in connection with the operation and maintenance of the Land and Building as itemized in column (B) of Schedule C and the cost of services provided by the Landlord but paid for by the Tenant as itemized in column (C) of Schedule C. Operating Costs may include, without duplication and only if applicable and appropriate, the following:

- (a) the amount paid (including wages and statutory fringe benefits) to the employees and/or contractors directly employed in the operation, maintenance and repair of the Land and the Building (excluding officers, clerical, secretarial, and accounting staff of the Landlord) which may be reasonably allocated to permitted Operating Costs;
- (b) Minor HVAC Maintenance and Minor Elevator Maintenance costs;
- (c) water and sewer charges (if not included in Taxes);
- (d) electric power charges not otherwise chargeable to tenants, save and except for power factor surcharges;
- (e) fuel for heating, cooling and hot water;
- (f) snow and garbage removal;
- (g) maintenance of the Common Areas;
- (h) sweeping, cleaning and washing of the Parking Area and line painting of the Parking Area, not to include any surface or structural repair;
- (i) cleaning and janitorial expenses including window cleaning, washroom cleaning and cleaning supplies;
- (j) costs incurred by the Landlord for supplies and materials used by its employees and/or contractors in connection with the maintenance of the interior of the Building and the Common Area;
- (k) light fixture maintenance (including ballast), fluorescent tube and light bulb replacement;
- (l) insurance required by clause 9.1 of this Lease to be placed, maintained and paid for by the Landlord;
- (m) the amortized cost of any improvements, equipment, fixtures or otherwise which will reduce or limit increases in Operating Costs provided that the Tenant has first approved in writing the expenditure and agreed with the amortization period and rate, such approval not to be unreasonably withheld, delayed or conditioned; and
- (n) the amortized cost of the redecoration and refurbishment of the Common Areas provided that the Tenant has first approved in writing the expenditure and agreed with the amortization period and rate, such approval not to be unreasonably withheld, delayed or conditioned;

and will exclude costs for:

- (i) upgrading any item of the Building both exterior and interior (other than that approved in (m) and (n) above);
- (ii) items which are for the sole benefit of one particular rentable area or group of occupants, other than the Tenant;
- (iii) repairs, alterations or improvements made to the Premises or the Tenant Improvements or to any other tenant areas or tenant improvements on the Land;
- (iv) Parking Area maintenance, surface or structural repair other than that permitted in (h) above;
- (v) structural and roof maintenance and repairs of the Building including plate glass replacement;
- (vi) Major HVAC Maintenance, Major Elevator Maintenance and other major maintenance projects including replacements of major components;
- (vii) correcting any defects in or any inadequacies of the initial design of the Building or of the construction of the Building or for repairs covered by warranty;
- (viii) penalties and interest assessed on late or deficient payments by the Landlord;
- (ix) repair or replacement of any item or any other costs incurred as a result of vandalism or of the negligence of the Landlord or its employees, customers, agents or invitees;
- (x) the ownership, management or operation of a garage or Parking Area which does not supply free parking to the Tenant and its invitees;
- (xi) capital items (which will be deemed to be any item having an expected useful life in excess of three years). If a capital item is leased by the Landlord, rather than purchased, the decision by the Landlord to lease the item in question will not serve to increase the Tenant's share of operating costs beyond that which would have applied had the item in question been purchased. Capital expenditures and costs associated with base building upgrades and major maintenance and replacement of essential building systems and/or components without which the Tenant cannot operate reasonably in the Premises, will be borne by the Landlord and will not be passed on to the Tenant in the form of operating costs;
- (xii) any sales tax, goods and services tax, value added tax or any similar tax ("Sales Tax") paid or payable by the Landlord on the purchase of goods and services included in operating costs which may be available to and claimed by the Landlord as a credit in determining the Landlord's net tax liability or refund on account of Sales Tax but only to the extent the Sales Tax is included in the operating costs;
- (xiii) any management fees;
- (xiv) any cost or expense which the Landlord is reimbursed by any person (other than tenants of the Building paying their respective shares of Operating Costs) including (1) the cost of work or services performed for any tenant (including the Tenant) at such tenant's cost; (2) any cost which the Landlord is entitled to be



reimbursed by insurance; (3) any cost which the Landlord is entitled to be reimbursed by a warranty or guarantee from any supplier, manufacturer or other person; (4) increased insurance costs attributable to or Taxes levied specifically against any rentable premises in the Building; (5) the cost to repair damage caused by or to rectify a default of any other tenant of the Building;

- (xv) the cost of work or services performed for any tenant of the Building to a materially greater extent or in a materially more favourable manner than furnished to the Tenant under this Lease;
- (xvi) any fee, cost or commission incurred to procure or attempting to procure other tenants including brokerage commissions, space planners' fees, finders' fees, lawyers' fees, lease take-over costs, advertising, marketing and promotion costs, entertainment costs and travel expenses, and the cost of tenant improvements or renovation work for tenants or removing tenant improvements;
- (xvii) the wages of any employees of the Landlord (except any who devote substantially all of their time to the operation of the Building), the Landlord's general overhead attributable to the activities of the Landlord's officers and executives, including their remuneration, and all of the Landlord's costs which are not specifically costs of operating the Building (including, without limitation, accounting and legal matters, costs of defending any lawsuits with any mortgagee, costs of selling, syndicating, financing, mortgaging or hypothecating the Land and the Building and costs of any disputes between the Landlord and its employees or between the Landlord and any managers of the Building);
- (xviii) lawyers' fees, accounting fees and expenditures incurred in connection with negotiations, disputes and claims of other tenants or occupants of the Land or with other third parties; and
- (xix) any cost of acquiring sculptures, paintings and other objects of art.

Amounts normally charged to depreciation, payment of rent by the Landlord under a ground lease or any other underlying lease, interest on debt or capital retirement of debt (whether pursuant to a mortgage of the Land and the Building or otherwise), taxes levied or assessed against the Landlord personally or on account of its interest in the Land and the Building or any part thereof, or on account of its ownership of capital employed in the Land and the Building, as the case may be (including, without limitation, income taxes, wealth taxes, large corporation taxes and capital taxes), bad debts (including unpaid rent) or reserves for bad debts or unpaid rents and all Landlord oriented costs, such as management, advertising, legal, accounting, leasing costs including rental agent fees, tenant allowances, improvements or inducements will not be included in calculating Operating Costs.

In no event will "Operating Costs" include any increases thereto resulting from or related to additions or improvements made to the Land by persons other than the Tenant unless such additions or improvements were requested and approved by the Tenant.

For greater certainty, the Tenant will not be responsible for any operating costs which are not specifically contemplated in the above definition;

**"Parking Area" or "Parking Areas"** means all parking facilities located within the Building or below grade levels of the Building or otherwise on the Land for the purpose of parking, and

It may be, subject to the Tenant's consent (such consent not to be unreasonably withheld, delayed or conditioned), altered, reduced or extended from time to time, including, without limitation, all entrances and exits, access ramps and any delivery passages located therein;

**"Premises"** means that portion of the Building located on those floor(s) set out in subclause 1.1(d), containing the approximate aggregate number of square feet of Rentable Area which is set out in subclause 1.1(e) and having the location and configuration shown outlined in red or in heavy black on the plans attached as or referred to in Schedule A, as such Premises may be reduced in size from time to time pursuant to clause 13.2;

**"Proportionate Share (Operating Costs)"** means a fraction, the numerator of which is the Rentable Area of the Premises and the denominator of which is the Total Rentable Area.

However, in the event that the Building is subject to multiple-purpose tenancies (for example, both retail and office tenancies) or contains underground parking, due weight and consideration will be given to the use being made and benefits derived or being derived by the Tenant in relation to other users of the utilities and services (including the Landlord and other tenants and occupants) in determining the Proportionate Share (Operating Costs) to be used for the purposes of this Lease.

In the case of separately metered utilities which are for the sole use of a particular tenant, such tenant (including the Tenant) will pay 100% of the costs recorded by such meter and such costs will not be included in Operating Costs;

**"Proportionate Share (Taxes)"** means a fraction, the numerator of which is the Rentable Area of the Premises and the denominator of which is the Total Rentable Area. In the event that the Building contains both office and retail premises, the Proportionate Share (Taxes) will be determined on the basis of the Rentable Area of the Premises and the Rentable Area of all rentable premises located in the office component of the Building (instead of the Total Rentable Area) and on the basis of the Taxes allocated to the office component of the Building or, if Taxes are not separately allocated between the office and the retail components, then on the basis of the share of the Taxes which should properly be allocated to the office component based on the assessment provided by the British Columbia Assessment Authority or its successor in legislation, of the office and the retail components);

**"Rent"** means and includes the Annual Base Rent and the Additional Rent;

**"Rent Commencement Date"** means the date on which the Tenant's obligation to pay Annual Base Rent pursuant to subclause 4.2(a) commences, as set forth in subclause 1.1(i);

**"Rentable Area"**, whether in the case of a whole building, whole floor of the Building or in the case of premises comprising part of a floor of the Building, will be determined by the Landlord's architect or land surveyor on a multiple tenancy basis according to the American National Standard Method for Measuring Floor Areas in Office Buildings ANSI/BOMA Z65.1-1980 (Reaffirmed 1989), as published by the Building Owners and Managers Association International and in effect as at the Commencement Date; however, notwithstanding the foregoing, the Premises and the Building will not be measured utilizing "Gross Building Area", nor will balconies or enclosed courtyards be included in the Rentable Area;

**"Taxes"** means all taxes, rates, duties, levies, and assessments whatsoever, whether municipal, parliamentary, or otherwise, which are levied, imposed or assessed against or in respect of the Building and the Land (excluding the Parking Areas), or which are from time to time levied,



imposed or assessed in the future in addition or in lieu thereof, including those levied, imposed or assessed for education, schools and local improvements, but excludes taxes and license fees in respect of any business carried on by tenants and occupants of the Building, taxes upon the income of the Landlord and any capital or corporation capital taxes levied against the Landlord. In no event will "Taxes" include any increases thereto resulting from or related to additions or improvements made to the Land or the Building by persons other than the Tenant unless such additions or improvements were requested and approved by the Tenant;

**"Tenant Improvements"** means all improvements, fixtures, installations, alterations and additions from time to time made, erected or installed to or in the Premises, in addition to or beyond the Base Building Shell, including all partitions however affixed, millwork, internal stairways, doors, hardware, light fixtures, carpeting and other applied floor finishes and HVAC and other building services not forming part of the Base Building Shell to be done by and at the cost of either of the parties hereto and as may be more clearly set out in Schedule G, but not including tenant trade fixtures or any furniture, equipment or other personal property of the Tenant or its subtenants or licensees;

**"Term"** means the initial term of this Lease set forth in subclause 1.1(f) and any renewal or extension thereof and any period of permitted overholding;

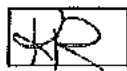
**"Term Year"** means, in the case of the first Term Year, the period beginning on the Commencement Date and terminating **TWELVE (12)** months from the last day of the calendar month in which the Commencement Date occurs (except that if the Commencement Date occurs on the first day of a calendar month, the first Term Year will terminate on the day prior to the first anniversary of the Commencement Date) and, in the case of each subsequent Term Year, means each 12-month period after the first Term Year; and

**"Total Rentable Area"** means the total Rentable Area of all areas in the Building which are rented or available for rent, determined in accordance with the definition of "Rentable Area". The calculation of the Total Rentable Area will be adjusted from time to time to give effect to any structural change in the Building (subject, however, to subclause 4.2(f)).

**SCHEDULE C**

**LANDLORD & TENANT SERVICES RESPONSIBILITY**

(A) ITEM	(B) To Be Provided by Landlord, Cost Included In Annual Base Rent	(C) To Be Provided by Landlord, Cost Borne by Tenant	(D) To Be Provided by Tenant, Cost Borne by Tenant	(E) Does Not Apply
<b>CLEANING – Common Area</b>				
Janitorial Service and Supplies	X			
Window Cleaning Interior	X			
Window Cleaning Exterior	X			
<b>CLEANING – Premises</b>				
Janitorial Service and Supplies	X			
Window Cleaning Interior	X			
Window Cleaning Exterior	X			
<b>COMMON AREA MAINTENANCE</b>				
Maintenance of Common Area	X			
Snow Removal	X			
Redecoration and Refurbishment of Common Area	X			
Landscaping	X			
<b>HVAC</b>				
Minor HVAC Repairs	X			
<b>ELEVATOR</b>				
Minor Elevator Repairs				X
<b>ELECTRICAL</b>				
Lamp and Tube Replacement-Premises	X			
Lamp and Tube Replacement-Common Areas	X			
<b>NON-ENERGY UTILITIES</b>				
Garbage Removal	X			
Water and Sewage	X			
Recycling Program	X			
<b>FUELS</b>				
Heating and Cooling – Premises	X			
Heating and Cooling – Common Areas	X			
<b>ELECTRICITY</b>				
Electricity- Premises	X			
Electricity – Common Area	X			
<b>INSURANCE</b>				
Fire and Extended Coverage Perils P.L. and P.D.	X			
Tenant Improvements	X			
<b>MANAGEMENT AND ADMIN</b>				
Management and Admin				X
<b>SECURITY SYSTEMS</b>				
Building Systems – Equipment and Monitoring	X			
Premises – Equipment and Monitoring			X	
<b>FIRE AND SAFETY</b>				
Building	X			
Premises			X	
<b>TENANT IMPROVEMENTS</b>				
Tenant Improvements (Schedule G)				X
Premises Maintenance		X		
<b>TAXES</b>				
Taxes				X
<b>PARKING</b>				
Parking Rent				X



## SCHEDULE D

### BASE BUILDING SHELL

"Base Building Shell" means the components included in the Building, all of which must be designed and erected to the Building Code in effect at the time of construction, which are as follows:

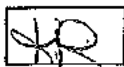
1. Foundation and structure reflecting standard specified loads for an office (open plan) occupancy.
2. Exterior walls including the insulation, air barrier and cladding system and the roof finishing.
3. Interior structural walls, party walls, demising walls and partitions around service rooms outside the Premises and other tenant areas (including but not limited to electrical, telecommunications, janitor, mechanical rooms and public washrooms). All such walls are to be constructed from floor to underside of floor or roof structure above, and will be drywall on metal or wood stud with insulation installed between the studs in accordance with the Building Code in effect at the time of construction. Drywall is to be taped, filled and sanded ready for paint.
4. Vertical circulation, including stairs, emergency exits, escalators and elevators.
5. Finishes to the walls of entry and elevator lobbies, stairwells, party walls, demising walls, columns, and service room outside the Premises or other tenant areas (including but not limited to electrical, telecommunications, janitor, mechanical rooms and public washrooms). This excludes paint finish to drywall and similar surfaces of exposed Base Building Shell walls within the Premises.
6. Floors in the Premises to be smooth troweled concrete floor slab prepared to receive finished floor coverings. Floor coverings provided in Common Areas including but not limited to washrooms, hallways and entrance lobbies.
7. Standard lighting, ceilings and ceiling tiles in lobbies and other designated non-rentable areas and in the Premises.
8. Fixtures, fittings and equipment for Common Area washrooms, main Building directory, and Common Area and Parking Area signage.
9. HVAC services and control systems appropriate for climate of the location of the Building, with sufficient capacity to meet the operational and performance standards specified in this Lease. HVAC diffusers to be standard commercial grade adapted to accommodate the Tenant's initial layout and installed in T Bar grid complete with necessary ducting and the capability to adapt to the Tenant's requirements. Direct Digital Controls to provide a minimum of one zone per 2,000 square feet in those cases where the Premises are greater than 5,000 square feet.
10. Electrical service including an electrical panel(s) on each floor capable of providing 50 watts/m<sup>2</sup>, plus 120V electrical duplex outlets installed in the perimeter walls of the Premises at a minimum spacing of one (1) outlet every ten (10) lineal feet.



Telephone services provided to designated service room on each floor. Three (3) 4" access ducts to be provided between the telephone service room and each floor for telephone lines and/or data cable access to the office areas of each floor.

12. Fire protection system(s), except portable fire extinguishers, as required by the applicable codes, by-laws and regulations for open plan office occupancy.
13. Plumbing and sanitary facilities as required by the Building Code and other applicable regulations as well as services for the efficient and effective operation and maintenance of the Building.
14. Lighting provided to entrance and elevator lobbies, stairwells, and service rooms, including janitor, electrical, mechanical and telecommunications rooms and washrooms.
15. Emergency lighting systems and emergency exit signs for "open plan" office occupancy.
16. Building exterior keyed locking system at main entry points.
17. Building access and compliance with all other relevant code, by-laws and regulation provisions to accommodate persons with disabilities.
18. Site development, landscaping and parking complete with lighting.
19. Receptacles in Parking Areas for plug-in block heaters in severe climates.

In those cases where the above performance definitions conflict with performance definitions outlined in a Request for Proposal under which the Premises are being constructed, the Request for Proposal will govern.



SCHEDULE E

CERTIFICATE

TO:

\_\_\_\_\_  
(the "Purchaser")

FROM:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF  
BRITISH COLUMBIA, as represented by the Minister of Citizens'  
Services

\_\_\_\_\_  
(the "Tenant")

REGARDING:

\_\_\_\_\_  
(the "Premises")

1. The Tenant leased the Premises from the Landlord under a lease dated:  
\_\_\_\_\_ (the "Lease").
2. The term of the Lease is \_\_\_\_\_ (the "Term").
3. The rent payable over the Term is \$ \_\_\_\_\_, made by way of:  
\_\_\_\_\_ monthly payments of \$ \_\_\_\_\_.
4. The Lease has been validly authorized, executed and delivered by the Tenant.
5. To the knowledge of the Tenant, no litigation or governmental or municipal proceeding has been commenced against the Tenant with respect to the Premises.

Dated at Victoria, B.C. this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

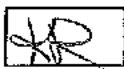
HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, by the  
Minister of Citizens' Services or the Minister's authorized representative.

\_\_\_\_\_

SCHEDULE F

OPTION TO RENEW

1. Commencing on the expiration of the initial Term hereof as referred to in subclause 1.1(f), the Tenant may renew this Lease for an additional term of sixty (60) months (hereinafter called the "First Renewal Term") at an Annual Base Rent to be negotiated at the time of renewal and before the expiration of the initial Term as referred to in subclause 1.1(f) and otherwise upon the same terms and conditions as contained herein, save that of this right of renewal. If the parties hereto cannot agree upon the Annual Base Rent for the First Renewal Term before the expiration of the initial Term as referred to in subclause 1.1(f), the parties agree to resort to binding Arbitration and the Annual Base Rent will be predicated upon the current market value rentals for comparable space including Tenant Improvements substantially similar to any then forming part of the Premises and paid for by the Landlord (but not including any Tenant Improvements paid for by the Tenant, either directly or by way of reimbursement paid to the Landlord (whether as a lump sum or over a period of time) or any property of the Tenant).
2. The Tenant may exercise its option to renew only by delivering to the Landlord written notice of its intention to exercise such option not later than **THREE (3)** months immediately preceding the last day of the initial Term as referred to in subclause 1.1(f). The current market value rental referred to in paragraph 1 above will be determined as of that day which is **THREE (3)** months immediately preceding the last day of the initial Term as referred to in subclause 1.1(f) of this Lease.
3. The monthly Annual Base Rent payable during each Renewal Term until the Annual Base Rent for that Renewal Term is determined will be the same monthly Annual Base Rent as was payable in the last month of the immediately preceding term. Upon the determination of the Annual Base Rent payable in any Renewal Term, the new Annual Base Rent will be applied retroactively to the commencement of that Renewal Term and any amount owing by either party to the other by virtue of this retroactive application will be paid within **THIRTY (30)** days of the determination of the Annual Base Rent for that Renewal Term.



**SCHEDULE G**

**TENANT IMPROVEMENTS**

**FIT-UP OF PREMISES**

Landlord to complete fit-up of the Premises at its sole cost, to a level that is mutually satisfactory with the Tenant. Tenant is responsible only for the installation of all data and telephone equipment and wiring.



**SCHEDULE H**

**ADDITIONAL PROVISIONS**

**TAXES**

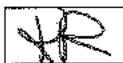
The Landlord and Tenant agree that the Landlord is not currently obligated to pay Taxes (and accordingly, the Tenant is not currently obligated to pay any share of Taxes under this Lease). If the Landlord becomes obligated to pay Taxes at any time during the Term, the Lease will be amended to reflect the Tenant's obligation to pay its proportionate share.

**MOVE COSTS**

Tenant to be responsible for the cost of the physical relocation of its furniture and other chattels from its current location.

**CURRENT AGREEMENTS**

Existing Lease L4892 and existing License Agreement CL20055 312, both at 314 - 4<sup>th</sup> Street and both between the same two parties, will continue on monthly holdover until commencement of this new Lease L5629, at which time both shall terminate.





**SCHEDULE I**

**ENVIRONMENTAL DISCLOSURE**

See clause 13.5 - Environmental Safety.



**SCHEDULE J**

**JANITORIAL SERVICE**

**1. DAILY CLEANING**

**(a) OFFICES:**

- (i) empty and damp wipe all waste baskets, replace liners as required;
- (ii) empty and damp wipe all ashtrays/urns;
- (iii) dust/damp wipe all furniture, fixtures, inclusive of desk lamps and all client accessories other than specific items designated by the client as their responsibility; clean phones using a germicidal detergent;
- (iv) dust/damp wipe all window sills, partition ledges and other horizontal surfaces below 6'0" at least weekly;
- (v) dust mop all tile floors using a water base dust treatment, spot/wet mop as required;
- (vi) vacuum and spot clean all carpets, mats and rugs;
- (vii) remove finger marks and smudges from all walls, doors, glass partitions and other surfaces.

**(b) WASHROOMS:**

- (i) clean with germicidal detergent all basins, showers, counters, splashbacks and fixtures, including exposed plumbing;
- (ii) clean with germicidal detergent entire toilets and urinals;
- (iii) empty and damp wipe all waste receptacles, replacing liners;
- (iv) restock paper towel, soap, cone cup, toilet tissue and sanitary napkin supply dispensers;
- (v) spot clean all toilet partitions, walls, doors, etc. Wash every second month;
- (vi) wet mop floors with a germicidal detergent solution and maintain floor drains;
- (vii) clean mirrors, powder shelves, brightwork, etc. No parazene urinal blocks to be used.

**(c) COMMON AREAS:**

- (i) dust mop, spot/wet mop as required all non-carpeted floors;

- (ii) spot clean removing finger marks, etc., from all glass and other surfaces;
- (iii) clean water fountains with germicidal detergent;
- (iv) vacuum and spot clean all carpets, mats and rugs;
- (v) dust/damp wipe all furniture and fixtures. Clean phones using a germicidal detergent;
- (vi) dust all window sills and other horizontal surfaces below 6'-0";
- (vii) clean interior and exterior of elevator surfaces including tracks of doors, floors, walls, etc.;
- (viii) dust mop, spot/wet mop or vacuum if carpeted all elevator floors;
- (ix) sweep, or vacuum if carpeted, all stairs.

**(d) COFFEE ROOMS & LOUNGES:**

- (i) empty and damp wipe all waste baskets, replace soiled liners;
- (ii) empty and damp wipe all ashtrays;
- (iii) dust/damp wipe all furniture and fixtures. Clean phones using a germicidal detergent;
- (iv) dust/damp wipe all window sills, partition ledges and other horizontal surfaces below 6'-0";
- (v) dust mop all tile floors using a water base dust treatment, spot/wet mop as required;
- (vi) vacuum and spot clean all carpets and rugs;
- (vii) remove finger marks and smudges from all walls, door glass, partitions and other surfaces;
- (viii) clean all basins, counters and fixtures including exposed plumbing, with germicidal detergent;
- (ix) damp wipe and re-stock dispensers (i.e. towels, soap, cone cup, etc.)

**2. PERIODIC CLEANING**

**(a) STAIRWAYS:**

- (i) damp wipe all hand railings and remove finger marks, stains and smudges from vertical surfaces at least weekly.

- (b) **FLOOR SURFACE OTHER THAN CARPET:**
- (i) dust mop using a water base dust treatment, wet mop or vacuum as required;
  - (ii) buff all floor surfaces at least weekly;
  - (iii) machine scrub all floor surfaces at least every four months, increase frequency in heavy traffic areas;
  - (iv) machine scrub and apply finish or strip, seal and finish as needed to maintain an overall clean and attractive protectant to the floor surface;
- (c) **INTERIOR WALLS & CEILINGS:**
- (i) dust/wash clean as often as necessary to maintain an overall clean and attractive surface.
- (d) **CARPETS:**
- (i) remove spots daily and clean traffic lanes as often as necessary to maintain an overall clean and attractive surface with no visible stains or traffic lanes or soil buildup;
  - (ii) thoroughly deep clean a minimum of once per year.
- (e) **DRAPES:**
- (i) dry vacuum every six months and damp wipe rod holders, pulls, etc;
  - (ii) wash/dry clean as often as necessary to maintain an overall clean and attractive appearance.
- (f) **VENETIAN BLINDS & VERTICAL LOUVERS:**
- (i) dust weekly;
  - (ii) clean thoroughly at least once every year.
- (g) **VERTICAL SURFACES, FURNITURE AND MOVEABLE PARTITIONS:**
- (i) dust weekly furniture, frames and remove spots as required;
  - (ii) vacuum, and clean all cleanable surfaces as often as necessary to maintain an overall clean and attractive appearance whether by a deep scrub hand method or machinery designed for the specific purpose.
- (h) **PICTURE FRAMES, CHARTS, EXPOSED PIPES, CLOCKS, WALL LOUVERS, DOOR FRAMES, ETC.:**
- (i) dust and remove all finger marks, smudges, etc., at least weekly;
  - (ii) clean thoroughly at least once every year.



- (i) **WINDOWS/INTERIOR GLASS AND GLASS PARTITIONS, BOTH INCLUDING FRAMES, SASHES AND SILLS:**
  - (i) clean interior and exterior as often as necessary to maintain an overall clean and attractive appearance.
- (j) **LIGHT FIXTURES, AIR AND WALL VENTS AND MECHANICAL DIFFUSERS:**
  - (i) maintain free of dust, debris, flies, etc.;
  - (ii) wash clean entire fixtures at least once every year.
- (k) **WASTE:**
  - (i) wherever wet or staining waste exists, plastic liners must be utilized and replaced as stained, worn, etc.
- (l) **BUILDING EXTERIOR AND UNDERGROUND PARKING:**
  - (i) maintain free of litter and debris. Clean/pressure wash at a frequency which ensures a clean and attractive appearance.
- (m) **VERTICAL AND HORIZONTAL SURFACES OVER 6'- 0":**
  - (i) dust and remove all finger marks, smudges, etc., at least weekly. Wash clean as often as necessary to maintain an overall clean and attractive appearance.

**NOTE:** Cleaning may be performed on either a Monday to Friday or Sunday to Thursday schedule. The overall level of cleanliness must meet the Tenant's cleaning standards, a copy of which is available upon request. The standard of cleanliness is monitored on behalf of the occupant by the Tenant's Cleaning Management through regular formal site inspections.

## SCHEDULE K

## LANDLORD'S SERVICES

The Landlord covenants to supply the following specified services:

1. Utilities and Washrooms

The provisions of all utilities and separate male and female washrooms appropriate to the Premises and its use.

2. HVAC and Lighting Systems

The provision and maintenance of indoor environmental and lighting conditions in accordance with the current Workers Compensation Board Occupational Health and Safety Regulation and with the following minimum indoor environmental conditions for occupied office areas:

- (a) Space temperatures 21 degrees Celsius when heating and 26 degrees Celsius when cooling, at relative humidities between 20% and 60%.
- (b) Air velocities will not exceed 0.15 metres per second (30ft per minute) when heating and 0.25 metres per second (50ft per minute) when cooling.

The provision of cleaning and maintenance of all lighting fixtures and installation of such new tubes, ballasts and bulbs as may be required.

3. Hot & Cold Water

The provision of an adequate hot and cold water supply to the Building and the floor of the Premises and an adequate hot water supply to washrooms in the Common Areas.

4. Redecoration & Refurbishment

The maintenance of a regular program of redecoration and refurbishment of the Common Areas to a standard consistent with the age and class of the Building in the market.

5. Refuse Disposal

The proper sanitary storage and weekly/daily disposal of all refuse and recyclables.

6. Elevator

If there are any elevators in the Building, the provision and maintenance of a continuous passenger elevator service with appropriate freight and stretcher facilities, at a maximum wait interval of 20 seconds.

7. Emergency Facilities

The regular and proper maintenance and testing of all emergency installations on the Land and the Building, including the maintenance of fire extinguishers, excluding the

Tenant's fire extinguishers, clear exit corridors and stairs, closure of fire doors and the institution of regular emergency drills.

8. Security

The provision and maintenance of suitable security for the Building, including, where warranted, a manned service.

9. Maintain Grounds, Compounds and Parking Areas

The regular and proper maintenance of landscaping, outside furniture and paved surfaces of the Land including the removal of snow from walks, driveways, and Parking Areas, and the effective control of the use of designated Parking Areas. Where parking is provided, the Landlord will ensure adequate lighting is provided for the safety and security of all users.



# STAFF REPORT

DATE: July 19, 2024

FILE NUMBER: 0330

TO: Robert Baker, Chief Administrative Officer

FROM: Catherine Allaway, Corporate Officer

SUBJECT: The Confluence Grand Opening Invitation

## 1.0 PURPOSE

To consider authorizing attendance at the grand opening of a new facility in Castlegar, with expenses paid.

## 2.0 RECOMMENDATION

THAT Mayor Hewat be authorized to attend the grand opening of The Confluence in Castlegar on August 23, 2024, with expenses paid pursuant to municipal policy.

## 3.0 BACKGROUND

The Confluence is a new facility in Castlegar that will be holding its grand opening on August 23<sup>rd</sup> and an invitation to participate in the event has been extended to elected officials. A Council resolution is required to authorize reimbursement of travel expenses.

## 4.0 DISCUSSION

The grand opening of The Confluence is scheduled for August 23<sup>rd</sup> in Castlegar. Attendance will provide an opportunity for networking with area elected officials and community leaders, and a chance to learn about the plans for tourism and economic development in the region.

## 5.0 OPTIONS

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

1. **Authorize attendance.** *The Village of Kaslo will cover the cost of sending a representative to the event.*
2. Do not authorize attendance. *Travel costs will not be reimbursed.*
3. Refer back to staff for further review and report.

## 6.0 FINANCIAL CONSIDERATIONS

The estimated costs of attendance are between \$140-\$402, calculated as follows:

Per Diem	\$75
Mileage	\$65
Meals (if required)	\$112
Accommodation (if required)	\$150



**7.0 LEGISLATION, POLICY, BYLAW CONSIDERATIONS**

Remuneration and Expense Bylaw No. 1199, 2017 (as amended) specifies the terms for reimbursement of expenses incurred by Council members during the performance of their duties.

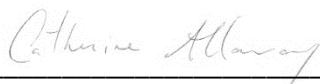
**8.0 STRATEGIC PRIORITIES**

Nil

**9.0 OTHER CONSIDERATIONS**

Nil

**RESPECTFULLY SUBMITTED**



\_\_\_\_\_  
Catherine Allaway, Corporate Officer

**ATTACHMENTS:**

- 2024.07.09 email from Castlegar Chamber of Commerce and invitation

**CAO COMMENTS:**

APPROVED FOR SUBMISSION TO COUNCIL:

\_\_\_\_\_  
Robert Baker, Chief Administrative Officer

\_\_\_\_\_  
Date

**From:** Castlegar Chamber <cdcoced@castlegar.com>

**Sent:** Tuesday, July 9, 2024 2:00 PM

**Cc:** Chamber Member Services <cdcoc@castlegar.com>

**Subject:** You are invited to the Castlegar Confluence Grand Opening, Friday, August. 23rd, 2024

You are invited as a key stakeholder to our state of the art, one of the first of its kind fully public Mass Timber, Passive House Castlegar Confluence Grand Opening, Friday, August. 23rd, 2024.

Details:

Times:

Community Event 2:30 - 5:00

Ribbon Cutting, Speeches, Community Open House

Set-up (Break) 5:00 - 6:00

Key Stakeholder (invite Only) 6:00 - 8:00

Presentation, Entertainment, Appetizers and Refreshments

Address: 1995 - 6th Avenue, Castlegar, B.C.

RSVP on both events to: Ashley Costa, [cdcoc@castlegar.com](mailto:cdcoc@castlegar.com)

We hope to see you at our momentous occasion.

*For more information on the Confluence Building please visit: [castlegarconfluence.com](http://castlegarconfluence.com).*

Should you require additional information, please do not hesitate to contact Ashley or myself.

Best regards,  
Tammy

*Tammy Verigin-Burk - Executive Director, MA*

**Castlegar & District Chamber of Commerce**

**1995-6th Ave**

**Castlegar, BC V1N 4B7**

**P: (250) 365-6313**

**F: (250) 365-5778**

**W: [www.castlegar.com](http://www.castlegar.com)**

*In the spirit of respect, reciprocity and truth, we honour and acknowledge with gratitude that we are on unceded and ancestral territories of indigenous peoples.*

*We would also like to recognize all other indigenous peoples who have come as guests to live, work and play on this land, and who honour and celebrate their territory.*



# Come Join Us For Our Grand Opening

Join us at The Confluence for a day filled with excitement and celebration. Witness the unveiling of our state-of-the-art facility and experience the convergence of innovation and community. Don't miss out on this opportunity to be a part of history in the making.



**FRIDAY**  
AUGUST 23, 2024



**TIME**  
2:30 PM - 5:00PM



**THE CONFLUENCE**  
1995 6TH AVE, CASTLEGAR, BC

**RSVP**  
TO [CDCO@CASTLEGAR.COM](mailto:CDCO@CASTLEGAR.COM)

**SCHEDULE**  
2:30PM - 5:00PM  
SPEECHES, RIBBON CUTTING  
& COMMUNITY ENGAGEMENT  
6:00PM - 8:00PM  
EXCLUSIVE WINE & CHEESE EVENT  
FOR KEY STAKEHOLDERS

DATE: July 16, 2024

FILE NUMBER: 6240-20

TO: Robert Baker, Chief Administrative Officer

FROM: Colin Hawkins, Manager of Strategic Initiatives

SUBJECT: Contract Award – Front Street Park Construction Services

## 1.0 PURPOSE:

For Council to consider awarding the contract for Construction Services for the Front Street Park project.

## 2.0 RECOMMENDATION:

THAT Brenton Industries Ltd. Be awarded the contract for Front Street Park final phase construction services, all for the sum of \$97,922.41 (excluding taxes), as outlined in their proposal dated 4<sup>th</sup> July 2024, AND FURTHER, that staff be authorized to execute the contract.

## 3.0 BACKGROUND:

Following the final Front Street Park committee meeting on the 12<sup>th</sup> of February 2024 staff secured Town Architecture to complete the remaining design for the Water Street Elevation. Town Architecture's tender design drawings were issued to MR Landscape, Brenton Industries, Joe Stone Masonry, Hoover Masonry and Cochrane Landscaping for pricing.

## 4.0 DISCUSSION:

MR Landscaping, Joe Stone Masonry, Hoover Masonry and Cochrane Landscaping did not return a tender submission.

Brenton Industries submitted a proposal in the amount of \$97,922.41 (excluding taxes). Their proposal included the required elements from Town Architecture Tender Drawing pack. The only element excluded was the water fountain, staff in conjunction with public works can deliver and install the water fountain. Brenton Industries Ltd. propose commencing the work week commencing 5<sup>th</sup> of August 2024, subject to approval and material procurement.

## 5.0 OPTIONS:

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

1. **The Village award the contract to Brenton Industries Ltd for the sum of \$97,922.41 (excluding taxes).** *Staff will notify the successful contractor and execute the contract.*
2. The Village refrain from awarding the contract and refer the matter back to staff for further review and report.

**6.0 FINANCIAL CONSIDERATIONS:**

The proposal provided by Brenton Industries Ltd. is \$97,922.41 (excluding taxes), which can be afforded within the 2024 Front Street Park budget allocation. In the event that there are unforeseen expenses or change orders within the scope of work for the Construction Services, there is a contingency available.

The project funding is provided by a Columbia Basin Trust Outdoor Revitalization Grant and the Village's Park Reserve fund.

**7.0 LEGISLATIVE, POLICY, BYLAW CONSIDERATIONS:**

The Village's Purchasing and Surplus Equipment Disposal Policy was referenced in developing this report.

**8.0 STRATEGIC PRIORITIES:**

The 2023-2026 Corporate Strategic Plan identifies the completion of Front Street Park as a strategic priority.

**9.0 OTHER CONSIDERATIONS:**

None to report.

**RESPECTFULLY SUBMITTED**



---

Colin Hawkins, Manager of Strategic Initiatives

**ATTACHMENTS:** Drawings – Issued for Tender

**CAO COMMENTS:**

Although the Village has only received 1 proposal, the proposed fees are reasonable and can be afforded within the budget. If Council is satisfied with the efforts made and rationale provided, then it should award the contract as recommended.

APPROVED FOR SUBMISSION TO COUNCIL:



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Robert Baker, Chief Administrative Officer

July 17, 2024

---

Date



# KASLO PARK IMPROVEMENTS

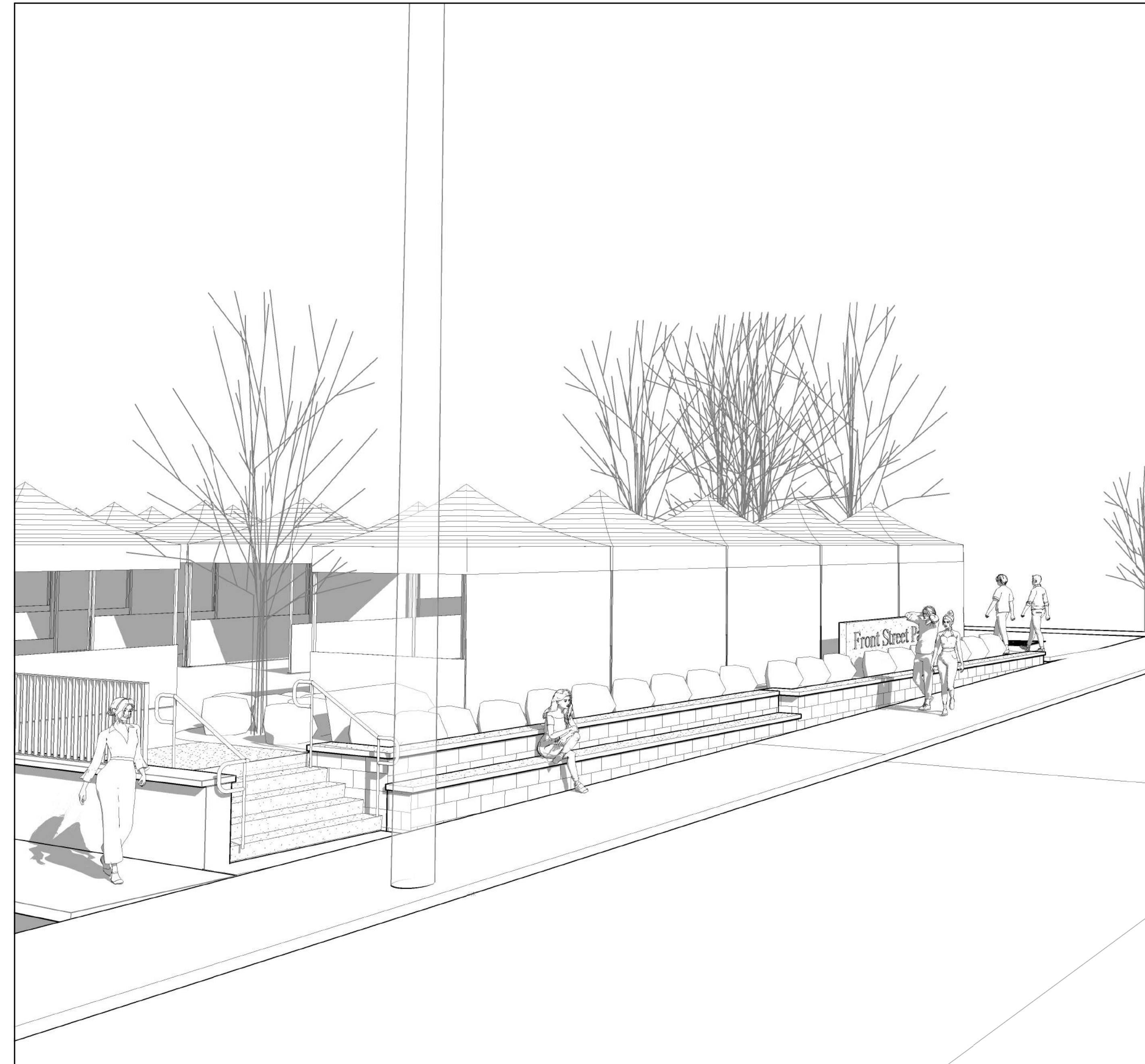


## ABBREVIATIONS

AC	AIR CONDITIONING	HPT	HIGH POINT
AD	AREA DRAIN	HT	HEIGHT
AFF	ABOVE FINISH FLOOR	INCL	INCLUDED
AGGR	AGGREGATE	INSUL	INSULATION
ALT	ALTERNATE	JT	JOINT
ALUM	ALUMINUM	KS	KITCHEN SINK
APPROX	APPROXIMATE	L CL	LINEN CLOSET
ARCH	ARCHITECTURAL	LAM	LAMINATE
ASF	ABOVE STRUCTURAL FLOOR	LAV	LAVATORY
AVG	AVERAGE	LL	LIVE LOAD
B/ or BO	BOTTOM OF	LPT	LOW POINT
BD	BOARD	LV	LOW VOLTAGE
BITUM	BITUMINOUS	MASY	MASONRY
BLDG	BUILDING	MAX	MAXIMUM
BSMT	BASEMENT	MC	MEDICINE CABINET
CAB	CABINET	MECH	MECHANICAL
CEM	CEMENT	MFR	MANUFACTURER
CFM	CUBIC FEET PER MINUTE	MIN	MINIMUM
CL	CENTER LINE	MISC	MISCELLANEOUS
CLG	CEILING	MO	MASONRY OPENING
CLR	CLEAR	MTL	METAL
CMU	CONCRETE MANSORNY UNIT	MW	MICROWAVE
COD	CO DETECTOR	NIC	NOT IN CONTRACT
COL	COLUMN	NO	NUMBER
CONC	CONCRETE	NOM	NOMINAL
CONST	CONSTRUCTION	NTS	NOT TO SCALE
CONT	CONTINUOUS	OC	ON CENTER
CPT	CARPET	OSD	OPEN SITE DRAIN
CT	CERAMIC TILE	PAN	PANTRY
D	DEEP	PL	PLATE
DBL	DOUBLE	PLAM	PLASTIC LAMINATE
DEPT	DEPARTMENT	PT	PAINT
DIA	DIAMETER	QT	QUARRY TILE
DIM	DIMENSION	R	RADIUS
DL	DEAD LOAD	REF	REFRIGERATOR
DN	DOWN	REQD	REQUIRED
DS	DOWNSPOUT	REV	REVISION
DW	DISHWASHER	RNG	RANGE
DWG	DRAWING	RO	ROUGH OPENING
EA	EACH	SC	SOLID CORE
EL	ELEVATION	SD	SMOKE DETECTOR
ELEC	ELECTRICAL	SF	SQUARE FEET
ELEV	ELEVATOR	SH	SHelf
EMER	EMERGENCY	SST	STAINLESS STEEL
EQ	EQUAL	ST	STAINED
EQPT	EQUIPMENT	STD	STANDARD
EXIST	EXISTING	STL	STEEL
EXT	EXTERIOR	T&G	TONGUE AND GROOVE
FDTN	FOUNDATION	THK	THICKNESS
FL	FLOOR DRAIN	TYP	TYPICAL
FP	FIRE PLACE	UNO	UNLESS NOTED OTHERWISE
FURN	FURNACE	VERT	VERTICAL
G DISP	GARBAGE DISPOSAL	VIF	VERIFY IN FIELD
GA	GAGE or GAUGE	W	WIDE
GFCI	GROUND FAULT CIRCUIT INTERRUPTER	W/D	WASHER / DRYER
GYP BD	GYPSUM BOARD	WC	WATER CLOSET
HC	HOLLOW CORE	WD	WOOD
HM	HOLLOW METAL	WH	WATER HEATER
HORIZ	HORIZONTAL	WIC	WALK-IN CLOSET
		WP	WATERPROOF
		WWF	WELDED WIRE FABRIC

GENERAL - DRAWING...	
SHEET #	SHEET NAME
A000	COVER PAGE
A100	SITE PLAN - EXISTING
A101	SITE PLAN - PROPOSED
A200	EXTERIOR ELEVATIONS
A400	ENLARGED PLANS
A602	STAIR PLANS & SECTIONS
A800	EXTERIOR VIEWS
AS000	SPECIFICATIONS
AS001	SPECIFICATIONS

## PERSPECTIVE IMAGE



## VICINITY MAP



## SCOPE OF WORK

IMPROVEMENTS TO THE KASLO FRONT STREET PARK INCLUDING ADDITION OF STAIRS, RETAINING WALL, SEATING, GUARDRAILS, HANDRAILS, LANDSCAPING, SIGNAGE, DRIVEWAY/PARKING AND SIDEWALK.

## PROJECT DIRECTORY

**OWNER:**  
VILLAGE OF KASLO

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**24001**  
**KASLO PARK IMPROVEMENTS**

**PID:**  
**031-348-661**

**CLIENT**  
**VILLAGE OF KASLO**



#	DESCRIPTION	DATE
1	ISSUED FOR TENDER	24-05-24

PROFESSIONAL OF RECORD STAMP

COVER PAGE

**A000**

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## SYMBOL & MATERIAL LEGEND

	DETAIL SHEET NUMBER		WINDOW TAG
	DETAIL CALLOUT		DOOR TAG
	ELEVATION TAG		KEYNOTE TAG
	SECTION SHEET NUMBER		ASSEMBLY TAG
	LIGHT TAG		REVISION TAG

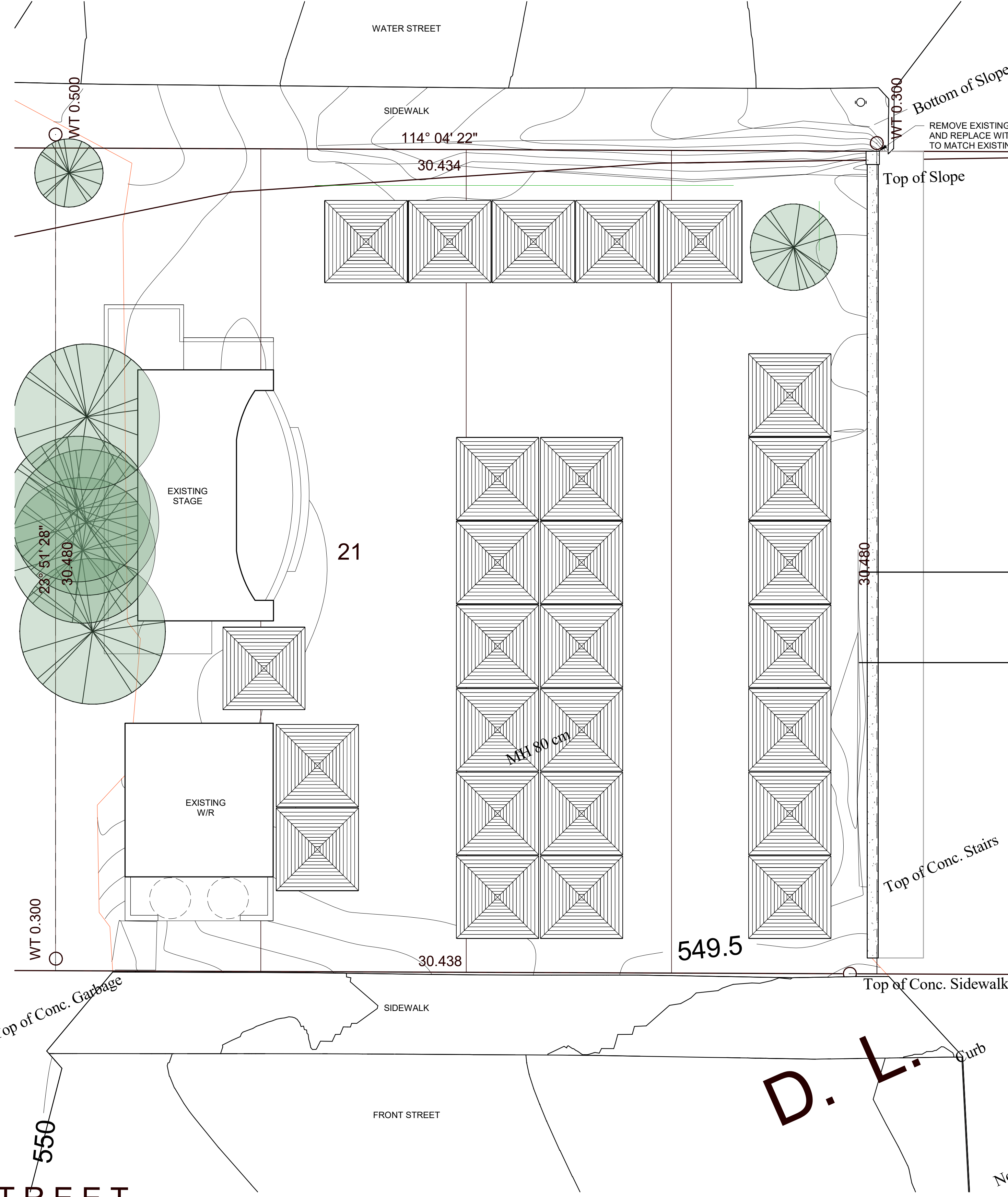


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SITE SERVICE MAP (PROVIDED BY VILLAGE OF KASLO)

- WASTEWATER. CONFIRM DEPTH AND COORDINATE W/ RETAINING & SIGN.
- STORM. CONFIRM DEPTH AND COORDINATE W/ RETAINING/STAIR.
- ELECTRICAL. CONFIRM WHETHER THIS CAN BE RE-ROUTED FOR RETAINING WALL LIGHT FIXTURES.
- IRRIGATION. CONFIRM WHETHER NEW PLANTING BED CAN BE TIED IN.



① SITE PLAN - EXISTING  
1/8" = 1'-0"

GENERAL NOTES

1.



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LEGEND

- EXISTING WALL TO REMAIN
- NEW WALL
- EXISTING DOOR TO REMAIN
- NEW DOOR
- EXISTING WINDOW TO REMAIN
- NEW WINDOW

KEYNOTE

24001  
KASLO PARK IMPROVEMENTS

PID:  
031-348-661

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VILLAGE OF KASLO



2 ISSUED FOR TENDER 24-05-24

1 ISSUED FOR REVIEW 24-03-12

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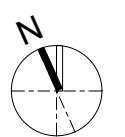
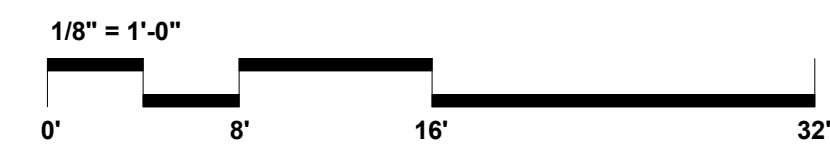
208

FRONT STREET

SITE PLAN - EXISTING

A100

SCALE As indicated





# GENERAL NOTES

## PERFORMANCE OF THE WORK:

1. ALL PARTIES PERFORMING WORK OF THE PROJECT SHALL COMPLY WITH ALL APPLICABLE NATIONAL, FEDERAL, STATE, REGIONAL, LOCAL, AND MUNICIPAL CODES, STANDARDS, AND ORDINANCES.
2. PERFORMANCE OF THE WORK SHALL COMPLY WITH THE CONTRACT DOCUMENTS AND THE REQUIREMENTS, POLICIES AND PROCEDURES OF THE OWNER.
3. INVESTIGATE EXISTING CONDITIONS; VERIFY AND BE RESPONSIBLE FOR ALL REQUIREMENTS OF THE PROJECT. NOTIFY THE ARCHITECT IN WRITING OF ANY CONDITIONS CONTRARY TO THE CONTRACT DOCUMENTS THAT REQUIRE MODIFICATION BEFORE PROCEEDING WITH THE WORK.
4. ACCEPTANCE OF THE WORK BY THE OWNER SHALL BE A CONDITION OF THE FULFILLMENT OF THE CONTRACT.
5. MAINTAIN THROUGHOUT THE CONSTRUCTION PERIOD, A CERTIFICATE OF INSURANCE FOR ALL LIABILITIES, WITH A HOLD HARMLESS CLAUSE, PROTECTING THE OWNER AND THE ARCHITECT.

## BIDDING AND CONTRACT DOCUMENTS:

1. THE DRAWINGS SHALL BE ISSUED TOGETHER AND COMPLETELY AS A DOCUMENT SET FOR BIDDING AND CONSTRUCTION.
2. THE DRAWINGS AND SPECIFICATIONS ARE COMPLIMENTARY, EACH TO THE OTHER, AND WHAT IS CALLED FOR BY ONE SHALL BE AS BINDING AS IF CALLED FOR BY BOTH. FOR MATERIALS IDENTIFIED ON THE DRAWINGS, SEE THE SPECIFICATIONS FOR GENERAL, PRODUCT AND EXECUTION INFORMATION.
3. THE DRAWINGS AND SPECIFICATIONS ARE INTENDED TO INCLUDE EVERYTHING REQUISITE AND NECESSARY TO COMPLETE THE WORK EVEN IF EVERYTHING REQUIRED FOR SUCH WORK IS NOT SPECIFICALLY MENTIONED OR INDICATED.
4. NOTES AND REFERENCES RELATIVE TO DIFFERENT CONSTRUCTION MATERIALS, DETAILS, ASSEMBLIES AND SYSTEMS APPEAR ON VARIOUS SHEETS. SUCH NOTES AND REFERENCES ON ANY ONE SHEET ARE APPLICABLE TO RELATED DRAWINGS THROUGHOUT THE SET.
5. SHOULD A DISCREPANCY BETWEEN NOTES, DRAWINGS AND/OR TECHNICAL SPECIFICATIONS BE DISCOVERED, SUBMIT WRITTEN REQUEST TO THE ARCHITECT FOR RESOLUTION OF THE DISCREPANCY.
6. KEYNOTES TAGGED TO THE DRAWINGS WITH NUMBERED OR LETTERED SYMBOLS ARE TYPICAL FOR ALL SIMILAR CONDITIONS WHETHER TAGGED OR NOT.
7. DETAILS SHOWN ARE INDICATIVE OF PROFILES AND TYPE OF DETAILING REQUIRED THROUGHOUT THE WORK.
8. DETAILS NOT SHOWN ARE SIMILAR IN CHARACTER TO THOSE DETAILS SHOWN.
9. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL GOVERN. PRINTED DRAWINGS MAY BE REPRODUCED AT A SCALE DIFFERENT THAN INTENDED BY THE ORIGINAL DRAWING. SUBMIT WRITTEN REQUEST TO THE ARCHITECT FOR RESOLUTION OF ANY DIMENSIONAL DISCREPANCIES.
10. WHERE SPECIFIC DIMENSIONS, DETAILS OR DESIGN INTENT CANNOT BE DETERMINED, CONSULT THE ARCHITECT FOR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
11. VERIFY ALL DIMENSIONS, INCLUDING BUT NOT LIMITED TO EXISTING CONDITIONS, LAYOUT OF THE WORK, AND WORK ALREADY INSTALLED BEFORE PROCEEDING WITH NEW WORK.

## COORDINATION AND SUBSTITUTION:

1. COORDINATE WORK OF ALL TRADES WITH ONE ANOTHER IN ORDER TO AVOID INTERFERENCES, TO PRESERVE MAXIMUM HEAD ROOM AND TO AVOID OMISSIONS.
2. ALL ADDITIONAL COSTS, INCLUDING ALTERATION COSTS OF WORK ALREADY INSTALLED, RESULTING FROM SUBMITTALS AND SHOP DRAWINGS NOT SUBMITTED IN A TIMELY MANNER, AND NOT ALLOWING RELATED WORK TO BE INSTALLED FOR THE PROPER INSTALLATION OF THE SUBJECT WORK, SHALL BE THE SUBMITTING CONTRACTOR'S RESPONSIBILITY.
3. PROPOSED CHANGES TO ANY CONSTRUCTION MATERIALS, DETAILS, ASSEMBLIES AND SYSTEMS, ETC. SHALL BE SUBMITTED IN WRITING TO THE ARCHITECT IN ACCORDANCE WITH THE PROJECT MANUAL.
4. ACCEPTED SUBSTITUTIONS REQUIRE THAT THE CONTRACTOR RESPONSIBLE FOR THE PROPOSED CHANGE TO FULLY COORDINATE WITH ALL TRADES AFFECTED BY THE SUBSTITUTION WITH RESPECT TO, BUT NOT LIMITED TO, DIMENSIONS, CLEARANCES, CONNECTIONS, ETC., REQUIRED FOR A FULLY FUNCTIONAL INSTALLATION. SUBSTITUTING CONTRACTOR IS RESPONSIBLE FOR ALL ADDITIONAL RELATED COSTS ASSOCIATED WITH THE SUBSTITUTION INCLUDING RELATED COSTS OF OTHER TRADES OR ALTERATION COSTS TO ADAPT ANOTHER'S INSTALLED WORK.

## CONSTRUCTION PREMISES:

1. PROVIDE TEMPORARY FENCING AND PROTECTIONS AS REQUIRED BY THE NATIONAL, FEDERAL, STATE, REGIONAL, LOCAL, AND MUNICIPAL AUTHORITIES HAVING JURISDICTION.
2. PROTECT ALL EXISTING SITE ELEMENTS TO REMAIN FROM DAMAGE DUE TO CONSTRUCTION OPERATIONS. REPAIR OR REPLACE TO THE SATISFACTION OF THE OWNER, ALL ELEMENTS DAMAGED DURING THE PROJECT.
3. KEEP PREMISES IN A BROOM SWEEP FINISH CONDITION DURING ALL PHASES OF THE CONSTRUCTION. EACH CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING UP AND DISPOSING OF THEIR DEBRIS AND WASTE MATERIALS ON A REGULAR BASIS AND LEAVE THE PROJECT IN A BROOM SWEEP FINISH CONDITION UPON COMPLETION OF THEIR PORTION OF THE WORK.
4. CLEAN AND WASH ALL WINDOW GLASS, MIRRORS, FLOORS AND WALL TILES UPON COMPLETION OF THE PROJECT.

## MISCELLANEOUS:

1. ALL DISSIMILAR METALS SHALL BE EFFECTIVELY ISOLATED FROM EACH OTHER TO PREVENT MOLECULAR BREAKDOWN.
2. REFER TO DRAWINGS OF ALL DISCIPLINES FOR EQUIPMENT REQUIRING CONCRETE EQUIPMENT PADS. PROVIDE SUCH PADS, COORDINATING THEIR SIZES AND LOCATIONS. REVIEW LOCATIONS WITH ARCHITECT PRIOR TO INSTALLATION.
3. COMPLETELY CONNECT ALL EQUIPMENT AND PROVIDE ALL NECESSARY APPENDAGES. COMPLETED SYSTEMS SHALL BE FULLY OPERATIONAL.



1 SITE PLAN - RETAINING, STAIR & BENCH  
1/8" = 1'-0"

## GENERAL NOTES

1.

## LEGEND

- EXISTING WALL TO REMAIN
- NEW WALL
- EXISTING DOOR TO REMAIN
- NEW DOOR
- EXISTING WINDOW TO REMAIN
- NEW WINDOW

## KEYNOTE

**Town**  
Architecture Inc.

Kaslo, BC  
www.townarch.ca  
(250) 353-1114  
jjones@townarch.ca

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24001  
KASLO PARK  
IMPROVEMENTS

PID:  
031-348-661

CLIENT  
VILLAGE OF  
KASLO

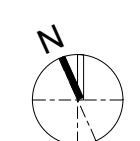
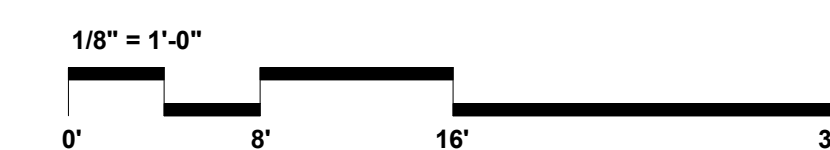


#	DESCRIPTION	DATE
1	ISSUED FOR TENDER	24-05-24

SITE PLAN -  
PROPOSED

A101

SCALE As indicated



208

D.L.

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FRONT STREET

550

FRONT STREET

Top of Conc. Sidewalk

Top of Conc. Stairs

Top of Conc. Garbage

SIDEWALK

WATER STREET

WHEELCHAIR LETDOWN AS PER MMCD C9

DRIVEWAY LETDOWN AS PER MMCD C7

SIDEWALK BY VILLAGE OF KASLO

VILLAGE TO CONTINUE SIDEWALK TO 5TH ST. MEET MMCD STANDARDS

PAINTED LINES

CONCRETE DRIVEWALK AND WALKWAY

ENSURE PATH MEETS BCBC ACCESSIBILITY REQUIREMENTS

EXISTING STAGE

EXISTING W/R

NEW DRINKING FOUNTAIN/BOTTLE FILLING STATION. ENSURE INSTALLATION MEETS BCBC ACCESSIBILITY REQUIREMENTS.

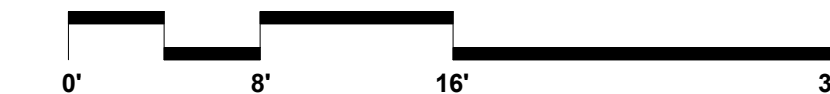
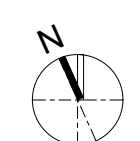
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A200

CONFIRM VILLAGE OF KASLO

FRONT STREET

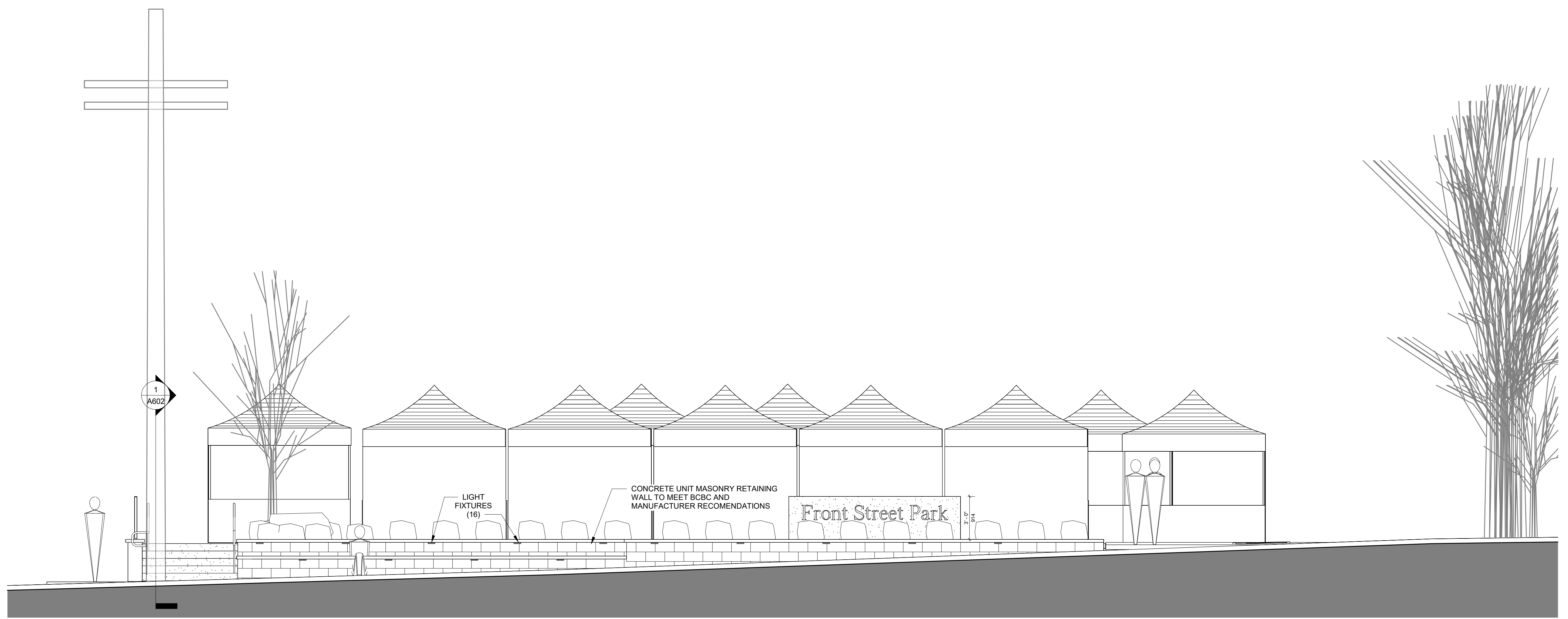
1/8" = 1'-0"



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1 NORTH ELEVATION  
1/4" = 1'-0"

GENERAL NOTES

1.

LEGEND

- EXISTING TO REMAIN
- NEW CONSTRUCTION

KEYNOTE



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KASLO PARK  
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KASLO



#	DESCRIPTION	DATE
1	ISSUED FOR TENDER	24-05-24

EXTERIOR  
ELEVATIONS

A200

SCALE 1/4" = 1'-0"



**GENERAL NOTES**

1. SEE ACCESSIBILITY NOTES AND DIAGRAMS FOR DIMENSIONS GOVERNING SIZE AND LOCATION OF FIXTURES, APPLIANCES, ACCESSORIES, DOORS, AND CASEWORK.

**KEYNOTE**

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KASLO PARK  
IMPROVEMENTS**

**PID:  
031-348-661**

**CLIENT  
VILLAGE OF  
KASLO**

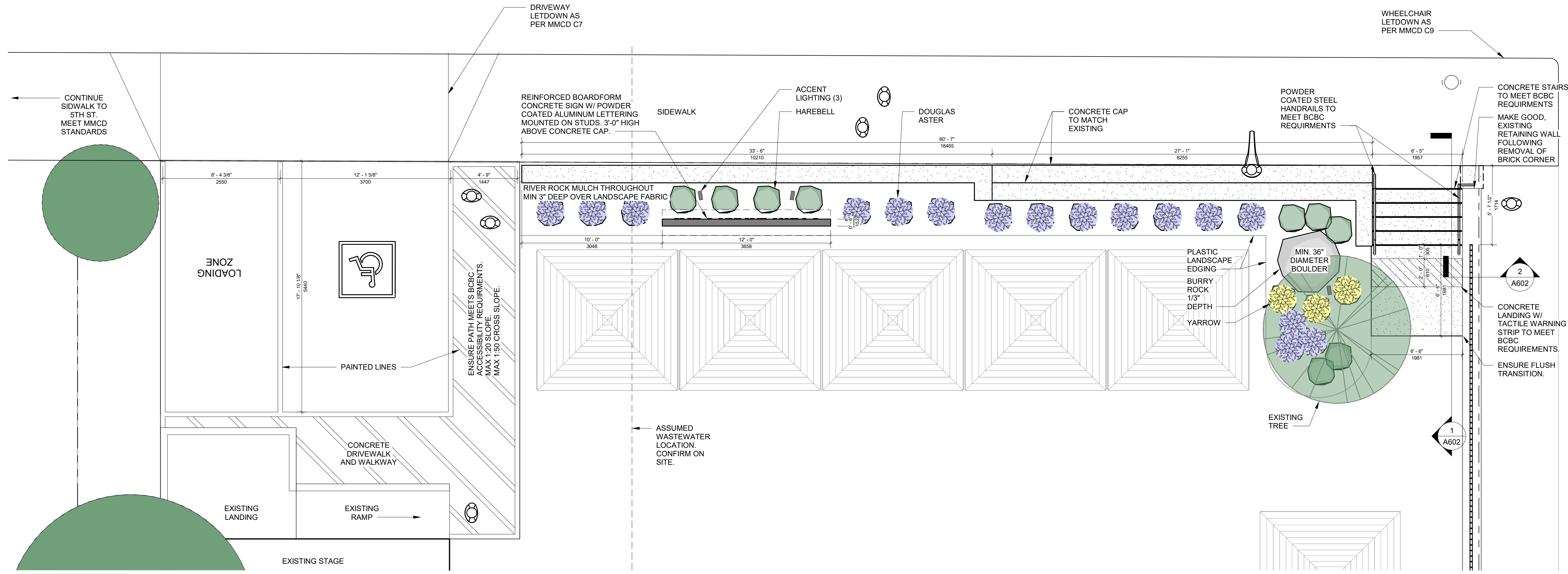


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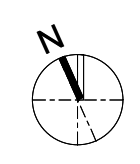
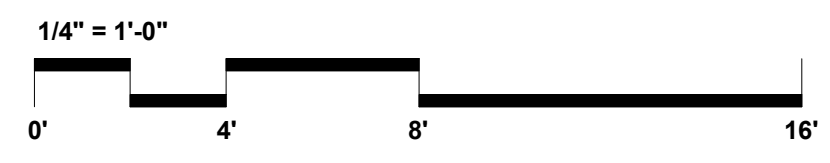
**ENLARGED  
PLANS**

**A400**

SCALE 1/4" = 1'-0"



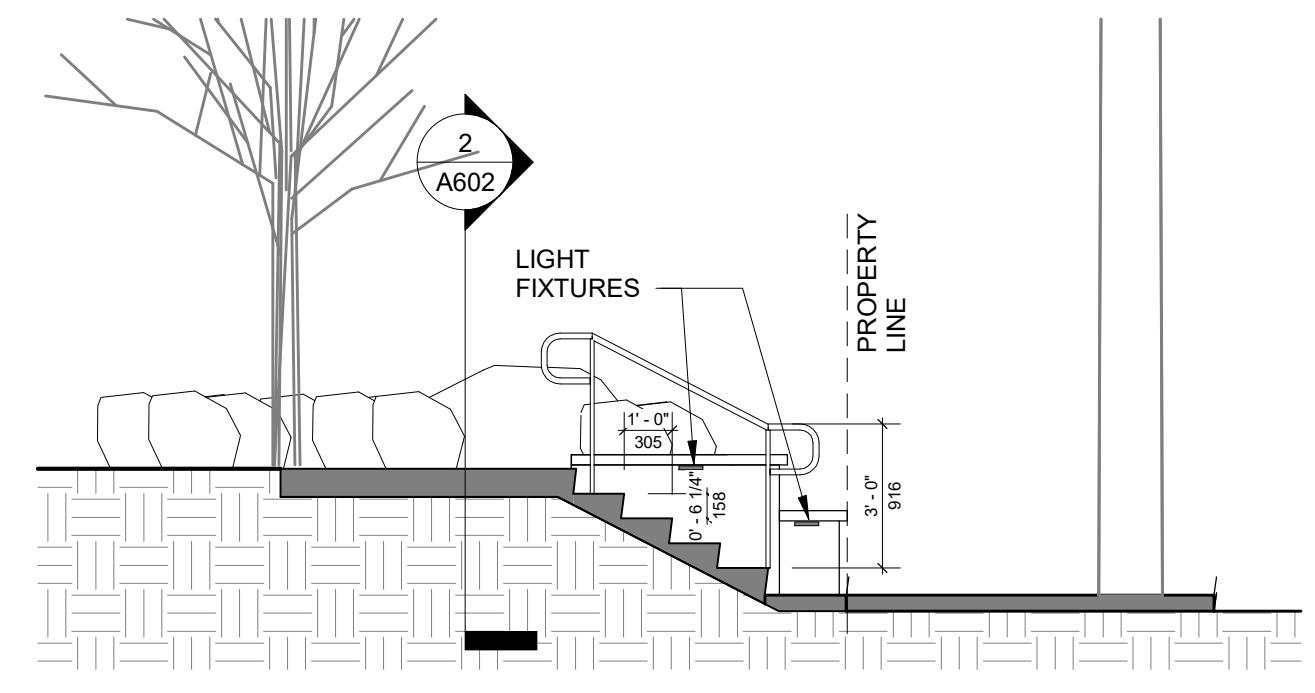
1 SITE PLAN - ENLARGED  
1/4" = 1'-0"



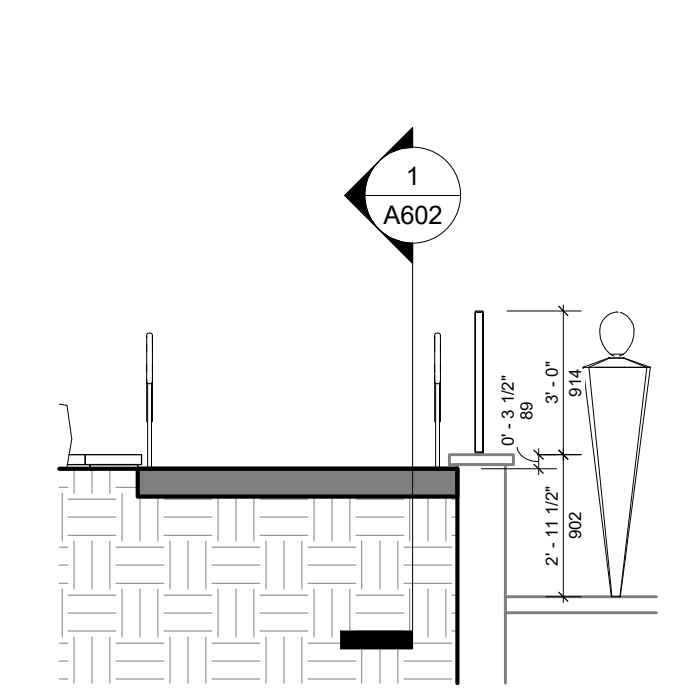
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① STAIR SECTION  
1/4" = 1'-0"



② EXISTING RETAINING WALL SECTION  
1/4" = 1'-0"

**GENERAL NOTES**

1. RISER HEIGHTS AND TREAD DEPTHS WITHIN EACH FLIGHT OF STAIRS SHALL BE UNIFORM AS REQUIRED BY ADAAG-2010 AND IAC-1997.
2. FOR PUBLICLY USED STAIRS, MAXIMUM RISER HEIGHT SHALL BE 7 INCHES AND MINIMUM TREAD DEPTH SHALL BE 11 INCHES, UNLESS NOTES OTHERWISE. MINIMUM RISER HEIGHT SHALL BE 4 INCHES.
3. MINIMUM CLEAR STAIR HEADROOM SHALL BE 7'-0" MEASURED VERTICALLY FROM A LINE CONNECTING THE LEADING EDGE OF THE STAIRS, EXCEPT THAT MINIMUM CLEAR HEADROOM SHALL BE 6'-8" FOR STAIRS SERVING NO MORE THAN TWO DWELLING UNITS.
4. STANDPIPES, INCLUDING THEIR VALVES, ELBOWS OR OTHER APPURTANANCES, SHALL NOT ENCROACH ON THE REQUIRED EXIT WIDTH OF STAIRS OR LANDINGS OR THE AREA OF REFUGE.
5. EACH AREA OF REFUGE, OR AREA OF RESCUE ASSISTANCE, SHALL BE IDENTIFIED AT THE DOOR PROVIDING ACCESS TO THE AREA, ON THE SIDE OF THE DOOR OPPOSITE THE AREA, BY AN ILLUMINATED SIGN WHICH STATES "AREA OF REFUGE" AND DISPLAYS THE INTERNATIONAL SYMBOL OF ACCESSIBILITY.
6. FIELD MEASURE ALL STAIR LOCATIONS AND PROVIDE SHOP DRAWINGS FOR THE ARCHITECT'S REVIEW PRIOR TO FABRICATION. SHOP DRAWINGS SHALL BE REVIEWED AND SEALED BY A STRUCTURAL ENGINEER LICENSED BY THE LOCAL MUNICIPAL CODE.
7. FOR WELDED STEEL MEMBERS, GRIND ALL WELDS SMOOTH AND SPOT PRIME AND PAINT TO MATCH RESPECTIVE STAIR COMPONENTS.
8. PAINT ALL STEEL STAIR COMPONENTS - STRINGERS, TREADS, RISERS, RAILS, STEEL LANDINGS, ETC. SEE PAINT SPECIFICATIONS.

**KEYNOTE**



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**24001  
KASLO PARK  
IMPROVEMENTS**

**PID:  
031-348-661**

CLIENT  
**VILLAGE OF  
KASLO**



#	DESCRIPTION	DATE
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**STAIR PLANS  
& SECTIONS**

**A602**

SCALE 1/4" = 1'-0"



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IMPROVEMENTS**

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**CLIENT  
VILLAGE OF  
KASLO**



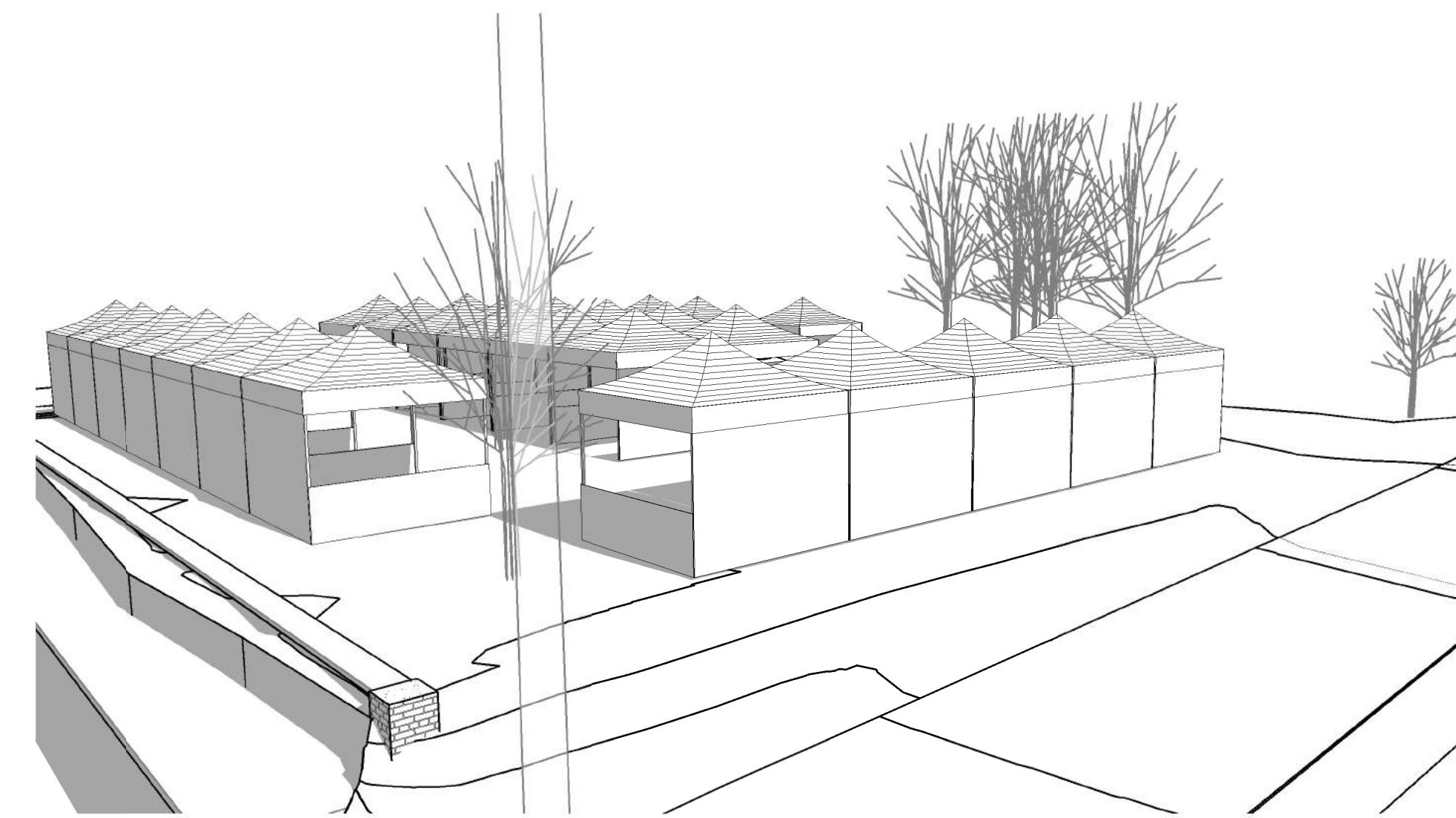
2 ISSUED FOR TENDER 24-05-24  
1 ISSUED FOR REVIEW 24-03-12

#	DESCRIPTION	DATE
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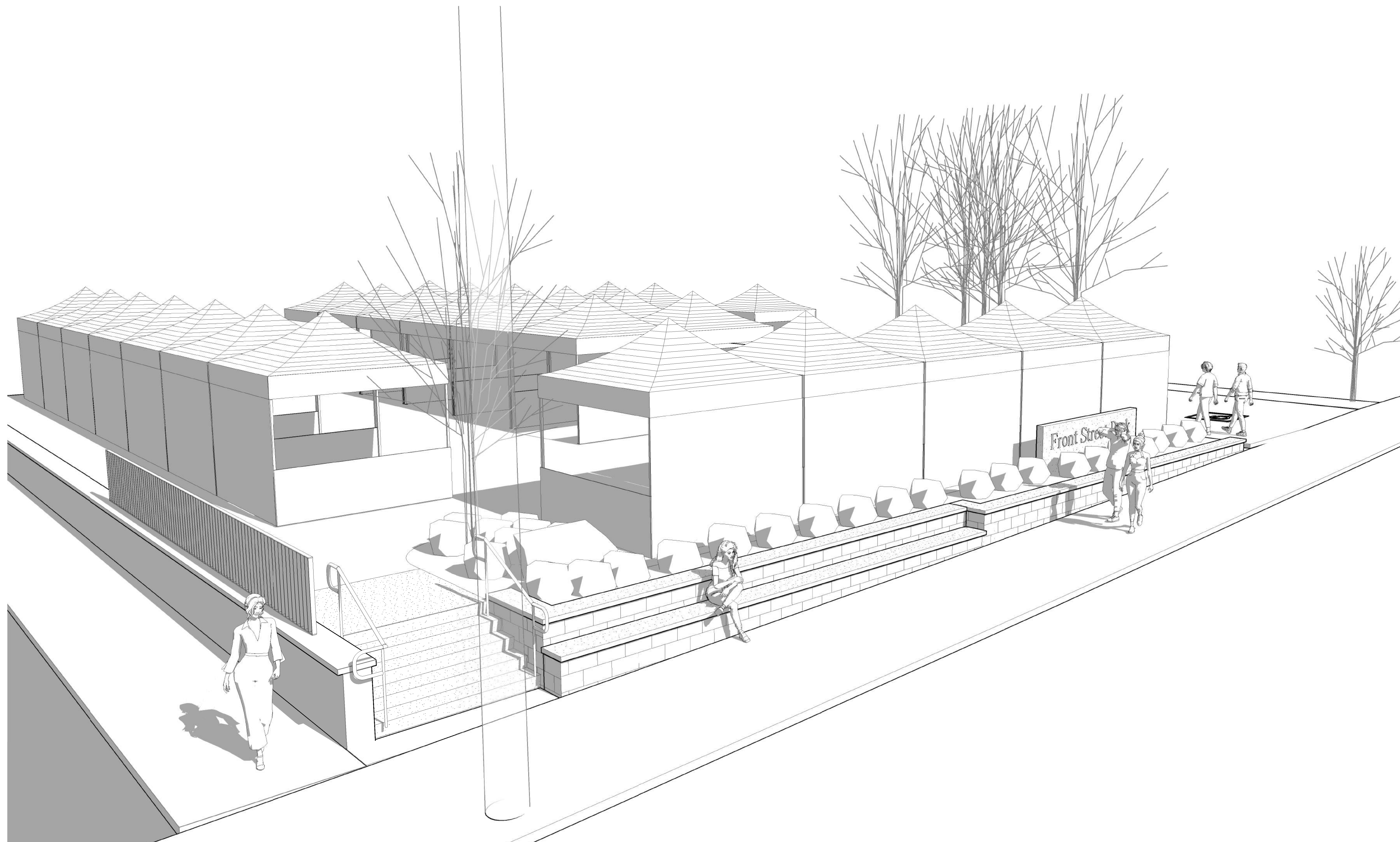
**EXTERIOR  
VIEWS**

**A800**

SCALE



① 3D VIEW - EXISTING



④ 3D VIEW - RETAINING, STAIR & BENCH

G  
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**NOTE:**  
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## 24001 KASLO PARK IMPROVEMENTS

**PID:**  
031-348-661

**CLIENT**  
VILLAGE OF KASLO



#	DESCRIPTION	DATE
1	ISSUED FOR TENDER	24-05-24

## SPECIFICATIONS

# AS000

SCALE

### SHOP PAINTING

- Grind smooth, clean, prepare surfaces and shop prime structural steel in accordance with CAN/CSA-S16.1-M89 except where members to be galvanized or encased in concrete or fireproofing.
- Use primer as prepared by manufacturer. Paint on dry surfaces, free from rust, scale and grease. Do not paint when temperature is lower than 7°C.
- All metal fabrications to have powder coat finish to AAMA 2603/2604/2605 unless otherwise noted or approved.
- Confirm colour selection with Architect.

### ERECTION

- Anchoring system to be vertically mounted aluminum base plates, with stainless steel anchor bolts and neoprene gaskets.
- All bolt holes/penetrations through decks to be injected with sealant to prevent water ingress.
- Install all metal fabrications in accordance with shop drawings.
- Build work square, true, straight and accurate to required size, with joints closely fitted and properly secured.
- Seal members by continuous welds where indicated. Grind smooth prior to shop priming.
- Obtain written permission of Engineer prior to field cutting or altering of structural members not shown on drawings.
- Use self-tapping, shake-proof round headed screws where needed or as otherwise indicated.
- Touch up shop primer to bolts, welds and burned/scratched surfaces at completion of erection.

### PAINTING

- DESCRIPTION**
  - Materials, conditions, surface preparation of substrates, workmanship, quality control, protection and clean-up shall conform to requirements of the latest edition of Master Painters' Institute Architectural Painting Specification Manual as issued by the local MPI Accredited Quality Assurance Association having jurisdiction (hereafter referred to as MPI).
  - Provide labor, materials, tools and other equipment, services and supervision required to complete all exterior and interior painting and decorating work as indicated on Finish Schedules and to the full extent of the drawings and specifications.
  - All materials and paints shall be lead and mercury free. Use only materials that meet the VOC limits outlined by the State of California South Coast Air Quality Management District's Rule 1113: Architectural Coatings.
  - Where indoor air quality is an issue use only MPI listed materials having a minimum E2/E3 rating based on VOC (EPA Method 24) content levels.
  - Consider using materials that are sourced locally and have high recycled content.
- QUALITY ASSURANCE**
  - The painter/contractor shall have a minimum of five (5) years proven satisfactory experience and shall show proof before commencement of work that they will maintain a qualified crew of painters throughout the duration of the work.
  - Only qualified journeymen/persons who have a Tradesman Employment Certification of Proficiency shall be engaged in painting and decorating work. Apprentices may be employed provided they work under the direct supervision of a qualified journeyman in accordance with applicable regulations.
  - All paint manufacturers and products used shall be as listed under the Approved Product List section of the MPI Painting Manual.
  - The painting contractor shall receive written confirmation of the specific surface preparation procedures and primers used for all fabricated steel items from the fabricator/supplier to ascertain appropriate and manufacturer compatible finish coat materials to be used before painting any such work.

### REGULATORY REQUIREMENTS

- Conform to work place safety regulations and requirements of those authorities having jurisdiction for storage, mixing, application and disposal of all paint and related hazardous materials.
- SUBMITTALS/MOCK-UP**
  - Submit two sets of Material Safety Data Sheets (MSDS) prior to commencement of work for review and for posting at job site as required.
  - At project completion provide an itemized list complete with manufacturer, paint type and color-coding for all colors used for Owner's later use in maintenance.
  - On 215 x 280 mm (8-1/2" x 11") cardstock, provide duplicate samples of each color and material with texture to simulate actual conditions. Re-submit samples as requested by Consultant until acceptable sheen, color and texture is achieved.
  - Submit written confirmation from the product manufacturer that products are approved for use in proposed application as well as laboratory tests or data verifying product compliances with criteria specified.

### PRODUCT DELIVERY, STORAGE, AND HANDLING

- Deliver and store all painting materials in sealed, original labeled containers bearing manufacturer's name, brand name, type of paint or coating and colour designation, standard compliance, materials content as well as mixing and/or reducing and application requirements in strict accordance with manufacturer and MPI requirements.

### ENVIRONMENTAL, WASTE MANAGEMENT AND DISPOSAL REQUIREMENTS

- Perform no painting or decorating work when the ambient air and substrate temperatures, relative humidity, dew point and substrate moisture content is below or above requirements for both interior and exterior work.
- Apply paint only to dry, clean, properly cured and adequately prepared surfaces in areas where dust is no longer generated by construction activities such that airborne particles will not affect the quality of finished surfaces.
- Ensure adequate continuous ventilation and sufficient heating and lighting is in place.
- Paint, stain and wood preservative finishes and related materials (thinners, solvents, caulking, empty paint cans, cleaning rags, etc.) shall be regarded as hazardous products. Recycle and dispose of same subject to regulations of applicable authorities having jurisdiction.
- To reduce the number of contaminants entering waterways, sanitary/storm drain systems or into the ground, retain cleaning water and filter out and properly dispose of same.
- Set aside and protect surplus and uncontaminated finish materials not required by the Owner and deliver or arrange collection for verifiable re-use or re-manufacturing.

### MATERIALS

- All materials (primers, paints, coatings, varnishes, stains, lacquers, fillers, thinners, solvents etc.) shall be in accordance with the MPI Painting Specification Manual Approved Product Listing (APL) and shall be from a single manufacturer for each system used.

### FINISH, COLOUR, GLOSS/SHEEN

- Unless otherwise noted, all painting or staining work shall be in accordance with MPI Premium Grade finish requirements.
- Colours shall be as selected by the Consultant from a manufacturer's full range of colours. Refer to Finish Schedule for colours identification, location and gloss level ratings from MPI Painting Manual. The schedule will be furnished after award of the Contract, except general requirements shall be as noted herein.
- Colour selection will be based on five (5) base colours and three (3) accent colours with a maximum of one (1) deep or bright colour. No more than eight (8) colours will be selected for the entire project and no more than three (3) colours will be selected in each area. Note that this does not include pre-finished items by others, e.g. flashings, windows, etc.
- Avoid choosing dark colours as this usually results in more lighting required.

### EXECUTION

- The condition and preparation requirements for all surfaces and mixing and tinting shall be in accordance with MPI Painting Manual requirements.
- Do not paint unless substrates are acceptable and/or until all environmental conditions (heating, ventilation, lighting and completion of other subtrade work) are acceptable for applications of products.
- Painting coats specified are intended to cover surfaces satisfactorily when applied at proper consistency and in accordance with manufacturer's recommendations. Apply a minimum of four coats of paint where deep or bright colours are used to achieve satisfactory results.

### FINISH/COATING SYSTEMS

Item:	Paint Code:	Description/Finishing System:
Pavement Marking	EXT 2.1A	Latex Zone/Traffic Marking
Concrete Vertical Surfaces	EXT 3.1A	Latex (over alkali resistant primer) G3/4 Satin
Cementitious Composition Board	EXT 3.3J	Latex (over alkali resistant primer) G3/4 Satin
Masonry Veneer — Sealed	EXT 4.1G	Water Repellent (paintable)
Concrete Masonry Units	EXT 4.2A	Latex (over block filler) G3/4 Satin
Structural And Miscellaneous Steel	EXT 5.1C	Water Based (WB) Light Industrial Coating (over alkyd primer) GL5 Semi-Gloss
Galvanized Metal	EXT 5.3J	WB Light Industrial Coating (over WB primer), GL5 Semi-Gloss
Dimension Lumber — Painted	EXT 6.2M	Latex (over latex primer) G3/4 Satin
Dimension Lumber — Stained	EXT 6.2B	Latex Colour Stain WB
Dressed Lumber — Painted	EXT 6.3J	Water Based (WB) Light Industrial (over alkyd primer), GL5 Semi-Gloss

### TREATMENT OF FORMED CONCRETE SURFACES

- As soon as possible after removal of forms, repair surface defects and apply the following finishes in accordance with CAN/CSA-A23.1-04 unless otherwise noted:
  - Exposed Concrete: no further finish required.
  - Concrete Exposed to exterior: smooth rubbed finish.
  - Concrete Exposed to interior: smooth rubbed finish.
- Finishes:
  - Smooth rubbed finish
  - Grind projections exceeding 1.5 mm (1/16") flush. Fill surface voids larger than 6mm (1/4") in diameter. Smooth, rubbed finishes shall be produced on newly hardened concrete surfaces no later than 5-6 hours following form removal. Surfaces shall be thoroughly wetted and rubbed with Carborundum brick or other abrasive until uniform colour and texture are produced. Bondable finish: Remove approximately 2mm (1/16") of surface matrix and to expose 5-10% coarse aggregate stones to fine texture.
  - Rub exposed sharp edges of concrete with Carborundum to produce edges indicated.
  - Lightly sandblasted surface as indicated on the drawings.

### FINISHING OF CONCRETE SURFACES

- Roll or tamp concrete to force aggregate into concrete mix and then screed.
- Float surface with wood or metal floats, then power trowel finish and bring surface to true grade.
- Floor tolerance classification is to be evaluated using the "Straight-edge Method" in accordance with CSA/CAN-A23.1-04. Class 'A' tolerance: 3 mm (1/8") measured in any direction using 3050 mm (10'0") straight edge.
- The top surface of slabs shall be finished to give the following surface finish, grade, and tolerance in accordance with CAN/CSA-A23.1-04.

### LOCATION

- Exterior Walks: good non-slip surface.
- Final Finish: Float finish plus coarse brooming
- Classification of Finishing Tolerance: Moderately flat (no puddles)

### CURING

- Protect concrete from freezing during curing period in accordance with CSA/CAN-A23.1-04.
- Protect concrete from drying for the following curing periods in accordance with CSA/CAN3-A23.1-M90.
- Three days, when temperature of slab is maintained above 10° C.
- Seven days, when temperature of slab falls below 10° C.

### SLAB-ON-GRADE CRACK CONTROL JOINTS

- Saw-cut control and crack control joints immediately prior to terminating moist curing at all control joint locations as shown on drawings. Slab control joints to be 1" deep sawcuts. Install within 1 day of pour. Set slab reinforcing with the required minimum concrete cover at top of slab so that reinforcing steel is cut in both directions when slab is sawn. Fill joint with appropriate filler specified.
- Exterior slabs on grade: saw-cut joint min. to above at spacing equal to walk width but not exceeding 2m o.c.
- After curing and when concrete is dry, seal control joints and at junction with vertical surfaces with sealant.

### GENERAL FABRICATION

#### MATERIAL REQUIREMENTS

- Retain a structural engineer registered in the Province of British Columbia to prepare signed and sealed shop drawings for guardrails and handrails and other miscellaneous metal fabrications.
- The use of recycled metal is encouraged where deemed appropriate by the project consultants.
- Design handrails and guardrails and connections to withstand lateral forces in accordance with BCBC, municipal bylaws and ASTM E985.
- All connections and attachments to building surfaces must conform to building envelope detailing requirements in order to prevent water and air ingress.
- Coordinate with Painting specification to ensure compatibility of finish systems.

### REFERENCE STANDARDS & CODES

- Services, materials, and workmanship shall comply with the latest issue of the following reference standards and codes as supplemented and modified in this Specification:
  - CAN/CSA-S16.1-09 - "Limit States Design of Steel Structures"
  - CAN/CSA-S136-07 - "Cold Formed Steel Structural Members"
  - CSA W47.1-09, W47.1S1-M1989 - "Certification of Companies for Fusion Welding of Steel Structures"
  - CSA W59 - "Welded Steel Construction (Metal Arc Welding)"
  - CAN/CSA-G40-20-04 - "General Requirements For Rolled Or Welded Structural Quality Steel"
  - CAN/CSA-G40-21-04 - "Structural Quality Steels"
  - 2011 CISC "HANDBOOK OF STEEL CONSTRUCTION"

### QUALIFICATIONS OF SUPPLIERS AND PERSONNEL

- All Structural Weldments: Steel fabricator and erector to be fully experienced in the fabrication and erection of structural steel and have Division 3 or better certification by the Canadian Welding Bureau to CSA Standard W47.1. Submit proof of certification upon request.

### SHOP DRAWINGS

- Submit shop and erection drawings.
- Prepare independently drawn erection drawings. Do not use photocopies of Tender documents, unless all irrelevant information has been erased from drawing, and Engineer's name has been replaced with fabricators. Member mark numbers, and field welding to be clearly noted.
- Indicate shop and erection details including cuts, copies, connections, holes, bolts and welds. Indicate welds by welding symbols defined in CSA W59.
- Provide separate placement drawings for all embedded metal items supplied.
- Ensure all shop drawing dimensions provided conform with the architectural and structural contract documents. Confirm all site dimensions prior to submission of shop drawings. Failure to adequately review contract documents may result in rejection of submission.
- Provide Engineered Shop Drawings for all structural components and physical safety features (including ladders, brackets/connectors, handrails and guard rails, etc.).
- Provide Shop Drawings stamped and signed by the Delegated Design Professional.
- Include a sealed Model Schedule S-B (Design and commitment to provide field reviews) and a sealed Model Schedule S-C (Assurance of Field Review) by the supplier's engineer.

### MATERIALS

- Rolled steel shapes and plates: CAN/CSA-C40.21-04 grade 300W.
- Hollow structural steel sections: CAN/CSA-G40.21-04 grade 350W Class C.
- Anchor bolts: Shall be Stainless Steel.
- Nuts, bolts and washers to be hot dip galvanized in conformance with ASTM A153. Use 19 mm diameter throughout, minimum.
- Welding materials: to CSA W59 using Shielded Metal Arc E480XX Electrodes.
- Shop paint primer: to CISC/CPMA 1-73a.
- Hot dip galvanizing: galvanized steel where indicated, to CSA G164-M1981, minimum zinc coating of 600 g/m2.
- Threaded stud and stud anchor connectors: to CSA W59.
- Zinc primer: zinc rich, ready mix to C583.1-GP-181M+Amd-Mar-78.
- Fabricated steel with powder coated finish or prefinished aluminum to Architect's approval.

### ITEMS

- See drawings for locations and sizes, items may include, but are not limited to:
  - Roof access ladders
  - Gates
  - Post brackets and connectors
  - Handrails
  - Other similar items

### CONNECTION TO EXISTING WORK

- Verify dimensions of existing work before preparing shop drawings or commencing fabrication.

### FABRICATION

- Fabricate structural steel and accessories as indicated, in accordance with CAN/CSA-S16.1-M89 and in accordance with shop drawings.
- All work to be performed by companies having Canadian Welding Bureau Division 3 approval.
- Ensure exposed surfaces are continuous for length of each joint. File or grind exposed welds smooth and flush.
- Roll Ladders: Comply with ANSI A14.3, fabricate ladder from steel sections. Provide brackets for permanent fastening to wall construction.

### OTHER MISCELLANEOUS PRODUCTS:

- Drinking foundation / bottle filling station
  - Elkay ezH2O (VRCDMWSK) or approved alternate.
- Site Lighting
  - Hardscape: Kichler Landscape LED Hardscape Light (16101GRY27)
  - Accent: Kichler Accent Light (15374AZT)

### CONCRETE FORMWORK

#### REFERENCE STANDARDS AND CODES

- Materials and related work shall comply with the current issue of standard Specifications listed below as supplemented and modified herein:
  - CAN/CSA-A23.1-04 "Concrete Materials and Methods of Concrete Construction"
  - Workers' Compensation Board Regulations 34.28.
  - CSA S269.1-1975 "Falsework for Construction Purposes".
  - CSA S269.3-M92 "Formwork"
  - British Columbia Building Code, 2012 Edition.

#### DESIGN

- Concrete formwork in accordance with CSA S269.3-M92 & CAN/CSA-A23.1-09/A23.2-09.
- Do falsework in accordance with CSA S269.1, and Workers' Compensation Board of British Columbia regulations.

#### MATERIALS

- Falsework materials: to CSA S269.1.
- Formwork materials: to CSA S269.3-M92.
- Formwork for Exposed Surfaces to be factory-sealed overlay plywood, new at start of forming on this project, or otherwise approved by Architect.
- Formwork for exposed concrete shall use a water system constructed using wood framing.
- Forming systems utilizing light steel walers and band ties producing less than 25mm breakback may be used for non-exposed foundation walls, provided that a waler is used at the top and bottom of wall forms braced laterally to the ground in order to keep forms straight.
- Form ties for exposed concrete: removable or snap-off metal ties, fixed or adjustable length, free of devices leaving holes larger than 25mm dia in concrete surface, and to provide 25mm deep breakback.
- Form release agent: chemically active release agents containing compounds that react with free lime present in concrete to provide water insoluble soaps, preventing concrete from sticking to forms.
- Form stripping agent: colourless mineral oil, free of kerosene.

#### PREPARATION OF FORMED SURFACES

- All surfaces of forms and embedded material shall be free of accumulated mortar or grout from previous concreting and of all other foreign material before concreting is begun.
- Before placing reinforcement or concrete, surfaces of the forms shall be treated with a form release agent, as specified, according to manufacturer's recommendations.

#### ERECTION

- Forms shall be used to confine the concrete and shape it to the required dimensions. Forms shall have sufficient strength to withstand pressures resulting from placement and vibration of the concrete and shall have sufficient rigidity to maintain specified tolerances.
  - Coordinate the work of all related Trades prior to concrete placement and install correctly all inserts, sleeves, chases, rebates, bevel strips, reglets, anchor ties, bolts, drips, recesses, structural steel connections, and other items required.
  - Forms shall be sufficiently tight to prevent loss of mortar. Chamfer strips shall be placed in the corners of forms to produce bevelled edges.
  - Provide all necessary anchorages, bracing, supports, attachments, and fixings as required to adequately maintain the position of formwork.
  - Positive means of adjustment of shores and struts shall be provided for and shall be taken up during concrete placing.
  - At construction joints the contact surface of the form for flush surfaces exposed to view shall overlap hardened concrete of the previous placement by not more than 25mm. Forms shall be held against the hardened concrete to prevent offsets or mortar loss at the construction joint and to maintain true surfaces.
  - Formwork shall be constructed so that concrete surfaces will be in the required position necessary to allow the correct application of other work and within the specified tolerance limits for work of other trades. Where the application of other Trades does not require closer tolerances, formwork shall be constructed so that the concrete surfaces will conform to CAN/CSA-A23.1-04.
  - Re-use formwork and falsework subject to requirements of CAN/CSA-A23.1-09.
  - Clean formwork in accordance with CAN/CSA-A23.1-09, before placing concrete.

#### REMOVAL OF FORMS

- Formwork for columns, walls, sides of beams and other parts not supporting the weight of concrete may be removed as soon as the concrete has hardened sufficiently to resist damage from removal operations, but no sooner than the minimum periods of time after placing concrete, to prevent moisture loss as follows:
  - 3 days for walls, when minimum ambient temperatures are above 10°C.
  - 7 days for walls, when minimum ambient temperatures are below 10°C.
  - 1 day for footings and abutments.

#### CAST-IN-PLACE CONCRETE

##### REFERENCE STANDARDS AND CODES

- Materials and related work shall comply with current standards listed below and as specified herein:
  - CAN/CSA-A23.1-04 "Concrete Materials and Methods of Concrete Construction"
  - CSA Standard CAN/CSA-A3000-A5/A8/A362-98 Cementitious materials compendium (Portland Cement, Blended Hydraulic Cement, Portland-Limestone Cement)
  - CAN/CSA A3000-98 A23.5-98, "Supplementary Cementing Materials"
  - CAN3 A266.1-M78, "Air-Entraining Admixtures for Concrete"
  - CAN3 A266.2-M78, "Chemical Admixtures for Concrete"
  - CAN3 A266.4-M78, "Guidelines for the Use of Admixtures in Concrete"
  - CSA Standard CAN/CSA-A23.2-09 "Concrete materials and methods of construction/Test methods and standard practices for concrete".

#### CONSTRUCTION QUALITY CONTROL

- Submit proposed quality control procedures for Engineer's review for the following:
  - Cold weather work
  - Placement of concrete slabs
  - Curing methods and time frames for stripping.

#### MATERIALS

- Portland cement: to CAN/CSA-A3000-A5/A8/A362-98, Type 10.
- Supplementary cementing materials: to CAN/CSA-A3000-98 A23.5-98.
- Water, fine aggregates, semi-light weight, and normal density coarse aggregates: to CAN/CSA-A23.1-04.
- Air entraining admixture: to CAN3-A266.1-M78.
- The use of calcium chloride is prohibited.
- Chemical admixtures: to CAN/A266.2-M78. Engineer to approve accelerating or set retarding admixtures during cold and hot weather placing.
- Curing compound: to CAN/CSA-A23.1-94.
- Premoulded joint fillers: Bituminous impregnated fibreboard; to ASTM D1751-83.
- Dovetail anchor slots: minimum 0.6 mm thick galvanized steel with insulation filled slots.
- Polyethylene film 0.15 mm (6 mil): to CGSB 51-GP-51M-81.
- Plastic T Control Joint: plastic 38 deep strip with removable cap.
- Dry pack Grout: premixed (or non premixed) composition of non-metallic aggregate Portland cement with sufficient water for the mixture to retain its shape when made into a ball by hand and capable of developing compression strength of 50 MPa at 28 days.
- Non-metallic floor hardener: premixed, colour pigmented abrasion resistant hardener.

#### CONCRETE MIXES

- Use sulphate resistant concrete.
- Proportion normal density concrete in accordance with CAN/CSA-A23.1-04.

#### WORKMANSHIP

- When pumping concrete, ensure reinforcement and inserts are not disturbed during concrete placement. Make good disturbance of reinforcing, etc., due to any vibration of hose.
- Anticipate adverse weather conditions and apply special procedures in accordance with CAN/CSA-A23.1-04 for protection.
- Maintain accurate records of poured concrete items to indicate date, location of pour, quality, air temperature, and test samples taken.
- Unless noted otherwise for locations where new concrete is dowelled to existing work, drill holes 150 mm (6") into existing concrete. Place steel dowels (of deformed steel reinforcing bars) and pack solidly with epoxy grout to positively secure in position and anchor dowels.
- Do not place loads upon new concrete until it has reached maximum strength.
- Sprinkling of dry cement or dry cement and sand mixture over concrete surfaces will not be accepted.
- Where floor drains occur, floors to be level around walls and have a 1 in 50 uniform pitch to drains, unless otherwise indicated on the drawings and/or details.
- Exterior concrete slabs to slope positively away from building.
- Use vibrator on all pours of footings and walls.
- Concrete patios and sidewalks to have a minimum slope of 2%.

#### INSERTS

- Set sleeves, and other inserts and openings as indicated or specified elsewhere. Sleeves and openings greater than 100mm x 100mm (4") not indicated on structural drawings must be approved by Engineer.

#### ANCHOR BOLTS

- Set all anchor bolts required by other trades, to templates under supervision of appropriate trade prior to placing concrete.
- Install bolt with nut below template to secure in place.

#### DRY PACKING

- Grout underside of steel column and beam bearing plates with dry pack grout. Place grout to cover steel shims left in place, without voids.

#### DAMP-PROOF MEMBRANE

- Install 10 mil polyethylene film damp-proofing under concrete slabs-on-grade.
- Lap damp-proofing film minimum 150 mm (6") at joints and seal.

#### JOINT FILLERS

- Furnish filler for each joint in single piece for depth and width required for joint. When more than one piece is required for a joint, fasten abutting ends and hold securely in shape by stapling or other positive fastening.
- Locate and form isolation joints as indicated. Install joint filler.
- Use polyethylene film to separate interior slabs-on-grade from vertical surfaces and extend film from bottom of slab to above finished slab surface

### PROJECT SPECIFICATIONS:

#### GENERAL REQUIREMENTS

##### GENERAL

- This specification in conjunction with the tender/construction drawings and all addenda and appendices shall form the Contract Documents. *Note that inurances and all other general requirements are addressed herein.*
- The Owner will not accept any delay, or any extra expense claims due to the Contractor's, Subcontractors', or suppliers' non-compliance with the Contract Documents.
- The Contractor shall be responsible for requirements stipulated in all Contract documents.
- The Contractor shall notify all trades of the provisions and requirements of the Contract Documents as an entity. These Specification sections do not establish the limits of responsibility of subtrades. The Contractor shall be responsible for delineating the scope of all Subcontractors' work and for coordination of all of the Work.

##### DESCRIPTION OF WORK

- The Work of this Contract shall include but not be limited to the supply of all labour, materials, plant, equipment, and services necessary for the execution and completion of all work as indicated on the tender drawings and as herein specified unless otherwise stated in the contract.

##### EXAMINATION

- The Contractor is to visit the site and be fully acquainted with all the existing conditions of the site, its surroundings, the access to the site, existing work, and the Contract Documents.
- The Contractor is to notify the appropriate authorities of intention to carry out operations in the vicinity of all utilities and/or structures at least **one week prior** to the commencement of such work and receive written approval for access to any work carried out on any adjacent public and private property.

##### CONTRACTOR'S USE OF THE SITE

- The Contractor shall coordinate the use of site and access with the Owner; the contractor shall generally have control over the entire area of the site only.
- The Contractor shall be responsible for all safety and security issues on the site, including the protection and safekeeping of all materials for this Contract stored on site, all construction safety, and similar items.
- A construction staging area and site office location shall be established on the site and access controlled.
- The Contractor shall rectify any damage to the existing site caused by this construction.
- Site must be safe for children and the public.
- Contractor is responsible for any additional site and construction security, and costs are to be borne by the Contractor.

##### OWNER OCCUPANCY

- The Contractor shall schedule his operations for completion of the Work for occupancy by the agreed upon date of Subcontractor's completion of the Work.

##### ALTERNATIVE AND EQUAL PRODUCTS

- Only products and methods specified shall be used or alternate products and methods when approved in writing by the Architect, prior to the tender closing.
- Applications for approval of equal products must be received by the Architect with at least **ten (10) days** available for review.
- The use of approved alternate products does not relieve the Contractor from meeting all of the requirements of the specifications and shall be included in any work to incorporate them into the work.

##### STANDARDS AND MANUFACTURER'S LITERATURE

- This project shall meet all requirements of the **British Columbia Building Code 2024 version** and shall conform to all **Municipal Building Bylaws** having jurisdiction.
- Where other standards are not stated in the Contract Documents,
  - All work shall conform to, or exceed, the minimum standards of the Canadian Government Specifications Board, the Canadian Standards Association, the **BC Building Code 2024 version**, local Municipal Building Bylaws, the Workers' Compensation Board of British Columbia, and the specifications/recommendations from the manufacturers of all the materials/products supplied.
- The Contractor shall maintain one copy of the current **BC Building Code** at the site of work at all





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## 24001 KASLO PARK IMPROVEMENTS

PID:  
031-348-661

CLIENT  
VILLAGE OF KASLO



1 ISSUED FOR TENDER 24-05-24

# DESCRIPTION DATE

## SPECIFICATIONS

# AS001

SCALE

### LANDSCAPING SPECIFICATION GENERAL

- All landscape work undertaken shall conform to the Canadian Landscape Standard, latest edition, unless otherwise specified.
- The Contractor shall be responsible for locating all underground utilities which may be affected by the work and report any possible conflicts to the Architect prior to construction. Any damage to existing utilities or site services must be repaired immediately to the satisfaction of the Architect or the Owner's representative. The Contractor is responsible for all costs for damages.
- The Contractor shall leave the site in a neat and tidy condition at the end of each working day and at the completion of the contract. The Contractor shall ensure public safety is maintained at all times during the contract.
- Materials substitutions will only be considered after a written list is submitted to the Architect prior to installation. The Contractor shall notify the Architect, in advance, at least 24 hours prior to requesting an on-site field review of the work.
- These drawings represent the general design intent to be implemented on the site. Contractor shall be responsible for contacting Architect for any additional clarification or details necessary to accommodate site conditions or details.
- The contractor shall provide colour and finish samples to the Architect for approval before installation.
- Install all site furniture shown on the plan and on the site furniture legend as per manufacturers specifications. The contractor shall be responsible for contacting the Architect for any additional clarification required prior to installation of these items.
- The contractor is required to provide samples of topsoil and landscape mulches to the Architect for review and approval prior to supplying and installation on site.
- All control joints to be clean, straight and perpendicular to the edge of pavement unless otherwise indicated on drawings. Contractor to coordinate with electrical, mechanical and irrigation work to provide necessary sleeving and block-outs.
- Refer to architecture drawings for location and spec. for all fences/railings/gates.
- All landscaped areas shall have underground irrigation installed.
- Landscape grading shall conform to the site grading and drainage plan, unless otherwise determined on site by the Architect/Engineer.

### SITE PREPARATION

- Topsoil subgrade and have rough grading approved by the Architect prior to hauling and spreading topsoil. The Contractor is responsible for all surveying.
- Remove excess rocks, boulders, twigs, roots, stumps or other impediments not conducive to landscaping; dispose of these materials at an approved dumping location off-site unless otherwise directed by the Architect. Grade the site to drain away from buildings to comply with the Site Grading Plan or as directed by the Architect.

### TOPSOIL & FINISH GRADING

- Existing stockpiled or native topsoil shall be screened to remove rocks, weeds, grass and other deleterious material before being accepted for landscaping. Existing topsoil shall be amended with imported topsoil at a ratio of 1:1 and well blended by rototilling or other approved method. Testing existing topsoil will be paid for by the Contractor.
- Imported topsoil shall be good quality, clean, loose well draining planting soil and shall be approved by the Architect prior to installation. The approved topsoil mix shall have the following characteristics:
  - maximum 15% clay content and 30-50% sand content;
  - pH of between 6.0 and 7.0 and a minimum organic content of 10%; Testing of imported topsoil may be requested by the Architect and shall be paid by the Contractor until the required specification is met.
- Topsoil shall be spread and subgrade to depths as follows:
  - Dryland Grass/Wildflower (hydroseeds/seeded) areas: 75mm depth minimum;
  - Lawn grass (seeded or turf) areas: 150mm depth minimum;
  - Planting beds (shrub) areas: 450mm depth minimum;
  - Finish grade topsoil areas to permit finish landscaping as shown on the drawings.
  - Backfill tree pits with a minimum 300mm of topsoil around all sides of the rootball unless otherwise specified.
- Finish grade by leveling and hand-raking topsoil while removing all roots, stones, twigs and other deleterious material to grades and slopes as shown on the drawings or as directed by the Architect. Remove all rocks over 25mm diameter. Grade away from buildings at a minimum of 2% for positive surface drainage. Finish grade topsoil for planting beds 50mm (2") below curbs, sidewalks or planters to permit installation of mulch. Hand rake and finish grade topsoil for grass areas flush with the tops of curbs, sidewalks and planting beds to permit installation of grass seed or turf. Roll topsoil with 50 kg roller and have finish grading approved by the Architect prior to grass seeding, turfing, shrub planting or mulch installation.

### PLANT MATERIAL

- All plant material shall be healthy, free of disease, pests, showing good growth characteristics and shall be No. 1 grade.
- Plant material shall be guaranteed for a period of one (1) year from date of final acceptance/contract completion.
- All plant material delivered to the site must be individually labeled with botanical and common names and labels left in place until the Architect has inspected and approved planting.
- The Contractor shall supply the necessary planting soil, fertilizers, bonemeal, insecticides and anti-desiccants as required to ensure proper plant establishment. The Contractor shall maintain the plant material until final acceptance of the work and to the satisfaction of the Architect.
- The Contractor shall supply and install tree support according to the planting details.
- Finish all planting beds with 75mm depth of medium grade, clean, Fir bark mulch or shale/rock mulch on landscape fabric to finished grade as shown or specified on the drawings.
- Imported topsoil shall be spread and subgrade to depths as follows to be installed.
  - Turf areas will only be accepted after:
    - Turfed areas are healthy, rooted and properly established.
    - Turf is free from open joints and dead spots and without weeds.
    - No soil is visible when turf has been cut to 38mm in height.
    - Turf areas have been mown at least twice.
- During establishment of turf areas, the Contractor is responsible for all landscape maintenance including watering, garbage pick-up, mowing, fertilizing, turf repair or replacement, topdressing and overseeding to the satisfaction of the Architect.

### LANDSCAPE MAINTENANCE

- The Contractor shall be responsible for providing all materials, equipment and labour required for the purpose of maintaining all new and existing landscaping during the course of the contract.
- Maintenance of the landscaping by the Contractor shall include, but not limited to, the following:
  - The cutting of lawn areas to 38mm (1.5") height and at no time allowing the grass to exceed a height of 100mm (4"). All grass clippings shall be removed from the site;
  - Top dressing, fertilizing and weed control of all grass areas and planting areas to good horticultural practice;
  - Pruning, and the control of insects and diseases, for all plant material to good horticultural practice;
  - Operation and adjustment of the underground sprinkler system and/or manual watering such that all landscaped areas are watered adequately;
  - The nursing and protection of all seeded, hydroseeded, sodded or planted areas, as required to ensure adequate "catch" and growth of the plantings;
  - The cleanup and removal of garbage so that the site is left in a neat and tidy condition each day;
  - Topdressing of mulch to maintain the specified depth of cover.
- All landscape maintenance procedures shall be done to a high standard, to sound horticultural practice and to the satisfaction of the Architect.

### SITE VISITS

- The following intervals during construction require field review (site visit) and approval by the Architect prior to the contractor undertaking or continuing work. Failure to notify the Architect at least 24 hours prior to a designated field review, or any contractor / owner driven changes to the plans or specification including material substitutions, will result in the contractor being held responsible for any failure to comply with the contract by the Architect. This may result in subsequent rejection of the work and a delay in the contractor's work schedule. Corrections of incomplete, unauthorised or deficient work will be required at the contractor's time and expense. There will be no exceptions. Minimum field reviews include:
  - Start-up meeting including installation of irrigation water service, irrigation sleeves, conduits and controller power supply, and prior to installation of any paving, concrete pavers, sidewalks, curbing, or any other hard surfacing.
  - Irrigation design drawing and product specifications (shop drawings) prepared by the contractor and submitted to the Architect for review.
  - Subgrading prep of hard and soft landscape areas prior to landscaping.
  - Planting soil installation and plant layout, prior to installing plants.
  - After planning installation and finish grading of hard and soft landscape area prior to paving stone and mulching installations.
  - After completion of hard and soft landscaping including review of operation of the irrigation system.
  - Final field review to list deficiencies to be corrected. Contractor to provide as-built drawings of irrigation system including parts list, controller manual, sprinklers and valve locations, low voltage wiring diagram, main shut-off, blow-out and backflow prevention as per plumbing code.
  - Final field review to address and deficiencies.

### IRRIGATION SPECIFICATION GENERAL

- All irrigation work shall conform to the latest edition of the Irrigation Industry Association of British Columbia, 'Standards for Landscape Irrigation Systems' unless otherwise specified herein.
- The Contractor shall schedule installation of the underground sprinkler system in conjunction with the installation of the site furniture, in the contract. During the contract, the Contractor shall have a qualified foreman, well versed in all aspects of irrigation work, continuously on the job.
- The Contractor shall be responsible for locating all underground services which may affect the work and immediately repair any damage to the satisfaction of the Owner's Representative at no cost to the Owner.
- The Contractor is responsible for obtaining all necessary permits for electrical and plumbing connections as may be required. The Contractor shall be responsible for obtaining CSA approvals on parts or equipment if this is not provided by others.
- The Contractor shall provide design and all the components of the irrigation system as specified on the approved shop drawings. Substitutions for alternative parts will only be considered if the Contractor submits a list of proposed equals to the Owner's Representative, in writing, prior to beginning work. Approval for design and/or rejection of substitutions will be provided to the Contractor in writing by the Owner's representative. The Contractor shall guarantee the installation and operation of the irrigation system for a period of one (1) year from the date of final acceptance of the contract. This guarantee shall not override a manufacturer's guarantee on parts if it is for a longer period of time.
- The Contractor shall be responsible for winterizing the system in the fall and starting the system the following spring as part of this contract.
- The Contractor shall provide the Owner's Representative with an As-Built reproducible original drawing (equal in scale of the design drawing) of the completed system before final acceptance to the satisfaction of the Owner's Representative.
- The Contractor shall provide the Operations Manual for the controller(s) and any other information necessary for the regular operation or maintenance of the irrigation system.

### SPRINKLERS

- Pop-up sprinklers shall be mounted on triple swing joints equal in size to the inlet diameter of the sprinkler assembly. Sprinkler heads shall be set flush with finish grade and adjusted by the Contractor for maximum efficiency and minimum overspray.
- Spray sprinklers on risers shall be installed on swing joints and shall be set plumb, approximately 300mm (12") above finished grade unless otherwise directed by the Owner's Representative. Risers shall be minimum Schedule 40 PVC. All spray sprinklers must include a filter screen.
- Drip emitters shall be pressure compensating , self-flushing, with a discharge of 2.0 GPH. Set emitters slightly above finished grade for visual confirmation of operation and ease of maintenance, unless noted otherwise on the plans.
- Microjets shall be installed on poly riser extensions set 150mm (6") above finished grade. The location, layout and spray pattern of microjet heads shall be as noted on the plans or as approved by the Owner's Representative on site. The Contractor shall be responsible for providing full, head to head coverage as directed.
- All drip emitter zones and microjet zones shall include a 3/4" diameter y-strainer filter, 3/4" diameter pressure regulated valve and 3/4" diameter isolation valve in a valve box with the zone control valve.

### CONTROLLER

- Mount irrigation controller(s) in location as shown on the drawings, or as directed by the Owner's Representative. Use an approved fastening method when connecting to a building wall, either interior or exterior. Any damage to the building wall or interior fixtures must be repaired immediately, at the expense of the Contractor, to the satisfaction of the Owner's Representative.
- The controller shall be hard-wired directly into the nearest suitable electrical service panel or electrical outlet in accordance with the B.C. Electrical Code requirements, and to the satisfaction of the Owner's Representative. The Contractor shall obtain all necessary permits, inspections and approvals from the local approving authority.
- Interior Building installation: mount the controller in a location as shown on the drawings and as approved by the Owner's Representative prior to installation.
- Exterior Building Installation: mount the controller in a vandal proof, weatherproof, lockable, 3.2mm (1/8") steel box, of a suitable size for the irrigation controller. Finish the box with a minimum of 2 coats of rust inhibitive paint to match building colour or as directed by the Owner's Representative.
- Exterior Remote Location: mount the controller in a vandal proof, weatherproof, lockable, painted pedestal cabinet of 3.2mm (1/8") steel box at a location as shown on the drawings. The Contractor shall provide a reinforced concrete pad on which to mount the controller, including suitable sized electrical conduits located through the pad for control wires.
- The Contractor shall prepare and submit shop drawings of any exterior controller installation, including the details of sizes, materials and construction methods for the weatherproof box to house the controller. Shop drawings must be approved by the Owner's Representative prior to construction or installation.
- Connect valve wires to controller and provide approved electrical conduit fastened to the building wall to a minimum 450mm (18") below finished grade unless otherwise directed by the Owner's Representative.

### SEGMENTAL CONCRETE UNIT MASONRY RETAINING WALLS

#### GENERAL SCOPE

- Work includes furnishing and installing modular concrete block retaining wall units to the lines and grades designated on the construction drawings and as specified herein.
- APPLICABLE STANDARDS:
  - Geogrids For Exterior Improvements
- REFERENCE STANDARDS:
  - ASTM C1372 Standard Specification for Segmental Retaining Wall Units.
  - ASTM C1262 Evaluating the Freeze thaw Durability of Manufactured CMU's and Related concrete Units
  - ASTM D698 Moisture Density Relationship for Soils, Standard Method
  - ASTM D422 Gradation of Soils
  - ASTM C140 Sample and Testing concrete Masonry Units
  - AB Spec Book Doc. # R0901

#### DELIVERY, STORAGE & HANDLING

- Contractor shall check the material upon delivery to assure proper material has been received.
  - Contractor shall prevent excessive mud, cementitious material, and like construction debris from coming in contact with the materials.
  - Contractor shall protect the materials from damage. Damaged material shall not be incorporated in the project (ASTM C1372).
- #### CONTRACTOR REQUIREMENTS
- Contractors shall be trained and certified by local manufacturer or equivalent accredited organization.
  - Allan Block and NCMA have certification programs that are accredited. Identify when advanced certification levels are appropriate based on complexity and criticality of project application.
  - Contractors shall provide a list of projects they have completed.

#### MATERIALS

##### MODULAR WALL UNITS

- Wall units shall be Allan Block Retaining Wall units as produced by a licensed manufacturer.
- Wall units shall have minimum 28 day compressive strength of 3000 psi (20.7 MPa) in accordance with ASTM C1372. The concrete units shall have adequate freeze-thaw protection with an average absorption rate in accordance with ASTM C1372 or an average absorption rate of 7.5 lb./ft<sup>3</sup> (120 kg/m<sup>3</sup>) for northern climates and 10 lb./ft<sup>3</sup> (160 kg/m<sup>3</sup>) for southern climates.
- Exterior dimensions shall be uniform and consistent. Maximum dimensional deviations on the height of any two units shall be 0.125 in. (3 mm).
- Wall units shall provide a minimum of 110 lbs total weight per square foot of wall face area (555 kg/m<sup>2</sup>).
- Heel/drain pipes with drain holes shall be installed and compacted by using plate compactor on top of wall units (see section 3.4). Unit weight of wall rock in cores may be less than 100% depending on compaction levels.
- Exterior face shall be textured. Color as specified by owner.
- Freeze Thaw Durability: Like all concrete products, dry-cast concrete SRW units are susceptible to freeze-thaw degradation with exposure to de-icing salts and cold temperature. This is a concern in northern tier states or countries that use deicing salts. Based on good performance experience by several agencies, ASTM C1372, or equivalent governing standard or public authority, Standard Specification for Segmental Retaining Wall Units should be used as a model, except that, to increase durability, the compressive strength for the units should be increased to a minimum of 4,000 – 5,800 psi (28 - 40 MPa) unless local requirements dictate higher levels. Also, maximum water absorption should be reduced and requirements for freeze-thaw testing increased.
- Require a current passing ASTM C1262 or equivalent governing standard or public authority, test report from material supplier in northern or cold weather climates.
- See the Best Practices for SRW Design document for detailed information on freeze thaw durability testing criteria and regional temperature and exposure severity figures and tables to define the appropriate zone and requirements for the project.

##### WALL ROCK

- Material must be well-graded compactable aggregate, 0.25 in. to 1.5 in., (6 mm - 38 mm) with no more than 10% passing the #200 sieve. (ASTM D422)
- Material behind and within the blocks may be the same material.

##### INFILL SOIL

- Infill material shall be excavated soils when approved by the on-site soils engineer unless otherwise specified in the drawings. Unsuitable soils for backfill (heavy clays or organic soils) shall not be used in the reinforced soil mass. Fine grained cohesive soils ( $\phi$  less than 31" (Ref)) may be used in wall construction, but additional backfilling, compaction and water management efforts are required. Poory graded sands, expansive clays and/or soils with a plasticity index (PI) greater than 20 or a liquid limit (LL) greater than 40 should not be used in wall construction.
- The infill soil used must meet or exceed the designed friction angle and description noted on the design cross sections, and must be free of debris and consist of one of the following inorganic USCS soil types: GP, GW, SW, SP, GP-GM or SP-SM meeting the following grading as determined in accordance with ASTM D422.
- Where additional fill is required, contractor shall submit sample and specifications to the wall design engineer or the on-site soils engineer for approval and the approving engineer must certify that the soils proposed for use has properties meeting or exceeding original design standards.

##### FOUNDATION SOIL PREPARATION

- Foundation soil shall be defined as any soils located beneath a wall.
- Foundation soil shall be excavated as dimensioned on the plans and compacted to a minimum of 95% of Standard Proctor (ASTM D698) prior to placement of the base material.
- Foundation soil shall be examined by the on-site soils engineer to ensure that the actual foundation soil strength meets or exceeds assumed design strength. Soil not meeting the required strength shall be removed and replaced with acceptable material.

### BASE

- The base material shall be the same as the Wall Rock material or a low permeable granular material.
- Base material shall be placed as shown on the construction drawing. Top of base shall be located to allow bottom wall units to be buried to proper depths as per wall heights and specifications.
- Base material shall be installed on undisturbed native soils or suitable replacement fills compacted to a minimum of 95% Standard Proctor (ASTM D698).
- Base shall be compacted at 95% Standard Proctor (ASTM D698) to provide a level hard surface on which to place the first course of blocks. The base shall be constructed to ensure proper wall embedment and the final elevation shown on the plans. Well-graded sand can be used to smooth the top 1/2 in. (13 mm) on the base material.
- Base material shall be a 6 in. (150 mm) minimum depth for walls under 4 ft. (1.2 m) and 8 in. (200 mm) minimum depth for walls over 4 ft. (1.2 m). Base material should be installed to allow for a minimum of one buried block to be extended into the slope to prevent erosion.
- UNIT INSTALLATION
  - Install units in accordance with the manufacturer's instructions and recommendations for the specific concrete retaining wall unit, and as specified herein.
  - Ensure that units are in full contact with base. Proper care shall be taken to develop straight lines and smooth curves on base course as per wall layout.
  - Fill all cores and cavities and a minimum of 12 in. (300 mm) behind the base course with wall rock. Use infill soils behind the wall rock and approved soils in front of the base course to firmly lock in place. Check again for level and alignment. Use a plate compactor to consolidate the area behind the base course. All excess material shall be swept from top of units.
  - Install next course of wall units on top of base course. Position blocks to be offset from seams of blocks below. Perfect "running bond" is not essential, but a 3 in. (75 mm) minimum offset is recommended. Check each block for proper alignment and level. Fill all cavities in and around wall units and to a minimum of 12 in. (300 mm) depth behind block with wall rock. Block, wall rock and infill soil placed in uniform lifts not exceeding 8 in. (200 mm). Compaction requirements for all soils in areas in, around and behind the reinforced mass shall be completed to 95% of maximum Standard Proctor dry density (ASTM D698) with a moisture content control of +1% to -3% of optimum.
  - For taller wall applications, structural fill should be specified for a minimum bottom 1/3 to 1/2 of the reinforced fill. If structural fill is not utilized in the reinforced mass, the depth of wall rock behind the block should be increased. See the Best Practices for SRW Design document for more information.
  - The consolidation zone shall be defined as 3 ft (0.9 m) behind the wall. Compaction within the consolidation zone shall be accomplished by using a hand operated plate compactor and shall begin by running the plate compactor directly on the block and then compacting in parallel paths from the wall face until the entire consolidation zone has been compacted. A minimum of two passes of the plate compactor are required with maximum lifts of 8 in. (200 mm). Expansive or fine-grained soils may require additional compaction passes and/or specific compaction equipment such as a vibratory plate roller. Maximum lifts of 4 in. (100 mm) may be required to achieve adequate compaction within the consolidation zone. Employ methods using lightweight compaction equipment that will not disrupt the stability or batter of the wall. Final compaction requirements in the consolidation zone shall be established by the engineer of record.
  - Install each subsequent course in like manner. Repeat procedure to the extent of wall height. Individual course height may vary due to allowable block manufacturing tolerances per ATSM C1372. Contractor must verify wall height, if noted as being critical, prior to completion of construction to ensure the elevation of the top of the wall or the controlling elevation matches desired plan elevation, if noted as critical. Contractor must follow this method for single walls or walls that branch off into a terraced orientation.
  - As with any construction work, some deviation from construction drawing alignments will occur. Variability in construction of SRWs is approximately equal to that of cast-in-place concrete retaining walls. As opposed to cast-in-place concrete walls, alignment of SRWs can be simply corrected or modified during construction. Based upon examination of numerous completed SRWs, the following recommended minimum tolerances can be achieved with good construction techniques:
    - Vertical Control - ±1.25 in. (32 mm) max. over 10 ft (3 m) distance
    - Horizontal Location Control - straight lines ±1.25 in. (32 mm) over a 10 ft (3 m) distance.
    - Rotation - from established plan wall batter: ±2.0"

### ADDITIONAL CONSTRUCTION NOTES

- When one wall branches into two terraced walls, it is important to note that the soil behind the lower wall is also the foundation soil beneath the upper wall. This soil shall be compacted to a minimum of 95% of Standard Proctor (ASTM D698) prior to placement of the base material. Achieving proper compaction in the soil beneath an upper terrace prevents settlement and deformation of the upper wall. One way is to replace the soil with wall rock and compact in 8 in. (200 mm) lifts. When using on-site soils, compact in maximum lifts of 4 in. (100 mm) or as required to achieve specified compaction.
- Vertical filter fabric use is not suggested for use with cohesive soils. Clogging of such fabric creates unacceptable hydrostatic pressures in soil reinforced structures. When filtration is deemed necessary in cohesive soils, use a three-dimensional filtration system of clean sand or filtration aggregate. Vertical filter fabric may be used to separate wall rock zone from fine grained, sandy infill soils if the design engineer deems it necessary based on potential water migration from above or below grade, through the reinforced zone into the wall rock on the project. Horizontal filter fabric should be placed above the wall rock column to prevent soils from above migrating into the wall rock column.
- Embankment protection fabric is used to stabilize rip rap and foundation soils in water applications and to separate infill materials from the retained soils. This fabric should permit the installation of concrete structures. Embankment protection fabric shall be a high strength polypropylene monofilament material designed to meet or exceed NTPPE specifications; stabilized against ultraviolet (UV) degradation and typically exceeding the values in Section 3, Table 1 in the AB Spec Book.
- Water management is of extreme concern during and after construction. Steps must be taken to ensure that drain pipes are properly installed and vented to daylight or connected to an underground drainage system and a grading plan has been developed that routes water away from the retaining wall location. Site water management is required both during construction of the wall and after completion of construction.

### GENERAL DRAINAGE

#### SURFACE DRAINAGE

- Rainfall or other water sources such as irrigation activities collected by the ground surface atop the retaining wall can be defined as surface water.
- Retaining wall design shall take into consideration the management of surface water.
- At the end of each day's construction and at final completion, grade the backfill to avoid water accumulation behind the wall or in the reinforced zone.
- Surface water must not be allowed to pond or be trapped in the area above the wall or at the toe of the wall.
- Existing slopes adjacent to retaining wall or slopes created during the grading process shall include drainage details so that surface water will not be allowed to drain over the top of the slope face and/or wall. This may require a combination of berms and drainage drainage ditches.
- Irrigation activities at the site shall be installed in a controlled and reasonable manner. If an irrigation system is employed, the design engineer or irrigation manufacturer shall provide details and specification for required equipment to ensure against over irrigation which could damage the structural integrity of the retaining wall system.
- Surface water that cannot be diverted from the wall must be collected with surface drainage swales and drained laterally in order to disperse the water around the wall structure. Construction of a typical swale system shall be in accordance with Design Detail 6. Swales, of the AB Spec Book.

#### GRADING

- The shaping and re-contouring of land in order to prepare it for site development is grading. Site grading shall be designed to route water around the walls.
- Establish final grade with a positive gradient away from the wall structure. Concentrations of surface water runoff shall be managed by providing necessary structures, such as paved ditches, drainage swales, catch basins, etc.
- Grading designs must divert sources of concentrated surface flow, such as parking lots, away from the wall.

#### DRAINAGE SYSTEM

- The internal drainage systems of the retaining wall can be described as the means of eliminating the buildup of incidental water which infiltrates the soils behind the wall. Drainage system design will be a function of the water conditions on the site. Possible drainage facilities include Toe and Heel drain collection pipes and blanket or chimney rock drains or others. Design engineer shall determine the required drainage facilities to completely drain the retaining wall structure for each part site condition.
  - All walls will be constructed with a minimum of 12 in. (300 mm) of wall rock directly behind the wall facing. The material shall meet or exceed the specification for wall rock outlined in Section 1, 2.2 Wall Rock.
  - The drainage collection pipe, drain pipe, shall be a 4 in. (100 mm) perforated or slotted PVC, or corrugated HDPE pipe as approved by engineer of record.
  - All walls will be constructed with a 4 in. (100 mm) diameter drain pipe placed at the lowest possible elevation within the 12 in. (300 mm) of wall rock. This drain pipe is referred to as a toe drain.
  - Geogrid Reinforced Walls shall be constructed with an additional 4 in. (100 mm) drain pipe at the back bottom of the reinforced soil mass. This drain pipe is referred to as a heel drain.
- #### TOE DRAIN
- A toe drain pipe should be located at the back of the wall rock behind the wall as close to the bottom of the wall as allowed while still maintaining a protected conduit for drainage to daylight, or a storm water management system. Toe drains are installed for incidental water management not as a primary drainage system.
  - For site configurations with bottoms of the base on a level plane it is recommended that a minimum one percent gradient be maintained on the placement of the pipe with outlets on 50 ft (15 m) centers, or 100 ft (30 m) centers if pipe is crowned between the outlets. This would provide for a maximum height above the bottom of the base in a flat configuration of no more than 6 in. (150 mm).
  - For rigid drain pipes with drain holes the pipes should be positioned with the holes located behind. Allan Block does not require that toe drain pipes be wrapped when installed into base rock compaction with the specified wall rock material.
  - Pipes shall be routed to storm drains where appropriate or through or under the wall at low points when the job site grading and site layout allows for routing. Appropriate details shall be included to prevent pipes from being crushed, plugged, or infested with rodents.
  - On sites where the natural drop in grade exceeds the one percent minimum, drain pipes outlets shall be on 100 foot (30 meter) centers, maximum. This will provide outlets in the overland drainage system.
  - Drain pipe must be raised to accommodate outlets through the wall face when daylighting below grade is not possible. Refer to the Design Detail 4: Alternate Drain, of the AB Spec Book.

#### HEEL DRAIN

- The purpose of the heel drain is to pick up any water that migrates from behind the retaining wall structure at the cut and route the water away from the reinforced mass during the construction process and for incidental water for the life of the structure.
- The piping used at the back of the reinforced mass shall have a one percent minimum gradient over the length, but it is not critical for it to be positioned at the very bottom of the cut. The heel drain should be vented at 100ft (30 m) intervals along the entire length of the wall and should not be tied into the toe drain system.
- The pipe may be a rigid pipe with holes at the bottom with an integral sock encasing the pipe or a corrugated perforated flexible pipe with a sock to filter debris when required based on soil conditions. For infill soils with a high percentage of sand and/or gravel the heel drain pipe does not need to be surrounded by wall rock. When working with soils containing fine grained cohesive soils having a PI of greater than 6 and LL of 30 or greater, 1 ft<sup>3</sup> (.03 m<sup>3</sup>) of drainage rock is required around the pipe for each 1 ft (30 cm) of pipe length.

#### GROUND WATER

- Ground water can be defined as water that occurs within the soil. It may be present because of surface infiltration or water table fluctuation. Ground water movement must not be allowed to come in contact with the retaining wall.
- If water is encountered in the area of the wall during excavation or construction, a drainage system (chimney, composite or blanket) must be installed as directed by the wall design engineer.
- Standard retaining wall designs do not include hydrostatic forces associated with the presence of ground water. If adequate drainage is not provided the retaining wall design must consider the presence of the water.
- When non-free draining soils (soils with friction angles less than 30 degrees) are used in the reinforced zone, the incorporation of a chimney and blanket drain should be added to minimize the water penetration into the reinforced mass. Refer to Design Detail 6: Chimney and Blanket Drain, of the AB Spec Book.
  - Drain material to be consistent with wall rock material. For more information on wall rock material see Specification Guidelines: Allan Block Modular Retaining Wall Systems, section 2.1.
  - Manufacturer chimney and blanket drains to be approved by the geotechnical and/or the local engineer of record prior to use.

#### CONCENTRATED WATER SOURCES

- All collection devices such as roof downspouts, storm sewers, and curb gutters are concentrated water sources. They must be designed to accommodate maximum flow rates and to vent outside of the wall area.
- All roof downspouts of nearby structures shall be sized with adequate capacity to carry storm water from the roof away from the wall area. They shall be connected to a drainage system in closed pipe and routed around the retaining wall area.
- Site layout must take into account locations of retaining wall structures and all site drainage paths. Drainage paths should always be away from retaining wall structures.
- Storm sewers and catch basins shall be located away from retaining wall structures and designed so as not to introduce any incidental water into the reinforced soil mass.
- A path to route storm sewer overflow must be incorporated into the site layout to direct water away from the retaining wall structure.

### WATER APPLICATION

- Retaining walls constructed in conditions that allow standing or moving water to come in contact with the wall face are considered water applications. These walls require specific design and construction steps to ensure performance. Refer to Design Detail 7 and 8: Water Applications, of the AB Spec Book.
  - The wall rock should be placed to the limits of the geogrid lengths up to a height equal to 12 inches (30 cm) higher than the determined high water mark. If the high water mark is unknown, the entire infill zone should be constructed with wall rock.
  - The drain pipe should be raised to the low water elevation to aid in the evacuation of water from the reinforced mass as water level fluctuates.
  - Embankment protection fabric should be used under the infill mass and up the back of the infill mass to a height of 12 inches (30 cm) higher than the determined high water mark.
    - Embankment protection fabric is used to stabilize rip rap and foundation soils in water applications and to separate infill materials from the retained soils. This fabric should permit the passage of fines to preclude clogging of the material. Embankment protection fabric shall be a high strength polypropylene monofilament material designed to meet or exceed typical NTPPE specifications; stabilized against ultraviolet (UV) degradation and typically needs or exceeds the values in Table 1.
- #### B. EMBANKMENT PROTECTION FABRIC
- Infill walls having moving water or wave action, natural or manufactured rip-rap in front of the wall to protect the toe of the wall from scour effects is recommended.

### GEOGRIDS FOR EXTERIOR IMPROVEMENTS

#### GENERAL SCOPE

- Work includes furnishing and installing geogrid reinforcement, wall block, and backfill to the lines and grades designated on the construction drawings and as specified herein.

#### APPLICABLE SECTION OF RELATED WORK

- 32 32 23.13 Segmental Concrete Unit Masonry Retaining Walls

#### REFERENCE STANDARDS

- See specific geogrid manufacturer's reference standards
- ADDITIONAL STANDARDS:
  - ASTM D4595 - Tensile Properties of Geotextiles by the Wide-Width Strip Method
  - ASTM D5262 - Test Method for Evaluating the Unconfined Creep Behavior of Geogrids
  - ASTM D6981 - Grid Connection Strength (SRW-U)
  - ASTM D6916 SRW Block Shear Strength (SRW-U2)
  - GRI-GG4 - Grid Long Term Allowable Design Strength (LTADS)
  - ASTM D6706 - Grid Pullout of Soil
  - AB Spec Book Doc. # R0901
- DELIVERY, STORAGE, AND HANDLING:
  - Contractor shall check the geogrid upon delivery to assure that the proper material has been received.
  - Geogrid shall be stored above +10 ft (-F23 C).
  - Contractor shall prevent excessive mud, cementitious material, or other foreign materials from coming in contact with the geogrid material.

#### MATERIALS

##### DEFINITIONS

- Geogrid products shall be of high density polyethylene or polyester yarns encapsulated in a protective coating specifically fabricated for use as a soil reinforcement material.
  - When one wall branches into two terraced walls, it is important to note that the soil behind the lower wall is also the foundation soil beneath the upper wall. This soil shall be compacted to a minimum of 95% of Standard Proctor (ASTM D698) prior to placement of the base material. Achieving proper compaction in the soil beneath an upper terrace prevents settlement and deformation of the upper wall. One way is to replace the soil with wall rock and compact in 8 in. (200 mm) lifts. When using on-site soils, compact in maximum lifts of 4 in. (100 mm) or as required to achieve specified compaction.
  - Vertical filter fabric use is not suggested for use with cohesive soils. Clogging of such fabric creates unacceptable hydrostatic pressures in soil reinforced structures. When filtration is deemed necessary in cohesive soils, use a three-dimensional filtration system of clean sand or filtration aggregate. Vertical filter fabric may be used to separate wall rock zone from fine grained, sandy infill soils if the design engineer deems it necessary based on potential water migration from above or below grade, through the reinforced zone into the wall rock on the project. Horizontal filter fabric should be placed above the wall rock column to prevent soils from above migrating into the wall rock column.
  - Embankment protection fabric is used to stabilize rip rap and foundation soils in water applications and to separate infill materials from the retained soils. This fabric should permit the installation of concrete structures. Embankment protection fabric shall be a high strength polypropylene monofilament material designed to meet or exceed NTPPE specifications; stabilized against ultraviolet (UV) degradation and typically exceeding the values in Section 3, Table 1 in the AB Spec Book.
- ##### PRODUCTS
- Geogrid shall be the type as shown on the drawings having the property requirements as described within the manufacturer's specifications.
- ##### ACCEPTABLE MANUFACTURERS
- A manufacturer's product shall be approved by the wall design engineer.

#### WALL CONSTRUCTION

##### FOUNDATION SOIL PREPARATION

- Foundation soil shall be excavated to the lines and grades as shown on the construction drawings, or as directed by the on-site soils engineer.
- Foundation soil shall be examined by the on-site soils engineer to assure that the actual foundation soil strength meets or exceeds assumed design strength.
- Over-excavated areas shall be filled with compacted backfill material approved by on-site soils engineer.
- Contractor shall verify locations of existing structures and utilities prior to excavation. Contractor shall ensure all surrounding structures are protected from the effects of wall excavation.

##### WALL CONSTRUCTION

- Wall construction shall be as specified under Section 32 32 23.13 Segmental Concrete Unit Masonry Retaining Walls.
- GEOGRID INSTALLATION
  - Install Allan Block wall to designated height of first geogrid layer. Backfill and compact the wall rock and infill soil in layers not to exceed 8 in. (200 mm) lifts behind wall to depth equal to designed grid length before grid is installed.
  - Correct construction of geogrid shall