CALL TO ORDER

INTRODUCTION OF LATE ITEMS
a)  
b)  

A. AGENDA APPROVAL  

Recommended Motion:

THAT the agenda for the August 28, 2017 Council meeting be approved as submitted/amended

B. MINUTES  

1. Minutes of July 10, 2017 Regular Meeting of Council  

Recommended Motion:

THAT the Minutes of July 10, 2017 Regular Council Meeting be adopted as amended/submitted.

C. DELEGATIONS, PETITIONS, PRESENTATIONS  

1. Arrowtarian Senior Citizens Society  

Permissive Tax Exemption request  
- Shirley Wyatt (Tenant); Kathy Bone (Director) and Trish Cannon (Manager)

D. BUSINESS ARISING FROM THE MINUTES  

Page 1 of 88
E. UNFINISHED BUSINESS

1. Outstanding Actions from Council Resolutions
   List updated August 22, 2017

   Recommended Motion:

   THAT the Outstanding Action on Resolutions report be received for information.

2. C4 & R5 Rezoning

   Report from Sarah Holden, Summer Student dated August 28, 2017

   Recommended Motion:

   THAT the report dated August 28, 2017 from Sarah Holden, Summer Student entitled C4 & R5 Rezoning be received for information

   AND THAT Staff be directed to proceed with contacting property owners and drafting the applicable bylaw amendments.

F. REPORTS FROM ADMINISTRATION

1. CAO

   Report dated August 28, 2017

   Recommended Motion:

   THAT the Management Staff reports be received for information.

2. Director of Operations
   a. June 16 to July 15, 2017
   b. July 16 to August 15, 2017

3. Fire Chief

   Report dated August 21, 2017

4. Director of Recreation and Parks

   June 22 to August 23, 2017
G. **BYLAWS**  

Three Readings

1. Bylaw No. 668, 2017
   a. Report from CAO dated August 28, 2017

   **Recommended Motion:**

   **THAT** the report dated August 28, 2017 entitled Officer Bylaw No. 668, 2017 be received for information;

   **AND THAT** the bylaw be advanced for reading consideration.

   b. Bylaw No. 668, 2017

   **Recommended Motion:**

   **THAT Bylaw No. 668, 2017 be read a first, second and third time.**

H. **NEW BUSINESS**

1. 2018 Permissive Tax Exemptions
   CAO report dated August 28, 2017

   **Recommended Motion:**

   **THAT the report dated August 28, 2017 entitled Permissive Tax Exemptions 2018 be received for information;**

   **AND** **THAT the permissive tax exemption requests from the Arrowtarian Senior Citizens Society be denied.**

   **OR**

   **THAT the report dated August 28, 2017 entitled Permissive Tax Exemptions 2018 be received for information;**

   **AND** **THAT the following permissive tax exemption requests from the Arrowtarian Senior Citizens Society be approved for a one-year exemption subject to successful**
adoption of the required bylaw:
(a) 201 – 8th Avenue NW (Roll 00245.001)
(b) 214 – 7th Avenue NW (Roll 00249.005)
(c) 206 – 7th Avenue NW (Roll 00248.050)
AND THAT the required bylaw be drafted and forwarded to Council for reading consideration at the September 11, 2017 Council meeting.

2. Visitor Centre Statistics – January to July 2017
   Recommended Motion:
   
   THAT the report dated August 28, 2017 entitled Visitor Centre statistics be received for information.

3. Hot Springs Financials
   Recommended Motion:
   
   THAT the report dated August 28, 2017 entitled Hot Springs Financials be received for information.

4. Policy GA2 - Signing Officers
   Recommended Motion:
   
   THAT the report dated August 28, 2017 entitled Policy GA.2 – Signing Officers be received for information;

   AND THAT Policy GA2 – Signing Officers be revised by replacing the words “Director of Finance” with the words “One Member of the Senior Management Team”.

Page 4 of 88
5. **Appointment of Bank Account Signing Officer**

CAO report dated August 28, 2017

**Recommended Motion:**

 THAT the report dated August 28, 2017 entitled Appointment of Bank Account Signing Officer be received for information;

AND THAT Warren Leigh, Director of Operations, be appointed as a signing officer for the Village of Nakusp bank accounts.

6. **Sufferfest Event Approval and Fee Waiver Request**

Director of Recreation & Parks report dated August 23, 2017

**Recommended Motion:**

 THAT the report dated August 23, 2017 entitled Sufferfest Event Approval and Fee Waiver Request be received for information;

AND THAT Council approve the following for the Nakusp Sufferfest CX Bike Race and Duathlon/Corporate Challenge on September 17, 2017:

a) Road closure on Broadway Street from 8th Avenue NW to the east end of the of the parking lot at the Community Park on September 17th, 2017 from 8:00 am to 3:00 pm subject to the provision of an insurance certificate in the amount of $2 Million with the Village as an additional insured;

b) Nonexclusive use of the Community Park, Skate Park, Trails and Athletic Fields perimeters on September 16th and 17th, 2017;

c) A 50% reduction under Policy GA5 – Facility Rental for fee waiver request for the Gazebo rental on September 16th and 17th to a maximum of $51.50.

I. **INFORMATION ITEMS**

1. **Interior Health**

   Newsletter July 2017

2. **BC Hydro**

   Mid to Lower Arrow Lakes – Wildlife Enhancement Project

3. **Society for Nakusp Community Events**

   Thank You
4. District of Squamish
   Request for support for UBCM resolutions

5. UBCM
   Gas Tax Agreement Community Works Fund Payment

<table>
<thead>
<tr>
<th>Recommended Motion:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>THA</em> I items I1 to I5 be received for information, and that item(s) _____ be brought forward for discussion.*</td>
</tr>
</tbody>
</table>

J. INQUIRIES BY COUNCIL OF ADMINISTRATION

K. NOTICE OF MOTION

L. QUESTIONS FROM THE PRESS OR PUBLIC

M. ADJOURNMENT

<table>
<thead>
<tr>
<th>Recommended Motion:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>THA</em> the August 28, 2017 Council meeting be adjourned at ________ PM.*</td>
</tr>
</tbody>
</table>
STAFF RECOMMENDATION(S):

That the following Minutes be approved as submitted/amended.

1. July 10, 2017 Regular Meeting
Present were:

Mayor  Karen Hamling

Councillors  Len Heppner  
            Ulli Mueller  
            Bill Tobey  

Absent:  Councillor Tom Zeleznik

Staff  Laurie Taylor, Chief Administrative Officer  
       Warren Leigh, Director of Operations  
       Terry Welsh, Director Recreation & Parks  
       Terry Warren, Fire Chief

Gallery  Press – 2  
         Public - 7

CALL TO ORDER

Mayor Hamling called the meeting to order at 6:30 p.m.

INTRODUCTION OF LATE ITEMS

- 2013 Community Works Fund Grant from RDCK

A. AGENDA APPROVAL

<table>
<thead>
<tr>
<th>R144/17</th>
<th>Moved by Councillor Heppner /Seconded by Councillor Mueller</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>THAT the agenda be amended by adding:</td>
</tr>
<tr>
<td></td>
<td>a) Item H1 – 2013 CWF Grant from RDCK;</td>
</tr>
<tr>
<td></td>
<td>AND THAT the agenda for the July 10, 2017 Council meeting</td>
</tr>
<tr>
<td></td>
<td>be approved as amended</td>
</tr>
</tbody>
</table>

Carried
B. MINUTES

1. Minutes of June 26, 2017 Regular Meeting

   Moved by Councillor Heppner /Seconded by Councillor Mueller

   THAT the Minutes of June 26, 2017 Regular Meeting be adopted.

   Carried

C. DELEGATIONS, PETITIONS, PRESENTATIONS

1. Nakusp and Arrow Lakes Trails Master Plan

   Powerpoint presentation by Brent Harley & Associates

   Excerpts from Master Plan
   • Executive Summary
   • Hot Springs Trail Area
   • Municipal Trail Area
   • Nakusp to Summit Lake Rail Trail
   • Implementation Plan

   Council noted the following:
   • Plan should acknowledge that the concept originated at the
     Common Agenda
   • There are two definitions of trails yet three different designations
   • Definitions should be added to the executive summary
   • Error on mapping for trail within Nakusp Map 5.12 & 5.13 – map
     needs to note it is non-motorized
   • Trail shown on map 5.8 is private property
   • Fundraising section should include Rec. Commission #4 and Nakusp
     & Area Community Foundation

   Council requested that the final Plan be presented to Council at a future meeting
   for acceptance/approval.

   Moved by Councillor Mueller /Seconded by Councillor Heppner

   THAT the Nakusp and Arrow Lakes Trails Master Plan be received for information.

   Carried

D. BUSINESS ARISING FROM THE MINUTES

   • Nil
E. UNFINISHED BUSINESS

1. Outstanding Actions from Council Resolutions
   List updated July 4, 2017

   R147/17  Moved by Councillor Heppner /Seconded by Councillor Tobey
   THAT the Outstanding Action on Resolutions report be received for information.
   Carried

F. REPORTS FROM COUNCIL COMMITTEES

1. Mayor Hamling
   • Written report
   • RDCK Board Highlights June 2017
   • Noted that at the June 26 Council meeting she neglected to thank the emergency social service volunteers for their work during the road washout incident at the Hot Springs.

2. Councillor Heppner
   • Nothing to report

3. Councillor Mueller
   • Attended the NADB meeting – have hired a part-time position to update Imagine Kootenays
   • ArtWalk Opening was a great event

4. Councillor Tobey
   • Rec. Commission # 4 – day program is operating
   • NACFOR – FireSmart planning is progressing.

   R148/17  Moved by Councillor Heppner /Seconded by Councillor Mueller
   THAT the Council Committee reports be received for information.
   Carried

G. BYLAWS

   NIL
H. NEW BUSINESS

1. 2013 CWF Grant from RDCK
   Report from CAO
   • Grant for heat recovery at arena – Phase 2

<table>
<thead>
<tr>
<th>R149/17</th>
<th>Moved by Councillor Heppner /Seconded by Councillor Tobey</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>THAT the report dated July 10, 2017 entitled 2013 CWF Grant from RDCK be received for information;</td>
</tr>
<tr>
<td></td>
<td>AND THAT given that the project was not completed, that the $93,750.00 be refunded to the RDCK;</td>
</tr>
<tr>
<td></td>
<td>AND THAT staff prepare a new CWF grant application for heat recovery work at the arena for Council’s consideration.</td>
</tr>
<tr>
<td></td>
<td>Carried</td>
</tr>
</tbody>
</table>

I. INFORMATION
Information Items I1 & I2

1. Asset Management BC
   Winter 2017 Newsletter

2. City of New Westminster, Mayor Jonathan Cote
   Request for support for UBCM resolutions

<table>
<thead>
<tr>
<th>R150/17</th>
<th>Moved by Councillor Tobey /Seconded by Councillor Heppner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>THAT items I1 and I2 be received for information.</td>
</tr>
<tr>
<td></td>
<td>Carried</td>
</tr>
</tbody>
</table>

J. INQUIRIES BY COUNCIL OF ADMINISTRATION
   • Nil

K. NOTICE OF MOTION
   • Nil
L. QUESTIONS FROM THE PRESS OR PUBLIC
   • Nil

M. ADJOURNMENT

<table>
<thead>
<tr>
<th>R151/17</th>
<th>Moved by Councillor Heppner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>THAT the July 10, 2017 Council meeting be adjourned at 7:19 PM.</td>
</tr>
<tr>
<td></td>
<td>Carried</td>
</tr>
</tbody>
</table>

__________________________________________  ________________________________
Mayor                                                                 Chief Administrative Officer
1. ARROWTARIAN SENIOR CITIZENS SOCIETY
   *Request for permissive tax exemption*
   - Shirley Wyatt (Tenant); Kathy Bone (Director) and Trish Cannon (Manager)
UNFINISHED BUSINESS

1. Outstanding Actions on Council Resolutions
   August 22, 2017

2. C4 & R5 Rezoning
   Report dated August 28, 2017 from Sarah Holden, Summer Student
# Outstanding Actions on Council Resolutions

(Originating from council direction)

**August 22, 2017**

<table>
<thead>
<tr>
<th>Origin</th>
<th>Item</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Subdivision Bylaw</td>
<td>Update required</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2</td>
<td>Policy Manual</td>
<td>Review of existing policies; update as required; Ongoing. Report on personnel policies to Council Oct 24/16; report on financial policies to Council Nov 14/16; report on public works and fire department policies Nov 28/16</td>
<td>Ongoing</td>
</tr>
<tr>
<td>3</td>
<td>R193/12</td>
<td>Staff develop a policy for purchasing sponsorship in community events rather than granting fee waiver</td>
<td>Ongoing - Policy development – purchase of sponsorship (advertising) in community events. In conjunction with policy manual review</td>
</tr>
<tr>
<td>5</td>
<td>R98/13</td>
<td>Launch Club</td>
<td>Launch Club working with engineer on proposal for repair of marina</td>
</tr>
<tr>
<td>6</td>
<td>North Kuskanax Local Service Area</td>
<td>Ongoing - Petitions received for supply of water and sewer to 9 properties. LSA and Borrowing Bylaws given 3 readings April 10, 2017 and sent to Province for a approval on April 11, 2017. Road slough on April 21 may result in increased costs – unknown until road repaired. Staff to continue to work with residents. Revised costs and letter sent to residents early July 2017</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Climbing Wall</td>
<td>Ongoing Presentation at April 10 2017 Council meeting for installation of a climbing wall possibly at the arena. Council supported letter of support for funding. Dir. of R&amp;P to work with proponents</td>
<td></td>
</tr>
</tbody>
</table>

*Updated August 22, 2017*
<table>
<thead>
<tr>
<th>Origin</th>
<th>Item</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Rainbow Sidewalk</td>
<td><strong>ONGOING</strong> LBGTQ+ group from school presentation at April 10 Council meeting requesting installation of rainbow sidewalk. Report from Director of Operations at May 8, 2017 meeting. Staff to work with proponents. Awaiting additional information from school group leader. <strong>Report to Council May 23/17</strong> Director of Operations has been in contact and no additional information has been submitted by group leader.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Road Exchange</td>
<td><strong>ONGOING</strong> Remove arterial a highway designation removed from Broadway and added to 1st Street NW. Swap has the support of the MOTI. Designation was does by OIC 1044/00. June 12/17 Council adopted resolution to apply for OIC. Advised by Ministry of Community Sport staff that the request has to come from MOTI. Contacted MOTI week of July 4, 2017. Ministry staff to find contact for us at MOTI. Follow up emails sent to MOTI week of August 1, 2017. Ministry of MA &amp; H gave us new contact at MOTI – email sent Aug 9/17. Follow up email sent Aug 21/17</td>
<td></td>
</tr>
<tr>
<td>Origin</td>
<td>Item</td>
<td>Description</td>
<td>Status</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>10</td>
<td>GRANT</td>
<td>Infrastructure Planning Grant</td>
<td>ONGOING $10,000 grant received from Ministry of Community, Sport &amp; Cultural Development. Project is to map water mains – got snowed out – will resume in April 2017. Village work has been completed and is now with engineer to complete report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State of Infrastructure Report - Water Distribution System</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Replacement of 2” galvanized water mains</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>GRANT</td>
<td>BC Rural Dividend Fund</td>
<td>ONGOING Grant application for $100,000 submitted Oct 31/16. Village portion $20,000. Total project $120,00. Intake deadline Oct 31/16. Received confirmation of approval of $100K grant Mar 2/17. RFP deadline May 5 2017; Tender awarded. First meeting of Downtown Revitalization Committee held June 5/17; meeting held June 19/17, June 29. Plan to be completed by August 31 – will be presented to Council August 28, 2017.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Downtown Revitalization Plan &amp; drawings</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>GRANT</td>
<td>Strategic Wildfire Prevention Initiative</td>
<td>ONGOING $10,000 grant submitted by Village on behalf of NACFOR to prepare FireSmart Plan for village and 2 km area around Village. Deadline Jan 27/17. Submitted Jan 25/17. Grant approval received Feb 27/17. NACFOR to complete the project. Funds will be released by UBCM once final report and grant report is submitted to, and approved by, UBCM. Funding must run through municipality. Presentation at Council June 12/17.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FireSmart Plan</td>
<td></td>
</tr>
<tr>
<td>Origin</td>
<td>Item</td>
<td>Description</td>
<td>Status</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>14</td>
<td>GRANT</td>
<td>BC/Canada 150 Grant Nakusp Rail Society – Plow &amp; Caboose</td>
<td>Grant application in the amount of $14,500 for restoration of plow and caboose and site landscaping. Deadline Feb 10/17 Submitted Advised that Grant has been approved in the amount of $14,000. Agreement signed and sent in May 12 2017. Funding must run through municipality. Grant funding received June 2/17. Work must be completed by Mar 1/18. Staff working on stewardship agreement for Society – Stewardship agreement signed</td>
</tr>
<tr>
<td>15</td>
<td>GRANT</td>
<td>FCM Municipal Asset Management Program Grant</td>
<td>ONGOING Grant application approved by Council June 12/17. Application is for inventory of major assets (roads, water distribution, reclaimed water, storm network, sanitary network) and preliminary state of infrastructure report o life expectancy and replacement costs for 30 years. Total Project: $31000 Grant $24800 Village share $6200 Application submitted June 15/17. Decision on funding made within 2 months of submission</td>
</tr>
</tbody>
</table>
INTRODUCTION:
In 2013 the Village hired a consulting company, Squires Planning, to review and revise the Zoning Bylaw and Official Community Plan for properties located in the Highway Commercial (C-4) and Resort Residential (R-5) zones. This report provides a summary of results informed by recommendations from the Squires Planning report, a review of the associated sections of the Zoning Bylaw and the Official Community Plan, and a consultation process with property owners in their respective zones.

PURPOSE:
The purpose of this report is consistent with Squires Planning, 2013; to:

- “Identify the current land use in the R-5 and C-4 zones;
- To highlight the issues and inconsistencies between the current land use and zoning;
- To make recommendation for amendments to the Official Community Plan Bylaw 612, 2007 and Zoning Bylaw 614, 2008 to address the issues and inconsistencies; and
- To make recommendations for amendments to the applicable Development Permit Area requirements in the Official Community Plan (OCP).”

Summary of Proposed Rezoning:

<table>
<thead>
<tr>
<th>Legal Description</th>
<th>Owner</th>
<th>Current Zoning</th>
<th>Suggested Rezoning</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resort Residential</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOT 24, DISTRICT LOT 397, KOOTENAY DISTRICT, PLAN 980, EXCEPT LOT 1, PLAN 6128, LOT A, PLAN NEP22971</td>
<td>CROWN PROVINCIAL</td>
<td>Resort Residential (R-5)</td>
<td>Light Industrial (M-1)</td>
<td>This property was zoned M-1 prior to the adoption of Zoning Bylaw 2008. In addition, this property is adjacent to Nakusp Mobile Mechanics, a Light Industrial purposes.</td>
</tr>
<tr>
<td>Lot Number</td>
<td>District</td>
<td>Ownership</td>
<td>Zoning</td>
<td>Notes</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>-----------</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>Lot 21, District Lot 397, Kootenay District, Plan 980, Except Lot 1, Plan 6128, Lot A, Plan NEP22971</td>
<td>Crown Provincial</td>
<td>Resort Residential (R-5)</td>
<td>Light Industrial (M-1)</td>
<td>This property was zoned M-1 prior to the adoption of Zoning Bylaw 2008. In addition, this property is adjacent to Nakusp Mobile Mechanics and the Village’s wastewater treatment plant.</td>
</tr>
<tr>
<td>District Lot 3189, Kootenay District; PIN: 9247320; Plan Number: 26TU667</td>
<td>Crown Provincial</td>
<td>Resort Residential (R-5)</td>
<td>Heavy Industrial (M-2)</td>
<td>This property abuts the Waterbridge Ferries construction site, which is a heavy industrial land use.</td>
</tr>
<tr>
<td>Lot 13 Plan NEP980 District Lot 397 Kootenay Land District</td>
<td>Crown Provincial</td>
<td>Resort Residential (R-5)</td>
<td>Park (P)</td>
<td>This property falls within the 30m floodplain and is undevelopable. A Park (P) designation will preserve the property for public use in the future.</td>
</tr>
<tr>
<td>Lot 7 Plan NEP980 District Lot 397 Kootenay Land District</td>
<td>Crown Provincial</td>
<td>Resort Residential (R-5)</td>
<td>Park (P)</td>
<td>This property falls within the 30m floodplain and is undevelopable. A Park (P) designation will preserve the property for public use in the future.</td>
</tr>
<tr>
<td>Lot 10 Plan NEP980 District Lot 397 Kootenay Land District</td>
<td>Crown Provincial</td>
<td>Resort Residential (R-5)</td>
<td>Park (P)</td>
<td>This parcel is completely submerged by water. A Park designation will preserve the property for possible public use in the future.</td>
</tr>
<tr>
<td>Lot 26 Plan NEP980 District Lot 397 Kootenay Land District Except Plan 6128.</td>
<td>Crown Provincial</td>
<td>Resort Residential (R-5)</td>
<td>Light Industrial (M-1)</td>
<td>This property was zoned M-1 prior to the adoption of Zoning Bylaw 2008. In addition, this property is adjacent to Nakusp Mobile Mechanics, a Light Industrial purposes.</td>
</tr>
<tr>
<td>Lot 18 Plan NEP980 District Lot 397 Kootenay Land District PORT=EXC Plan 8214.</td>
<td>BC Hydro &amp; Power Authority</td>
<td>Resort Residential (R-5)</td>
<td>Park (P)</td>
<td>This property falls within the 30m floodplain and is undevelopable. A Park (P) designation will preserve the property for public use in the future.</td>
</tr>
<tr>
<td>LOT</td>
<td>PLAN</td>
<td>NEP980 DISTRICT</td>
<td>LOT 397 KOOTENAY LAND DISTRICT</td>
<td>EXCEPT PLAN 6578.</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>-----------------</td>
<td>-------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>LOT 14</td>
<td>PLAN</td>
<td>NEP980 DISTRICT</td>
<td>LOT 397 KOOTENAY LAND DISTRICT</td>
<td></td>
</tr>
<tr>
<td>LOT 16</td>
<td>PLAN</td>
<td>NEP980 DISTRICT</td>
<td>LOT 397 KOOTENAY LAND DISTRICT</td>
<td>EXCEPT PLAN 8214.</td>
</tr>
<tr>
<td>LOT 15</td>
<td>PLAN</td>
<td>NEP980 DISTRICT</td>
<td>LOT 397 KOOTENAY LAND DISTRICT</td>
<td>EXCEPT PLAN 8214, PORT=EXC PLAN 8214.</td>
</tr>
<tr>
<td>LOT 17</td>
<td>PLAN</td>
<td>NEP980 DISTRICT</td>
<td>LOT 397 KOOTENAY LAND DISTRICT</td>
<td>EXCEPT PLAN 8214.</td>
</tr>
<tr>
<td>LOT 11</td>
<td>PLAN</td>
<td>NEP980 DISTRICT</td>
<td>LOT 397 KOOTENAY LAND DISTRICT</td>
<td></td>
</tr>
<tr>
<td>LOT 29</td>
<td>PLAN</td>
<td>NEP980 DISTRICT</td>
<td>LOT 397 KOOTENAY LAND DISTRICT</td>
<td>EXCEPT PLAN 6578.</td>
</tr>
<tr>
<td>Lot Number</td>
<td>Plan</td>
<td>District</td>
<td>Zoning</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>------</td>
<td>----------</td>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>Lot 30</td>
<td>NEP980</td>
<td>Kootenay Land District Except Plan 6578</td>
<td>Resort Residential (R-5), Heavy Industrial (M-2)</td>
<td>This property abuts the Waterbridge Ferries construction site, which is a heavy industrial land use.</td>
</tr>
<tr>
<td>Lot 27</td>
<td>NEP980</td>
<td>Kootenay Land District Except Plan 6578, Except Part Occupied By Waterbridge Steel Inc For Ferry Construction (See Roll Number 00382.351).</td>
<td>Resort Residential (R-5), Heavy Industrial (M-2)</td>
<td>This property abuts the Waterbridge Ferries construction site, which is a heavy industrial land use.</td>
</tr>
<tr>
<td>Lot 28</td>
<td>NEP980</td>
<td>Kootenay Land District Except Plan 6578, Except Part Occupied By Waterbridge Steel Inc For Ferry Construction (See Roll Number 00382.376).</td>
<td>Resort Residential (R-5), Heavy Industrial (M-2)</td>
<td>This property abuts the Waterbridge Ferries construction site, which is a heavy industrial land use.</td>
</tr>
<tr>
<td>Lot 1</td>
<td>NEP7498</td>
<td>Kootenay Land District</td>
<td>Resort Residential (R-5), Light Industrial (M-1)</td>
<td>BC Hydro uses this property as a storage site. Rezoning to M-1 reflects supports this longstanding use and will ensure consistency with surrounding land uses.</td>
</tr>
<tr>
<td>Lot 6</td>
<td>NEP6578</td>
<td>Kootenay Land District</td>
<td>Resort Residential (R-5), Comprehensive Residential (R-4)</td>
<td>This property is used for residential purposes. The bordering residential properties are zoned R-4.</td>
</tr>
<tr>
<td>LOT</td>
<td>PLAN</td>
<td>DISTRICT</td>
<td>LOT 397 KOOTENAY LAND DISTRICT</td>
<td>EXCEPT PLAN 16064, &amp; EXC PL NEP22096.</td>
</tr>
<tr>
<td>-----</td>
<td>------</td>
<td>----------</td>
<td>--------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>LOT 1 PLAN EPP17869 DISTRICT LOT 397 KOOTENAY LAND DISTRICT</td>
<td>R &amp; A LOGGING 0937150 B.C. LTD. (Ronald Volansky - representative)</td>
<td>Resort Residential (R-5)</td>
<td>Light Industrial (M-1)</td>
<td>R &amp; A Logging use this property for industrial purposes. Rezoning to M-1 will reflect the property’s current and enduring land use.</td>
</tr>
<tr>
<td>LOT 22 PLAN NEP980 DISTRICT LOT 397 KOOTENAY LAND DISTRICT EXCEPT PLAN 6578.</td>
<td>ARROW LAKES READY MIX (Isaac Vieira)</td>
<td>Resort Residential (R-5)</td>
<td>Comprehensive Residential (R-4)</td>
<td>Currently this property is used as a single family residence. The R-4 zoning will maintain consistency with the nearest residential zoning, reflect the current use of the land, and support the property owners.</td>
</tr>
<tr>
<td>LOT 19 DISTRICT LOT 397 KOOTENAY DISTRICT PLAN 980</td>
<td>RALPH ALLEN</td>
<td>Resort Residential (R-5)</td>
<td>Split Zoning of Light Industrial (M-1) and Comprehensive Residential (R-4) OR Light Industrial (M-1)</td>
<td>This property is currently used for industrial purposes, Galena Contractors, as well as the Allen’s single family dwelling. Split zoning the property will ensure that both uses can remain. However, Industrial zoning does allow for a caretaker dwelling.</td>
</tr>
<tr>
<td>LOT 4 PLAN NEP6578 DISTRICT LOT 397 KOOTENAY LAND DISTRICT</td>
<td>EDWARD HOMIS</td>
<td>Resort Residential (R-5)</td>
<td>Comprehensive Residential (R-4)</td>
<td>Currently this property is used as a single family residence. The R-4 zoning will maintain consistency with the nearest residential zoning, reflect the current use of the land, and support the property owners.</td>
</tr>
<tr>
<td>LOT A PLAN NEP8214 DISTRICT LOT 397 KOOTENAY LAND DISTRICT</td>
<td>JOHN CHERNOFF</td>
<td>Resort Residential (R-5)</td>
<td>Highway Commercial (C-4)</td>
<td>Highway Commercial (C-4)</td>
</tr>
<tr>
<td>LOT 2 PLAN NEP62896 DISTRICT LOT 397 KOOTENAY LAND DISTRICT</td>
<td>ARROW LAKES WELDING AND REPAIRS (Crossley Coates)</td>
<td>Resort Residential (R-5)</td>
<td>Light Industrial (M-1)</td>
<td>Arrow Lakes Welding and Repairs use this property for industrial purposes. Rezoning to M-1 will reflect</td>
</tr>
<tr>
<td>Plan</td>
<td>District</td>
<td>Lot</td>
<td>Use</td>
<td>Zoning</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>-----</td>
<td>-----</td>
<td>--------</td>
</tr>
<tr>
<td>LOT 1 PLAN EPP17869</td>
<td>NEP6128 DISTRICT LOT 397 KOOTENAY LAND DISTRICT EXCEPT PLAN 6578, &amp; EXC PL 7370, 7498, 8214, RW 6577, NEP68070.</td>
<td>VILLAGE OF NAKUSP</td>
<td>Resort Residential (R-5)</td>
<td>Light Industrial (M-1)</td>
</tr>
<tr>
<td>LOT 3 PLAN NEP6578 DISTRICT LOT 397 KOOTENAY LAND DISTRICT</td>
<td>COLUMBIA RIVER SHAKE &amp; SHINGLE LTD</td>
<td>Resort Residential (R-5)</td>
<td>Heavy Industrial (M-2)</td>
<td>Columbia River Shake and Shingle lease this property to Waterbridge Ferries. This property was previously zoned M-2. Rezoning to M-2 will support this current and enduring land use.</td>
</tr>
<tr>
<td>LOT B PLAN NEP19705 DISTRICT LOT 397 KOOTENAY LAND DISTRICT</td>
<td>COLUMBIA RIVER SHAKE &amp; SHINGLE LTD</td>
<td>Resort Residential (R-5)</td>
<td>Heavy Industrial (M-2)</td>
<td>Columbia River Shake and Shingle lease this property to Waterbridge Ferries. This property was previously zoned M-2. Rezoning to M-2 will support this current and enduring land use.</td>
</tr>
<tr>
<td>LOT 1 PLAN NEP62896 DISTRICT LOT 397 KOOTENAY LAND DISTRICT</td>
<td>CROSSLEY COATES</td>
<td>Resort Residential (R-5)</td>
<td>Comprehensive Residential (R-4)</td>
<td>Currently this property is near vacant, apart from a small cabin. The property owners wish to continue to be zoned residential but do not foresee developing for resort purposes given the surrounding industrial uses.</td>
</tr>
<tr>
<td>BLOCK 4 PLAN NEP1073 DISTRICT LOT 398 KOOTENAY LAND DISTRICT BLOCK 5, PLAN 1073, DISTRICT LOT 398, KOOTENAY LAND DISTRICT, EX PCL A</td>
<td>NIGEL WATERFIELD</td>
<td>Resort Residential (R-5)</td>
<td>Heavy Industrial (M-2)</td>
<td>This parcel is currently being used for heavy industrial purposes. Prior to Zoning Bylaw 2008 this property was zoned M-2.</td>
</tr>
<tr>
<td>Block Plan</td>
<td>Name</td>
<td>Current Use</td>
<td>Prior Zoning</td>
<td>Notes</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------</td>
<td>-----------------------</td>
<td>--------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>BLOCK 2 PLAN NEP1073 DISTRICT LOT 398 KOOTENAY LAND DISTRICT</td>
<td>NIGEL WATERFIELD Resort Residential (R-5)</td>
<td>Heavy Industrial (M-2)</td>
<td>This parcel is currently being used for heavy industrial purposes. Prior to Zoning Bylaw 2008 this property was zoned M-2.</td>
<td></td>
</tr>
<tr>
<td>BLOCK 1A PLAN NEP1073 DISTRICT LOT 398 KOOTENAY LAND DISTRICT</td>
<td>NIGEL WATERFIELD Resort Residential (R-5)</td>
<td>Heavy Industrial (M-2)</td>
<td>This parcel is currently being used for heavy industrial purposes. Prior to Zoning Bylaw 2008 this property was zoned M-2.</td>
<td></td>
</tr>
<tr>
<td>LOT 1 PLAN NEP7497 DISTRICT LOT 398 KOOTENAY LAND DISTRICT</td>
<td>GLENN KOENIG Resort Residential (R-5)</td>
<td>Rural Residential (RU-2)</td>
<td>The Koenig’s live on this property in their single family dwelling. The parcel is not of sufficient size to develop for resort purposes. Zoning to RU-2 will ensure consistency with surrounding residentially zoned properties.</td>
<td></td>
</tr>
<tr>
<td>LOT A PLAN NEP1283 DISTRICT LOT 398 KOOTENAY LAND DISTRICT EXCEPT PLAN 7497.</td>
<td>VILLAGE OF NAKUSP Split Zoning of Resort Residential (R-5) and Park (P)</td>
<td>Park (P)</td>
<td>The portion of this property zoned R5 is owned by the Village and is a vacant tree stand.</td>
<td></td>
</tr>
</tbody>
</table>

**Highway Commercial (C-4)**

<table>
<thead>
<tr>
<th>Lot Plan</th>
<th>Name</th>
<th>Current Use</th>
<th>Prior Zoning</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOT 1 PLAN NEP68070 DISTRICT LOT 397 KOOTENAY LAND DISTRICT</td>
<td>NAKUSP MOBILE MECHANICS LTD. (Coleman Macintosh)</td>
<td>Highway Commercial (C-4)</td>
<td>Light Industrial (M-1)</td>
<td>This property was previously zoned M-1, which is a more appropriate designation given the industrial uses currently on the site.</td>
</tr>
</tbody>
</table>

**Multi-Family Residential (R-3)**

<table>
<thead>
<tr>
<th>Lot Plan</th>
<th>Name</th>
<th>Current Use</th>
<th>Prior Zoning</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOT 4 PLAN NEP3086 DISTRICT LOT 398</td>
<td>KRM VENTURES INC (Kim’s Customs)</td>
<td>Multi-Family Residential (R-3)</td>
<td>Highway Commercial (C-4)</td>
<td>Kim Marchischuk has been operating his shop on this site for over 20 years.</td>
</tr>
</tbody>
</table>
Highway Commercial Zone (C-4):

Properties within the C-4 area were assessed for their compliance with the zoning regulations, the suitability of the parcel with the prescribed zone, and for any reasonable amendments to the bylaws to necessary support the property owners while maintaining the integrity of the regulations. Provisions for campgrounds, cabins, and accessory tourist accommodations have been recommended to accommodate the property owners within the C-4 zone who are currently employing these uses, such as: the Coachman Campground, Murphy’s Landing, the Huckleberry Inn, and Bear Ridge Cabins. The following tables addresses these suggested changes to the C4 as well as other applicable sections in the Official Community Plan and Zoning Bylaw.

Proposed amendments to the Zoning Bylaw:

<table>
<thead>
<tr>
<th>Zoning Bylaw Section</th>
<th>Proposed amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 2 – Definitions</td>
<td>Include the following definition for Cabin:</td>
</tr>
<tr>
<td></td>
<td><em>CABIN means one (1) self-contained or non-self-contained structure no larger than 100 square metres (1076 square feet) intended for the purposes of temporary or seasonal residential uses or temporary lodging for tourists and visitors</em></td>
</tr>
<tr>
<td></td>
<td>Amend the definition of <em>Campground</em> to include:</td>
</tr>
<tr>
<td></td>
<td>“campgrounds must offer central washrooms and may offer full or partial hook-ups, in addition to common amenity areas and facilities; such as a sani-dump, showers, laundry facilities, playgrounds, picnic areas, recreational trails, swimming pool, recreational facilities, marinas, boat launches, complimentary retail or similar uses”</td>
</tr>
</tbody>
</table>
Include the following definition for Tourist Accommodation:

**TOURIST ACCOMODATION** means facilities providing temporary accommodation for the traveling public, which may be in the form of bed and breakfasts, cabins, campgrounds, inns, or other forms of tourist accommodation

Amend the definition of Vehicle Repair Establishment to include “automotive towing services.”

| Part 4 – General Regulations | Add **Accessory Tourist Accommodation** to the list of general regulations, including:

**Accessory Tourist Accommodation**

Accessory Tourist Accommodation operations shall comply with the following regulations:

1. The proprietor resides in the principal dwelling;
2. Bed and Breakfast tourist accommodation operations shall be to the principal dwelling;
3.subject to the requirements of the Interior Health Authority, accessory tourist camping operations shall be required to provide washroom facilities and may offer full or partial hook-ups, laundry facilities and other similar facilities.

| Table 1 (Required Off-Street Parking Spaces) | Add **Cabin** to the list of uses requiring off-street parking:

1 per cabin

| Section 6.15.1 – Permitted Uses (Highway Commercial) | Add **Campground** to the list of permitted uses in the C-4 Zone to address the existing campgrounds.

Add **Accessory Tourist Accommodation** to the list of permitted uses in the C-4 zone to address existing cabins.

Add **Laundromat** to the list of permitted uses in the C-4 zone to address the existing laundromat at the Esso Gas Station. |
| Section 6.15.2 – Regulations (Highway Commercial) | Add the definition of *Vehicle Repair Establishment* to include “automotive towing services.”
Add *Accessory Use* to the list of permitted uses in the C-4 zone.
Include the following provision for campground density:
1 campground space per 92 square metres (990 square feet) of parcel area (109 camping spaces per hectare, 44 camping spaces per acre).
Add *Accessory Tourism Accommodation* to the list of regulations in R-5:

5 *Accessory Tourism Accommodation*

(a) Lot coverage by all permitted uses, buildings, and structures shall not exceed 50% of the lot area;
(b) The maximum permitted floor area for any one (1) rental cabin or dwelling shall not exceed 100 square metres (1076 sq ft);
(c) No accessory tourism accommodation shall be located within:
1. 7.5m of the front parcel line
2. 5m of the rear parcel line
3. 1.5m of the interior side parcel line
4. 3m of the exterior side parcel line
(d) No Accessory Tourist Accommodation shall exceed 7.3 metres in height;
(e) Parking spaces per accessory tourism accommodation shall be provided for in accordance with Table 1 *Required Off-Street Parking.*

| Section 6.17.1 – Permitted Uses (M-1 Light Industrial) | Include “Storage Yards” in list of permitted uses.
Add *Single Family Dwelling* as a permitted use in the M-1 zone with spot zoning for the specific properties where dwellings currently exist.

| Section 6.18 – Permitted Uses (M-2 Heavy Industrial) | Add *Industrial Operation* as a permitted use in the M-2 zone. |
## Proposed amendments to the Official Community Plan:

<table>
<thead>
<tr>
<th>OCP Section</th>
<th>Existing Text</th>
<th>Proposed Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 – Land Use, subsection A – Goals, #4</td>
<td>To include the following Development Permit Areas: Downtown, Lakeshore, Agricultural Land Reserve, Highway, Highway Commercial, Hot Springs, Industrial, Resort Residential, Multi-family, and Steep Slope and Hazard.</td>
<td>Remove the reference to Resort Residential from the list of DPAs.</td>
</tr>
<tr>
<td>3.1 – Land Use, subsection C- Implementation Strategies, #1</td>
<td>To create a new zoning designation called resort residential, which would allow resort, multi-family, condo, and hotel uses. This area would include the existing industrial park area of town along the lakeshore.</td>
<td>Remove #1.</td>
</tr>
<tr>
<td>4.12 – Industrial Development Permit Area</td>
<td></td>
<td>Update DPA to include reference to additional M-1 and M-2 properties.</td>
</tr>
<tr>
<td>4.13 – Resort/Residential Development Permit Area</td>
<td></td>
<td>Remove entire DPA.</td>
</tr>
<tr>
<td>Schedule B – Official Community Plan Maps</td>
<td>Map 9 – Industrial Development Permit Areas Update to include new M-1 &amp; M-2 Properties.</td>
<td>Map 10 – Resort/Residential Development Permit Area Remove this DPA</td>
</tr>
<tr>
<td></td>
<td>Map 13 – Linear Park – Greenway System Update to include land designated park</td>
<td>Map 14 – Land Use Designations/Zoning Map Update land use designations and zoning accordingly.</td>
</tr>
<tr>
<td></td>
<td>Map 14 – Land Use Designations/Zoning Map Update land use designations and zoning accordingly.</td>
<td>Map 10 – Resort/Residential Development Permit Area Remove this DPA</td>
</tr>
</tbody>
</table>
ADMINISTRATION:
The proposed next steps will be to:

1. Send letters to property owners outlining the Official Community Plan and Zoning Changes.
2. Preparing drafts of the Bylaw amendments.
3. Conducting the normal Official Community Plan and Zoning Bylaw amendment process.

STAFF RECOMMENDATION:
That the report dated August 28, 2017 entitled C-4 & R-5 Rezoning Report be received for information.
AND THAT Staff be directed to proceed with contacting property owners and drafting the applicable bylaw amendments.

Respectfully submitted,

Sarah Holden

ATTACHMENTS

MAP 1 – R5 Rezoning Area North  MAP 5 – R3 Rezoning Area
MAP 2 – R5 North Rezoning Recommendations  MAP 6 – R3 Rezoning Recommendations
MAP 3 – R5 Rezoning Area South  MAP 7 – C4 Identification of Amendment Area
MAP 4 – R5 South Rezoning Recommendations
MAP 4 – R5 South Rezoning Recommendations

Koenig, Glenn
Village of Nakusp
Waterfield, Nigel
Waterfield, Nigel
Waterfield, Nigel

RDCK Map

Legend
- Civic Address
- Address Range
- Streams
- Cadastre
- Lakes (Mid Scale)
- Electoral Boundaries
- M-2 Heavy Industrial
- P Park
- RU-2 Rural Residential

Notes
Map Details
Date Plotted: 8/24/2017

Central Kootenay

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.
MAP 6 – R3 Rezoning Recommendations

Kim’s Kustoms

Kim’s Kustoms

Legend
- Civic Address
- Address Range
- Streams
- Cadastre
- Lakes (Mid Scale)
- Electoral Boundaries

C-4 Highway Commercial

Notes

Date Plotted: 9/24/2017

This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.
MAP 7 – C4 Identification of Amendment Area

C4 Amendments
Area to allow for campgrounds and tourist accommodations

- Huckleberry Inn
- Bear Ridge Cabins
- Coachman Campground
COVER SHEET

REPORTS FROM ADMINISTRATION

1. CAO
   Report dated August 28, 2017

2. Director of Operations
   a. June 16 to July 15, 2017
   b. July 16 to August 15, 2017

3. Fire Chief
   Report dated August 21, 2017

4. Director of Recreation and Parks
   June 22 to August 23, 2017

STAFF RECOMMENDATION(S):

That Council pass the following resolution:

“That the Directors’ reports be received for information”.

Page 39 of 88
INFORMATION REPORT

DATE: August 28, 2017
SUBJECT: Administration Report
TO: Mayor & Council
FROM: Laurie Taylor, CAO

Property Taxes

As of August 22, 2017 there was $123,529.91 in outstanding current taxes or 6.9% of the total amount levied. Of the 110 tax accounts with outstanding taxes, 18 have delinquent and arrears taxes owing in addition to current taxes, and 18 have arrears taxes owing in addition to current taxes. Total amount of outstanding delinquent taxes: $18,229.55 and arrears taxes: $78,707.22. When last reported to Council in June there were 30 properties that could have potentially been sold at the tax sale. Reminder letters were sent out to those property owners and almost half have been paid. As previously reported the 2017 tax sale will be held September 25, 2017 for any property with delinquent taxes owing as of that date.

Utilities

As of August 22, 2017 there was $121,574.39 owing in utilities or 14.5% of the total amount levied. 137 of the 807 utility accounts have an outstanding balance. Deadline for payment is August 31, 2017. Outstanding utilities after that date are subject to a 10% penalty.

Staffing

The Administration department is gradually returning to full staff after a year. The Administrative Assistant has returned part time under a graduated return to work program which will continue for at least a month. In Public Works the outside crew is back to full staff, but the Administrative Assistant is still only working part-time. Arena/Parks is short one staff member due to a resignation in mid-August. We will be posting and filling the position under the provisions of the collective agreement. The Hot Springs is also short one full time staff member due to the retirement of the facility supervisor and internal promotion to fill her position. The Village will also be posting and filling the vacancy under the provisions of the collective agreement.
Facebook

On July 26, 2017 we launched the Village of Nakusp facebook page. The purpose of the page is to share information about current events, news, public notices and Village services with residents, businesses, and visitors. The page is monitored during regular business hours, 8:00 am – 4:00 pm, Monday – Friday. Comments or questions outside of these times are reviewed the next business day. We typically post one item a general interest item per week. To date we have posted the Mayor’s July newsletter; information on the Gas Tax Community Works Fund; a link to the RDCK’s emergency notification system; information on the high water consumption in July with a reminder of the watering regulations; and a reminder that under our bylaws all dogs must on a leash listing compelling reasons why it is necessary for the safety of both the public and the dogs. Staff will be posting reminders about the deadline for the payment of utility bills and the upcoming Tax Sale. Future postings will cover such topics as unsightly premises and the good neighbour bylaw; bear smart ideas; and budget information. If Council or the public has any suggestions for topics please let staff know.

Respectfully submitted,

Laurie Taylor, CAO
CURRENT WORK IN PROGRESS

- Capital Asset Management
  The FCM Municipal Asset Management Program grant application has been submitted. The total cost for this project is $31,000 ($24,000 from FCM and $6,200 Village contribution). Pending approval.

- Proposed Expansion of North Road Services
  Pending a new petition for borrowing.

- Wastewater Treatment Plant
  The project was awarded to Lake Water Restoration, in the amount of $105,661.50, excluding GST. Samples were taken June 8th to determine the optimal disposal option for the sludge. The RDCK has received the sample data and have agreed to accept the sludge in the landfill. Project completion date: October 31, 2017.

- Clean Water and Wastewater Fund Grant Application
  The project has begun.

- Bear Proof Garbage Receptacles
  The order has been received. Awaiting installation.

- Recycling Program
  The current curb-side blue bag recycling program continues to grow. A Recycle BC Year 3 Performance report is attached for information.

- Water Consumption
  Staff are busy patrolling the Village to regulate prohibited lawn watering. Extreme weather conditions and residents desire to utilize water for outdoor usages have caused water consumption values to soar from an average of 27,817 cubic meters/month from January – April & 46,889 cubic meters in May to 60,329 cubic meters in June.
WORK COMPLETED

- **Paving/Line Painting/Flail Mowing**
  June 5th met with Bree Lillies to review changes that have been made to the garbage collection service, in an effort to reduce wildlife attractants. Discussed the presence of bears at the Hot Springs and in town. Acquired some Warning labels for garbage that has been placed out too early. Will continue to liaise with Bree and work on public relations in this regard. I also may attend a Bear Aware session in New Denver on June 20th at 7 pm.

- **BC Hydro Power Outage, June 24th**
  A power disruption and communication fault at the Water Treatment Plant caused issues with reservoir levels and water treatment operations. The issues have since been resolved.

- **Compost Facility Tour in Grand Forks**
  Met with the David Reid, Operations Manager to discuss lagoon desludging and potable water reservoir covers.

COMPLAINTS

- Complaints have been received about dust on lanes and roadways. The Village budget permits 2 applications of dust control. One application was made before July 1st. Another is scheduled for August.
YEAR 3 PERFORMANCE

Village of Nakusp,

As another year of operation of the Recycle BC program has now passed, I am writing to you today to summarize your performance during the third year of Recycle BC's operation. As you may recall, Recycle BC local government curbside collectors are eligible to receive collection performance bonuses on an annual basis if the average amount of in-scope packaging and printed paper (PPP) collected per household is within certain thresholds. This letter outlines the amount of material you have collected over the past year and compares this number to the performance categories.

Background:

As outlined in Attachment 5 of the Curbside Statement of Work (SOW), the Bonus Period is one year (365 days) of program operation, commencing on the anniversary of the Service Commencement Date (i.e. May 19, 2016). For each Bonus Period, the amount of material collected is divided by the relevant Household Baseline to determine the average amount of in-scope PPP collected per household. If the amount collected per household is greater than 180 kilograms for curbside collection, a collection performance bonus is calculated by multiplying the relevant Household Baseline by the rates outlined in the tables below, depending on the performance bonus category achieved.

<table>
<thead>
<tr>
<th>Curbside Collection Performance Bonus Categories and Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Avg. in-scope PPP collected per curbside household per year</strong></td>
</tr>
<tr>
<td>$ per curbside household per year</td>
</tr>
<tr>
<td>$0.00</td>
</tr>
</tbody>
</table>

If adjustments to your Curbside Household Baseline were approved during the Bonus Period, the applicable Household Baseline was pro-rated in the calculation based on the number of days that the household count was valid during the 365 day period, as illustrated by the examples below.
Example 1: No change to Household Baseline during Bonus Period

<table>
<thead>
<tr>
<th>Household Baseline Start Date</th>
<th>Household Baseline End Date</th>
<th># of Approved Households</th>
<th># of Days Valid</th>
<th>% of Days Valid</th>
<th>Pro-Rated Households</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-May-16</td>
<td>18-May-17</td>
<td>1,000</td>
<td>365</td>
<td>100%</td>
<td>1,000</td>
</tr>
</tbody>
</table>

Household Baseline Used for Bonus Calculation: 1,000

Example 2: One Household Baseline change during Bonus Period

<table>
<thead>
<tr>
<th>Household Baseline Start Date</th>
<th>Household Baseline End Date</th>
<th># of Approved Households</th>
<th># of Days Valid</th>
<th>% of Days Valid</th>
<th>Pro-Rated Households</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-May-16</td>
<td>18-Jan-17</td>
<td>1,000</td>
<td>245</td>
<td>67%</td>
<td>671</td>
</tr>
<tr>
<td>19-Jan-17</td>
<td>18-May-17</td>
<td>1,200</td>
<td>120</td>
<td>33%</td>
<td>395</td>
</tr>
</tbody>
</table>

Household Baseline Used for Bonus Calculation: 1,066

Preparing the Year 3 Performance:

To calculate your performance, Recycle BC worked closely with Green by Nature (GBN) to ensure that all claims were current.

- Recycle BC calculated your performance based on all claims submitted by June 2, 2017, to allow for all claims to be submitted and to give you sufficient time to review your reports for completeness and correctness.
- Recycle BC included all inbound PPP loads delivered between May 19, 2016, and May 18, 2017, in the performance and bonus calculations.
- Recycle BC verified that all included claims were approved before completing the calculation.
- Recycle BC ensured that any applicable claim adjustments had been processed.

Recycle BC Year Three (May 19, 2016, to May 18, 2017) Collection Performance:

The following table provides an overview of your collection performance over the past year

<table>
<thead>
<tr>
<th>Curbside Collection Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curbside In-Scope PPP collected in 2016 (May 19, 2016 to December 31, 2016)</td>
</tr>
<tr>
<td>Curbside In-Scope PPP collected in 2017 (January 1, 2017 to May 18, 2017)</td>
</tr>
<tr>
<td>Total curbside In-Scope PPP collected year two Bonus Period (May 19, 2016 to May 18, 2017)</td>
</tr>
<tr>
<td>Household Baseline used for bonus calculation (HH)</td>
</tr>
<tr>
<td>Average In-Scope PPP collected per curbside household during bonus period</td>
</tr>
<tr>
<td>Performance category achieved</td>
</tr>
<tr>
<td>Collection performance bonus owed for year</td>
</tr>
</tbody>
</table>
Questions:

If you have follow-up questions about the information contained in this document, please contact the Recycle BC Service Provider team by email at serviceproviders@recyclebc.ca.

On behalf of Recycle BC, thank you for all of your great work to collect PPP from your residents as a partner in the Recycle BC program. The third year has been another successful year for recycling of printed paper and packaging thanks to your support and participation.

Jordan Best
Manager, Collection
Recycle BC
CURRENT WORK IN PROGRESS

- **Capital Asset Management**
  The FCM Municipal Asset Management Program grant application has been submitted. The total cost for this project is $31,000 ($24,000 from FCM and $6,200 Village contribution). Pending approval.

- **Proposed Expansion of North Road Services**
  Pending a new petition for borrowing.

- **Wastewater Treatment Plant**
  Draft contract prepared for Lake Water Restoration, in the amount of $105,661.50, excluding GST. Project completion date: October 31, 2017. Met with Amanda Clutchco of the RDCK to further discuss disposal of biosolids.

- **Clean Water and Wastewater Fund Grant Application**
  The project is underway. The main replacement has been completed in the laneways on both sides of 5th Street NW, along 6th Street NW, 2nd Avenue NW onto 5th Street NW. The contractor has moved to the alleyway adjacent to the waterfront walkway between 5th & 4th Avenue SW and will finish on Nelson Ave South.

- **Water Consumption**
  June’s water consumption was 60,329 cubic meters. July’s consumption is the highest ever: 111,087 cubic meters.

![Water Consumption 2012-2017](image)

- **Bear Proof Garbage Receptacles**
  Installation complete. Bear Hazard Assessment of the Village to be completed by Bree Lillies soon. This will include a review of garbage bins (commercial/institutional/municipal); mapping of green spaces; consultation with Village staff & public input. A report will be forthcoming.

P/W: ADMINISTRATION.0550, Director of Operation Monthly Reports. 2017 July - August 15
OH&S Joint Committee
Dak Giles has been hired as the Village Safety Coordinator to get the Occupational Health & Safety Program back on track. An introductory meeting was held on the 12th. Meetings are tentatively scheduled for the 2nd Wednesday of every month.

The meeting of July 12th saw the adoption of the new Employee Orientation Program, which has been on the agenda since January 2011. Orientation packages will be put together and provided to the CAO and Directors. Additionally, the Committee adopted an updated version of the OH&S Program/Rules of Procedure, including the Terms of Reference.

Vehicle inspection and Employee Competency Assessments (regarding projects and worksites) have been implemented – copies of the forms have been provided to the Directors, along with information regarding new legislation for Young or New Workers, Joint Committee Educational Requirements, and Notice of Project filing.

Employees received a copy of the power point presentation, as a follow-up to the Bullying & Harassment session held earlier. The document was included with pay stubs to ensure that all employees received a copy.

WORK COMPLETED

Dust Control
A second application of dust control has been made.

Annual Sidewalk Inspection
In accordance with Risk Management Policy RM-10, the Village conducts an inspection of all sidewalks annually. This includes assessing, documenting and photographing all sidewalk conditions and deficiencies. This data will be used to prepare the annual report and to identify and prioritize repairs.

Water Leak
A water leak was discovered at 503 2nd Avenue NW, due to the presence of green wet grass around the service. Upon further investigation, it was discovered that the village curb stop (galvanized iron) had rotted through. A new curb stop valve was installed temporarily; however, the entire lives was upgraded as part of the Village Capital Water Main Upgrade Project.

COMPLAINTS

Sinkhole was reported on August 6th, located in the middle of the roadway at The site was barricaded off, with full repairs being completed on August 9th.

Warren Leigh
Director of Operations

P/W: ADMINISTRATION.0550.Director of Operation Monthly Reports. 2017 July - August 15
Fire Chief Report

- 94 Incidents Reports to date.
  - 5 - Electrical Fire
  - 3 - Vehicle Fire
  - 2 – Chimney Fires
  - 2 – Kitchen Stove malfunctions
  - 15 - False Alarms
  - 2 - Structure Fire – stood down out of area
  - 1 – Structure Fire
  - 1 – Arson (picnic tables)
  - 1 – Grass Fire (skateboard park)
  - 11 – Wildland Fire calls
  - 19 – Burn complaint
  - 1 – Woman and dog walking on ice off of dock to boats
  - 17 – MVI
  - 9 – BCAS lift assist
  - 1 – Hazmat propane gas smell at ESB
  - 3 – Boat sink and hazmat calls (MOE)
  - 1 – Sink hole 4th St. and 1st Ave. intersection

- Council, CAO and Directors meetings.
- Volunteer Fire Fighters’ weekly practices, on-going training, scheduling of courses and safety meetings.
- Updating of Emergency Contacts and Resources and Emergency Response & Recovery meetings. Red Cross and ESS meetings with new contract.
- Zone 4 Fire Chiefs/CKFC meetings, changes to standards and training courses.
- Fire Safety Inspections, Investigations and Occupancies.
- Emergency Committee meetings and Conference calls & Webinars.
- Correspondence and updates with all first responders and agencies (EMBC, MOTI, BC Wildfire Services, Fire Chiefs Assoc. of BC, BC Fire Commissioners, BCAS, BC Hydro, RDCK Emergency Services, Red Cross/ESS, CKFC Assoc.
- Wildland Fire incidents throughout RDCK.
- Preparing, outfitting and practicing with new Tender and prep of old Tender for resale.
- Fire Smart Workshop with Bree Lillies & Greg Lay 18 persons attended.
- Kindergarten tour of Fire Hall, apparatus and equipment.

Proud to Serve since ‘1920’
o Canada Day prep for extra fireworks display.
o Air Compressor service and air test to lab (air test was good)
o All SCBA serviced, batteries changed and mount 2 units in new Tender.
o Wildland fire prep, IA Base meetings
o SE PREOC Conference Calls and updates with weather and operations on fires of note.
o ESS assisted a couple in town from Williams Lake evacuation area.
o Meeting with new RDCK Emergency Program Supervisor.
o Rotary Club meeting to give Wildland Fire info and updates as well as home Fire Smart info.

Fire Chief
Terry Warren
WORK COMPLETED

HOT SPRINGS, CHALETS & CAMPGROUND

❖ 2017 Revenue Comparisons

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>$34,525</td>
<td>$32,353</td>
<td>$36,578</td>
<td>$44,983</td>
</tr>
<tr>
<td>February</td>
<td>$31,146</td>
<td>$36,240</td>
<td>$45,013</td>
<td>$42,243</td>
</tr>
<tr>
<td>March</td>
<td>$21,295</td>
<td>$39,093</td>
<td>$50,871</td>
<td>$53,618</td>
</tr>
<tr>
<td>April</td>
<td>$24,372</td>
<td>$32,778</td>
<td>$28,900</td>
<td>$37,036</td>
</tr>
<tr>
<td>May</td>
<td>$52,297</td>
<td>$51,679</td>
<td>$63,608</td>
<td>$69,273</td>
</tr>
<tr>
<td>June</td>
<td>$65,564</td>
<td>$58,375</td>
<td>$71,231</td>
<td>$54,821</td>
</tr>
<tr>
<td>July</td>
<td>$74,086</td>
<td>$105,872</td>
<td>$123,739</td>
<td>$105,872</td>
</tr>
<tr>
<td>August</td>
<td>$109,802</td>
<td>$121,411</td>
<td>$121,582</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>$91,387</td>
<td>$104,028</td>
<td>$111,386</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>$39,368</td>
<td>$63,104</td>
<td>$61,345</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>$31,556</td>
<td>$34,928</td>
<td>$40,629</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>$37,834</td>
<td>$40,755</td>
<td>$46,439</td>
<td></td>
</tr>
</tbody>
</table>

Yearly Totals: $613,232  $720,616  $801,321  $407,846

Please note these year to year revenue comparisons are based on the monthly POS totals of the Hot Springs, Chalets, & Campground. They do not include any revenue that is direct billed and not run through the Hot Springs POS system. The Hot Springs revenue stream has definitely taken a hit as a result of the facility closure in June from the road washouts, the ongoing wildfire situation, and the unseasonably hot temperatures. Our accommodations at the Chalets and Campground have remained relatively consistent, but admissions have shown a significant decline. On the positive side even with these challenges, our revenues are only $12,094 off 2016’s revenue over the same period.

❖ 2017 Customer Comparisons

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>2,536</td>
<td>2,197</td>
<td>2,983</td>
<td>3,104</td>
</tr>
<tr>
<td>February</td>
<td>2,586</td>
<td>2,576</td>
<td>3,093</td>
<td>3,005</td>
</tr>
<tr>
<td>March</td>
<td>2,577</td>
<td>2,403</td>
<td>3,254</td>
<td>3,713</td>
</tr>
<tr>
<td>April</td>
<td>1,404</td>
<td>1,870</td>
<td>1,517</td>
<td>2,344</td>
</tr>
<tr>
<td>May</td>
<td>2,887</td>
<td>2,941</td>
<td>3,404</td>
<td>3,385</td>
</tr>
<tr>
<td>June</td>
<td>3,366</td>
<td>2,613</td>
<td>3,768</td>
<td>2,597</td>
</tr>
<tr>
<td>July</td>
<td>3,899</td>
<td>4,890</td>
<td>7,616</td>
<td>4,636</td>
</tr>
<tr>
<td>August</td>
<td>6,164</td>
<td>6,895</td>
<td>7,224</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>4,483</td>
<td>5,216</td>
<td>6,045</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>2,708</td>
<td>3,133</td>
<td>3,205</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>1,810</td>
<td>1,795</td>
<td>2,182</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>2,190</td>
<td>2,771</td>
<td>2,870</td>
<td></td>
</tr>
</tbody>
</table>

Yearly Totals: 33,726  39,300  47,161  22,784
Marketing & Operations – All Chalet and Campground reservations are being processed through the online booking system. The new Point of Sale system was purchased, Staff training was completed, and the system has been fully implemented. As previously reported, the Recreation Assistant is primarily responsible for reservations during working hours and Hot Springs Staff are responsible for after-hours bookings and drop ins. The Recreation Assistant has the administrative responsibility and control of both the online booking and POS systems. Assistance is also being provided to the Campground Operators in terms of training and administration of the online booking system. The development of a Social Media Implementation Plan has been ongoing and the implementation stage is being phased in.

In operations, the Hot Springs Manager’s position has been filled and our congratulations go to Noel Ballard who was the successful candidate. The Chalet Housekeeping Supervisor’s position was filled with Ingrid Friedenberger being the successful candidate. Maintenance activities at the Chalets, Campground, and the Hot Springs was ongoing through the period.

Occupancy Reports – The Chalets had an occupancy rate of 60% in May, 49% in June (facility closure due to road washout), and 78% in July. The Campground had an occupancy rate of 26% in May, 36% in June, and 65% in July. These occupancy rates have been achieved even given the challenges of the facility closure for a week, the ongoing wildfires, and the unseasonably hot temperatures.

RECREATION & PARKS

General Work Activities – The Parks mowing program was a primary function throughout the period. Daily cleanup of the Downtown Core and Parks Washrooms maintenance programs were ongoing. Due to vandalism concerns, the Parks Washrooms continue to be locked nightly. Weed control was completed on the Village’s hydrants and the Japanese Knotweed patches on municipal property received mechanical control. The Airport, Water Reservoir, and Water Treatment Plant all received mechanical weed control.

Programming Activities – There were a number of significant programming events during the period. Horizons Unlimited hosted a new motorcycle offroad trail event, the annual Ambassadors program was hosted, and the BC Beemers and Camaro’s in the Park were also hosted. There were a number of weddings held in the Community Sports Complex as well. In-kind work as approved by Council for the Canada 150/Nakusp 125 Celebrations on July 1st was completed.

Municipal Campground – The revenue to date at the Campground is $63,196 and the booked revenue to the end of season is $65,323. The camping season will end by October 31st pending weather conditions. The occupancy rate at the Municipal Campground was 21% in May, 48% in June, and 72% in July.

ADMINISTRATION

Trails Master Plan – The Trails Master Plan was presented to Council at the July 10th meeting and was received as information. Work began on the project reconciliation and required reporting to CBT for the project funding.

Waterfront Bear Bins – Seven new Bear Bins were installed on the Waterfront Walk.
Rail Trail Barrier Gates – A design of Barrier Gates to permit pedestrian access to the Rail Trail was completed and the installation of the major gates was completed. The gates improve pedestrian access while still limiting motorized access to the greatest degree possible.

Downtown Revitalization – The majority of the public consultation process was completed with the hosting of the Community Open House which had approximately sixty participants and the online survey which had 251 detailed responses. A total of eight meetings have been held with the Advisory Committee guiding the development of the Downtown Revitalization Plan.

Nakusp Hot Springs Tourism Action & Marketing Plan – Work on an implementation plan to upgrade our social media presence continues.

Society for Nakusp Community Events – A special note of recognition for the Nakusp Special Events Society who deserve kudos for their excellent work on the Canada 150 Celebrations on July 1st.

CURRENT WORK & PROJECTS IN PROGRESS

Downtown Revitalization Plan – The public process being conducted through the Advisory Committee is nearing completion and a Concept Plan is scheduled to be presented to Council at the September 11th meeting. The development of construction drawings and project costing are underway and will be completed by the first week of September, pending the results of the internal review.

Trails Master Plan – A meeting will be scheduled with the Trail Stakeholders to determine the go forward strategy for implementation of the Master Plan.

Tennis Court Resurfacing – Project reconciliation and reporting will be completed.

Rail Trail Barrier Gates – The remaining work that consists of the installation of maintenance access gates and removable bollards will be completed.

Spicer Garden Renovations – Costing of replacement on the wooden gazebo structure at the Spicer Gardens will be completed.

Nakusp Hot Springs Tourism Action & Marketing Plan – When the Social Media Implementation Plan is completed, a presentation will be made to Council on the overall Plan.

Capital Projects – Costing and scheduling of the Departmental Capital Projects will be ongoing.

Community Development & Tourism Initiatives – The Director will continue to be involved in a number of community tourism and economic development related initiatives.

Respectfully submitted by:

Terry Welsh
Director Recreation & Parks
COVER SHEET

BYLAWS

Three Readings

1. Bylaw No. 668, 2017
ITEM G1a

STAFF REPORT: Request for Council Decision

DATE: August 28, 2017
TO: Mayor and Council
FROM: Laurie Taylor, CAO
SUBJECT: Officer Bylaw No. 668, 2017

PURPOSE:
To consider a new Officer Bylaw.

BACKGROUND:
The current Officer Bylaw is outdated due to the full-time CFO position being replaced with a part-time Treasurer position. A new bylaw is presented for Council’s consideration. Included in the bylaw is the provision for the appointment of a deputy to act in the place of the CAO during an absence.

RECOMMENDATION

THAT the report dated August 28, 2017 entitled Officer Bylaw No. 668, 2017 be received for information;

AND THAT the bylaw be advanced for reading consideration.

Respectfully submitted

[Signature]
Laurie Taylor
CAO

ATTACHMENTS
Sections 146 to 149 Community Charter
Division 5 — Officers and Employees

Officer positions

146 A council

(a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 148 [corporate officer] and 149 [financial officer],

(b) may, by bylaw, establish other officer positions, and

(c) may assign powers, duties and functions to its officer positions.

Chief administrative officer

147 A bylaw under section 146 may establish the position of chief administrative officer of the municipality, whose powers, duties and functions include the following:

(a) overall management of the operations of the municipality;

(b) ensuring that the policies, programs and other directions of the council are implemented;

(c) advising and informing the council on the operation and affairs of the municipality.

Corporate officer

148 One of the municipal officer positions must be assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

(a) ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;

(b) ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;

(c) administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
(d) certifying copies of bylaws and other documents, as required or requested;

(e) accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality;

(f) keeping the corporate seal, if any, and having it affixed to documents as required.

**Financial officer**

149 One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:

(a) receiving all money paid to the municipality;

(b) ensuring the keeping of all funds and securities of the municipality;

(c) investing municipal funds, until required, in authorized investments;

(d) expending municipal money in the manner authorized by the council;

(e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;

(f) exercising control and supervision over all other financial affairs of the municipality.
WHEREAS the Community Charter empowers Council, by bylaw, to establish officer positions and to assign the powers, duties and functions of those officer positions.
NOW THEREFORE the Council of the Village of Nakusp, in open meeting assembled, enacts as follows:

1. Title
   This bylaw may be cited for all purposes as “Officer Bylaw No. 668, 2017”.

2. Officer
   The following officer position is established for the Village of Nakusp:
   a) Chief Administrative Officer

3. Powers, Duties and Functions
   a) In addition to any other powers, duties and functions assigned by Council, or required or permitted by the Community Charter or any other enactment, the Chief Administrative Officer shall be responsible for the chief administrative functions as outlined in Section 147 of the Community Charter; the corporate administrative functions as outlined in Section 148 of the Community Charter; and the financial administrative functions as outlined in Section 149 of the Community Charter.
   b) The Chief Administrative Officer shall be responsible for the power, duties and functions of the Approving Officer under the Land Title Act
   c) The Chief Administrative Officer shall have authority over and direction of all employees of the Village and shall:
      i. be the official liaison between Council and Village staff;
      ii. appoint, promote, discipline and dismiss employees of the Village;
      iii. be responsible for recommendations to Council concerning wages, salaries and working conditions regarding Village staff;
      iv. coordinate and oversee the operation of the departments of the Village; and
      v. manage the implementation of Council directives.

4. Deputy
   a) The Council shall appoint a Deputy Chief Administrative Officer to assume the duties of the Chief Administrative Officer during the absence of the Chief Administrative Officer.
5. Repeal
Village of Nakusp “Municipal Officers Bylaw No. 634,2011” and is repealed.

READ A FIRST, SECOND AND THIRD TIME THIS

ADOPTED THIS

__________________________________________  ______________________________
MAYOR                                          CHIEF ADMINISTRATIVE OFFICER
NEW BUSINESS

1. 2018 Permissive Tax Exemptions  
   CAO report dated August 28, 2017

2. Visitor Centre Statistics – January to July 2017  
   CAO report dated August 28, 2017

3. Hot Springs Financials  
   CAO report dated August 28, 2017

4. Policy GA2 – Signing Officers  
   CAO report dated August 28, 2017

5. Appointment of Signing Officer  
   CAO report dated August 28, 2017

6. Sufferfest Event Approval and Fee Waiver Request  
   Director of Recreation & Parks report dated August 23, 2017
STAFF REPORT: Request for Council Decision

DATE: August 28, 2017
TO: Mayor and Council
FROM: Laurie Taylor, CAO
SUBJECT: Permissive Tax Exemptions 2018

PURPOSE:
To seek Council direction on the permissive tax exemptions for 2018.

BACKGROUND:
It is within council's authority to grant and/or deny permissive tax exemptions. Permissive tax exemptions may be granted for all or a portion of a property and may be for multiple years. Section 224 of the Community Charter allows permissive tax exemption consideration for charitable, philanthropic, athletic, service clubs, or other not for profit groups.

The Community Charter provides that on or before October 31 in any year, Council may by bylaw, exempt land and/or improvements from property taxes. Prior to adoption of the bylaws, Council is required to advertise the proposed exemptions to identify the property that would be subject to the bylaw, describe the proposed exemption, state the number of years the exemption will be provided and provide an estimate of the amount of taxes that would be imposed on the property if it were not exempt.

Council adopted “Permissive Tax Exemption Bylaw No. 652, 2014” on September 8th, 2014 granting six organizations (Royal Canadian Legion, Arrow and Slocan Lakes Community Services Association, Nakusp Launch Club, Halcyon Assisted Living Society, Nakusp Childcare Society, and Arrow Lakes Hospital Auxiliary) permissive tax exemptions for the tax years 2015 to 2019. Based on the 2017 taxes the estimated tax exemption for these properties in 2018 is $16,420.

Ads for the 2018 Permissive Tax Exemptions were published in the Arrow Lakes News and as of the August 4, 2017 deadline two applications had been received: the Nakusp Childcare Society which is exempt until the 2019 taxation year; and the Arrowtarian Senior Citizens Society for their three properties (201 – 8th Ave NW, 206 – 7th Ave NW and 214 – 7th Ave NW). The Arrowtarian properties were exempt in 2016 but they did not apply for exemption in 2017. Based on the 2017 taxes the estimated tax exemption for the Arrowtarian properties in 2018 would be $9,532.

In addition to the permissive tax exemptions contemplated in this staff report are indefinite exemptions provided to six community church groups (Bylaw 570, 2002). These exemptions related to the portion of a church's building and property not automatically exempted by statute. The only statutory exemption for a church is the footprint of a building used for public worship; other permissive exemptions are at the discretion of Council. Based on the 2017 taxes the estimated tax exemption for the church properties in 2018 is $6,182.
FINANCIAL IMPLICATIONS:

For Council's information, a summary of the 2018 permissive tax exemptions are presented in the table below:

<table>
<thead>
<tr>
<th>2018 Summary of Permissive Tax Exemptions</th>
<th>2017 Value of Exemption</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Royal Canadian Legion, Branch 20</td>
<td>$399</td>
</tr>
<tr>
<td>2 Arrow and Slocan Lakes Community Services Association</td>
<td>5,364</td>
</tr>
<tr>
<td>3 Nakusp Launch Club</td>
<td>5,494</td>
</tr>
<tr>
<td>4 Halcyon Assisted Living Society</td>
<td>3,211</td>
</tr>
<tr>
<td>5 Nakusp Childcare Society</td>
<td>899</td>
</tr>
<tr>
<td>6 Arrow Lakes Hospital Auxiliary</td>
<td>1,052</td>
</tr>
</tbody>
</table>

Total of Permissive Tax Exemptions Under BL 652 $16,420

Total of 2018 PTE, as % of 2017 Municipal Levy 1.61%

7 Arrovtarian Senior Citizens Society 3,255
8 Arrovtarian Senior Citizens Society 2,108
9 Arrovtarian Senior Citizens Society 4,169

Total of Proposed 2018 Permissive Tax Exemption $9,532

Total of 2018 Proposed PTE, as % of 2017 Municipal Levy 0.94%

Total of Permissive Tax Exemption (places of public worship) $4,016

Total of 2018 Church PTE as % of 2017 Municipal Levy 0.40%

Grand Total of all Tax Exemptions $29,968

Grand Total of all Tax Exemptions, as % of 2017 Municipal Levy 2.95%

Policy F9 – Permissive Tax Exemption states that permissive tax exemptions “will not exceed 2.5% of the annual municipal tax revenue.” This was increased from 1.5% in 2016. In 2017 the total tax exemptions were $20,436 (2.01%). The additional requested exemptions represent $9,532 in foregone taxes. The total exemptions would be $29,968 or 2.95% of the levy which is over the amount permitted under the policy. To maintain compliance with the permissive tax exemption policy staff must recommend that the applications from the Arrovtarian Senior Citizens Society be denied. Staff does note however, that Council may choose to override or amend Policy F9. If Council chooses to grant the requests a bylaw will be submitted to the September 11, 2017 for three readings. The bylaw will then have to be advertised before it can be adopted by Council on October 10, 2017. An alternate recommendation is provided for Council’s consideration should they wish to override Policy F9.

STAFF RECOMMENDATION:

THAT the report dated August 28, 2017 entitled Permissive Tax Exemptions 2018 be received for information;

AND THAT the permissive tax exemption requests from the Arrovtarian Senior Citizens Society be denied.

OR
THAT the report dated August 28, 2017 entitled Permissive Tax Exemptions 2018 be received for information;

AND THAT the following permissive tax exemption requests from the Arrowtarian Senior Citizens Society be approved for a one year exemption subject to successful adoption of the required bylaw:
(a) 201 – 8th Avenue NW (Roll 00245.001)
(b) 214 – 7th Avenue NW (Roll 00249.005)
(c) 206 – 7th Avenue NW (Roll 00248.050)

AND THAT the required bylaw be drafted and forwarded to Council for reading consideration at the September 11, 2017 Council meeting.

Respectfully submitted,

[Signature]

Laurie Taylor
CAO
STAFF REPORT: Information

DATE: August 28, 2017
TO: Mayor and Council
FROM: Laurie Taylor, Chief Administrative Officer
SUBJECT: Visitor Centre Statistics

PURPOSE:
Provide information to Council

BACKGROUND
Under the provisions of the Fee for Service contract with the Chamber of Commerce, the Chamber must supply the Village with quarterly Visitor Centre statistics. Attached to this report is a spreadsheet prepared by Village staff from statistics obtained from the Destination BC website. The report shows the statistics for January to July of each year from 2012 to 2017.

RECOMMENDATION:

THAT the report dated August 28, 2017 entitled Visitor Centre statistics be received for information.

Respectfully submitted,

Laurie Taylor, CAO
## Visitor Centre Statistics

<table>
<thead>
<tr>
<th>Year</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>Q1 Total</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>Q2 Total</th>
<th>July</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>52</td>
<td>68</td>
<td>76</td>
<td>196</td>
<td>64</td>
<td>114</td>
<td>161</td>
<td>339</td>
<td>248</td>
<td>783</td>
</tr>
<tr>
<td>2013</td>
<td>60</td>
<td>64</td>
<td>68</td>
<td>193</td>
<td>69</td>
<td>157</td>
<td>176</td>
<td>402</td>
<td>248</td>
<td>843</td>
</tr>
<tr>
<td></td>
<td>15.9%</td>
<td>-5.5%</td>
<td>-10.5%</td>
<td>-1.8%</td>
<td>8.2%</td>
<td>37.7%</td>
<td>9.3%</td>
<td>18.7%</td>
<td>0.0%</td>
<td>7.6%</td>
</tr>
<tr>
<td>2014</td>
<td>60</td>
<td>62</td>
<td>61</td>
<td>183</td>
<td>65</td>
<td>173</td>
<td>176</td>
<td>414</td>
<td>248</td>
<td>845</td>
</tr>
<tr>
<td></td>
<td>-0.4%</td>
<td>-3.5%</td>
<td>-10.3%</td>
<td>-4.9%</td>
<td>-5.8%</td>
<td>10.2%</td>
<td>0.0%</td>
<td>3.0%</td>
<td>0.0%</td>
<td>0.3%</td>
</tr>
<tr>
<td>2015</td>
<td>60</td>
<td>57</td>
<td>60</td>
<td>177</td>
<td>68</td>
<td>147</td>
<td>184</td>
<td>399</td>
<td>248</td>
<td>823</td>
</tr>
<tr>
<td></td>
<td>0.0%</td>
<td>-8.9%</td>
<td>-1.6%</td>
<td>-3.6%</td>
<td>4.2%</td>
<td>-15.0%</td>
<td>4.5%</td>
<td>-3.7%</td>
<td>-0.2%</td>
<td>-2.6%</td>
</tr>
<tr>
<td>2016</td>
<td>64</td>
<td>60</td>
<td>73</td>
<td>197</td>
<td>70</td>
<td>150</td>
<td>177</td>
<td>397</td>
<td>248</td>
<td>841</td>
</tr>
<tr>
<td></td>
<td>6.7%</td>
<td>6.2%</td>
<td>20.8%</td>
<td>11.3%</td>
<td>2.6%</td>
<td>1.9%</td>
<td>-3.8%</td>
<td>-0.6%</td>
<td>0.3%</td>
<td>2.2%</td>
</tr>
<tr>
<td><strong>Average 2012 to 2016</strong></td>
<td><strong>189</strong></td>
<td><strong>197</strong></td>
<td><strong>201</strong></td>
<td><strong>201</strong></td>
<td><strong>201</strong></td>
<td><strong>201</strong></td>
<td><strong>201</strong></td>
<td><strong>201</strong></td>
<td><strong>201</strong></td>
<td><strong>201</strong></td>
</tr>
<tr>
<td>2017</td>
<td>68</td>
<td>55</td>
<td>79</td>
<td>201</td>
<td>65</td>
<td>127</td>
<td>163</td>
<td>354</td>
<td>250</td>
<td>805</td>
</tr>
<tr>
<td></td>
<td>6.3%</td>
<td>-9.2%</td>
<td>8.6%</td>
<td>2.4%</td>
<td>-7.5%</td>
<td>-15.2%</td>
<td>-8.2%</td>
<td>-10.7%</td>
<td>0.6%</td>
<td>-4.3%</td>
</tr>
<tr>
<td></td>
<td><strong>6.5%</strong></td>
<td><strong>-9.3%</strong></td>
<td><strong>8.6%</strong></td>
<td><strong>2.4%</strong></td>
<td><strong>-7.5%</strong></td>
<td><strong>-15.2%</strong></td>
<td><strong>-8.2%</strong></td>
<td><strong>-10.7%</strong></td>
<td><strong>0.6%</strong></td>
<td><strong>-4.3%</strong></td>
</tr>
</tbody>
</table>

## Total Visitors

<table>
<thead>
<tr>
<th>Year</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>Q1 Total</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>Q2 Total</th>
<th>July</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>72</td>
<td>119</td>
<td>146</td>
<td>337</td>
<td>175</td>
<td>609</td>
<td>1090</td>
<td>1874</td>
<td>3127</td>
<td>5338</td>
</tr>
<tr>
<td>2013</td>
<td>90</td>
<td>128</td>
<td>142</td>
<td>360</td>
<td>211</td>
<td>768</td>
<td>1225</td>
<td>2204</td>
<td>2927</td>
<td>5491</td>
</tr>
<tr>
<td></td>
<td>25.0%</td>
<td>7.6%</td>
<td>-2.7%</td>
<td>6.8%</td>
<td>20.6%</td>
<td>26.1%</td>
<td>12.4%</td>
<td>17.6%</td>
<td>-6.4%</td>
<td>2.9%</td>
</tr>
<tr>
<td>2014</td>
<td>84</td>
<td>62</td>
<td>75</td>
<td>221</td>
<td>154</td>
<td>644</td>
<td>1004</td>
<td>1802</td>
<td>2744</td>
<td>4767</td>
</tr>
<tr>
<td></td>
<td>-6.7%</td>
<td>-51.6%</td>
<td>-47.2%</td>
<td>-38.6%</td>
<td>-27.0%</td>
<td>-16.1%</td>
<td>-18.0%</td>
<td>-18.2%</td>
<td>-6.3%</td>
<td>-13.2%</td>
</tr>
<tr>
<td>2015</td>
<td>52</td>
<td>105</td>
<td>167</td>
<td>324</td>
<td>182</td>
<td>683</td>
<td>1234</td>
<td>2099</td>
<td>2954</td>
<td>5377</td>
</tr>
<tr>
<td></td>
<td>-38.1%</td>
<td>69.4%</td>
<td>122.7%</td>
<td>46.6%</td>
<td>18.2%</td>
<td>6.1%</td>
<td>22.9%</td>
<td>16.5%</td>
<td>7.7%</td>
<td>12.8%</td>
</tr>
<tr>
<td>2016</td>
<td>46</td>
<td>57</td>
<td>178</td>
<td>281</td>
<td>190</td>
<td>705</td>
<td>1203</td>
<td>2098</td>
<td>2855</td>
<td>5234</td>
</tr>
<tr>
<td></td>
<td>-11.5%</td>
<td>-45.7%</td>
<td>6.6%</td>
<td>-13.3%</td>
<td>4.4%</td>
<td>3.2%</td>
<td>-2.5%</td>
<td>0.0%</td>
<td>-3.4%</td>
<td>-2.7%</td>
</tr>
<tr>
<td><strong>Average 2012 to 2016</strong></td>
<td><strong>305</strong></td>
<td><strong>248</strong></td>
<td><strong>141</strong></td>
<td><strong>534</strong></td>
<td><strong>1307</strong></td>
<td><strong>1962</strong></td>
<td><strong>2431</strong></td>
<td><strong>4661</strong></td>
<td><strong>5241</strong></td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>81</td>
<td>82</td>
<td>85</td>
<td>248</td>
<td>141</td>
<td>534</td>
<td>1307</td>
<td>1962</td>
<td>2431</td>
<td>4661</td>
</tr>
<tr>
<td></td>
<td>76.1%</td>
<td>43.9%</td>
<td>-52.2%</td>
<td>-11.7%</td>
<td>-25.8%</td>
<td>-24.3%</td>
<td>8.6%</td>
<td>-5.5%</td>
<td>-14.9%</td>
<td>-10.3%</td>
</tr>
<tr>
<td></td>
<td><strong>-18.6%</strong></td>
<td><strong>-1.7%</strong></td>
<td><strong>-11.1%</strong></td>
<td><strong>-18.6%</strong></td>
<td><strong>-1.7%</strong></td>
<td><strong>-11.1%</strong></td>
<td><strong>-18.6%</strong></td>
<td><strong>-1.7%</strong></td>
<td><strong>-11.1%</strong></td>
<td></td>
</tr>
</tbody>
</table>

## Total Visitors/Hour

<table>
<thead>
<tr>
<th>Year</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>Q1 Total</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>Q2 Total</th>
<th>July</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>1.4</td>
<td>1.8</td>
<td>1.9</td>
<td>1.7</td>
<td>2.7</td>
<td>5.3</td>
<td>6.8</td>
<td>5.5</td>
<td>12.6</td>
<td>6.8</td>
</tr>
<tr>
<td>2013</td>
<td>1.5</td>
<td>2.0</td>
<td>2.1</td>
<td>1.9</td>
<td>3.0</td>
<td>4.9</td>
<td>7.0</td>
<td>5.5</td>
<td>11.8</td>
<td>6.5</td>
</tr>
<tr>
<td></td>
<td>7.9%</td>
<td>13.8%</td>
<td>8.7%</td>
<td>8.8%</td>
<td>11.4%</td>
<td>-8.4%</td>
<td>2.8%</td>
<td>-0.9%</td>
<td>-6.4%</td>
<td>-4.4%</td>
</tr>
<tr>
<td>2014</td>
<td>1.4</td>
<td>1.0</td>
<td>1.2</td>
<td>1.2</td>
<td>2.4</td>
<td>3.7</td>
<td>5.7</td>
<td>4.4</td>
<td>11.1</td>
<td>5.6</td>
</tr>
<tr>
<td></td>
<td>-6.3%</td>
<td>-49.8%</td>
<td>-41.1%</td>
<td>-35.4%</td>
<td>-22.5%</td>
<td>-23.9%</td>
<td>-18.0%</td>
<td>-20.6%</td>
<td>-6.3%</td>
<td>-13.4%</td>
</tr>
<tr>
<td>2015</td>
<td>0.9</td>
<td>1.5</td>
<td>2.8</td>
<td>1.8</td>
<td>2.7</td>
<td>4.6</td>
<td>6.7</td>
<td>5.3</td>
<td>11.9</td>
<td>6.5</td>
</tr>
<tr>
<td></td>
<td>-38.1%</td>
<td>85.8%</td>
<td>126.4%</td>
<td>52.0%</td>
<td>13.4%</td>
<td>24.8%</td>
<td>17.6%</td>
<td>20.9%</td>
<td>7.9%</td>
<td>15.8%</td>
</tr>
<tr>
<td>2016</td>
<td>0.7</td>
<td>1.0</td>
<td>2.5</td>
<td>1.4</td>
<td>2.7</td>
<td>4.7</td>
<td>6.8</td>
<td>5.3</td>
<td>11.5</td>
<td>6.2</td>
</tr>
<tr>
<td></td>
<td>-17.1%</td>
<td>-48.9%</td>
<td>-11.8%</td>
<td>-22.1%</td>
<td>1.6%</td>
<td>1.3%</td>
<td>1.3%</td>
<td>0.6%</td>
<td>-3.6%</td>
<td>-4.8%</td>
</tr>
<tr>
<td><strong>Average 2012 to 2016</strong></td>
<td><strong>1.6</strong></td>
<td><strong>5.2</strong></td>
<td><strong>6.3</strong></td>
<td><strong>1.6</strong></td>
<td><strong>5.2</strong></td>
<td><strong>6.3</strong></td>
<td><strong>1.6</strong></td>
<td><strong>5.2</strong></td>
<td><strong>6.3</strong></td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td>1.2</td>
<td>1.5</td>
<td>1.1</td>
<td>1.2</td>
<td>2.2</td>
<td>4.2</td>
<td>8.0</td>
<td>5.6</td>
<td>9.7</td>
<td>5.8</td>
</tr>
<tr>
<td></td>
<td>65.7%</td>
<td>58.4%</td>
<td>-56.0%</td>
<td>-13.8%</td>
<td>-19.7%</td>
<td>-10.7%</td>
<td>18.3%</td>
<td>5.8%</td>
<td>-15.4%</td>
<td>-6.9%</td>
</tr>
<tr>
<td></td>
<td><strong>-23.6%</strong></td>
<td><strong>8.1%</strong></td>
<td><strong>-8.8%</strong></td>
<td><strong>-23.6%</strong></td>
<td><strong>8.1%</strong></td>
<td><strong>-8.8%</strong></td>
<td><strong>-23.6%</strong></td>
<td><strong>8.1%</strong></td>
<td><strong>-8.8%</strong></td>
<td></td>
</tr>
</tbody>
</table>
ITEM H3

THE VILLAGE OF
NAKUSP

STAFF REPORT: Request for Council Decision

DATE: August 28, 2017
TO: Mayor and Council
FROM: Laurie Taylor, CAO
SUBJECT: Hot Springs Financials

PURPOSE:
To update Council on the Hot Springs financial status.

BACKGROUND:
Currently the Village financial statements do not show the Hot Springs as a separate entity but incorporate it under the general function. Staff is of the opinion that the Hot Springs should be detailed separately similar to the water and sewer functions. In preparation for the 2017 statements, staff have reviewed the Village’s financial statements from 1974 to 1996 and note that the Hot Springs have been previously shown as a separate function on a sporadic basis in past years but it has not been done for a number of years.

History
The current hot springs facility was built in 1973-74 on Crown land. The property was leased from the Crown until 2004 when it was purchased by the Village. In 1994 the title to the property that is the source of the hot springs was transferred to the Village by the Crown. Staff notes that the source property has a possibility of reverter registered against the title stipulating that the land will only remain in the Village’s name as long as the land is used for community park purposes. The chalets were purchased by the Village in 2013.

An appraisal of the property was done in May 2008. At that time, the property was appraised at $1.92 million ($1.6 million for the facility and the land and $320,000 for the land that is source of the hot springs). In conjunction with the November 15, 2008 local government election a referendum was held. In response to the question “Are you in favor in selling the Nakusp Hot Springs?” 341 voted yes and 266 voted no. The property was listed for sale with Colliers in February, 2010. No offers were received by the Village.

In 2006 the Hot Springs were closed for months as extensive work had to be done to meet health and building standards. Total cost was $698,000 which at the time was paid for from Village reserves. However, in 2012 a $710,000 debenture was taken out by the Village to pay back the reserves. All of the principle and interest charges on that debenture have been paid for out of the Hot Springs operating funds.
Financial Summary

As of December 31, 2016, the Hot Springs had an accumulated operating deficit of $49,653.

At the end of 2017 there are two outstanding loans owed by the Hot Springs as follows:
- Original Loan $185,000 2015 to 2019 Chalet Purchase Balance $111,000
- Original Loan $710,000 2012 to 2031 Facility Upgrade Balance $551,849
All principle and interest payments are made from Hot Springs operating.

From 1974 to 2016 there has been $2,976,097 in capital expenditures at the Hot Springs including the purchase of the lands, chalets, major repairs, roof replacement, construction of facility and the footbridge. Breakdown of the funding for these expenditures is as follows:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Grants</td>
<td>$ 962,700</td>
</tr>
<tr>
<td>Borrowing</td>
<td>$1,137,426</td>
</tr>
<tr>
<td>Gas Tax Fund</td>
<td>$ 187,332</td>
</tr>
<tr>
<td>From Village</td>
<td>$ 286,140</td>
</tr>
<tr>
<td>From Hot Springs Operating</td>
<td>$ 94,932</td>
</tr>
<tr>
<td>From Hot Springs Reserves</td>
<td>$307,567</td>
</tr>
<tr>
<td></td>
<td>$2,976,097</td>
</tr>
</tbody>
</table>

In January 2009, local governments were required to adopt a number of additional standards including PSAB3150 – Tangible Capital Assets. Included was the requirement to do a straight-line amortization of TCAs. Since 2008 all TCAs are recorded at cost when purchased and is assigned a net book value at year end that reflects its original cost less any accumulated amortization and the amount of any write down. In 2008, prior to the new requirements coming into effect in 2009, all TCAs purchased prior to 2008 were assigned a fair value to be used on a go forward basis. Land is only recorded at cost and is not subject to amortization.

As at December 31, 2016 the value of the Hot Springs TCAs was $1,125,253.

On a go forward basis, staff with work with the auditors to show the Hot Springs as a separate function in the financial statements.

**STAFF RECOMMENDATION:**

THAT the report dated August 28, 2017 entitled Hot Springs Financials be received for information.

Respectfully submitted,

Laurie Taylor
CAO
ITEM H4

THE VILLAGE OF
NAKUSP

STAFF REPORT: Request for Council Decision

DATE: August 28, 2017
TO: Mayor and Council
FROM: Laurie Taylor, CAO
SUBJECT: Policy GA2 – Signing Officers

PURPOSE:
To amend Policy GA2 – Signing Officers

BACKGROUND:
The current policy was last reviewed in 2009 and provides for the following to be signing officers for the Village:
    Mayor; CAO; One Councillor and Director of Finance.

As Council is aware the Village does not have a Director of Finance which means we only have three signatories which can make it difficult to get checks signed if two signatories are away at the same time. Staff suggest amending the policy to change the words “Director of Finance” to “One Member of the Senior Management Team”. This will allow Council to appoint a management employee to be the fourth signatory for the Village.

RECOMMENDATION

THAT the report dated August 22, 2017 entitled Policy GA.2 – Signing Officers be received for information;

AND THAT Policy GA2 – Signing Officers be revised by replacing the words “Director of Finance” with the words “One Member of the Senior Management Team”

Respectfully submitted

Laurie Taylor
CAO

ATTACHMENTS
Policy GA2
PURPOSE

To establish the signing officers for the Village of Nakusp

POLICY

The Signing Officers for the Village of Nakusp shall be any two of the following:

- Mayor
- CAO
- One Councillor
- One Member of Senior Management Team

All Signing Officers must be appointed by resolution of Council.
STAFF REPORT: Request for Council Decision

DATE: August 28, 2017
TO: Mayor and Council
FROM: Laurie Taylor, CAO
SUBJECT: Appointment of Bank Account Signing Officer

PURPOSE:
To appoint Warren Leigh, Director of Operations, as a signing officer on Village bank accounts.

BACKGROUND:
Currently Mayor Hamling, Councillor Mueller and the CAO, Laurie Taylor, are the signing officers on the Village’s bank accounts. All checks for the village require two signatures and at times it is difficult to get a check signed if two of the three signatories are away. Warren Leigh is usually appointed as Acting CAO when Ms. Taylor is away so it would be appropriate to add Mr. Leigh as a signing officer on the bank accounts. Policy GA2 provides for four signing officers for the Village.

STAFF RECOMMENDATION:

THAT the report dated August 28, 2017 entitled Appointment of Bank Account Signing Officer be received for information;

AND THAT Warren Leigh, Director of Operations, be appointed as a signing officer for the Village of Nakusp bank accounts.

Respectfully submitted,

Laurie Taylor
CAO
STAFF REPORT – Request for Council Decision

DATE: August 23, 2017
SUBJECT: Sufferfest Event Approval and Fee Waiver Request
TO: Mayor & Council
FROM: Terry Welsh, Director Recreation & Parks

PURPOSE: To present a Letter of Request from Sufferfest seeking Council’s consideration and approval of an upcoming event on September 16th and 17th and an associated fee waiver request for the event.

BACKGROUND: This is the fourth year in which Kootenay Sufferfest has sponsored cycling and running events in Nakusp and area. This event is the Nakusp Suffercross CX (Cyclocross) Bike Race and Duathlon Corporate Challenge. These type of events are definitely an attraction during our tourism high season and draw additional participants and visitors to Nakusp and our adjoining region.

ANALYSIS: The proposed Sufferfest event is the same very successful event that was held last September and is comprised of the offroad Cyclocross bike race with separate events for adults and kids, along with a Duathlon Run. The events are being held in the Community Park, the perimeter of the Athletic Fields and Skate Park, the Municipal Beach, and the associated woodlots of these areas and along Broadway and 10th Ave. All of the event routes have been laid out to minimize impact on manicured areas and reduce conflicts with Park Users. All necessary traffic control measures for the events will be provided by Sufferfest Volunteers. With respect to the road closure request, the volunteer Traffic Marshalls will allow local traffic through to as great a degree possible.

Sufferfest is requesting the following:

1. Approval for the nonexclusive use of the Community Park, Skate Park, Trails, and Athletic field perimeters on September 16th and 17th;

2. That rental fees be waived;

3. In-kind support for the supply of barricades;

4. A road closure on September 17th from the corner of Broadway Street W and 8th Avenue NW through to the NW end of the parking lot of the Community Park.

A copy of the Letter of Request from Sufferfest that illustrates the event routes along with a road closure map is attached for Council’s reference.

FINANCIAL IMPLICATIONS: The financial implications of these events to the Village are minimal, with the exception of limited in-kind service and the fee waiver requests if granted by Council. Offsetting these nominal
costs are the significant economic benefits to the Community that are associated with these type of events, along with increased community profile and exposure.

**ALTERNATIVES/OPTIONS:**

1. Council may choose to approve the following recommendations from Administration related to the Nakusp Suffercross CX (Cyclocross) Bike Race and Duathlon Corporate Challenge as presented.

2. Council may choose to amend or add conditions to Administration’s recommendations.

3. Council may deny the recommendations.

**CONCLUSIONS/SUMMARY:**

Administration recommends that Council approves the requested road closure for the Nakusp Suffercross CX (Cyclocross) Bike Race and Duathlon Corporate Challenge on September 17th between the corner of Broadway Street W and 8th Avenue NW through to the NW end of the parking lot of the Community Park from 8:00 am to 3:00 pm, subject to the provision of an insurance certificate in the amount of $2 Million Dollars with the Village of Nakusp named as an additional insured.

Administration recommends that Council approve a 50% reduction as per Policy GA5 – Facility Rental for the fee waiver requests for Gazebo rental on the dates specified of the Sufferfest events.

Respectfully Submitted by:  
Terry Welsh,  
Director Recreation & Parks

Reviewed by:  
Laurie Taylor,  
CAO
August 15, 2017

To the Village of Nakusp Council,

We are excited for our final event of the year for the Kootenay High Five & Thumbs up Series “The Nakusp Suffercross CX Bike Race and Duathlon/ Corporate Challenge.” A cyclocross, biking, and trail running event for all ages. 12 years and under are free thanks to our sponsorships from The Columbia Basin Trust and Kootenay Savings Credit Union. The courses can be raced solo, relay, or taken as a corporate challenge.

Kootenay Sufferfest Society is requesting the Village’s assistance with the following event:

1. For the **The Nakusp Suffercross CX Bike Race and Duathlon/ Corporate Challenge: Sunday, September 17, 2017.** This course/ event will be set up the same as 2016.
   Activities will include Cyclocross, Biking and Trail Running.

**REQUEST TO COUNCIL:**

a. Use of the Gazebo Park, Skate Park, Trails, and Baseball field for **September 16 & 17.** (September 16 will be used for course set-up and possibly a demo open to the public to learn more about The Nakusp Suffercross CX Bike Race.)

b. Rental fees be waived to keep the cost as affordable as possible for the community to participate. We are not requesting exclusive use of the facilities.

c. 5 Barricades dropped off at the park; to close off Broadway St W (between the park and beach.) The remainder used for course markings of the trails. 5 barricades dropped off at the corner of 8th Ave NW and 4th Street NW, 5 barricades on the corner of 4th Street NW and 10th AVE NW, and 5 barricades dropped off at the curve of 10th Ave NW and Broadway St W. (A total of 20 barricades borrowed for the event.)
Thank you for your time and consideration. The Nakusp Sufferfest Society would greatly appreciate the waving of fees to help our event to grow.

Sincerely,

[Signature]

Janis Neufeld
Kootenay Sufferfest President
Cell: 250-265-8707
Email: janeuf@ymail.com
Gazebo Park Closure Map for September 17, 2017:
ITEMS SUMMARY:
The following items of correspondence and interest have been received since the last meeting of Council.

1. Interior Health
   Newsletter July 2017
2. BC Hydro
   Mid to Lower Arrow Lakes – Wildlife Enhancement Project
3. Society for Nakusp Community Events
   Thank You
4. District of Squamish
   Request for support for UBCM resolutions
5. UBCM
   Gas Tax Agreement Community Works Fund Payment

STAFF RECOMMENDATIONS:

Unless items listed are dealt with specifically by Council, staff will respond to request, referrals and issues where appropriate and as outlined by Village policy and as indicated on each item.
Community Recognition

**City of Nelson Smoke-Free Bylaw** At a Special Meeting on June 23, 2017, council adopted a Clean Air and Smoking Regulation Bylaw. This has been on Council’s list of bylaw priorities for a number of years. The new bylaw replaces two almost 30-year old bylaws. Read the City’s media release [here](#).

**District of Summerland Commits to Developing Green Revolving Fund**
Summerland is the first Canadian governmental organization to join the Billion Dollar Green Challenge network. The District is committed to reducing municipal energy and resource use while moving the District towards carbon neutrality. The [health impacts](#) of climate change are numerous, so this is a move in the right direction! Read more [here](#).

Events and Learning Opportunities

**CONFERENCE: Building SustainABLE Communities: Innovation Through Collaboration**
Fresh Outlook Foundation is thrilled to be hosting its 7th Building SustainABLE Communities (BSC) conference in **Kelowna, BC November 21-24, 2017** at the Delta Grand Hotel & Conference Centre. This highly acclaimed and hugely popular event gathers people from all sectors to explore emerging trends in sustainability. Find out more [here](#).

**Updates & Presentation on Healthy Built Environment Linkages Toolkit**
Victoria Barr, PlanH program manager, discusses the co-benefits of a healthy built environment on social well-being and economic viability in this video of the BC Centre for Disease Control’s (BCCDC) Grand Rounds on April 4th 2017. Watch this educational presentation [here](#).
2017 State of the Air Report for BC
The 2017 B.C. State of the Air Report is now available online. This year's report covers wood smoke in and its impacts on B.C. neighbourhoods, new regulations for wood-burning appliances, reducing emissions from residential wood burning, a study on biomass burning and heart attacks, air pollution in B.C., and much more. Access the full report here.

9th Annual Report Card on Homelessness for Nelson
This Report Card focuses on mental health and substance use issues, the connections between mental health problems and substance use and their relationship to homelessness, and how the community is working to address these issues and the rising opioid crisis. The Report Card also focuses on the affordable rental housing crisis in Nelson... and in Canada, with reports on Nelson Committee on Homelessness’ Advertised Rental Survey, and for the first time, a regional rental survey of advertised rates of rent. And as in every Annual Report Card community indicators related to poverty, income and housing are tracked to report emerging trends. Read a local media piece and the full report.

Ending Poverty Starts Locally
Municipalities play a crucial role in guiding other orders of government—offering informed recommendations for transformational policy, action and investment. This is the Federation of Canadian Municipalities submission to the federal government regarding their National Poverty Reduction Strategy. It lays out a roadmap for all governments to work together to build more inclusive communities. Its 12 recommendations include prioritizing social and affordable housing repair and construction, strengthening intergovernmental dialogue and supporting Indigenous peoples in municipalities. In addition, many ways that Canadian municipalities are already working to combat poverty are described in this report.

Aboriginal Communities: Active for Life
Aboriginal Sport Circle and the Sport for Life Society joined forces to support the creation of a new culturally-tailored resource that is designed for Aboriginal community members who value physical activity and healthy living as a vehicle to the holistic development of both the individual and the community. The document and its accompanying workshop support and empower community members who seek to develop quality sport and physical activity programs. Check it out here.

Racism and Health Equity
Racism is a critical factor that impacts health and wellbeing. This resource describes the concepts of race, racism and racialization and emphasizes settler colonialism and structural racism as the root causes of health and social inequities experienced by Indigenous and racialized peoples in Canada. It includes discussion questions designed to help people examine their work and consider how they can orient practice towards critical, decolonizing and anti-racist approaches, and ask practitioners to consider how beliefs and stereotypes may influence their practice. Read this brief and helpful resource here.
Funding News

Enabling Accessibility in Workplaces and Communities
This federal program funds local governments, First Nations and other eligible recipients to improve accessibility and/or safety for people with disabilities by supporting the capital costs of renovation, construction and/or retrofit activities and the provision of accessible technologies in workplaces and communities. **Deadline July 26, 2017.** Read all the information [here](#).

First Nations Health Authority - Our Community, Our Water Grant
The objective of the grant is to support awareness and preservation of the First Nation’s community drinking water sources. FNHA will provide from $500-5000 for First Nations communities to support hosting a Water Awareness Day Event. **Proposals will be assessed on an ongoing basis** throughout the fiscal year and events must be held prior to March 31, 2018. Read all the information [here](#).

Municipalities for Climate Innovation Program
FCM’s new Municipalities for Climate Innovation Program provides funding, training and resources to help municipalities adapt to the impacts of climate change and reduce greenhouse gas (GHG) emissions. The program is funded by the Government of Canada. There are a **variety of different funding streams and different deadline dates.** Read all the information [here](#).

Sincerely,
Your Community Health Facilitators:

<table>
<thead>
<tr>
<th>Thompson/Cariboo</th>
<th>North Okanagan/Shuswap</th>
<th>Central Okanagan/Okanagan Similkameen</th>
<th>East/West Kootenays &amp; Boundary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Fornelli</td>
<td>Tanya Osborne</td>
<td>Julie Steffler</td>
<td>Kerri Wall</td>
</tr>
<tr>
<td>250.851.7387</td>
<td>778.214.0674</td>
<td>250.718.4190</td>
<td>250.423.8746</td>
</tr>
<tr>
<td><a href="mailto:nicole.fornelli@interiorhealth.ca">nicole.fornelli@interiorhealth.ca</a></td>
<td><a href="mailto:tanya.osborne@interiorhealth.ca">tanya.osborne@interiorhealth.ca</a></td>
<td><a href="mailto:julie.steffler@interiorhealth.ca">julie.steffler@interiorhealth.ca</a></td>
<td><a href="mailto:kerri.wall@interiorhealth.ca">kerri.wall@interiorhealth.ca</a></td>
</tr>
</tbody>
</table>

To subscribe, send a blank email with **Subscribe to Monthly e-newsletters** in the subject line.
To unsubscribe, send a blank email with **Unsubscribe to Monthly e-newsletters** in the subject line.
Mid to Lower Arrow Lakes Reservoir
Wildlife Enhancement Project

BC Hydro is planning a wildlife enhancement project in the drawdown zone of the mid to lower Arrow Lakes Reservoir. This project is expected to improve conditions for nesting and migratory birds and wildlife in general. This will be accomplished by creating, protecting or enhancing habitat for Western Toad, nesting and migratory birds, amphibians and other wildlife.

Background
Two sites were originally being considered for this project — Burton Flats and Lower Inonoaklin. At this time, we have delayed planning for enhancements to the wetland at the Lower Inonoaklin site due to a variety of engineering, environmental and archaeological concerns. The Lower Inonoaklin site enhancements may be revisited at a later date.

Edgewood South was also initially considered as a potential site, but has been excluded as there is already a well-functioning wetland in this area that could be negatively impacted.

Current status and next steps
We are currently working on refining the two design options for the wetland creation project at Burton Flats. The design options focus on excavating pools and using the excavated material to develop planted mounds, removing some reed canary grass and re-establishing native vegetation. This project will be implemented in a phased approach over the next few years. The actual start of construction will require suitable conditions in terms of water levels, ground conditions and other variables.

Engaging with stakeholders
We expect the design options for the site to be available shortly, and we will be meeting with local government, First Nations, stakeholders and the public to share the design options and seek input. The design options will be presented at an open house that will be held in Burton on Wednesday, August 30 from 5:30 p.m. to 7:30 p.m. at the Burton Community Hall.

Support for wildlife
We have undertaken and are continuing to gather baseline information at these sites, and will continue to monitor the Burton site once construction is complete. We are also currently conducting numerous studies under the Columbia River Water Use Plan to better understand the impacts of our Arrow Lakes Reservoir operations on a number of non-power values including vegetation, fish, wildlife, recreation and archaeology and help future decision-making.

QUESTIONs? PLEASE GET IN TOUCH.

Mary Anne Coules
Stakeholder Engagement Advisor
Phone: 250 365 4565
Email: maryanne.coules@bchydro.com
The Society for Nakusp Community Events would like to thank all of our sponsors and businesses for their generous donations towards the Nakusp Canada Day Celebration.

It was a very successful event with the Parade, the Fabulous Fun Zone, the Outdoor music event and the Indoor dance.

Sincerely Yours,
The Society for Nakusp Community Events
Re: Support for Resolutions

Dear Mayor and Council,

The District of Squamish has submitted three resolutions for consideration at the 2017 UBCM Convention, two of them regarding provincial Environmental Assessment process and the other regarding access to Sexual Assault Forensic kits. We would like to take this opportunity to request your support of these resolutions.

Compensation for Staff Time Spent on Environmental Assessments

WHEREAS the Provincial and Federal Environmental Assessment processes are not the direct jurisdiction of Local Governments and therefore not subject to associated service cost recovery fees and cost of public engagement;

AND WHEREAS these Environmental Assessment processes can be very time consuming, expensive and onerous for Local Government staff, community and Council;

THEREFORE BE IT RESOLVED that the Provincial Government set up a funding system to allow for Local Governments to be compensated for the staff time spent including research, review, technical and working group participation, and to augment and support community engagement during the entire process;

AND FURTHER BE IT RESOLVED that the Provincial Government’s EAO Fee Schedule be revised to include a fee for Local Governments throughout the certification process.

Improvements to the Provincial Environmental Assessment Process

WHEREAS a project subject to Provincial Environmental Assessment process can be separated into different EA processes or excluded from the process altogether such as hydro, gas supply, navigation, etc.

AND WHEREAS, because of this, there is no cumulative analysis that creates a clear picture of the entire impact of a proposal, including the five pillars of environmental assessment; Economic, Social, Environmental, Health and Heritage, thereby distorting and potentially minimizes the magnitude of the impact or understanding by the community and local government;

THEREFORE BE IT RESOLVED that the Province consider projects in their entirety when evaluating them through the environmental assessment Office.
Improved Funding and Access for Forensic Sexual Assault Evidence Kits (SAEC)

WHEREAS sexual assault evidence collection (SAEC) kits are currently funded through the Ministry of Health. The SAEC kits are considered evidence that is from a committed crime.

AND WHEREAS survivors of sexual assault need medical forensic examinations readily available on demand and should not be expected to travel further than 50km to facilitate equitable access to justice and associated resources.

THEREFORE BE IT RESOLVED that the Provincial Government move funding from the Ministry of Health to the Ministry of Justice and fund comprehensive, 24/7 access to services and staffing needed (sexual assault nurse examiners) and to provide SAEC kits in communities lacking in forensic services.

Thank you for considering our resolutions and your support is appreciated.

Sincerely,

Patricia Heintzman, Mayor
District of Squamish
July 18, 2017

Mayor Karen Hamling
Village of Nakusp
Box 280
Nakusp, BC V0G 1R0

Dear Mayor Karen Hamling:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2017/2018. An electronic transfer of $59,803.78 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Also included with the 2017/18 funding payment is a one-time federal legacy infrastructure funding payment, which was committed by the Government of Canada in Budget 2016.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Sincerely,

Councillor Murry Krause
UBCM President

Pc: Laurie Taylor, Chief Administrative Officer
COVER SHEET

INQUIRIES BY COUNCIL OF ADMINISTRATION
ITEM K
COVER SHEET

QUESTIONS FROM PUBLIC OR PRESS
ITEM M

COVER SHEET

ADJOURNMENT