



THE VILLAGE OF  
**N A K U S P**

**AGENDA**  
**FOR THE REGULAR MEETING OF COUNCIL**  
**TO BE HELD MONDAY, NOVEMBER 25, 2019**  
**6:30 p.m.**  
**EMERGENCY SERVICES BUILDING**  
**300-8<sup>TH</sup> AVENUE NW**

**CALL TO ORDER**

**INTRODUCTION OF LATE ITEMS**

**A. AGENDA APPROVAL**

**Pg. 1**

	<p><i>Recommended Motion:</i></p> <p><b><i>THAT the agenda for the November 25, 2019 Council meeting be approved as submitted/amended.</i></b></p>
--	--

**B. MINUTES**

**Pg. 5**

**1. Minutes of November 12, 2019 Regular Meeting**

**Pg. 6**

	<p><i>Recommended Motion:</i></p> <p><b><i>THAT the Minutes of November 12, 2019 Regular Meeting be adopted as submitted/amended.</i></b></p>
--	---

**2. Minutes of November 12, Public Hearing**

**Pg. 13**

	<p><i>Recommended Motion:</i></p> <p><b><i>THAT the Minutes of November 12, 2019 Public Hearing be adopted as submitted/amended.</i></b></p>
--	--

C. **DELEGATIONS, PETITIONS, PRESENTATIONS** **Pg. 15**

1. **RDCK - Chris Johnson**  
To provide an update on the Emergency Program and the Wildfire Mitigation Program.

D. **BUSINESS ARISING FROM THE MINUTES** **Pg. 16**

NIL

E. **UNFINISHED BUSINESS** **Pg. 17**

1. **Outstanding Actions from Council Resolution** **Pg. 18**  
List dated November 25, 2019.

	<p><b><i>Recommended Motion:</i></b></p> <p><b><i>THAT the Outstanding Actions on Resolution report dated November 25, 2019 be received for information.</i></b></p>
--	--

2. **Council Appointments**  
Off Road Vehicle Trail Working Committee.

	<p><b><i>Recommended Motion:</i></b></p> <p><b><i>THAT Council rescind motion R0109/19 appointing Councillor Hughes as the Off Road Vehicle Trail Working Committee delegate; and</i></b></p> <p><b><i>THAT Council appoint Councillor Ken Miller as the Off Road Vehicle Trail Working Committee delegate, and Councillor Joseph Hughes as the alternate.</i></b></p>
--	--

F. **REPORTS FROM COUNCIL & ADMINISTRATION** **Pg. 22**

1. **CAO Report** **Pg. 23**
2. **Arena Parks Monthly Report** **Pg. 26**
3. **Public Works Monthly Report** **Pg. 28**

**G. BYLAWS**

**Pg. 30**

**1. Bylaw 677-1, 2019 Amendment to Reserve Fund Establishment**

**Pg. 31**

To adhere to the Community Charter’s requirements for reserve funds.

***Recommended Motion:***

***THAT Bylaw 677-1, 2019 Amendment to Reserve Fund Establishment be adopted.***

**H. NEW BUSINESS**

**Pg. 32**

**1. Society for Nakusp Community Events**

**Pg. 33**

Road Closure for Light up the Lights, Friday December 6, 2019.

***Recommended Motion:***

***THAT Council approve the road closure on 8<sup>th</sup> Avenue from the Arena Parking Lot to Broadway, and Broadway from 8<sup>th</sup> Avenue NW to 2<sup>nd</sup> Avenue NW from 5:00 pm to 6:30 pm for the parade; and***

***THAT Council approve the road closure from 5<sup>th</sup> Avenue NW to 2<sup>nd</sup> Avenue NW from 6:30 pm to 10:00 pm for activities following the parade.***

**2. Staff Report – Appointment of Auditors**

**Pg. 34**

To appoint auditors to Village of Nakusp and NACFOR as per Community Charter.

***Recommended Motion:***

***THAT Grant Thornton LLP be appointed as auditors for the Village of Nakusp and NACFOR for the 2019 audit.***

**3. Staff Report – Recycle BC Single-Use Blue Bag Transition Plan**

**Pg. 35**

To transition into reusable bins.

***Recommended Motion:***

***THAT the attached Single-use Blue Bag Transition Plan be approved as submitted; and***

***THAT Administration submit the transition plan to Recycle BC.***

- I. **INFORMATION ITEMS** **Pg. 38**  
NIL
- J. **INQUIRIES BY COUNCIL OF ADMINISTRATION** **Pg. 39**  
NIL
- K. **NOTICE OF MOTION** **Pg. 40**  
NIL
- L. **QUESTIONS FROM THE PRESS OR PUBLIC** **Pg. 41**
- M. **NOTICE OF INCAMERA** **Pg. 42**

	<p><i>Recommended Motion:</i></p> <p><b><i>THAT in accordance with Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; AND</i></b></p> <p><b><i>THAT persons other than Council members and municipal officers be excluded from the meeting.</i></b></p>
--	---

- N. **ITEMS BROUGHT FORWARD FROM INCAMERA** **Pg. 43**  
NIL
- O. **ADJOURNMENT** **Pg. 44**

	<p><i>Recommended Motion:</i></p> <p><b><i>THAT the November 25, 2019 Council meeting be adjourned at _____ PM.</i></b></p>
--	---



## **COVER SHEET**

### **MINUTES**

1. Minutes of the Regular Council Meeting, November 12, 2019
2. Minutes of the Public Hearing, November 12, 2019

#### **STAFF RECOMMENDATION(S):**

That the following Minutes be approved as submitted/amended.



**MINUTES**  
**THE REGULAR MEETING OF COUNCIL**  
**HELD TUESDAY, NOVEMBER 12, 2019**  
**EMERGENCY SERVICES BUILDING**  
**300-8<sup>TH</sup> AVENUE NW**

---

**Present were:**

**Mayor**            Tom Zeleznik

**Councillor**     Aidan McLaren-Caux  
                     Ken Miller  
                     Susan DeSandoli  
                     Joseph Hughes

**Absent**

**Staff**             Cheryl Martens, CAO  
                     Mark Tennant, Treasurer/Deputy CAO  
                     Terry Warren, Fire Chief

**Gallery**         Press – 1  
                     Public - 5

**CALL TO ORDER**

Mayor Zeleznik called the meeting to order at 6:34 pm.

**INTRODUCTION OF LATE ITEMS**

**A.     AGENDA APPROVAL**

R269/19	<p><i>Moved by Councillor Hughes/Seconded by Councillor Miller</i></p> <p><i>THAT the agenda for the November 12, 2019 Council meeting be approved as amended.</i></p> <p style="text-align: right;"><i>Carried</i></p>
---------	---

**B. MINUTES**

**1. Minutes of October 28, 2019 Regular Meeting**

R270/19	<i>Moved by Councillor Miller/Seconded by Councillor McLaren-Caux</i> <i>THAT the Minutes of October 28, 2019 Regular Meeting be adopted as submitted.</i> <i>Carried</i>
---------	---

**2. Minutes of October 28, 2019 Public Hearing**

R271/19	<i>Moved by Councillor DeSandoli/Seconded by Councillor Hughes</i> <i>THAT the Minutes of October 28, 2019 Public Hearing be adopted as submitted.</i> <i>Carried</i>
---------	---

**C. DELEGATIONS, PETITIONS, PRESENTATIONS**

NIL

**D. BUSINESS ARISING FROM THE MINUTES**

NIL

**E. UNFINISHED BUSINESS**

**1. Outstanding Actions from Council Resolution**  
List dated November 12, 2019.

R272/19	<i>Moved by Councillor McLaren-Caux/Seconded by Councillor DeSandoli</i> <i>THAT the Outstanding Actions on Resolution report dated November 12, 2019 be received for information.</i> <i>Carried</i>
---------	---

**F. REPORTS FROM COUNCIL & ADMINISTRATION**

1. **Mayor Zeleznik Report**  
November 12, 2019
2. **Municipal Campground Expansion Committee Minutes**  
October 21, 2019
3. **Councillor DeSandoli**  
Verbal Report
4. **Councillor Hughes**  
Verbal Report
5. **Councillor McLaren-Caux**  
Verbal Report
6. **Councillor Miller**  
Verbal Report

<b>R273/19</b>	<p><i>Moved by Councillor Hughes/Seconded by Councillor McLaren-Caux</i></p> <p><i>THAT items F1 to F6 be received for information.</i></p> <p style="text-align: right;"><i>Carried</i></p>
----------------	--

Councillor McLaren-Caux declared a conflict of interest regarding item G1 and G2 and left the meeting at 7:03 pm.

**G. BYLAWS**

1. **Bylaw 614-25, 2019 Text Amendment – To Add Staff Housing and Include as Permitted Use in C4 Zones.**  
To present to Council an amendment to the zoning bylaw to allow for staff housing.

<b>R274/19</b>	<p><i>Moved by Councillor DeSandoli/Seconded by Councillor Miller</i></p> <p><i>THAT Bylaw 614-25, 2019 Text Amendment – To Add Staff Housing and Include as Permitted Use in C4 Zones be given a third (3<sup>rd</sup>) reading.</i></p> <p style="text-align: right;"><i>Carried</i></p>
----------------	--

2. **Bylaw 614-25, 2019 Text Amendment – To Add Staff Housing and Include as Permitted Use in C4 Zones.**  
To adopt the amendment to the zoning bylaw to allow for staff housing.

<b>R275/19</b>	<p><i>Moved by Councillor Hughes/Seconded Councillor Miller</i></p> <p><i>THAT Bylaw 614-25, 2019 Text Amendment – To Add Staff Housing and Include as Permitted Use in C4 Zones be adopted.</i></p> <p style="text-align: right;"><i>Carried</i></p>
----------------	---



Councillor McLaren-Caux returned to the meeting at 7:06 pm.

3. **Bylaw 677-1, 2019 Amendment to Reserve Fund Establishment**  
To adhere to the Community Charter’s requirements for reserve funds.

R276/19	<p><i>Moved by Councillor Miller/Seconded by Councillor Hughes</i></p> <p><b>THAT Bylaw 677-1, 2019 Amendment to Reserve Fund Establishment be given first (1<sup>st</sup>) reading.</b></p> <p style="text-align: right;"><i>Carried</i></p>
---------	---

4. **Bylaw 677-1, 2019 Amendment to Reserve Fund Establishment**  
To adhere to the Community Charter’s requirements for reserve funds.

R277/19	<p><i>Moved by Councillor Hughes/Seconded by Councillor McLaren-Caux</i></p> <p><b>THAT Bylaw 677-1, 2019 Amendment to Reserve Fund Establishment be given second (2<sup>nd</sup>) reading.</b></p> <p style="text-align: right;"><i>Carried</i></p>
---------	--

5. **Bylaw 677-1, 2019 Amendment to Reserve Fund Establishment**  
To adhere to the Community Charter’s requirements for reserve funds.

R278/19	<p><i>Moved by Councillor DeSandoli/Seconded by Councillor Hughes</i></p> <p><b>THAT Bylaw 677-1, 2019 Amendment to Reserve Fund Establishment be given third (3<sup>rd</sup>) reading.</b></p> <p style="text-align: right;"><i>Carried</i></p>
---------	--

H. **NEW BUSINESS**

1. **Staff Report – 2020 Council Meeting Schedule**  
Requesting Council’s approval on 2020 Council Meeting dates.

R279/19	<p><i>Moved by Councillor McLaren-Caux/Seconded by Councillor Hughes</i></p> <p><b>THAT Council approve the 2020 Council Meeting dates as follows:</b></p> <p style="text-align: center;">Monday, January 13, 2020 &amp; Monday, January 27, 2020 Monday, February 10, 2020 &amp; Monday, February 24, 2020 Monday, March 9, 2020 &amp; Monday, March 23, 2020 Tuesday, April 14, 2020 &amp; Monday, April 27, 2020</p>
---------	---

	<p>Monday, May 11, 2020 &amp; Monday, May 25, 2020 Monday, June 8, 2020 &amp; Monday, June 22, 2020 Monday, July 13, 2020 Monday, August 10, 2020 Monday, September 14, 2020 Tuesday, October 13, 2020 &amp; Monday, October 26, 2020 Monday, November 9, 2020 &amp; Monday, November 23, 2020 Monday, December 14, 2020</p> <p><b><i>AND THAT the regular meetings of Council be held at the Emergency Services Building, unless otherwise specified.</i></b></p> <p style="text-align: right;"><b><i>Carried</i></b></p>
--	--

2. **Staff Report – Acting Mayor Appointments for 2019/2020**  
Requesting Council’s approval for Acting Mayor for 2019-2020.

R280/19	<p><b><i>Moved by Councillor Hughes/Seconded by Councillor DeSandoli</i></b></p> <p><b><i>THAT Council approve the Acting Mayor appointments for 2019-2020 as per included in the Council Appointments List.</i></b></p> <p style="text-align: right;"><b><i>Carried</i></b></p>
---------	--

Councillor McLaren-Caux declared a conflict of interest with item H3 and left the meeting at 7:09 pm.

3. **Staff Report – Temporary Use Permit Application – Halcyon Hot Springs Resort**  
Requesting Council’s decision on Temporary Use Permit for Halcyon Hot Springs.

R281/19	<p><b><i>Moved by Councillor Miller/Seconded by Councillor DeSandoli</i></b></p> <p><b><i>THAT the Temporary Use Permit application for Lot 4, Block 44, Plan NEP 494, District Lot 397, Land District 26, civically known as 209 2<sup>nd</sup> Avenue NW, to allow for a temporary use permit, for a term to expire on May 1, 2020, to operate as a hostel under the condition that a site manager reside at the property be approved; and</i></b></p> <p><b><i>That if there are any incidents, within reason, that occur at 209 2<sup>nd</sup> Avenue NW that violate the Good Neighbour Bylaw or any other bylaws, Council, at its discretion may revoke the temporary use permit.</i></b></p> <p style="text-align: right;"><b><i>Carried</i></b></p>
---------	---

Councillor McLaren-Caux returned to the meeting at 7:14 pm.

4. **Staff Report – Follow up Request by ASLCS Recycling Bins**  
 Requesting Council’s decision on recycling responsibility and bin location.

R282/19	<p><i>Moved by Councillor Hughes/Seconded by Councillor McLaren-Caux</i></p> <p><i>THAT ALSCS be authorized to take on the responsibility of emptying the Village’s two recycling bins currently on Broadway, located at the CBT building and Hoss and Jill’s; and</i></p> <p><i>THAT ALSCS be allowed to install two additional bins; one at the corner of Nelson and Broadway by the marina, and the other by the beach area.</i></p> <p style="text-align: right;"><i>Carried</i></p>
---------	--

I. **INFORMATION ITEMS**

1. **Arrow Lakes Caribou Society – Hugh Watt**  
 Caribou penning
2. **IH Invitation to Engage – Mission, Vision & Values**  
 Interior Health

R283/19	<p><i>Moved by Councillor Hughes/Seconded by Councillor McLaren-Caux</i></p> <p><i>THAT Items I1 to I2 be received for information, and that item(s) I1 and I2 be brought forward for discussion.</i></p> <p style="text-align: right;"><i>Carried</i></p>
---------	--

J. **INQUIRIES BY COUNCIL OF ADMINISTRATION**

NIL

K. **NOTICE OF MOTION**

NIL

L. **QUESTIONS FROM THE PRESS OR PUBLIC**

Bruce Patterson, Resident, spoke up and began to present a statement to Council regarding the Temporary Use Permit for Halcyon Hot Springs.  
 CAO advised the Mayor of a Point of Order with regards to Clauses 494(4) and 465(3) in the Local Government Act and Clause 19(3) of the Council’s Procedure Bylaw as a Public Hearing had been previously held by Council regarding this item. The LGA states that the public hearing for a temporary use permit is treated the same as a bylaw.

M. NOTICE OF IN CAMERA

R284/19	<p><i>Moved by Councillor Hughes/Councillor McLaren-Caux</i></p> <p><i>THAT in accordance with Section 90(1)(c), (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following: (c) labour relations or other employee relations; and</i></p> <p><i>THAT persons other than Council members and municipal officers be excluded from the meeting.</i></p> <p style="text-align: right;"><i>Carried</i></p>
---------	--

N. ITEMS BROUGHT FORWARD FROM IN CAMERA

NIL

O. ADJOURNMENT

R285/19	<p><i>Moved by Councillor Miller</i></p> <p><i>THAT the November 12, 2019 Council meeting be adjourned at 8:37 PM.</i></p>
---------	--



**MINUTES  
PUBLIC HEARING  
TEMPORARY USE PERMIT  
209 2<sup>ND</sup> AVE N.W. HALCYON HOT SPRINGS RESORT LTD.**

**HELD TUESDAY, NOVEMBER 12, 2019 AT 6:30 P.M.  
EMERGENCY SERVICES BUILDING  
300-8<sup>TH</sup> AVENUE NW, NAKUSP**

**THE PURPOSE OF THIS PUBLIC HEARING  
IS TO CONSIDER THE FOLLOWING:**

- 1. To consider an amendment to Zoning Bylaw, Bylaw No. 614, to add “Staff Housing” and include as a permitted use in C4 zones.**

**Present were:**

Mayor	Tom Zeleznik
Councillors	Ken Miller Aidan McLaren-Caux Joseph Hughes Susan DeSandoli
Staff	Cheryl Martens, CAO Mark Tennant, Treasurer/Deputy CAO Terry Warren, Fire Chief
Gallery	Members of public- approximately 8

**CALL TO ORDER** – Mayor Zeleznik at 6:30 PM

**OPENING REMARKS** - Mayor Zeleznik

**A. BUSINESS**

- 1. Amendment to Zoning Bylaw, Bylaw No. 614, to add “Staff Housing” and include as a permitted use in C4 zones.**
  - i. Mayor gave a brief explanation of the temporary use permit application**
  - ii. The CAO had received submissions in response to the Notice of Hearing as follows:**

The following document was received:

1) Email from Rob and Margaret McDonald

iii. Mayor Zeleznik- invite all persons having an interest in the application to address Council.

No Speakers came forward

**B. ADJOURNMENT**

	Moved by Councillor Hughes  That the Public Hearing be closed at 6:34 PM  <b>Carried</b>
--	--

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



## **COVER SHEET**

### **DELEGATIONS, PETITIONS AND PRESENTATIONS**

1. RDCK – Chris Johnson  
To provide an update on the Emergency Program and the Wildfire Mitigation Program.



THE VILLAGE OF  
**NAKUSP**

**D**

## **COVER SHEET**

### **BUSINESS ARISING FROM MINUTES**

**NIL**





## **COVER SHEET**

### **UNFINISHED BUSINESS**

- 1. Outstanding Actions on Council Resolutions**  
*Dated November 25, 2019*
- 2. Council Appointments**  
Off Road Vehicle Trail Working Committee



## OUTSTANDING ACTIONS ON COUNCIL RESOLUTIONS (Originating from Council Direction)

**E1**

**November 25, 2019**

List Order	Origin	Item	Description
<b>1</b>	BC Rural Development Grant	Investment Ready Nakusp	Province
<p><b>Status:</b>  <b>July 9/18:</b> Approval from Council to submit application for “Investment Ready Nakusp” in the amount of \$66,400 on behalf of the Economic Development Committee of the Common Agenda. Total Project \$83,000.  <b>July 11/18:</b> Grant submitted.  <b>April 18/19:</b> Grant received.  <b>May 13/19:</b> Steering Committee to be appointed  <b>June 12/19:</b> Committee met with Consultant to begin process. Additional information has been given to consultant.  <b>June 24/19:</b> Contract has been signed and the Consultant has begun the process. IRN meets monthly to review progress.</p>			

List Order	Origin	Item	Description
<b>2</b>	Council	Municipal Campground Expansion Committee	Municipal
<p><b>Status:</b>  <b>June 10/19:</b> Instructed by Council to begin process to form the Nakusp Municipal Campground Expansion Committee.  <b>July 4/19:</b> Deadline to receive membership applications. Report to Council for appointments on July 22/19  <b>July 22/19:</b> Council appointed Mayor Zeleznik, Councillor Miller, Councillor DeSandoli (Alternate), Dan May, Beth McLeod, Kees van der Pol, and Sandra Podznikoff  <b>Sept 16/19:</b> Committee held 1<sup>st</sup> meeting, approved Terms of Reference, and began considerations.  <b>Sept 30/19:</b> Committee held 2<sup>nd</sup> meeting and reporting a recommendation to Council on Oct 15/19.  <b>Oct 15/19:</b> Council passed recommendation to budget for a planning consultant.</p>			

List Order	Origin	Item	Description
<b>3</b>	Grant	Downtown Revitalization Project	Construction Grant – CBT NACFOR Village of Nakusp Gas Tax.
<p><b>Status:</b>  Council to decide on how much of project will be completed with the monies available (1,000,000). Meeting with committee scheduled for March 26/18 Public Open House April 30/18 May 3/18. Council approved completion of 3 blocks (without mid blocks) 5th Ave to 2nd Ave. Tenders issued  <b>May 31/18:</b> Site meeting June 20/18 closing date July 12/18. Only one bid received and it was higher than project budget. Village to act as own general contractor.  <b>Aug 2/18:</b> Grant of 234K from CBT approved  <b>March 8/19:</b> Project manager hired to complete Phase 1.  <b>April 1/19:</b> Completion of phase 1 construction started.</p>			

**OUTSTANDING ACTIONS ON COUNCIL RESOLUTIONS  
(Originating from Council Direction)**

**November 25, 2019**

**Aug 1/19:** Project Phase 1 Completed.

List Order	Origin	Item	Description
4	Council	Bike Racks on Broadway	Municipal

**Status:**

**June 24/19:** Council approved placing two bike racks on Broadway.

**June 28/19:** Construction of bike racks awarded to Coleman Mackintosh by RFP

**July 22/19:** Bylaw Amendment to Bylaw No. 496 received 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> readings.

**July 24/19:** Bylaw Amendment to Bylaw No. 496 was adopted.

**July 30/19:** Bike racks installed on Broadway

**July 31/19:** Bike racks removed

**August 26/19:** Follow up report to Council – Tabled

List Order	Origin	Item	Description
5	Grant	Asset Management	Province

**Status:**

**Phase one:** Assessment of infrastructure completed April 2018.

**Phase two – Step One:** Asset Mgmt policy to Council **June 25/18** approved. Grant submitted to Province of BC Asset Management Prioritization funding July 11/18 for completion of Phase two.

**Sept 18/18:** Development of Plan (\$7500 grant, Village portion \$2500. Total \$10,000.)

**Feb 2019:** Working with Slocan, Silverton, and Warfield.

**June 13/19:** Workshop being scheduled

**September 2019:** Asset Management Inventory risk assessment completed

**October 30/2019:** Second workshop held

List Order	Origin	Item	Description
6	Grant	Rotary Park Playground Project	Local

**Status:**

**Nov 26/18:** Council appointed Councillor McLaren-Caux and Councillor Hughes to sit on a select committee for the Project. Staff to bring forward list to Council of citizen appointments to the committee in Jan or Feb 2019.

**April 23/19:** Council appointed Councillor DeSandoli in place of Councillor Hughes on the select committee.

**June 1/19:** Received CBT grant for approximately \$15,000. Committee is working on hiring a consultant and beginning the planning process.

**June 24/19:** Council resolution to rescind Councillor DeSandoli's appointment, at her request, from the committee.

**July 22/19:** Councillor Miller appointed to Committee

## OUTSTANDING ACTIONS ON COUNCIL RESOLUTIONS (Originating from Council Direction)

**November 25, 2019**

**August 26/19:** Committee has chosen a consultant  
**October 30/19:** Consultants came to Nakusp for Public Consultation, Idea Jamming in the park.

List Order	Origin	Item	Description
7		Trails Master Plan	Local
<p><b>Status:</b>  <b>Oct 26/15:</b> True North approached Village about creating a trails masterplan. Cost \$20,000 funding application to CBT.  <b>Nov 23/15:</b> Council advised that CBT indicated funding application must be submitted Village and that they would approve \$50,000. RDCK Area K Paul Peterson to contribute \$2,000.  <b>Dec 23/15:</b> Grant approved by CBT. Agreement provided that Village is responsible for all aspects of administration of the project including developing public consultation process, terms of reference for consultant and ensuring the plan was prepared. Once plan was prepared the Village's commitment to CBT for grant funding and grant filed closed. Working committee: Mark Aeichele, Kevin Carter, Barb Chwachka, Karen Marshall, Lorna Henschke, Laura Katchen, Ernie Kenecht, Jerry Van Immerzeel, Shon Neufeld, Kathy Smith &amp; Chris Faint.  <b>July 10/17:</b> Completed Plan  <b>Nov 19/18; Jan 21/19; Feb 21/19:</b> No umbrella Organization has been established.</p>			

List Order	Origin	Item	Description
8	Council	Off Road Vehicle Trail Working Committee	Municipal
<p><b>Status:</b>  <b>Mar 25/19:</b> Council resolution to create the committee.  <b>Apr 23/19:</b> Councillor Hughes was appointed to the committee.  <b>Apr 23/19:</b> Council approved Terms of Reference.  <b>Nov 4/19 –</b> Committee meeting held</p>			

List Order	Origin	Item	Description
9	Council	Hot Springs Advisory Committee	Municipal
<p><b>Status:</b>  <b>July 22/19:</b> Council adopted resolution to re-establish the Hot Springs Advisory Committee.  <b>Aug 15/19 –</b> Deadline for applicants to submit.  <b>Aug 26/19 –</b> Report to Council to appoint members.  <b>Aug 26/19 –</b> Council appointed Councillor Joseph Hughes, Councillor Aidan McLaren-Caux, Mayor Tom Zeleznik (alternate), Noel Ballard, Dave Strachan, Brian Deobald, and Vlad Stuchlik (alternate).  <b>Sept 17/19 –</b> Committee held 1<sup>st</sup> meeting, reviewed Terms of Reference and reporting to Council with a recommendation on Oct 15/19.  <b>Oct 15/19 –</b> Council approved recommendation and appointed Noel Ballard as a non voting member.</p>			



**OUTSTANDING ACTIONS ON COUNCIL RESOLUTIONS  
(Originating from Council Direction)**

**November 25, 2019**

List Order	Origin	Item	Description
10	Council	Revision of OCP	Municipal
<p><b>Status:</b>  <b>Aug 26/19</b> – Council contracted B&amp;A Planning Group to bring revision of OCP as set forth in the Strategic Priorities.  <b>Oct 7-9/19</b> – OCP Planning Week is being held to consult with Council, Stakeholders, and the Public.  <b>Oct 7-9/19</b> – OCP Planning Week was held and workshops took place with stakeholders and the general public and youth groups were consulted. The workshops were very productive and the consultants are now complying the information.</p>			

List Order	Origin	Item	Description
11	Council	Recycle BC - transition from single use plastic bags to reusable bins	Municipal
<p><b>Status:</b>  <b>Sep 09/19</b> – Instructed by Council to prepare a Blue Bag Transition Plan for Council’s consideration and approval prior to the January 1, 2020 deadline  <b>Oct 11/19</b> – Quotes obtained for 22 gallon(83L) open bins. Options for custom logo bins and standard bins.</p>			



## **COVER SHEET**

### **REPORTS FROM COUNCIL & ADMINISTRATION**

- 1. CAO Report**
- 2. Recreation & Parks Monthly Report**
- 3. Public Works Monthly Report**

#### **STAFF RECOMMENDATION(S):**

*“THAT Items F1 and F3 be received for information.”*



## INFORMATION REPORT

**DATE:** November 25, 2019  
**SUBJECT:** Lidstone Law Seminar - Report  
**TO:** Mayor & Council  
**FROM:** Cheryl A. Martens, CAO

---

On November 1, 2019, I attended the Lidstone & Company Annual Client Seminar, held in Vancouver, BC. There several presentations that were particularly interesting. A synopsis of their presentations are as follows:

### **New Labour Legislation and Employment Law by Marisa Cruickshank & Andrew Carricato**

There have been several updates regarding labour legislation and employment law. The top eight (8) workplace issues are:

- 8** – Labour Code amendments which provides limitations regarding Employers to act on facts only and not opinion. The Employer did receive some flexibility and could find on facts and opinion. This has reverted back to the former legislation. New regulations to expediate arbitration are in place.
- 7** – Employment Standards Act Changes – ESA applies instead of Collective Agreement if the standards in the ESA are higher. Increases to time allowed for leave of absences for family care or domestic violence. Employers need to review termination pay for employees. Employees have to be paid out for the duration of the notice. Some employers terminated employee after notice was received and subject to legal claims.
- 6** – need to review the process to recruit volunteers under the Human Rights Code. They could be considered employees if we meet 2 of the eligible criteria in the HRC.
- 5** – Employment Contracts – make sure employee signs contract prior to commencing work. Case law has ruled verbal discussions take precedent if employee starts work prior to signing contract and verbal promises are not in contract.
- 4** – Harassment in the Workplace – Employment Standards have approved conflicting employees not being scheduled to work together until investigations are completed.
- 3** – Independent Medical Examinations – Employers are authorized to request IME's but only after other avenues have been sought.
- 2** – Requesting Doctor's Notes – Employers are authorized to request Doctors notes. Even if an employee calls in sick and someone sees them out and about, the Employer can ask for a Dr. note to state why the employee could not work but be engaging in other activities.
- 1** – Fitness for Work – Employers are required to have necessary tools for employees to perform their duties. This includes equipment, tools, courses to retain current knowledge pertaining to positions...etc.

### **Ride Hailing – Updating Business, Chauffeur, Highway Bylaws – Matthew Voell**

UBER will be coming here soon. Municipalities that issue licenses for taxis, chauffeurs, and other types of transportation services will not be able to refuse issuing a license for UBER transportations. On an unrelated issue, litigations have been filed to challenge high rates for business licenses for Cannabis retail. Services must be comparable to municipal service costs, such as increase traffic resulting in road repairs...etc. Vancouver currently charges \$30,000 for cannabis business license.

### **Procurement – Social, Environmental and Trade Considerations; Dealing with Troublesome Contractors; Getting Value for Money – Lindsay Parcels & James Yardley**

It is becoming common for RFP's to include that all contractor's employees must have a living wages to qualify to apply. A living wage is the hourly rate required by two working parents to meet the basic needs of a family of four. The living wage for Nelson is \$18.46/hr., Revelstoke is \$18.40/hr., and RDCK in 2014 was \$18.42/hr.

Also, clauses in contracts are now being inserted for procurement for additional social value to the provision of goods and services. Must choose the right type of contract to ensure that the procurement is voluntary and not forced. Litigation has proceeded against Councils that refuse to pass rezoning applications if a voluntary monetary amount is not received by applicant. Once the application is approved the applicant can apply to the court to get their money back. Requiring this condition enables strong local economics, sustainable cities and healthy communities.

### **Risk Management – Cyber Security – Olivia French**

Municipalities are becoming frequent targeted as hostages of cyber breaches and ransom demands. The Municipality of Stafford Ontario was attacked in April 2019 and received a demand for \$75,000 bit coin, as this is untraceable. It is very costly to deal with the breach and many municipalities just pay the ransom. Employees need to be educated to not open any emails that look suspicious. Whenever dealing with your frequent contractors, always confirm phone numbers and emails, prior to sending email transfers or cheques. One municipality lost 1.2 million when they sent a cheque to a frequently used contractor via an email request. Turns out the emails were hacked and it was known that the request would be made. The hacker submitted the request and provided false details to receive the payment.

The City of Saskatoon is working on a plan of attack and will provide this to other municipalities once developed.

Best practice to avoid cyber breaches is to frequently back up municipalities systems. Employees should not search out personal information or bank information on work computers as this information can be obtained if hacked. Double check requests for funds and confirm via by phone...not using information to contact sent on suspicious email.



### **Revenue Beyond Taxes and Fees – How to Collect and Keep Alternate Revenue – Don Lidstone**

Provincial downloading onto local governments is causing more work for local governments but limited ways to increase funding. Local governments need to be creative. When Sicamous implemented new signs, they were disappearing. Sicamous then ordered more and began selling them. Local governments can enter into contracts for third party revenue for services provided to the government. Example, a local government can enter into a contract with a towing company to provide exclusive towing services and the government receives a portion of the revenue. A contractor can be hired to conduct bylaw enforcement for the local government. The contractor can retain all ticket revenue except a small portion can go to the local government.

Charitable gifts can be accepted by local governments. These can assist in upgrades to public buildings such as arenas, sports grounds, any other buildings that offer public recreation services. Plaques can be placed on focus walls to advise public of the donations and bring awareness for other potential gifts.

Most municipality's fees and charges are outdated. Ticketing infractions need to discourage continual infractions. Joint use agreements with Board of Education or other organizations to gain revenue and encourage use of public facilities.

### **Housing – Best Practices – Michael McAllister**

Now is the time to make deals with BC Housing. Demographics show the Missing Middle effect. People between the ages of 21 – 40 are declining. Complete the Housing Needs Report and begin to plan on potential development. BC Housing can assist with funding with non-profit organizations. Local governments are not legally responsible to provide housing. However, local governments can initiate projects with BC Housing but will have to assign project to a developer to continue the project. Provincial and Federal governments are actually responsible for housing needs throughout each province.

### **Climate Change and Adaptation – Local Government Powers – Don Lidstone**

BC Energy Step Code is being initiative with provincial deadlines in place.

Green Roof Initiatives being offered by local governments and reduction in taxes for a couple of years. Need to be sure that the agreements states that the green roof will be maintained for a specific amount of time even after the reduction in taxes cease.

Compact Community regulations are being implemented by local governments to reduce urban sprawl. 1<sup>st</sup> floor level is business, 2<sup>nd</sup> level is offices, 3<sup>rd</sup> level is residential, hotel, etc...

Respectfully submitted,

Cheryl A. Martens,  
Chief Administrative Officer

## **INFORMATION REPORT**

**DATE: November 19, 2019**

**SUBJECT: Monthly Report**

**TO: CAO**

**FROM: Richard Cann, Arena Parks Foreman**

---

### **Work & Maintenance:**

Seasonal Project: Curling Rink Ice Oct 16-30, 2019

All four employees working on initial set up for curling ice. The whole process can take anywhere from 10 to 15 days to complete. The process includes flooding, leveling, painting white ice, and the measuring, cutting and painting of circles. The curling rink ice is now complete, and the curling club has started their season.

Seasonal Project: Capitol Budget

Started working on the capital budget planning for the Recreation and Parks Department in preparation for upcoming financial meeting.

Regular Work: Oct 16 – Nov 15, 2019

Plant checks – 4 times a day, records kept – all good.

Waterfront & Park checks - daily – all good.

Zamboni – monthly oil and maintenance – all good.

### **Auditorium Rentals & Activities:**

We currently have a couple activities going on in the auditorium. ActivAge runs two sessions a week for one hour each on Tuesday's and Thursday's in the auditorium which will wrap up at the end of November. Tai Chi is also happening twice a week, Tuesday and Thursdays for a couple hours each session. The auditorium is open for walkers during the wet and slippery months between the hours of 8 am to 3 pm on Monday, Wednesday and Fridays.

Oct 18-20, 2019 – Scrappy Chicks local scrapbooking club extravaganza

Oct 21, 2019 - Federal Election voting station

### **Special Events:**

Nov 1-3, 2019 – Nakusp Minor Hockey held a bantam hockey tournament on home ice. Staff prepped facility for five out of town hockey teams with their families. Nakusp Falcons took first place.

Nov 4-8, and 11th 2019 - All employees prepped downtown, cenotaph and cemeteries for Remembrance Day ceremony. Additional cleaning of main street, lawn and park maintenance at cenotaph and cemeteries. On day of, set up of sound system and chairs for ceremony followed by clean up and take down after citizens pay their respects.

### **Meetings:**

- Had two meetings with Pals for upcoming craft fair to discuss rental needs.
- Meeting with Rotary Representative for Natural Adventure Playground, Idea Jamming in the Community Park and Gazebo to discuss needs. Idea Jamming took place October 30, 2019.
- Meeting with Federal Election Officials to discuss rental needs.
- On November 13, 2019 Technical Safety BC came to the facility to do an inspection on our boiler. The inspection identified an exhaust pipe that needs improvement, once completed will need to be inspected by refrigeration mechanic. All other aspects of the inspection went great.
- Meeting with Madden Timber in regards to construction of a wheelchair ramp for Village Office.
- Meeting with Curling Club President to discuss needs for the upcoming season.
- Meeting with the CAO to go over potential Dog Park location(s).

Respectfully submitted,

Richard Cann,  
Arena Parks Foreman

## **PUBLIC WORKS**

### **Monthly Report– November 20, 2019**

#### **CURRENT WORK IN PROGRESS**

##### **❖ Capital Asset Management**

Meeting October 30, 2019- Mark, Anna-Marie and Bob attended.

##### **❖ OH&S Joint Committee**

- Next OH&S Committee Meeting will be held December 11, 2019

##### **❖ Streets/Sidewalks**

- Boulevard maintenance.
- Pothole repairs.
- Continued storm drain cleaning approx. half of storm drains have been cleaned
- Installed 30 km/hr signs entering Broadway and 50 km/hr signs for leaving Broadway.
- Sidewalk inspection started (ongoing).
- Road cuts for installation of new sewer and water connection paved.
- Hot Spring Road ditching (completed).
- 

##### **❖ Sewer**

- Daily checks and maintenance.
- Monthly effluent samples to Caro Analytical.
- Monthly report submitted to Ministry of Environment.
- Waste Water Treatment screens and intakes maintenance.
- Cleaned float sensors for pumps in wet well.
- Generator maintenance completed.

##### **❖ Water**

- Clean water intakes.
- Clean filter socks weekly.
- Daily checks and maintenance.
- Weekly water samples to Caro Analytical.
- Nakusp East Pump- maintenance.
- Well #1 and Well #2 maintenance, checks and repairs.
- Monthly report submitted to Interior Health.
- Monthly data entry.
- Water off/on- 5.
- Water Treatment Plant yard maintenance.

- CIP cleaning of membranes.
- Meetings with engineer.
- Replace all 36 water membranes (filters) at water treatment plant
- Serviced backwash pump.
- Generator maintenance completed.

❖ **Internments/Memorial Marker Installations**

- Memorial Marker installations-0
- Internments- 0

❖ **Garbage Pickup**

- Weekly garbage pickup.
- Hot Springs garbage.
- Campground garbage.

❖ **Recycling**

No data received from Recycle BC.

❖ **BC One Call**

- BC Hydro- 4
- Mascon- 3

❖ **Airport**

- Monthly inspections completed.
- Installed new water stand pipe.

❖ **Vehicle/Equipment/Shop/Yard Maintenance**

- Weekly maintenance on all equipment and vehicles.
- Weekly yard and shop cleaning and organizing (burnt brush pile in public works yard).
- Daily vehicle inspection and repairs.
- Winterized all equipment and vehicles.
- Installed plow blades and sanders on dump trucks, installed plow blades on back hoes.

❖ **Other/Interdepartmental**

- Clean and Repair Hot Spring hot water source line.
- Repaired Arena Parks Gator exhaust.
- Ordered hand held radios for Arena Parks.
- Print map of suggested location of Dog Park for Arena Parks.
- ESB generator maintenance completed.

**Bob Gresluk**  
**Public Works Foreman**



THE VILLAGE OF  
**N A K U S P**

**G**

## **COVER SHEET**

### **BYLAWS**

- 1. Bylaw 677-1, 2019 Amendments to Reserve Fund Establishment**

**VILLAGE OF NAKUSP  
BYLAW NO. 677-1, 2019  
A BYLAW TO AMEND RESERVE FUNDS ESTABLISHMENT BYLAW NO. 677, 2018**

---

**WHEREAS** the Community Charter requires Council to establish certain reserve funds plus authorizes Council to establish additional optional reserve funds;

**AND WHEREAS** the Council for the Village of Nakusp has adopted Reserve Funds Establishment Bylaw No. 677, 2018, which it now deems advisable to amend;

**NOW THEREFORE** the Council of the Village of Nakusp in open meeting enacts as follows:

1. This Bylaw may be cited for all purposes as “Reserve Funds Establishment Amending Bylaw No. 677-1, 2019”
2. That Part 3 be amended by adding the following:

**3.10      Broadway Memorial Bench Reserve**

Bench sponsorship fees are set aside to provide funding for maintenance and repairs on the benches located on Broadway Street that were installed as part of the Downtown Revitalization project.

3. This Bylaw shall come into force and take effect upon the date of final adoption thereof.

READ A FIRST TIME THIS 12th day of November, 2019  
READ A SECOND TIME THIS 12th day of November, 2019  
READ A THIRD TIME THIS 12th day of November, 2019

ADOPTED BY THE MUNICIPAL COUNCIL OF THE VILLAGE OF NAKUSP THIS \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



## **COVER SHEET**

### **NEW BUSINESS**

- 1. Society for Nakusp Community Events*
- 2. Staff Report – Appointment of Auditors*
- 3. Staff Report – Recycle BC Single-Use Blue Bag Transition Plan*



---

**From:** Donna Rebman  
**Sent:** November-13-19 9:47 AM  
**To:** Cody Jones  
**Subject:** Christmas Parade

Hi Cody. Could you please pass this on to whomever it should go to:

The Society for Nakusp Community Events will be holding the annual Light up the Lights on Friday, December 6th. To this end, we are requesting permission from the Village of Nakusp to close 8th Ave. NW from the Arena Parking Lot to Broadway, and Broadway from 8th Ave. NW to 2nd Ave. NW. The times for the closure would be from 5:00 until 6:30 for 8th Ave. N.W. and Broadway 8th Ave. to 5th Ave. From 5th Ave. to 2nd Ave. the times would be from 5:00 until 9:00/10:00 p.m. Thank you [in advance](#) for your consideration in our request.

Donna Rebman  
Society for Nakusp Community Events



## **STAFF REPORT – Request for Council Decision**

DATE: November 25, 2019  
SUBJECT: Appointment of Auditors  
TO: Mayor and Council  
FROM: Mark Tennant, Treasurer/Deputy CAO

---

### **PURPOSE:**

Appoint auditors for the Village of Nakusp and NACFOR.

### **BACKGROUND:**

Section 169(1) of the *Community Charter* requires that each municipality appoint its auditor. To date, the Village of Nakusp has not appointed the auditors responsible for the 2019 audit. As well under the NACFOR articles of incorporation, the Village as the single shareholder must appoint the auditors for NACFOR.

The Village of Nakusp has engaged Berg Lehmann since 2010 as the auditors for the Village and NACFOR. On January 1, 2019 Berg Lehman joined Grant Thornton LLP, however the audit staff remained the same. Staff is very satisfied with the quality and thoroughness of the audits. Staff recommends that the auditors are reappointed for the 2019 audit.

### **STAFF RECOMMENDATION:**

***THAT Grant Thornton LLP be appointed as auditors for the Village of Nakusp and NACFOR for the 2019 audit.***

Respectfully submitted,

Mark Tennant  
Treasurer/Deputy CAO



## **STAFF REPORT – Request for Council Decision**

DATE: November 25, 2019  
SUBJECT: Recycle BC – Single-Use Blue Bag Transition Plan  
TO: Mayor and Council  
FROM: Mark Tennant, Treasurer/Deputy CAO

---

### **PURPOSE:**

To present Council with a single-use blue bag transition plan for our curbside recycling pick-up program.

### **BACKGROUND:**

At the September 9th regular scheduled meeting of Council, Council was provided information regarding the Villages requirement to transition away from single-use blue plastic bags. Attached is the proposed transition plan which will be forwarded to Recycle BC upon Council's approval.

### **STAFF RECOMMENDATION:**

***THAT the attached Single-use Blue Bag Transition Plan be approved as submitted; and***

***THAT Administration submit the transition plan to Recycle BC.***

Respectfully submitted,

Mark Tennant  
Treasurer/Deputy CAO

Attached : Single-Use Blue Bag Transition Plan

## **Recycle BC – Single-Use Blue Bag Transition Plan**

The purpose of this document is to outline the curbside recycling transition plan for the Village of Nakusp from single use plastic bags to reusable bins. The transition will be completed by July 1, 2020, at which time the Village will no longer collect curbside recycling in single-use blue plastic bags. The plan includes: the proposed reusable bins, procurement and delivery of the bins to residents, promotion and education, training of collection staff, enforcement, financial implications, and a timeline.

### **Curbside Bins**

The bins we are looking at purchasing are 22 Gallon (83L) recycling/curbside bins – dimensions 19 inches long by 16 inches wide by 21 inches high. They do not have a lid so that more material fits in the bins (for example protruding cardboard) and for faster transfer time from the bin to the truck. Each resident will receive one bin. If residents wish to have additional bins, they may purchase their own of similar nature. The Village will work with local retailers to ensure bins are available for purchase locally. Below is a picture of what the bin looks like.



### **Procurement and Delivery**

The bins require a lead time of 5 to 7 weeks. They will be ordered at the beginning of March to be delivered in mid April. The bins will be delivered to and stored at the arena until they are ready to be delivered to residents. They will be delivered to residents during the first few weeks of May, concurrent with the Community Cleanup. An educational pamphlet will be delivered with each bin. Left over bins will be stored at the public works yard and will be delivered to new homes/developments as required.

### **Promotion and Education**

Pamphlets will be sent out in mid February with the utility bills that get sent out to all homeowners. The pamphlets will advise residents of the upcoming changes, remind them of acceptable recyclable materials, and encourage them to transition early if they already own a blue bin or would like to purchase their own. The pamphlet will be posted on our website, social media, and advertised in the

local newspapers at the same time to ensure all residents are aware of the upcoming changes and not just homeowners. A second round of advertising will happen in early May when the bins are delivered. A third and final round of advertising will go out mid June reminding residents that plastic bags will no longer be picked up as of July 1<sup>st</sup>.

### **Training of Collection Staff**

Collection staff were involved in developing the plan, so they are already aware of the upcoming changes. The new collection plan will be reviewed with staff prior to each round of advertising to ensure they are prepared. In addition, collection staff will be asked to provide feedback so that any necessary adjustments can be implemented in a timely matter. Office staff will be trained so they are able to provide new residents with the required information for curbside recycling and respond to inquiries from existing residents regarding the changes.

### **Enforcement**

After the July 1<sup>st</sup> deadline staff will be instructed to no longer pick up single use plastic bags. Single use plastic bags that are left out after July 1<sup>st</sup> will be tagged, notifying the resident that they are no longer accepted, and the bags will not be collected. Our solid waste bylaw will need to be updated to include recycling. Bins will have to be put out in the morning and not the night before to limit the amount of snow/rain/weather exposure.

### **Financial Implications**

There are 782 residential dwellings and an additional 76 units (apartments/multifamily) making the required number of bins 858. We will purchase 900 bins so that there are extras for new homes/future developments. The cost of 900 bins will be approximately \$10,000 based on quotes received. \$1,000 will be budgeted for advertising (including printing costs).

### **Timeline**

**November, 2019** – Council approval

**January, 2019** – Update bylaw

**February, 2020** – First round of advertising for upcoming changes to the recycling program. Begin accepting curbside recycling in blue bins if residents choose to provide their own.

**March, 2020** – Order bins

**May, 2020** – Bins will be delivered to residents. Second round of advertising will go out.

**June, 2020** – Third and final round of advertising

**July, 2020** – Transition complete - Single use plastic bags no longer picked up.



## COVER SHEET

### INFORMATION ITEM (S)

#### **ITEMS SUMMARY:**

The following items of correspondence and interest have been received since the last meeting of Council.

NIL



THE VILLAGE OF  
**N A K U S P**

J

## **COVER SHEET**

### **INQUIRIES BY COUNCIL OF ADMINISTRATION**

**NIL**



THE VILLAGE OF  
**N A K U S P**

**K**

**COVER SHEET**

**NOTICE OF MOTION**

**NIL**





## COVER SHEET

### QUESTIONS FROM PUBLIC OR PRESS

**Guidelines:**

- 1. Questions may be asked of any Council member but must be directed through the Chair***
- 2. Questions must be actual questions and not statements or opinions by the questioner***
- 3. Questions should be related to meeting agenda topics***
- 4. Chair will recognize the questioner and will direct questions to the Councillor or staff member whom he/she feels is best able to reply***



## **COVER SHEET**

### **NOTICE OF INCAMERA**

***THAT*** in accordance with Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; ***AND***

***THAT*** persons other than Council members and municipal officers be excluded from the meeting.



THE VILLAGE OF  
**N A K U S P**

**N**

## **COVER SHEET**

### **ITEMS BROUGHT FORWARD FROM INCAMERA**

**NIL**



THE VILLAGE OF  
**N A K U S P**

**O**

**COVER SHEET**

**ADJOURNMENT**