



**TOWN OF CRESTON
REGULAR COUNCIL MEETING AGENDA**

Tuesday, May 11, 2021, 4:00 PM

Held Electronically via Webex In Accordance with Ministerial Order No. M192

Meeting Link: <https://creston.webex.com/creston/j.php?MTID=mf6463686076a1ab224952b5252ac062e>

Meeting Number: 133 989 3252 Password: TownCouncil

- 1. CALL TO ORDER**
- 2. TRADITIONAL TERRITORY ACKNOWLEDGEMENT**
- 3. NEW STAFF INTRODUCTIONS**
- 4. ADOPTION OF AGENDA**
- 5. ADOPTION OF MINUTES**
 - a. Regular Council Meeting Minutes - April 27, 2021
 - b. Special Committee of the Whole Minutes - April 27, 2021
- 6. DELEGATIONS**
 - a. Erin Carr, Apex Accounting, regarding the 2020 Audited Financial Statements for the Town of Creston
- 7. ITEMS OF BUSINESS**
 - a. 2020 Audited Financial Statements for the Town of Creston
 - b. Recommendations from the Special Committee of the Whole Meeting of April 27, 2021

RECOMMENDATION NO. 1:

Adopted at the Regular Council Meeting of April 27, 2021.

RECOMMENDATION NO. 2:

THAT the Council Direction Request from the Director of Community Services regarding the environmental restoration and proposed opening of the Crawford Hill Reservoir site as public open space, BE RECEIVED; AND FURTHER, THAT Council DIRECTS staff to present the conceptual site plan, with amendments (i.e., clearly marking private property and the installation of a fence along the northern boundary to support wildlife management) for consideration of implementation at an upcoming Regular Council Meeting.

RECOMMENDATION NO. 3:

THAT the Council Direction Request from the Director of Community Services regarding the amendment of the Town of Creston Sidewalk Policy SER-007-005, BE RECEIVED, AND FURTHER, THAT Council DIRECTS Staff to bring forward the revised Sidewalk Use Permit

Policy (SER-009-005) and Sidewalk Repair Policy (SER-007-005) for Council consideration at an upcoming Regular Council Meeting

RECOMMENDATION NO. 4:

THAT the Council Direction Request from the Director of Community Services regarding a permanent location for a Golden Centennaires Monument, BE RECEIVED, AND FURTHER, THAT Council DIRECTS Staff to bring forward detailed information regarding possible permanent locations for the Golden Centennaires Monument, including Market Park, Highway 3 and 3a, Millennium Park and the Creston Valley Regional Airport.

- c. City of Campbell River, correspondence to the Ministry of Forests, Lands and Natural Resource Operations and Rural Development requesting consideration of the forestry sector in decisions pertaining to logging at risk old growth forest
- d. Peace River Regional District, correspondence to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development expressing concerns respecting the lack of Provincial funding for the treatment of invasive plants on crown land
- e. Barbara Murray, Bears Matter Consulting, correspondence requesting Council's support of a moratorium on the recreational hunting of wolves on Vancouver Island
- f. City of Fort Erie, correspondence to the Honorable Justin Trudeau, Prime Minister requesting Federal Government transparency with respect the re-opening of the Canada-US Border
- g. City of Kamloops, correspondence to the Federation of Canadian Municipalities and the Union of British Columbia Municipalities regarding the importance of healthy, professional news media in civil society
- h. Gerry Brunham, correspondence requesting the installation of traffic calming measures on 16th Avenue South between Dogwood Street and Erickson Road, Creston B.C.
- i. Melanie Skerik, correspondence requesting the installation of traffic calming measures on 20th Avenue North, Creston B.C.
- j. Request for Decision from the Director of Community Services regarding a Licence of Occupation request from Frisky Whisky Lounge for a portion of the 11th Avenue Walkthrough Park
- k. Request for Decision from the Director of Community Services regarding the Town of Creston Commercial Vendor Policy and Amendments to the Parks Trails and Public Places Bylaw

8. BYLAWS

- a. Parks, Trails and Public Places Regulations Amendment Bylaw No. 1938, 2021 (1st and 2nd Readings)
- b. Parks, Trails and Public Places Regulations Amendment Bylaw No. 1938, 2021 (3rd Reading)
- c. Local Government Election and Assent Voting Bylaw No. 1926, 2021 (1st and 2nd Readings)
- d. Local Government Election and Assent Voting Bylaw No. 1926, 2021 (3rd Reading)

9. NEW BUSINESS

10. REPORTS OF REPRESENTATIVES

- Council Member Reports

- Staff Verbal Reports (first meeting of each month)

11. GIVING OF NOTICES

- Regular Council Meetings - May 25, June 8 & 22, 2021
- Committee of the Whole Meetings - May 18 & June 15, 2021
- Federation of Canadian Municipalities Annual Conference and Tradeshow (Virtual) - May 31 - June 4, 2021

12. ACTING MAYORS SCHEDULE - 2021

January: Cllr. Unruh
February: Cllr. Wilson
March: Cllr. DeBoon
April: Cllr. Tzakis
May: Cllr. Comer
June: Cllr. Elford
July: Cllr. Unruh
August: Cllr. Wilson
September: Cllr. DeBoon
October: Cllr. Tzakis
November: Cllr. Comer
December: Cllr. Elford

13. QUESTION PERIOD

14. RECESS AND MOVE TO CLOSED MEETING

Pursuant to Sub-Section 90(1)(b) personal information about an individual who holds or is being considered for a municipal award, (1)(c) labour relations, (1)(e) the acquisition, disposition or expropriation of land or improvements of the *Community Charter*.

15. RECONVENE TO REGULAR MEETING

16. RESOLUTIONS FROM CLOSED MEETING

17. ADJOURNMENT

TOWN OF CRESTON

REGULAR COUNCIL MEETING MINUTES

Tuesday, April 27, 2021, 4:38 PM
Held Electronically via Webex In Accordance with Ministerial Order No. M192

PRESENT: Mayor Ron Toyota
Councillor Arnold DeBoon
Councillor Jen Comer
Councillor Jim Elford
Councillor Joanna Wilson

REGRETS: Councillor Ellen Tzakis

STAFF: Mike Moore, Chief Administrative Officer
Ross Beddoes, Director of Community Services
Steffan Klassen, Director of Finance & Corporate Services
Ferd Schmidt, Director of Infrastructure Services
Jared Riel, Fire Chief
Joel Comer, Municipal Services Coordinator
Marsha Neufeld, Executive Assistant/ Human Resources
Kirsten Dunbar, Corporate Officer

GALLERY: Lynn Work

MEDIA Jensen Shields, Juice FM
Kelsey Yates, Creston Valley Advance

1. **CALL TO ORDER**

The Mayor called the Regular Council meeting to order at 4:38 pm.

2. **TRADITIONAL TERRITORY ACKNOWLEDGEMENT**

Mayor Toyota acknowledged that the Regular Council Meeting was taking place on the unceded traditional territory of the Yaqan Nukiy within the Ktunaxa Nations.

3. **ADOPTION OF AGENDA**

Resolution #: 121-21

Moved by Councillor Comer

Seconded by Councillor DeBoon

THAT the agenda for the Regular Council Meeting of April 27, 2021, BE ADOPTED, as amended with the addition of items l. Request for Decision from the Director of Community Services regarding the Opening of Parks and Public Spaces and m. Verbal Update from the Chief Administrative Officer regarding correspondence received respecting the Creston Emergency Services Building. MOTION CARRIED

4. **MINUTES**

a. Regular Council Meeting Minutes - April 13, 2021

Resolution #: 122-21

Moved by Councillor Comer

Seconded by Councillor DeBoon

THAT the minutes of the Regular Council Meeting held April 13, 2021, BE ADOPTED. MOTION CARRIED

Regular Council Meeting Minutes – April 27, 2021

- b. Special Committee of the Whole Meeting Minutes - April 13, 2021

Resolution #: 123-21

Moved by Councillor Elford

Seconded by Councillor Wilson

THAT the minutes of the Special Committee of the Whole Meeting held April 13, 2021, BE RECEIVED. MOTION CARRIED

- c. Regular Committee of the Whole Meeting Minutes - April 20, 2021

Resolution #: 124-21

Moved by Councillor DeBoon

Seconded by Councillor Wilson

THAT the minutes of the Regular Committee of the Whole Meeting held April 20, 2021, BE RECEIVED. MOTION CARRIED

5. DELEGATIONS

None

6. ITEMS OF BUSINESS

- a. Recommendations from the Special Committee of the Whole Meeting - April 13, 2021

Resolution #: 125-21

Moved by Councillor Elford

Seconded by Councillor DeBoon

THAT Recommendation No. 1 from the Special Committee of the Whole Meeting of April 13, 2021, BE ADOPTED, as follows:

RECOMMENDATION NO. 1:

THAT the presentation from the Director of Finance and Corporate Services regarding a review of the proposed 2021 tax rates for the Town of Creston, BE RECEIVED; AND FURTHER, THAT Council DIRECTS staff to prepare the 2021 Tax Rates Bylaw, based on the information provided, for Council's consideration at the April 27, 2021 Regular Council Meeting. MOTION CARRIED

- b. Recommendations from the Regular Committee of the Whole Meeting - April 20, 2021

Resolution #: 126-21

Moved by Councillor Elford

Seconded by Councillor Wilson

THAT Recommendation No. 1 from the Regular Committee of the Whole Meeting of April 20, 2021, BE ADOPTED as follows:

RECOMMENDATION NO. 1:

THAT the presentation from the Director of Finance and Corporate Services regarding the Town of Creston's delegation application to the Special Committee on Reforming the Police Act, BE RECEIVED; AND FURTHER, THAT the Mayor is AUTHORIZED to write a letter in support of the Town of Creston's submission to the Special Committee on Reforming the Police Act regarding policing cost inequity between rural and municipal areas. MOTION CARRIED

Resolution #: 127-21

Moved by Councillor Wilson

Seconded by Councillor DeBoon

THAT Recommendation No. 2 from the Regular Committee of the Whole Meeting of April 20, 2021, BE ADOPTED as follows:

RECOMMENDATION NO. 2:

THAT the Council Direction Request from the Manager of Engineering regarding the Town of Creston's Enhanced Curbside Collection Program, BE RECEIVED; AND FURTHER, THAT Council DIRECTS Staff to adjust the implementation date of the Town of Creston's Enhanced Curbside Collection Program from fall 2021 to early 2022 to align with the opening of the Regional District of Central Kootenay's Creston Landfill Composting Facility and other project requisites.

MOTION CARRIED

Resolution #: 128-21

Moved by Councillor DeBoon

Seconded by Councillor Wilson

THAT Recommendation No. 3 from the Regular Committee of the Whole Meeting of April 20, 2021, BE ADOPTED, as follows:

RECOMMENDATION NO. 3:

THAT the Council Direction Request from the Director of Community Services regarding Official Community Plan and Zoning Amendment Application 01/21 (1152 Highway 21 North), BE RECEIVED; AND FURTHER, THAT Council REFERS Official Community Plan and Zoning Amendment Application 01/21, for the property located at 1152 Highway 21 North and legally described as Lot 1, District Lot 9554, Kootenay District, Plan EPP11124 PID: 028-563-212, from Tyler Friesen (the applicant) on behalf of the Church of God in Christ, Inc. S34604 (the owner) to allow for the development of a parking lot adjacent to a proposed new church building, to staff for further consultation regarding water supply and other staff concerns and DIRECTS staff to bring forward the proposed amendments to Zoning Bylaw No. 1123, 1989, and Official Community Plan Bylaw No. 1854, 2017 to a Regular Council Meeting upon the successful completion of consultation.

MOTION CARRIED

Resolution #: 129-21

Moved by Councillor DeBoon

Seconded by Councillor Comer

THAT Recommendation No. 4 from the Regular Committee of the Whole Meeting of April 20, 2021, BE ADOPTED as follows:

RECOMMENDATION NO. 4:

THAT the Council Direction Request from the Corporate Officer regarding revisions to the Town of Creston Election Bylaw, BE RECEIVED; AND FURTHER, THAT Council DIRECTS staff to revise General Local Government and Voting Machine Authorization Bylaw No. 1785, 2013 to include the Provincial Voters List as the list of resident electors.

MOTION CARRIED

Resolution #: 130-21

Moved by Councillor Comer

Seconded by Councillor Elford

THAT Recommendation No. 5 from the Regular Committee of the Whole Meeting of April 20, 2021, BE ADOPTED, as follows:

RECOMMENDATION NO. 5:

THAT the Council Direction Request from the Director of Finance and Corporate Services regarding the new Town of Creston Utility Rate Adjustment Policy (FIN-001-017), BE RECEIVED; AND FURTHER, THAT Council DIRECTS Staff to bring forward the Utility Rate Adjustment Policy (FIN-001-017) for Council consideration at an upcoming Regular Meeting of Council.

MOTION CARRIED

Regular Council Meeting Minutes – April 27, 2021

- c. Columbia Basin Trust/ Community Initiatives Program Grant Applications for 2021 - Recommendation from the Special Committee of the Whole Meeting of April 27, 2021

Resolution #: 131-21

Moved by Councillor Elford

Seconded by Councillor DeBoon

THAT Recommendation No. 1 from the Special Committee of the Whole Meeting of April 27, 2021, BE ADOPTED as follows:

RECOMMENDATION NO. 1:

THAT Council RECOMMENDS to the Regional District of Central Kootenay, approval of funding to the following applicants with respect to the Town of Creston allocation of funds under the Columbia Basin Trust, Community Initiatives and Affected Areas Programs 2021 intake:

Central Kootenay Invasive Species Society.....	\$2280.00
Crawford Bay & District Hall & Park Assoc.	\$256.00
Cresteramics	\$2540.00
Creston & District Community Complex.....	\$1800.00
Creston & District Historical and Museum Society.	\$1000.00
Creston & District Society for Community Living	\$4900.00
Creston Community Seed Bank Society	\$2360.00
Creston Lions Club.....	\$1240.00
Creston PAWS	\$2400.00
Creston Quilts for Kids.....	\$900.00
CV Blossom Festival Association	\$9000.00
CV Figure Skating Club	\$1500.00
CV Food Action Coalition	\$1180.00
CV Public Art Connection Society.....	\$3400.00
CV Regional Airport Society	\$0.00
Empire of Dirt Residency Assoc	\$2120.00
Fields Forward Society	\$960.00
Friends of Kootenay Lake (Osprey Monitoring).....	\$288.00
Friends of Kootenay Lake (Beach Cleanup)	\$480.00
Health Arts Society.....	\$1950.00
Horse Association Central Kootenay	\$260.00
Kootenai Community Centre Society	\$1343.00
Kootenay Association for Science & Technology	\$350.00
Kootenay Boundary Regional Hospital & Health Foundation	\$728.00
Kootenay Region Equine Supports Society	\$2040.00
Kootenay-Columbia Discovery Centre Society	\$2963.00
Kootenay-Columbia SD #20	\$1915.00
Nelson Civic Theatre Society.....	\$0
Northern BC Friends of Children East Kootenay Branch	\$2400.00
Prince Charles Secondary	\$5000.00
Riondel Community Campground Society	\$140.00
Royal Canadian Legion Branch 29 (Creston)	\$2460.00
SQx Danza.....	\$2656.00
Canadian Red Cross	\$3000.00
The Venue - Performance & Visual Arts (Live Streaming)	\$3900.00
The Venue - Performance & Visual Arts (Outdoor Stage).....	\$3000.00
Valley Community Service Society	\$4999.00
West Kootenay Community EcoSociety (Farms to Friends).....	\$0
West Kootenay Community EcoSociety (Old Growth Forest)	\$0
Wildsight - Creston Valley Branch	\$1500.00
Wynndel Community Centre.....	\$743.00
TOTAL	\$ 79,950.00

MOTION CARRIED

Regular Council Meeting Minutes – April 27, 2021

- d. Nancy Pridham, correspondence requesting sponsorship of the Downtown Walking Tour Brochure for the Town of Creston in the amount of \$600.00

Resolution #: 132-21

Moved by Councillor Wilson

Seconded by Councillor DeBoon

THAT the correspondence from Nancy Pridham regarding the production of the 2021 Annual Downtown Walking Tour Brochure, BE RECEIVED; AND FURTHER, THAT Council APPROVES the sponsorship of the 2021 Annual Downtown Walking Tour Brochure for the Town of Creston, in the amount of \$600.00 with funds being allocated from Council's 2021 Advertising Budget.

MOTION CARRIED

- e. Union of British Columbia Municipalities (UBCM), correspondence regarding the Provincial Response to Council's 2020 UBCM Resolution respecting Increased Funding for Health Connections Patient Transport Program

Resolution #: 133-21

Moved by Councillor Comer

Seconded by Councillor Elford

THAT the Union of British Columbia Municipalities (UBCM) correspondence regarding the Provincial Response to Council's 2020 UBCM Resolution respecting Increased Funding for Health Connections Patient Transport Program, BE RECEIVED.

MOTION CARRIED

- f. Municipal Insurance Association of British Columbia (MIABC) 2020 Annual Report

Resolution #: 134-21

Moved by Councillor DeBoon

Seconded by Councillor Elford

THAT the Municipal Insurance Association of British Columbia's Annual Report for 2020, BE RECEIVED.

MOTION CARRIED

- g. City of Penticton, correspondence from City of Penticton Council to the Union of British Columbia Municipalities seeking their support to challenge Provincial Paramountcy

Resolution #: 135-21

Moved by Councillor Elford

Seconded by Councillor Comer

THAT the correspondence from the City of Penticton Council seeking support from the Union of British Columbia Municipalities to challenge the provincial government's use of Provincial Paramountcy as it relates to the City of Penticton's Zoning Bylaws at 352 Winnipeg Street, Penticton, BC., BE RECEIVED.

MOTION CARRIED

- h. Forest Enhancement Society of British Columbia, correspondence regarding FESBC Accomplishments Update Spring 2021

Resolution #: 136-21

Moved by Councillor Elford

Seconded by Councillor DeBoon

THAT the correspondence from the Forest Enhancement Society of British Columbia regarding an update on Accomplishments for Spring 2021, BE RECEIVED.

MOTION CARRIED

- i. Request for Decision from the Director of Finance and Corporate Services regarding the Town of Creston Utility Rate Adjustment Policy

Resolution #: 137-21

Moved by Councillor DeBoon

Seconded by Councillor Elford

THAT the Request for Decision from the Director of Finance and Corporate Services regarding the Town of Creston's Utility Rate Adjustment Policy (FIN-001-017), BE RECEIVED; AND FURTHER, THAT the Town of Creston's Utility Rate Adjustment Policy (FIN-001-017) a copy of which is attached to and forms a part of these minutes as Appendix I, BE ADOPTED. MOTION CARRIED

- j. Request for Decision from the Director of Finance and Corporate Services regarding the resubmission of the Equitable Police Model resolution to the Union of British Columbia Municipalities

Resolution #: 138-21

Moved by Councillor Comer

Seconded by Councillor DeBoon

That Council make the following resolution to the UBCM 2021 Annual General Convention:

Equitable Police Funding Model

WHEREAS the current RCMP policing model sees BC municipalities over 5,000 in population pay the full provincial cost share (either 70% or 90% depending on the size), while unincorporated areas and municipalities under 5,000 in population pay the provincial police tax rate, which covers up to 50% of the estimated cost of policing;

AND WHEREAS due to this system there is an inequity perceived by municipalities and their taxpayers due to the Province subsidizing policing costs for some taxpayers and not others.

THEREFORE BE IT RESOLVED, THAT the current model of funding RCMP police services be reviewed with consideration given to equitable funding of police services through a provincial police tax based on the assessed value of improvements for the areas served by the detachments;

AND FURTHER, THAT any provincial contribution towards policing be shared equally with all police taxpayers. MOTION CARRIED

- k. Request for Decision from the Director of Community Services regarding the Town of Creston's Revised Sidewalk Policy

Resolution #: 139-21

Moved by Councillor DeBoon

Seconded by Councillor Wilson

THAT the Request for Decision from the Director of Community Services regarding the amendment of Town of Creston Sidewalk Policy SER-007-005, BE RECEIVED, THAT the existing Town of Creston Sidewalk Policy SER-007-005 be RESCINDED and REPLACED with the updated Sidewalk Repair Policy SER-007-005, a copy of which is attached to and forms a part of these minutes as Appendix II; AND FURTHER, THAT Council ADOPTS the new Sidewalk Use Permit Policy SER-009-005, a copy of which is attached to and forms a part of these minutes as Appendix III. MOTION CARRIED

- I. Request for Decision from the Director of Community Services regarding booking Town of Creston Parks and Public Spaces

Resolution #: 140-21

Moved by Councillor DeBoon
Seconded by Councillor Comer

THAT the Request for Decision from the Director of Community Services regarding booking Town of Creston Parks and Public Spaces, BE RECEIVED; AND FURTHER, THAT Council RESOLVES to accept bookings for Town of Creston Parks and Public Spaces pursuant to Town of Creston Parks and Public Spaces Booking Policy SER-009-010 and in accordance with Provincial COVID-19 orders and guidelines, effective immediately. MOTION CARRIED

- m. Verbal Update from the Chief Administrative Officer regarding correspondence received respecting the Creston Emergency Services Building

Resolution #: 141-21

Moved by Councillor Wilson
Seconded by Councillor Elford

THAT the verbal update from the Chief Administrative Officer regarding correspondence received with respect to the Creston Emergency Services Building, BE RECEIVED. MOTION CARRIED

7. BYLAWS

- a. Five Year Financial Plan (2021-2025) Amendment Bylaw No. 1927, 2021 (Adoption)

Resolution #: 142-21

Moved by Councillor DeBoon
Seconded by Councillor Elford

THAT Five Year Financial Plan (2021-2025) Amendment Bylaw No. 1927, 2021, BE ADOPTED. MOTION CARRIED

- b. Tax Rates Bylaw No. 1937, 2021 (1st and 2nd Reading)

Resolution #: 143-21

Moved by Councillor DeBoon
Seconded by Councillor Comer

THAT the Tax Rates Bylaw No. 1937, 2021, BE READ a first time by title and a second time by content. MOTION CARRIED

- c. Tax Rates Bylaw No. 1937, 2021 (3rd Reading)

Resolution #: 144-21

Moved by Councillor Wilson
Seconded by Councillor Comer

THAT Tax Rates Bylaw No. 1937, 2021, BE READ a third time by title. MOTION CARRIED

- d. Tax Rates Bylaw No. 1937, 2021 (Adoption)

Resolution #: 145-21

Moved by Councillor Elford
Seconded by Councillor Comer

THAT Tax Rates Bylaw No. 1937, 2021, BE ADOPTED. MOTION CARRIED

8. NEW BUSINESS

None

9. REPORTS OF REPRESENTATIVES

- Mayor Toyota reported on his attendance at a Creston Community Forest Meeting, a Creston Valley Flood Management Meeting, a Tennis Club Meeting, and a Creston Diking Annual General Meeting.
- Councillor Comer reported on her attendance at a Regional District of Central Kootenay (RDCK) Board Meeting and an RDCK Housing Workshop.
- Councillor DeBoon reported on his attendance at Trails for Creston Valley Society Meeting.
- Councillor Wilson reported on her attendance at a Creston Valley Chamber of Commerce Meeting.

Resolution #: 146-21

Moved by Councillor Wilson

Seconded by Councillor Comer

THAT the verbal and written reports of Council, BE RECEIVED. MOTION CARRIED

10. GIVING OF NOTICES

- Regular Council Meetings - May 4 & 25, 2021
- Regular Committee of the Whole Meeting - May 18, 2021

11. QUESTION PERIOD

J. Shields requested sound bytes from Mayor Toyota and the Fire Chief respecting breaking ground for the Creston Emergency Services Building. Mayor Toyota and the Fire Chief provided their respective statements.

12. RECESS AND MOVE TO CLOSED MEETING**Resolution #: 147-21**

Moved by Councillor Comer

Seconded by Councillor Elford

THAT the Regular Council Meeting of April 27, 2021, BE RECESSED at 5:14 pm and by the authority of the *Community Charter*, Council move to a Closed Council Meeting with this meeting being closed from the public and/or news media pursuant to Sub-Section 90(1)(b) personal information about an individual who holds or is being considered for a municipal award, (c) labour relations (1)(e) the acquisition, disposition or expropriation of land or improvements and (1)(i) the receipt of advice that is subject to client-solicitor privilege.

MOTION CARRIED

13. RECONVENE TO REGULAR MEETING

The Regular Council Meeting reconvened at 5:33 pm.

14. RESOLUTIONS FROM CLOSED MEETING

No Resolutions from Closed Meeting.

15. ADJOURNMENT**Resolution #: 148-21**

Moved by Councillor Elford

THAT the Regular Council Meeting of April 27, 2021, BE ADJOURNED at 5:33 pm.

MOTION CARRIED

CERTIFIED CORRECT:

Ron Toyota
Mayor

Kirsten Dunbar
Corporate Officer

TOWN OF CRESTON
SPECIAL COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, April 27, 2021, 2:30 PM
Held Electronically via Webex In Accordance with Ministerial Order No. M192

PRESENT: Mayor Ron Toyota
Councillor Arnold DeBoon
Councillor Jen Comer
Councillor Jim Elford
Councillor Joanna Wilson

REGRETS: Councillor Ellen Tzakis

STAFF: Mike Moore, Chief Administrative Officer
Ross Beddoes, Director of Community Services
Steffan Klassen, Director of Finance & Corporate Services
Ferd Schmidt, Director of Infrastructure Services
Jared Riel, Fire Chief
Laura Dodman, Assistant Fire Chief
Joel Comer, Municipal Services Coordinator
Kirsten Dunbar, Corporate Officer
Marsha Neufeld, Executive Assistant / Human Resources

GALLERY: Dave Wigen
Donna Wigen
Lynn Work

MEDIA: Jensen Shields, JuiceFM
Kelsey Yates, Creston Valley Advance

CALL TO ORDER

The Mayor called the Special Committee of the Whole Meeting to order at 2:30 pm.

TRADITIONAL TERRITORY ACKNOWLEDGEMENT

Mayor Toyota acknowledged that the Special Committee of the Whole Meeting was taking place on the unceded traditional territory of the Yaqaan Nukiy within the Ktunaxa Nations.

CRESTON EMERGENCY SERVICES BUILDING GROUNDBREAKING

Council convened the Special Committee of the Whole Meeting at the Creston Emergency Services Building site located at 1505 Cook Street with staff and media in attendance. Staff noted that work to extend water storm and sanitary sewer services to the site had begun by the Town of Creston Infrastructure Services crews in May 2021.

RECESS

Moved by Councillor Comer
Seconded by Councillor Elford

THAT the Special Committee of the Whole Meeting of April 27, 2021, BE RECESSED at 2:35 pm and RECONVENE at 3:00 pm with Council returning to Council Chambers at 238 - 10th Avenue North, Creston, BC and the meeting being broadcast virtually via the WEBEX platform.

MOTION CARRIED

RECONVENE

The Special Committee of the Whole Meeting reconvened at 3:00 pm.

ADOPTION OF AGENDA (and additional items if necessary)

Moved by Councillor Comer
Seconded by Councillor Wilson

THAT the agenda for the Special Committee of the Whole Meeting of April 27, 2021, BE ADOPTED.

MOTION CARRIED

DELEGATIONS

None

BUSINESS

a. Adjudication of Columbia Basin Trust / Community Initiatives Program Grant Applications for 2021

RECOMMENDATION NO. 1:

THAT Council RECOMMENDS to the Regional District of Central Kootenay, approval of funding to the following applicants with respect to the Town of Creston allocation of funds under the Columbia Basin Trust, Community Initiatives and Affected Areas Programs 2021 intake:

Central Kootenay Invasive Species Society	\$2280.00
Crawford Bay & District Hall & Park Assoc.....	\$256.00
Cresteramics.....	\$2540.00
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Fields Forward Society.....	\$960.00

Friends of Kootenay Lake (Osprey Monitoring)	\$288.00
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Kootenay-Columbia SD #20	\$1915.00
Nelson Civic Theatre Society	\$0
Northern BC Friends of Children East Kootenay Branch	\$2400.00
Prince Charles Secondary	\$5000.00
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Royal Canadian Legion Branch 29 (Creston)	\$2460.00
SQx Danza	\$2656.00
Canadian Red Cross	\$3000.00
The Venue - Performance & Visual Arts (Live Streaming)	\$3900.00
The Venue - Performance & Visual Arts (Outdoor Stage)	\$3000.00
Valley Community Service Society	\$4999.00
West Kootenay Community EcoSociety (Farms to Friends)	\$0
West Kootenay Community EcoSociety (Old Growth Forest)	\$0
Wildsight - Creston Valley Branch	\$1500.00
Wynndel Community Centre	\$743.00
TOTAL	\$ 79,950.00

b. Council Direction Request from the Director of Community Services regarding Public Engagement Summary for Crawford Hill Reservoir Wetland Public Space

RECOMMENDATION NO. 2:

THAT the Council Direction Request from the Director of Community Services regarding the environmental restoration and proposed opening of the Crawford Hill Reservoir site as public open space, BE RECEIVED; AND FURTHER, THAT Council DIRECTS staff to present the conceptual site plan, with amendments (i.e., clearly marking private property and the installation of a fence along the northern boundary to support wildlife management) for consideration of implementation at an upcoming Regular Council Meeting.

c. Council Direction Request from the Director of Community Services regarding revisions to the Town of Creston's Sidewalk Policy

RECOMMENDATION NO. 3:

THAT the Council Direction Request from the Director of Community Services regarding the amendment of the Town of Creston Sidewalk Policy SER-007-005, BE RECEIVED, AND FURTHER, THAT Council DIRECTS Staff to bring forward the revised Sidewalk Use Permit Policy (SER-009-005) and Sidewalk Repair Policy (SER-007-005) for Council consideration at an upcoming Regular Council Meeting.

d. Council Direction Request from the Director of Community Services regarding options for the placement of a monument in recognition of Clarence Lang

RECOMMENDATION NO. 4:

THAT the Council Direction Request from the Director of Community Services regarding a permanent location for a Golden Centennaires Monument, BE RECEIVED, AND FURTHER, THAT Council DIRECTS Staff to bring forward detailed information regarding possible permanent locations for the Golden Centennaires Monument, including Market Park, Highway 3 and 3a, Millennium Park and the Creston Valley Regional Airport.

QUESTION PERIOD

No questions from members of the gallery.

ADJOURNMENT

The Special Committee of the Whole Meeting adjourned at 4:33 pm

AS TO THE MINUTES OF THIS SPECIAL COMMITTEE OF THE WHOLE MEETING:

Ron Toyota, Mayor

Kirsten Dunbar, Corporate Officer



Town of Creston

FINANCIAL STATEMENT 2020

TOWN OF CRESTON**INDEX TO FINANCIAL STATEMENTS**DECEMBER 31, 2020

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MANAGEMENT REPORT

Management is responsible for the preparation of the accompanying consolidated financial statements. The financial statements have been prepared in accordance with the accounting principles disclosed in Note 1 to the consolidated financial statements and include amounts that are based on estimates and judgements. Management believes that the financial statements fairly present the Town of Creston's consolidated financial position and results of operations. The integrity of the information presented in the financial statements, including estimates and judgements relating to matters not concluded by fiscal year-end, is the responsibility of management. The financial statements have been approved by Council.

Management has established and maintained appropriate systems of internal control including policies and procedures, which are designed to provide reasonable assurance that The Town of Creston's assets are safeguarded and that reliable financial records are maintained to form a proper basis for the preparation of the financial statements.

The independent external auditors, Apex Accounting, Chartered Professional Accountants, have been appointed by Council to express an opinion as to whether the consolidated financial statements present fairly, in all material respects, the Town of Creston's financial position, results of operations, and changes in financial position in conformity with the accounting principles disclosed in Note 1 to the consolidated financial statements. The report of Apex Accounting, Chartered Professional Accounts, follows and outlines the scope of their examination and their opinion on the consolidated financial statements.

Steffan Klassen, CPA, CA
Director of Finance and Corporate Services

May 11, 2021

Town of Creston
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2020

	2020	2019
Financial Assets		
Cash and investments (Note 2)	\$ 10,827,535	\$ 8,291,629
Accounts receivable (Note 3)	1,044,084	1,079,891
MFA deposits (Note 4)	265,732	281,243
Loans receivable (Note 5)	2,103,175	2,113,071
	<u>14,240,526</u>	<u>11,765,834</u>
Financial Liabilities		
Accounts payable and accrued liabilities (Note 6)	1,877,982	1,518,929
Deferred revenue (Notes 7 & 8)	932,496	956,450
Development cost charges (Note 9)	561,417	536,808
Reserve MFA	265,732	281,243
Long-term debt (Note 11)	3,953,112	4,356,990
	<u>7,590,739</u>	<u>7,650,420</u>
Net Financial Assets	<u>6,649,787</u>	<u>4,115,414</u>
Non-financial assets		
Tangible capital assets (Notes 1 & 12, Schedule 1)	43,878,279	40,519,269
Supply inventory	325,577	356,994
Prepaid expenses	108,734	86,570
	<u>44,312,590</u>	<u>40,962,833</u>
Accumulated surplus	<u>\$ 50,962,377</u>	<u>\$ 45,078,247</u>
Represented by:		
Operating fund (Schedule 2)	9,794,399	7,551,617
Capital fund (Schedule 2)	1,086,996	1,086,996
Statutory reserve fund (Schedule 2)	155,808	277,352
Equity in tangible capital assets (Note 13)	39,925,174	36,162,282
	<u>\$ 50,962,377</u>	<u>\$ 45,078,247</u>

The accompanying notes and schedules are an integral part of these financial statements.

Ron Toyota
Mayor

Steffan Klassen, CPA, CA
Director of Finance and Corporate Services

Town of Creston
CONSOLIDATED STATEMENT OF OPERATIONS
for the year ended December 31, 2020

	2020 Budget	2020	2019
Revenue			
Property Taxes (Note 14)	\$ 5,434,691	\$ 5,430,944	\$ 5,402,205
Grants in Lieu of Taxes	7,600	7,562	7,714
Sale of services (Note 15)	2,140,566	1,768,513	1,487,559
Government transfers (Note 17)	3,327,916	5,017,700	1,223,035
Investment income	135,000	312,547	378,064
Utility user fees and connection charges	3,104,923	3,200,890	2,766,193
Development cost charges (Note 9)	-	-	25,174
Developer Asset Contributions	-	508,880	292,995
Other	938,216	529,436	782,680
	15,088,912	16,776,472	12,365,619
Expenses			
General government	2,024,733	1,974,907	1,914,343
Municipal contribution for RCMP services	1,183,149	1,158,293	1,039,601
Protective services	1,539,868	1,204,133	1,067,629
Transportation	1,234,782	1,074,294	1,152,819
Health and Welfare	411,256	432,637	374,266
Recreation and Community Services	649,318	513,222	509,592
Water Services	1,150,137	1,006,129	1,065,792
Sewer Services	259,876	208,581	142,460
Waste water treatment plant operation	895,754	924,130	850,187
Debt financing	274,582	269,040	280,661
Bank Charges	3,100	4,995	4,828
Amortization (Note 1, Schedule 1)	2,129,562	2,090,080	2,104,131
Loss from sale/write down of tangible capital assets	-	9,265	170,878
Capital Lease (Note 18)	22,636	22,636	22,636
	11,778,753	10,892,342	10,699,823
Annual surplus	3,310,159	5,884,130	1,665,796
Accumulated surplus at beginning of year	45,078,247	45,078,247	43,412,451
Accumulated surplus at end of year	\$ 48,388,406	\$ 50,962,377	\$ 45,078,247

Commitments and Contingencies are specified in Note 19

The accompanying notes and schedules are an integral part of these financial statements.

Town of Creston**CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
for the year ended December 31, 2020**

	2020 Budget	2020	2019
Annual surplus	\$ 3,310,159	\$ 5,884,130	\$ 1,665,796
Acquisition of tangible capital assets	(3,263,039)	(5,458,357)	(3,028,078)
Amortization of tangible capital assets	2,129,562	2,090,080	2,104,131
Loss from sale/write down of tangible capital assets	-	9,265	170,878
	2,176,682	2,525,118	912,727
Acquisition of supply inventory		(114,316)	(107,017)
Acquisition of prepaid expense		(138,819)	(106,871)
Deposit made on property purchase		-	550,000
Consumption of supply inventory		145,735	113,052
Use of prepaid expense		116,655	112,730
		9,255	561,894
Increase in net financial assets	2,176,682	2,534,373	1,474,621
Net financial assets at beginning of year	4,115,414	4,115,414	2,640,793
Net financial assets at end of year	\$ 6,292,096	\$ 6,649,787	\$ 4,115,414

The accompanying notes and schedules are an integral part of these financial statements.

Town of Creston
CONSOLIDATED STATEMENT OF CASH FLOWS
for the year ended December 31, 2020

(Indirect method)	2020	2019
Operating transactions:		
Annual surplus	\$ 5,884,130	\$ 1,665,796
Non-cash and non-financial items:		
Amortization	2,090,080	2,104,131
Decrease (increase) in property purchase deposit	-	550,000
Decrease (increase) in prepaid expenses	(22,164)	5,858
Decrease in supply inventory	31,417	6,038
Loss from sale/write down of tangible capital assets	9,265	170,878
Changes to financial assets/liabilities:		
Decrease (increase) in accounts receivable	35,807	(397,585)
Decrease (increase) in MFA cash deposits	15,511	(1,846)
Decrease in loan receivable	9,896	9,606
Increase (decrease) in accounts payable	359,053	(122,213)
Increase (decrease) in deferred revenue	(23,954)	284,075
Increase in development cost charges	24,609	19,013
Increase (decrease) in other restricted revenue	(15,511)	1,846
Cash provided by operating transactions	8,398,139	4,295,597
Capital transactions:		
Acquisition of tangible capital assets	(5,458,357)	(3,028,078)
Financing transactions:		
Debt repayment	(280,264)	(278,807)
Actuarial Adjustments	(123,612)	(109,675)
Cash applied to financing transactions	(403,876)	(388,482)
Increase in cash and investments	2,535,906	879,037
Cash and investments at beginning of year	8,291,629	7,412,592
Cash and investments at end of year	\$ 10,827,535	\$ 8,291,629
Represented by		
Bank deposits and petty cash	1,253,810	515,534
Investments	9,573,725	7,776,095
	\$ 10,827,535	\$ 8,291,629

Town of Creston
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

General

The Town of Creston (the "Town") was incorporated in 1924, under the Local Government Act of British Columbia. The Town's principal activities include the provision of local government services to residents of the incorporated area. These include administrative, protective, transportation, health and welfare, water, sewer and parks.

1. Significant Accounting Policies

a. Basis of Presentation

The Consolidated Financial Statements of the Town of Creston (the Town), which are the representation of management, are prepared in accordance with Canadian Public Sector Accounting Standards as prescribed by the Public Sector Accounting Board (PSAB). The Consolidated Financial Statements reflect the combined results and activities of the reporting entity which is comprised of the Operating, Capital and Reserve funds controlled or owned by the Town. Inter-fund transactions have been eliminated on consolidation.

- i. Operating Funds: These funds include the General, Water and Sewer operations of the Town. They are used to record the operating costs of the services provided by the Town.
- ii. Capital Funds: These funds include the General, Water and Sewer Capital Funds. They are used to record the acquisition and disposal of property and equipment and their related financing.
- iii. Reserve Funds: Under the Community Charter, Town Council may, by bylaw, establish statutory reserve funds for specified purposes. Money in a reserve fund, and interest earned thereon, must be expended by bylaw only for the purpose for which the fund was established. If the amount in a reserve fund is greater than required, Town Council may, by bylaw, transfer all or part of the balance to another reserve fund. Reserves created as non-statutory segregations of surplus do not have the same formal restrictions as those created by bylaw.
- iv. Trust Funds: These funds account for assets which must be administered as directed by agreement or statute for certain beneficiaries. In accordance with PSAB recommendations on financial statement presentation for local governments, trust funds are not included in the Town's consolidated financial statements. Trust funds administered by the Town are presented in Note 10.

b. Revenue Recognition

Sources of revenue are recorded on the accrual basis and include revenue in the period in which the transactions or events occurred that give rise to the revenues, and expenses in the period the goods and services are acquired and a liability is incurred or transfers are due. Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Sale of services and user fee revenues are recognized when the service or product is rendered by the Town. Grant revenues are recognized when all eligibility criteria has been met. Revenue unearned in the current period is recorded as deferred revenue.

c. Investments

Investments are carried at market value.

d. Use of Estimates

The preparation of financial instruments in accordance with PSAB, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Significant areas requiring estimates include the useful lives of tangible capital assets for amortization, and the provision for contingencies. Actual results could differ from management's best estimates as additional information becomes available in the future.

Town of Creston
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

1. Significant Accounting Policies (continued):

e. Cash and Investments

Cash and Equivalents include cash on hand, bank balances, and Municipal Finance Authority (MFA) pooled investment funds and guaranteed investment certificates.

f. Tangible Capital Assets

Tangible capital assets, comprised of capital assets and capital work-in-progress, are recorded at cost less accumulated amortization and are classified according to their functional use. Amortization is recorded on a straight-line basis over the estimated useful life of the asset commencing the year after the asset is put in to service. Donated tangible capital assets are reported at fair value at the time of donation. Estimated useful lives as follows:

Asset Type	Useful Life
Parks Infrastructure	15-50
Building Structure	20-50
Building Improvements	10-40
IT Equipment/Furniture	3-10
Equipment/Vehicles	7-25
Capital Lease Assets	35
Infrastructure (dependent upon component and material)	
Transportation	10-100
Water Infrastructure	10-100
Sewer Infrastructure	10-100
Drainage Infrastructure	10-100

g. Budget Figures

The budget figures are from the Annual Five-Year Financial Plan Bylaw adopted before May 15 of each year.

h. Inventories

The inventories are stated at cost. Cost is generally determined on a first-in first-out basis. Obsolete items are written off.

i. Post Employment Benefits

Vacation and sick pay are charged in the year incurred. Sick time is non-accumulative and vacation has limited accumulation based on language in the collective agreement for CUPE employees or by administrative policy for staff. Employment contracts of certain non-union employees obligate the Town to the payment of severance and benefit amounts on termination under certain conditions.

j. Reserve for Future Expenditures

The reserve for future expenditures represents amounts set aside for future operating expenditures.

k. Statutory Reserve Funds

The use of these funds is restricted by the Community Charter and associated Municipal Bylaws. Statutory reserve funds are funded 100% by cash and temporary investments.

l. Financial Instruments

The Town carries several financial instruments. Unless otherwise noted, it is management's opinion that the Town is not exposed to significant currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values, unless otherwise noted.

Town of Creston
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

1. Significant Accounting Policies (continued):

m. Government Transfers

Government transfers are recognized as revenue in the period that the transfer is authorized, eligibility criteria, if any, have been met, and a reasonable estimate of the amount to be received can be made.

n. Contributed Tangible Capital Assets

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. Developer asset contributions consist of infrastructure built by the developer as required to service newly developed lands. Upon acceptance by the Town, all risks and rewards of ownership for those assets are passed on to the Town.

o. Segment Disclosure

A segment is defined as a distinguishable activity or group of activities of government for which it is appropriate to separately report financial information. The Town has provided definitions of segments used for the presentation of financial information in segmented format (Note 20). Schedule 3 provides a table of the segmented revenue and expenses for the Town.

p. Contaminated Sites

Under PS3260 governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made.

Management has assessed its potential liabilities under the standard including sites that are no longer in productive use and sites which the Town accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation at this time, therefore no liability at December 31, 2020.

q. Deferred Revenue

Deferred revenue represents funds received for specific purposes which are externally restricted by legislation, regulation, or agreement and are not available for general municipal purposes as well as licences, permits, other fees and grants which have been collected, but for which the related services have not been performed and or projects have not been constructed. These amounts will be recognized as revenues in the fiscal year in which it is used for the specific purpose, the services are performed and or the projects are constructed.

2. Cash and Investments

	2020	2019
Restricted cash and investments		
Statutory Reserves (Schedule 2)	\$ 155,808	\$ 277,352
Restricted Revenues (Notes 8 and 9)	1,108,448	1,265,808
	<u>1,264,256</u>	<u>1,543,160</u>
Unrestricted cash and investments	9,563,279	6,748,469
Total cash and investments	<u>\$ 10,827,535</u>	<u>\$ 8,291,629</u>

Town of Creston**Notes to the Consolidated Financial Statements
for the year ended December 31, 2020****3. Accounts Receivable**

	2020	2019
Property Taxes	\$ 368,256	\$ 380,078
Other Governments	483,016	535,961
Trade and other	192,812	163,852
Total accounts receivable	\$ 1,044,084	\$ 1,079,891

4. Deposit and Reserve - Municipal Finance Authority

The Municipal Finance Authority of British Columbia (the Authority) provides capital financing for regional districts and their member municipalities. The Authority is required to establish a Debt Reserve Fund. The Authority must then use this fund if at any time there are insufficient funds to meet payments on its obligations. If this occurs the regional districts may be called upon to restore the fund.

Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the financing agreements. The interest earned on the Debt Reserve Fund, less administrative expenses, becomes an obligation of the Authority to the regional districts.

Upon the maturity of a debt issue, the unused portion of the Debt Reserve Fund established for that issue will be discharged to the Municipality. The proceeds from these discharges will be credited to income in the year they are received. As at December 31, the total of the Debt reserve fund was comprised of:

	2020	2019
Cash deposits	\$ 79,189	\$ 81,120
Demand notes	186,543	200,123
	\$ 265,732	\$ 281,243

5. Loans Receivable

Since 2008, the Creston Valley Regional Airport Society (CVRAS) has operated the Town owned airport on behalf of the Town. In 2010, Town of Creston loaned \$25,001 to the CVRAS in order to help with working capital requirements for the on-going fuel sales which the CVRAS assumed. The loan is without interest, secured either by fuel receipts or fuel inventory, and is repayable upon the end of the operating agreement and any renewals.

In 2017, The Town of Creston loaned the CVRAS \$107,000 towards the purchase of a caretaker's residence located at the airport. The loan is being repaid over 10 years with annual installments paid every November and bears an interest rate of 3%. The residence would become the property of the Town in the event that the CVRAS would discontinue operating. The balance at December 31, 2020 was \$78,174.

In 2007, general fund monies were used to payout the short term capital fund debt of \$2,000,000 obtained in relation to the 2005 Prepaid Capital Lease entered into with FortisBC Inc. (see Note 18) These funds are repayable to the general fund upon receipt of termination payment from FortisBC at the end of the 17 year term lease. Elimination of the interfund transaction has not occurred as this transaction is not in the normal course of operations and has a set contractual repayment date. The corresponding liability has been reported as long term debt in the capital fund.

6. Accounts payable and accrued liabilities

	2020	2019
Other governments	\$ 679,748	\$ 701,821
Accrued wages and benefits	541,368	551,435
Trade and other	656,866	265,673
	\$ 1,877,982	\$ 1,518,929

Town of Creston
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

7. Deferred Revenue

	2020	2019
Prepaid taxes	\$ 89,776	\$ 82,365
Deposits	82,627	95,091
Federal gas tax (Note 8)	547,031	729,000
Other	213,062	49,994
	<u>\$ 932,496</u>	<u>\$ 956,450</u>

8. Federal Gas Tax

Gas Tax funding is provided by the Government of Canada and use of the funding is restricted by the terms of a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax funding may be used towards certain public transit, community energy, water, wastewater, solid waste and Town building projects, as specified in the funding agreements. This amount is reported in the Deferred Revenue line on the Statement of Financial Position.

Federal Gas Tax Agreement Funds	2020	2019
Opening balance of unspent funds	\$ 729,300	\$ 275,713
Add: Amount received during the year	280,466	569,940
Interest earned	5,452	7,785
Less: Amount spent on eligible project costs	(468,187)	(124,138)
Closing balance of unspent funds	<u>\$ 547,031</u>	<u>\$ 729,300</u>

9. Development Cost Charges

Development Cost Charges are restricted revenue liabilities representing funds received from developers and deposited into a separate reserve fund for capital expenses. In accordance with PSAB, the Town records these funds as restricted revenue which is then recognized as revenue when the related costs are incurred.

	Opening Balance	Receipts	Interest	Transfers Out	Closing Balance
Infrastructure DCC	\$ 393,515	\$ 14,254	\$ 5,461	\$ -	\$ 413,230
Parkland Reserve	143,293	2,932	1,962	-	148,187
	<u>\$ 536,808</u>	<u>\$ 17,186</u>	<u>\$ 7,423</u>	<u>\$ -</u>	<u>\$ 561,417</u>

Reserve by Bylaw	Roads	Water	Sanitary	Storm	Parks	Total
Duganville (BL 839)	\$ -	\$ 16,737	\$ 3,791	\$ 23,761	\$ -	\$ 44,289
Parks Reserve (BL 1264)	\$ -	\$ -	\$ -	\$ -	\$ 148,187	\$ 148,187
Alice Siding (BL 1463)	\$ 518	\$ 170,569	\$ 53,117	\$ 65	\$ -	\$ 224,269
Alice Siding (BL 1712)	\$ 86,292	\$ 14,092	\$ 32,489	\$ -	\$ 11,799	\$ 144,672
Grand Total:	<u>\$ 86,810</u>	<u>\$ 201,398</u>	<u>\$ 89,397</u>	<u>\$ 23,826</u>	<u>\$ 159,986</u>	<u>\$ 561,417</u>

10. Trust Funds

The Town operates the cemetery and maintains a cemetery perpetual care fund in accordance with the Cremation, Interment and Funeral Services Act. The trust fund assets and liabilities are not included in the consolidated financial statements. At December 31, 2020, the balance of funds held in trust was \$205,011 (2019 - \$192,402).

Town of Creston
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

11. Long-Term Debt

Purpose	By-law	Remaining Term	Rate	2020	2019
GENERAL FUND					
Debenture Debt					
Fire Engine Replacement	1734	0	3.73% (a)	-	32,008
Prepaid Capital Lease	441-05	3	4.93% (a)	766,444	1,002,530
Prepaid Capital Lease - Inter-fund borrowing (Note 5)				2,000,000	2,000,000
				<u>2,766,444</u>	<u>3,034,538</u>
SEWER FUND					
Debenture Debt					
Water Pollution BVF Cover	LA 1734	6	3.65% (a)	281,975	323,352
WWTP Upgrade	1707	8	3.15% (a)	904,693	999,100
				<u>1,186,668</u>	<u>1,322,452</u>
				<u><u>\$ 3,953,112</u></u>	<u><u>\$ 4,356,990</u></u>

(a) Interest repaid on a straight line basis

The following principal amounts are payable over the next five years:

Future minimum principal payments and actuarial additions of existing debt are due as follows:

	General Fund	Sewer Fund	Total
2021	141,787	117,499	259,286
2022	141,787	119,064	260,851
2023	141,787	120,687	262,474
2024	-	122,368	122,368
2025	-	124,112	124,112
2026 and subsequent	-	275,142	275,142
	425,361	878,872	1,304,233
Actuarial addition *	2,341,083	307,796	2,648,879
	<u><u>\$ 2,766,444</u></u>	<u><u>\$ 1,186,668</u></u>	<u><u>\$ 3,953,112</u></u>

* Actuarial Adjustments represent interest earned on sinking funds held by the Municipal Finance Authority. Such interest is used to reduce the principal amount of outstanding debt.

Town of Creston**Notes to the Consolidated Financial Statements
for the year ended December 31, 2020****12. Tangible Capital Assets**

	2020	2019
	Net Book	Net Book
	Value	Value
Land	\$ 3,253,612	\$ 2,834,750
Building	2,259,329	2,296,148
Machinery and Equipment	1,793,093	1,643,372
Engineering structures		
Water	8,233,217	8,273,657
Sewer	10,724,411	10,936,340
Drainage	2,241,047	2,078,046
Roads	7,133,980	7,026,149
Other	1,640,529	1,638,112
Other Tangible Capital Assets	2,984,694	3,137,756
WIP	3,614,367	654,939
Total	\$ 43,878,279	\$ 40,519,269

For additional information, see the Consolidated Schedule of Tangible Capital Assets (Schedule 1)

13. Equity in Tangible Capital Assets

Equity in tangible capital assets (TCA) represents the net book value (NBV) of total capital assets less long term obligations assumed to acquire those assets. The change in consolidated equity in tangible capital assets is as follows:

	2020	2019
Proof:		
Equity in Physical Assets, opening	\$ 36,162,282	\$ 35,020,734
Add:		
Capital Acquisitions	5,458,357	3,028,078
Debt principal repayment	280,264	278,807
Actuarial Adjustments	123,616	109,672
Less:		
Loss on Disposals	(9,265)	(170,878)
Amortization	(2,090,080)	(2,104,131)
	\$ 39,925,174	\$ 36,162,282

Town of Creston
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

14. Net Taxation

	2020	2019
General Municipal purposes	\$ 4,617,188	\$ 4,585,117
Collections for other governments		
Provincial Education	1,547,758	1,671,387
Regional Hospital District - East Kootenay	217,833	125,848
Municipal Finance Authority	184	173
BC Assessment Authority	41,545	36,852
Regional District of Central Kootenay	2,649,692	2,518,984
	<u>9,074,200</u>	<u>8,938,361</u>
Transfers to other governments		
Provincial Education	1,547,758	1,671,387
Regional Hospital District - East Kootenay	217,833	125,848
Municipal Finance Authority	184	173
BC Assessment Authority	41,545	36,852
Regional District of Central Kootenay	2,649,692	2,518,983
	<u>4,457,012</u>	<u>4,353,243</u>
Net Municipal Taxes	4,617,188	4,585,118
Water and Sewer Funds - Frontage Taxes	813,756	817,087
	<u><u>\$ 5,430,944</u></u>	<u><u>\$ 5,402,205</u></u>

15. Sale of Services, User Rates, Rentals

	2020	2019
Sale of cemetery plots and burial charges	\$ 52,407	\$ 58,831
Regional District - cemetery	85,548	83,871
- fire protection and rescue	550,256	372,791
Provincial - fire suppression and rescue	16,996	36,939
Fines	55,473	47,425
Licences and permits	134,505	121,513
Rents	572,492	702,793
Solid Waste Collection and Disposal Fees	235,470	-
Concessions and franchises	65,366	63,396
Total	<u><u>\$ 1,768,513</u></u>	<u><u>\$ 1,487,559</u></u>

16. Expenditure by Object

	2020	2019
Goods and Services	\$ 4,551,237	\$ 4,296,248
Interest and Finance Charges	269,040	280,661
Salaries, wages and benefits	3,857,671	3,743,885
Amortization	2,090,080	2,104,131
Other	124,314	274,898
	<u><u>\$ 10,892,342</u></u>	<u><u>\$ 10,699,823</u></u>

17. Government Transfers

		2020	2019
Federal:	Conditional transfers	\$ 2,787,897	\$ 435,618
	Unconditional transfers	-	-
Provincial:	Conditional transfers	3,064	221,858
	Unconditional transfers	2,226,739	565,559
Total		<u>\$ 5,017,700</u>	<u>\$ 1,223,035</u>

18. Lease-in; Lease-out (LILO)

In 2005 the Town entered into a 35 year capital lease with FortisBC Inc. (formerly Terasen Gas Inc.) for the natural gas distribution system within the municipal boundary. The value of the Town's rights in the lease has been set at \$5,500,000 of which 95% or \$5,225,000 has been prepaid to FortisBC. \$3,360,000 of the funds required for this prepayment together with transaction costs (approximately \$135,000) have been borrowed from the Municipal Finance Authority (MFA). Surplus Town funds that were on deposit with MFA have been used to fund the remaining \$2,000,000. Subsequent to establishing this capital lease the Town has leased back the operation of the system to FortisBC under a 17 year operating lease through which the risks inherent in such an operation have been transferred back to FortisBC. The terms of the operating lease require FortisBC to make annual payments which will be used by the Town to pay down the MFA debt and fund new capital projects. In year 17 (2023), FortisBC has the option of terminating the capital lease and refunding the remaining portion of the prepaid amount. The Town would use this refund to pay down the remaining debt. In the event this option were not exercised, a new operating lease would be negotiated for an additional 18 years.

19. Commitments and Contingencies

- a. The municipality and its employees contribute to the Municipal Pension Plan (Plan), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2020, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any unfunded liabilities.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

In 2020, the Town paid \$262,969 (2019 - \$255,391) in employer contributions to the plan.

The next valuation will be at December 31, 2021 with results available in 2022.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

Town of Creston
Notes to the Consolidated Financial Statements
for the year ended December 31, 2020

19. Commitments and Contingencies (Continued)

- b. The Town is responsible, as a member of the Regional District Central Kootenay, for its portion of any operating deficits or long-term debt related to functions in which it participates.
- c. The Town is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the Town is assessed a premium and specific deductible for its claims based on population. The obligation of the Town with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, not joint and several. The Town irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.
- d. In the normal course of a year the Town is faced with lawsuits and claims for damages of a diverse nature. The outcome of these claims cannot be reasonably determined at this time.

20. Segmented Disclosure

The Town of Creston has identified the General Government, Municipal Share of RCMP Costs, Protective Services, Transportation Services, Sanitation and Waste Removal, Cemetery Services, Community Planning, Recreation, Water Utility and Sewer Collection and Treatment as distinguishable activities of the municipality for which it is appropriate to separately report financial information.

The nature of the activities of these identified segments are as follows:

The General Government function provides for the on-going daily operations for the municipality

The Municipal Share of RCMP Costs - function are the activities associated with the cost of having the RCMP detachment in Creston including the officers, administrative and victim services staff, jailing costs as well as building costs.

The Protective Services function includes fire department, building inspection, animal control and bylaw compliance and enforcement services.

The Health and Welfare function is divided into two distinct services, Sanitation and Waste Removal and Cemetery Services.

Recreation and Community Services are divided into two distinct services, the Community Planning function administer all land development applications as zoning and Official Community Plan management, and the Recreation Services function takes care of the parks and trails in Creston.

The Water Utility function is a self funded service which is responsible for the procurement and delivery of drinking water throughout the municipality.

The Sewer Utility function is a self fund services which is responsible for the collection and treatment of wastewater for residences, commercial and industry.

The financial activities of these segments are reported in the following Schedule of Consolidated Operations by Segment (Schedule 3).

Town of Creston

Notes to the Consolidated Financial Statements
for the year ended December 31, 2020**21. Accumulated Surplus**

	2020	2019
Unappropriated Surplus/(Deficit)		
General Fund	\$ 2,688,445	\$ 1,094,501
Water Fund	2,077,611	1,692,777
Sewer Fund	1,897,555	1,751,768
Capital Surplus	1,086,996	1,086,996
	<u>7,750,607</u>	<u>5,626,042</u>
Less: Amount to be funded in future years (Internal debt)	(2,000,000)	(2,000,000)
Less: Non-financial component (prepaids & inventory)	(434,311)	(443,564)
Amount available to finance operations	<u>5,316,296</u>	<u>3,182,478</u>
Non-Statutory Reserves		
Operating Reserves	311,149	242,949
LILO	151,055	471,563
Operating Capital Replacement Reserves	2,668,584	2,298,058
	<u>3,130,788</u>	<u>3,012,570</u>
Statutory Reserves		
Property purchase reserve	-	134,910
Parking reserve	33,647	33,204
Water district reserve	122,161	109,238
	<u>155,808</u>	<u>277,352</u>
Subtotal	<u>8,602,892</u>	<u>6,472,400</u>
Equity in Tangible Capital Assets	<u>39,925,174</u>	<u>36,162,282</u>
Add back unappropriated surplus amounts not available to finance operations	2,434,311	2,443,565
	<u>\$ 50,962,377</u>	<u>\$ 45,078,247</u>

The Unappropriated Surplus is the amount of Accumulated Surplus remaining after deducting the other appropriated surplus balances (see below). It is available to temporarily finance operations until planned revenues (i.e. property taxes, grants etc.) are received, or for other operating or capital purposes as determined by Council, to the extent that it is available as cash. In 2005 year, the Town used \$2.0M to finance the acquisition of LILO Assets (Notes 5 & 18), this amount will be repaid by future payments from FortisBC LILO revenues; full repayment is estimated to occur by 2023.

The Non-Statutory and Statutory Reserves are Accumulated Surplus that have been set-aside by decision of Council for a specified purpose. The Statutory Reserves have been established by bylaw in accordance with the *Community Charter* and their use is restricted by the related bylaw and legislation. In the normal course of operations, these funds will be used to finance the future services or capital works for which they have been appropriated.

Equity in Tangible Capital Assets is equal to the book value of the tangible capital assets less related long-term debt. In the normal course of operations the tangible capital assets will not be available to finance operations, but will be consumed/used to provide services, and the debt will be repaid by future period revenues.

22. Subsequent Event

COVID-19

Subsequent to the year ended December 31, 2020, the world-wide pandemic of a novel coronavirus, COVID-19, began a third wave. The way of life has been significantly impacted for all residents of Creston. In turn, the Town has had to significantly alter the way it operates in order to be able to continue to provide the many essential services in the community. The Town has reviewed the financial impacts and determined that although there will be revenue losses and some unanticipated new expenses, those can be offset by Covid-19 Safe Restart Grant received from the Federal and Provincial Governments. The Town of Creston is endeavouring to keep operations functioning in a safe sustainable manner throughout this challenging time for all.

Fire Hall Project

The project to build a new fire hall is continuing in 2021. Subsequent to the year ended December 31, 2020, the Town determined that it had to do a redesign to accommodate for high increased costs of construction caused by the Covid-19 affects on the economy. It was also determined by Council to increase the budget for the actual building construction costs from \$5.4 million to \$7.0 million. It is anticipated that construction will start in the spring of 2021 into 2022. As authorized by the electorate through referendum, the Town will borrow up to \$4.5 million dollars to complete the project and may do so in tranches with timing and amounts related to the project's progress.

Schedule 1

Town of Creston
Consolidated Schedule of Tangible Capital Assets
Year Ended December 31, 2020

	Land	Buildings	Equipment/ Furniture/ Vehicles	Engineering Structures Water	Sewer	Drainage	Streets	Other	Tangible Capital Assets	WIP	2020		2019	
											Total		Total	
Historical Cost:														
Opening Balance	\$ 2,834,750	\$ 3,892,894	\$ 5,156,233	\$ 12,456,121	\$ 21,768,490	\$ 4,704,016	\$ 18,507,980	\$ 4,428,833	\$ 5,357,153	\$ 654,940	\$ 79,761,409	\$	\$ 77,076,411	
Additions	418,863	67,386	441,225	198,734	341,670	228,090	668,928	134,034	-	2,959,427	5,458,357		3,028,078	
Disposals			(179,931)		(17,340)	(19,095)	(49,314)				(265,680)		(343,080)	
Closing Balance, Dec. 31	3,253,612	3,960,281	5,417,527	12,654,855	22,092,820	4,913,010	19,127,593	4,562,867	5,357,153	3,614,367	84,954,085		79,761,409	
Accumulated Amortization:														
Opening Balance		1,596,746	3,512,861	4,182,465	10,832,150	2,625,970	11,481,831	2,790,721	2,219,397		39,242,141		37,310,212	
Amortization Expense		104,206	291,504	239,173	549,784	61,924	558,810	131,617	153,062		2,090,080		2,104,131	
Effects of Disposals			(179,931)		(13,525)	(15,931)	(47,028)				(256,415)		(172,202)	
Closing Balance, Dec. 31	-	1,700,952	3,624,434	4,421,638	11,368,409	2,671,963	11,993,613	2,922,338	2,372,459	-	41,075,806		39,242,141	
Net book value for year ended December 31, 2020	\$ 3,253,612	\$ 2,259,329	\$ 1,793,093	\$ 8,233,217	\$ 10,724,411	\$ 2,241,047	\$ 7,133,980	\$ 1,640,529	\$ 2,984,694	\$ 3,614,367	\$ 43,878,279	\$	\$ 40,519,268	

Town of Creston
Consolidated Schedule Surplus and Reserves
Year Ended December 31, 2020

SCHEDULE 2

	Balances, Beginning of Year	Contributions From Operations	Withdrawals for Capital Purposes	Withdrawals for Operating Purposes	Interest Earnings	Balances, End of Year
OPERATING FUND SURPLUS						
SURPLUS						
General Fund Surplus	\$ 1,094,501	\$ 113,193	\$ -	\$ -	\$ -	1,207,694
COVID 19 Safe Start Grant Surplus	-	\$ 1,648,000	-	\$ (167,249)	-	1,480,751
Water Fund Surplus	1,692,777	384,834	-	-	-	2,077,611
Sewer Fund Surplus	1,751,768	145,787	-	-	-	1,897,555
	<u>\$ 4,539,046</u>	<u>\$ 2,291,814</u>	<u>\$ -</u>	<u>\$ (167,249)</u>	<u>\$ -</u>	<u>\$ 6,663,611</u>
NON STATUTORY RESERVES						
LILO Reserve	471,563	37,566	(358,074)	-	-	151,055
Health Promotion & EDC Reserve	67,608	29,348	-	(3,828)	-	93,128
Green Initiatives Reserve	121,777	30,516	(7,496)	(500)	-	144,297
Engineering Reserve	56,643	10,232	-	-	-	66,875
Cemetery Operating Reserve	(3,079)	9,928	-	-	-	6,849
	<u>714,512</u>	<u>117,590</u>	<u>(365,570)</u>	<u>(4,328)</u>	<u>-</u>	<u>462,204</u>
CAPITAL REPLACEMENT RESERVES						
Public works equipment reserve	271,558	216,000	(282,263)	-	-	205,295
Fire equipment replacement reserve	236,371	126,338	(95,371)	-	-	267,338
Infrastructure Reserve	350,129	315,822	(150,000)	-	-	515,951
Wastewater treatment plant reserve	1,440,000	240,000	-	-	-	1,680,000
	<u>2,298,058</u>	<u>898,160</u>	<u>(527,634)</u>	<u>-</u>	<u>-</u>	<u>2,668,584</u>
TOTAL OPERATING FUND SURPLUS	<u>7,551,616</u>	<u>3,307,564</u>	<u>(893,204)</u>	<u>(171,577)</u>	<u>-</u>	<u>9,794,399</u>
CAPITAL FUND SURPLUS						
General Capital Fund Surplus	190,536	-	-	-	-	190,536
Water Capital Fund Surplus	321,995	-	-	-	-	321,995
Sewer Capital Fund Surplus	574,465	-	-	-	-	574,465
	<u>1,086,996</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,086,996</u>
STATUTORY RESERVES						
Property purchase reserve	134,910	-	(136,070)	-	1,160	-
Parking reserve	33,204	-	-	-	443	33,647
Water district reserve	109,238	16,312	(4,482)	-	1,093	122,161
	<u>277,352</u>	<u>16,312</u>	<u>(140,552)</u>	<u>-</u>	<u>2,696</u>	<u>155,808</u>
TOTAL SURPLUS AND RESERVES	<u>\$ 8,915,964</u>	<u>\$ 3,323,876</u>	<u>\$ (1,033,756)</u>	<u>\$ (171,577)</u>	<u>\$ 2,696</u>	<u>\$ 11,037,203</u>

Town of Creston
Schedule of Consolidated Operations by Segment
Year Ended December 31, 2020

	General Government	Municipal Share of RCMP Costs	Health & Welfare				Recreation and Community Services				Sewer Utility	Unallocated	2020 Total	2019 Total
			Protection Services	Transportation	Sanitation and Waste Removal		Cemetery Services	Community Planning	Recreation					
Revenue														
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 385,932	\$ 427,824	\$ 4,624,750	\$ 5,438,506	\$ 5,409,919
Sale of services and rents	575,733	47,657	623,788	3,780	235,470	137,955	78,764	-	-	-	-	65,366	1,768,513	1,487,559
Government transfers	3,064	-	-	468,187	-	-	-	-	-	-	2,319,710	2,226,739	5,017,700	1,223,035
Investment income	6,940	-	-	-	-	-	-	-	-	-	30,030	257,385	312,548	378,064
Utility user fees and connection charges	-	-	-	-	-	-	-	-	-	18,193	1,943,640	-	3,200,890	2,766,193
Development Cost Charge Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	25,174
Developer Asset Contributions	-	-	-	315,338	-	-	-	-	-	123,235	70,307	-	508,880	292,995
Other	332,643	30,036	5,474	40,888	-	-	100	23,007	-	-	-	97,288	529,436	782,680
	918,380	77,693	629,262	828,193	235,470	137,955	78,864	23,007	1,784,610	4,791,511	7,271,528	16,776,473	12,365,619	
Expenses														
Salaries and Wages	1,253,579	41,460	762,956	560,734	13,419	101,460	249,329	187,355		124,967	562,412	-	3,857,671	3,743,885
Goods and Services	684,428	1,116,833	438,677	513,560	292,643	20,357	12,808	63,731		857,409	550,791	-	4,551,237	4,296,248
Debt Financing	199,575	10,071	-	-	-	-	-	-		-	59,394	-	269,040	280,661
Amortization	153,062	-	-	558,810	-	-	-	-		239,173	549,784	589,251	2,090,080	2,104,131
Other	73,796	-	2,500	-	4,758	-	-	-		23,753	19,508	-	124,315	274,898
	2,364,440	1,168,364	1,204,133	1,633,104	310,820	121,817	262,137	251,086		1,245,302	1,741,889	589,251	10,892,343	10,699,823
Total														
	\$ (1,446,060)	\$ (1,090,671)	\$ (574,871)	\$ (804,911)	\$ (75,350)	\$ 16,138	\$ (183,273)	\$ (228,079)	\$ 539,308	\$ 3,049,622	\$ 6,682,277	\$ 5,884,130	\$ 1,665,796	

Town of Creston**SCHEDULE 4****Schedule of Provincial COVID 19 Safe Restart Grant Utilization****Year Ended December 31, 2020**

(unaudited)

COVID 19 Safe Restart Grant Revenue	\$ 1,648,000
Operating Costs	
Supplies	15,251
Extra Cleaning Labour	61,924
Emergency Operations Centre	17,764
Communications	8,811
IT Improvement	31,863
Community Services	5,000
Equipment Rentals & Costs	10,451
Fire Department Costs	6,948
Sick Pay	9,237
Total	<u>167,249</u>
Remaining Grant Funds (included in General Fund Surplus)	<u><u>1,480,751</u></u>



City of Campbell River

From the Office of the Mayor

29 April 2021

The Honourable Katrine Conroy
Minister of Forests, Lands, Natural Resource Operations and Rural Development
PO Box 90049 Stn Prov Govt
Victoria, BC V8W 9E2

Via email: FLNR.Minister@gov.bc.ca

Dear Minister Conroy:

Re: Logging of at-risk old –growth forests in the province

At their April 26 meeting, City of Campbell River Council received correspondence from Bob Brash, Executive Director of the Truck Loggers Association (TLA), outlining their concerns about the City of Nanaimo Council decision regarding logging of at-risk old –growth forests in the province. Mr. Brash further offered to brief several Vancouver Island councils on the TLA perspective on BC's forest sector and working forests.

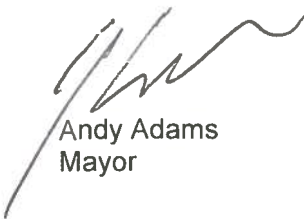
At the same meeting, City of Campbell River Council passed a resolution to contact you, Premier Horgan and Minister Osborne as well as BC MLAs to urge the Province that decisions made regarding the forest sector be based on facts and science.

Council believes that coastal forest operations are threatened by misinformation. Campbell River is a coastal forestry hub, and we view forestry as an essential component of economic recovery during and following the pandemic.

The City of Campbell River asks that you consider our concerns while making important decisions.

Thank you.

Sincerely,



Andy Adams
Mayor



April 23, 2021

File: 5280.31

The Honourable John Horgan Premier of BC PO Box 9041 Stn Prov Govt Victoria, BC V8W 9E1 Via email: Premier@gov.bc.ca	The Honourable Lana Popham Minister of Agriculture, Food and Fisheries PO Box 9409, Stn Prov Govt Victoria, BC V8W 9V1 Via email: AGR.Minister@gov.bc.ca
The Honourable Katrine Conroy Minister of Forests, Lands, Natural Resource Operations and Rural Development PO Box 9049, Stn Prov Govt Victoria, BC V8W 9W2 via email: FLNR.Minister@gov.bc.ca	The Honourable George Heyman Minister of Environment and Climate Change Strategy PO Box 9360, Stn Prov Govt Victoria, BC V8W 9M2 via email: ENV.Minister@gov.bc.ca

Dear Mr. Premier, Minister Popham, Minister Conroy and Minister Heyman:

RE: Lack of funding – Invasive Plant Management

At its April 15, 2021 meeting, the Board of the Peace River Regional District (PRRD) discussed growing concerns that the Province is not recognizing the economic contribution agriculture makes to the province of BC.

It has come to the Board's attention that, due to an oversight in funding allocations, there are no funds available for treatment of invasive plants on public lands by the Ministry of Forests, Lands, Natural Resource Operation and Resource Development (FLNRORD). These non-funded activities include the ongoing treatment work targeted towards known, existing, high priority areas in our region as well as the rest of the province. This dramatic oversight will result in the spread of invasive plants on FLNRORD lands going unchecked and affecting neighbouring agricultural lands.

The PRRD respectfully requests answers to the following questions from each Ministry's perspective:

1. How can \$12 million dollars be allocated from the office of the Premier, under FLNRORD, to assist with the detection and removal of invasive plants, without allocating funds to hire trained contractors to engage in treatment activities on Crown lands?
2. Given that the funding is meant for job creation and invasive plants are continually trying to invade Crown lands (which include much needed grazing areas that support the agriculture industry); why is funding not being directed towards reinstatement of those pre-existing jobs that would normally conduct the aforementioned treatment works through contract?

It is extremely concerning that the overarching Ministry which maintains the *Noxious Weeds Act* would neglectfully be unprepared to treat invasive plants found on Crown occupied lands. Without treatment, we would respectfully point out that invasive plants know no borders and, if unchecked, will encroach neighbouring lands containing vital agriculture.

diverse. vast. abundant.

PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: prrd.dc@prrd.bc.ca
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

The Province should be aware that the PRRD not only has an Invasive Plant Bylaw that enforces the procession of invasive plants within the entire area of the BC Peace, it also employs staff and contractors which are designated under the *Noxious Weeds Act* to enforce on the Crown's behalf. Further, additional seasonal staff are hired annually to assist with the vast number of complaints that are received regarding invasive plant infestations on public and private lands.

This leads us to our final question: in good faith, how can a local government enforce such invasive plant removal when the Ministry housing the legislation is not even engaging in such activities?

In closing, the agricultural industry in the north provides economic benefits for the entire province. Lack of funding and cancellation of any invasive plant treatment strategy will be detrimental, resulting in increased costs of treatment work when funding does become available.

We look forward to receiving a favourable response to our concerns and questions.

Yours truly,



Brad Sperling
Regional Board Chair

Yours truly,



Leonard Hiebert
Invasive Plant Committee Chair

c: Mr. Mike Bernier, South Peace MLA, via email: Mike.Bernier.MLA@leg.bc.ca
Mr. Dan Davies, North Peace MLA, via email: Dan.Davies.MLA@leg.bc.ca
Mr. Bob Zimmer, MP for Prince George-Peace River-Northern Rockies, via email: Bob.Zimmer@parl.gc.ca
NCLGA via email: admin@nclga.ca
UBCM via email: ubcm@ubcm.ca

Enclosures: April 21, 2021 Letter of Support, District of Chetwynd



District of Chetwynd

Box 357
Chetwynd, BC
Canada V0C 1J0

tel: (250) 401-4100
fax: (250) 401-4101

email: d-chet@gochetwynd.com

April 21, 2021

Peace River Regional District
P.O. Box 810
Dawson Creek, BC V1G 4H8
By email: leonard.hiebert@prrd.bc.ca

Attention: Director Leonard Hiebert – Electoral Area “D” Director

Dear Mr. Hiebert:

Re: Invasive Weed Control on Crown Land

As you described during a recent Peace River Regional District Board meeting, invasive weeds are a serious threat to biodiversity because they can spread quickly, outcompete native species and destroy the habitat, dominate natural and managed areas, and in so doing harm biological communities.

As BC's environment, people and economy can be negatively impacted by the unchecked spread of invasive weeds, we support you in urging the Provincial government to continue to provide invasive weed control measures on crown land.

Yours Truly,

A handwritten signature in blue ink, which appears to read "Allen Courtoreille". The signature is written in a cursive style and is positioned above a horizontal line.

Allen Courtoreille
Mayor

From: Barbara Murray [REDACTED]
Sent: April 29, 2021 10:04 PM
Cc: Barb Murray [REDACTED]
Subject: April 29'21 Requesting A Moratorium on Wolf Killing in BC

CAUTION This email originated from outside the organization. Please proceed only if you trust the sender.

Dear Mayor and Council,

I am sending you the Resolution regarding the need for a moratorium on recreational hunting of wolves on Vancouver Island that is currently going thru the municipalities' resolution process.

I have included background materials for the resolution in the link below as well as links to two recent published articles on Wolf killing, one from a wolf conservationist in BC and one from the USA on Idaho's Bill that would allow 90% of their wolves killed by some of the most inhumane means possible.

My request is for you to read this information carefully. Please consider who we are in British Columbia and what we stand for? Are we going to continue to spend millions of dollars killing wolves from helicopters and allow neck snares and leg-hold traps, bullets and arrows to kill wolves unabated!? What percentage of wolves will be enough for the hunters, trophy hunters and trappers? Please ask Minister Conroy, Minister Heyman and Premier Horgan to halt the slaughter of wolves in B.C. until more consultation and science is brought to bear on this highly controversial issue by the 'non-consumptive' users and independent biologists.

Sincerely yours,
Barbara Murray

[REDACTED]

AVICC Resolution Review of Wolf Hunting Practices on Vancouver Island

District of Oak Bay

Whereas the public and wildlife conservation organizations are concerned about provincial regulations for recreational wolf hunting practices on Vancouver Island, and believe that these practices should be re-examined for scientific and ethical reasons,

And whereas very little is known about the size of Vancouver Island's wolf population or the sustainability of impacts of harvesting levels on bio-diversity related to habitats and wildlife ecology, especially at the regional level,

Therefore be it resolved that AVICC and UBCM request the Province to implement a moratorium on recreational wolf hunting on Vancouver Island, pending the completion of a scientific, data-driven study that includes consultation with the Island's Indigenous communities, to re-examine the efficacy of harvesting levels and their impacts on the Island's bio-diversity, wildlife ecology and sustainability of the resident wolf population.

Background & References:

https://drive.google.com/file/d/1ElvNoG3B8D4pl_44L4tl0es-Jzpi6TwB/view

April 15, 2021 'Killing wolves is not OK' Letter to Editor Golden Star by Sadie Parr, Former Executive Director of Wolf Awareness (2015-2020) in regards to wolves hunted, trapped and culled by shooters out of helicopters in B.C.

No – it is not okay to kill wolves. The harm we are inflicting upon wolves is just plain wrong and must end.

For the past 15 years or so, I have focused my life on learning as much as I can about wolves. I've worked with captive wolves and researched wild wolves. I've read about wolves in books, government reports and peer-reviewed science papers.

I've had countless conversations with other people about their first-hand experiences with wolves. I've collected and analyzed wolf poop, I've backtracked their steps, I've captured their images on remote cameras, and I've treasured their howls.

I have been privileged to get a glimpse into the complicated and emotional lives of some wolves, as individuals and also as families trying to survive. These experiences have shaped my views, and more importantly, my values.

B.C. has become a place ripe with carnivore carnage, with wolves as refugees on their own land. The province has completed its seventh consecutive year of aerial-gunning, ostensibly under the guise of caribou conservation.

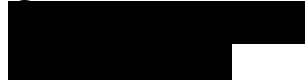
This past winter, government contractors shot down 237 wolves; chased them

with helicopters and let loose bullets that expand on impact. Read more at: <https://bearmatters.com/killing-wolves-is-not-ok/>

April 27, 2021 BOISE, Idaho (AP) — The Idaho House on Tuesday approved legislation allowing the state to hire private contractors and expand methods to kill wolves roaming Idaho — a measure that could cut the wolf population by 90%.

Lawmakers voted 58-11 to send the agriculture industry-backed bill to Republican Gov. Brad Little. The fast-tracked bill that allows the use of night-vision equipment to kill wolves as well as hunting from snowmobiles and all-terrain vehicles, among other measures, passed the Senate last week. Read more at : <https://www.google.ca/amp/s/www.seattletimes.com/business/bill-to-kill-up-to-90-of-idaho-wolves-heads-to-governor/%3famp=1>

Barb Murray,
Bears Matter Consulting,
Nanoose Bay, BC V9P 9H5
Facebook/twitter/Instagram
@bearsmatter





Community Services

Legislative Services

April 27, 2021

File #120203

Sent via email: Justin.trudeau@parl.gc.ca

The Right Honourable Justin Trudeau,
Prime Minister of Canada
House of Commons
Ottawa, ON K1A 0A6

Honourable and Dear Sir:

Re: Federal Government Providing Transparency with Regard to Plans to Reopen the Canada-US Border

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of April 26, 2021 passed the following resolution:

Whereas in March 2020 the unprecedented step was taken to close the Canada-United States border to all non-essential discretionary traffic to prevent the spread of COVID-19, and

Whereas that closure has been extended 30 days at a time for over a year, with only limited travel exceptions available for purposes deemed essential by the federal government, and

Whereas the Municipal Council of the Town of Fort Erie passed a resolution May 4, 2020 requesting that the border remain closed until such a time that the situation in the United States has improved, and

Whereas the health threat caused by COVID-19 currently remains, vaccination efforts in both countries are accelerating with the intended objective of having at least one vaccine dose available for all adults in both countries by Summer, and

Whereas the border closure continues to have an incredible social and economic impact on the communities located along it, including spouses, children and other loved ones who remain separated from each other, and

.../2

Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca

Whereas Canada shares the longest undefended border in the world and our largest trade partnership with the United States, and it would be desirable to resume the free movement of goods and people across that border when it is safe to do so, and

Whereas United States President Joe Biden has signed an executive order directing the US work alongside the Canadian and Mexican governments to plan for the eventual withdrawal of existing land border restrictions, and

Whereas despite assurances by the Canadian federal government that the border will reopen, there has been no transparency on efforts being undertaken to achieve that goal, and no plan provided outlining the steps and metrics necessary to achieve that goal or what that opening will look like;

Now therefore be it resolved,

That: The Municipal Council of the Town of Fort Erie requests that Canadian and US officials continue to work together to formulate the plan necessary to permit the safe eventual full reopening of the Canada-US border to all traffic, and further

That: The Municipal Council of the Town of Fort Erie requests that the Canadian Federal government provide transparency on the steps and metrics necessary to reopen the border and what a reopened border will look like and any phasing in, as deemed appropriate, and further

That: The Municipal Council of the Town of Fort Erie requests that The Public Health Agency of Canada coordinate with their provincial and municipal counterparts to immediately vaccinate our front-line Canadian Border Services Agency officers, and further

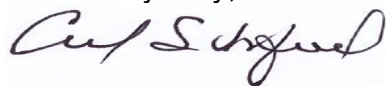
That: The Municipal Council of the Town of Fort Erie extends their appreciation to all officials in both Canada and the United States involved for their continual efforts on conveying the concerns and challenges border communities have faced during the pandemic, and further

That: A copy of this resolution be circulated to The Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Bill Blair, Minister of Public Safety, The Honourable Patty Hajdu, Minister of Health (Canada), Joe Biden, President of the United States of America, Alejandro Mayorkas, United States Secretary of Homeland Security, Tony Baldinelli, Member of Parliament for Niagara Falls, Brian Higgins, US Congressman for the 26th District of the State of New York, Chris Jacobs, US Congressman for the 27th District of the State of New York, United States Senators Chuck Schumer and Kristen Gillibrand, all Members of Parliament representing constituencies of border crossing

municipalities along the Canada-US border, the Co-Chairs of the United States Congress Northern Border Caucus, and all border crossing Mayors of municipalities along the Canada-US border.

Thank you for your attention to this matter.

Yours very truly,



Carol Schofield, Dipl.M.A.
Manager, Legislative Services/Clerk

cschofield@forterie.ca

CS:dlk

C.C.

Mr. Joe Biden, President of the United States of America dl.legislative@whmo.mil / correspondence@who.eop.gov

The Honourable Bill Blair, Minister of Public Safety Bill.Blair@parl.gc.ca

The Honourable Patty Hajdu, Minister of Health (Canada) Patty.Hajdu@parl.gc.ca

Alejandro Mayorkas, United States Secretary of Homeland Security dhssecretary@hq.dhs.gov / congresstodhs@hq.dhs.gov

Tony Baldinelli, MP, Niagara Falls Tony.Baldinelli@parl.gc.ca

Brian Higgins, US Congressman for the 26th District of the State of NY/Co-Chair of the United States Congress Northern Border Caucus chris.fahey@mail.house.gov

Chris Jacobs, US Congressman for the 27th District of the State of NY, United States George.mcnerney@mail.house.gov

Chuck Schumer, United States Senator for New York Jordan_nicholson@schumer.senate.gov

Kristen Gillibrand, United States Senator for New York invite@gillibrand.senate.gov

Elise Stefanik, Co-Chair of the United States Congress Northern Border Caucus ny21esima@mail.house.gov

Members of Parliament representing constituencies of border crossing municipalities along the Canada-US border

Terry.Sheehan@parl.gc.ca, Marcus.Powlowski@parl.gc.ca, Marilyn.Gladu@parl.gc.ca, eric.duncan.p9@parl.gc.ca, michael.barrett@parl.gc.ca,

Chris.Bittle@parl.gc.ca, Tony.Baldinelli@parl.gc.ca, Vance.Badawey@parl.gc.ca, Carla.Qualtrough@parl.gc.ca, kerry-lynn.findlay@parl.gc.ca,

Tako.VanPoota@parl.gc.ca, ed.fast@parl.gc.ca, Richard.Cannings@parl.gc.ca, Rob.Morrison@parl.gc.ca, John.Barlow@parl.gc.ca, Glen.Motz@parl.gc.ca,

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Richard.Bragdon@parl.gc.ca, John.Williamson@parl.gc.ca, Claude.DeBellefeuille@parl.gc.ca, Brenda.Shanahan@parl.gc.ca, Christine.Normandin@parl.gc.ca,

Lvne.Bessette@parl.gc.ca, Marie-Claude.Bibeau@parl.gc.ca, Luc.Berthold@parl.gc.ca, Richard.Lehoux@parl.gc.ca, Bernard.Genereux@parl.gc.ca,

Maxime.Blanchette-Joncas@parl.gc.ca

Border crossing municipalities along the Canada-US border:

mayor.provenzano@cityssm.on.ca, jcaul@fortfrances.ca, rainyriver@tbaytel.net, bhand@villageofpointedward.com, mayor@sarnia.ca, bcclement@cornwall.ca, btodd@prescott.ca, tlojko@gananoque.ca, jdiodati@niagarafalls.ca, betty.disero@notl.com, janis.moore@sarnia.ca, clerk@gananoque.ca, lbell@cityssm.on.ca, sconidi@niagarafalls.ca, ccampbell@niagarafalls.ca, beth.audet@notl.com, khaney@fortfrances.ca, dgerrie@saultcity.com, harleyd@ci.international-falls.mn.us, rickrone@mncable.net, reppp@porthuron.org, mattlelire@gmail.com, jskelly@ogdensburg.org, Robert.Restaino@niagarafallsny.gov, mayor@city-buffalo.com, mayor@skagway.org, gmckay@districtofstewart.com, MayorHarvie@delta.ca, bonyon@cityofblaine.com, clerks@surrey.ca, CityHall@lyndenwa.org, ifroese@tol.ca, mayorbraun@abbotsford.ca, kchristensen@cityofsumas.com, neal.oroville@nvinet.com, smckortoff@osoyos.ca, mayor@republicwa.org, midwaybc@shaw.ca, btaylor@grandforks.ca, TownofNorthport@outlook.com, mayor@rossland.ca, mayor@colville.wa.us, Mayor.Lockwood@salmo.ca, metfalls@potc.net, Ron.Toyota@creston.ca, Ischermerhorn@eureka-mt.gov, Ischermerhorn@eureka-mt.gov, townbrwn@3rivers.net, admin@id4waterton.ca, m.kronen@cardston.ca, lburley@cityofcutbank.org, randy.bullock@cardstoncounty.com, town@northerntel.net, vilcouth@telus.net, division4@fortymile.ab.ca, tsolomon@ci.havre.mt.us, Dan.Hamilton@cypress.ab.ca, dolerud@haines.ak.us, rm51@sasktel.net, rmltno.18@sasktel.net, vovm@sasktel.net, rm17@sasktel.net, rockglen1@sasktel.net, rm12@sasktel.net, dshowers@nemont.net, office@townofcoronach.ca, ctypwood@nemont.net, rmnine@sasktel.net, rm07@sasktel.net, tabbyjj@hotmail.com, cityofambrose@outlook.com, villageoftorquay@sasktel.net, r.ludwig@estevan.ca, auditor@midstatetel.com, villagen@sasktel.net, bowbells@nccray.com, townofalameda@sasktel.net, garrettvolk@srt.com, village.carievale@sasktel.net, debm@twoborders.ca, westhopecity@srt.com, cityofsouris@live.ca, admin@delowin.ca, countsshelley@yahoo.com, jswanson@boissevain.ca, info@killarney.ca, colleen.mullin@cartwrightrobin.ca, fina@louisemb.com, scotth@utma.com, admin@pembina.ca, city@cityoflangdon.com, mayor@mymorden.ca, walcity@utma.com, mayor@cityofwinkler.ca, don.wiebe@rhinelandmb.ca, stuart@cvrindustries.com, pcityofc@invisimax.com, info@emersonfranklin.com, lancastercity@wiktel.com, mpiney.reeve@gmail.com, rosoclrk@mncable.net, CityAdmin@warroadmn.org, rickrone@mncable.net, harleyd@ci.international-falls.mn.us, dgerrie@saultcity.com, reppp@porthuron.org, emailmayorduggan@detroitmi.gov, supervisor@townoflewiston.us, alexandriabayvillageoffices@gmail.com, jskelly@ogdensburg.org, supervisor@massena.us, supervisor@townofconstable.com, dbilow1@gmail.com, mooers1804@mooersny.com, village@hemmingford.ca, capton.township@hemmingford.ca, info@cantondundee.ca, info@hinchinbrooke.com, admin@mun-havelock.ca, mayor@vchamplain.com, info@mun-sbdl.ca, mayor@rousespointny.com, maire@lacolle.com, supervisor@townofchamplain.com, villageofalburgh@fairpoint.net, reception@ville.noyan.qc.ca, info@clarencville.qc.ca, sbousquet@highgatevt.org, info@municipalite.saint-armand.qc.ca, davebennion@franklinvt.net, municipalite@village.frelighsburg.qc.ca, townclerk@richfordvt.org, info@aberncorn.ca, m.lafrance@sutton.ca, villagenorthtroy1@comcast.net, maire.potton@potton.ca, directeurgeneral@stanstead.ca, derbytownclerk@derbyvt.org, administration@coaticook.ca, townofnorton@myfairpoint.ne, nlabrecque@canaanschools.org, municipalite@st-hermenegilde.qc.ca, direction@eastthereford.ca, Townoffice@pittsburg-nh.com, chartierville@hsfgc.ca, adm.woburn@axion.ca, info@sainttheophile.qc.ca, info@jackmanme.net, info@pohenegamook.net, communication@edmundston.ca, town.manager@fortkent.org, gmpicard@madawaska.me, vbtownmanager@gmail.com, info@saint-leonard.ca, vgs-tgf@nb.aibn.com, tm@limestonemaine.org, info@perth-andover.com, easton@easton.me.us, voc@rogers.com, townhall@town.woodstock.nb.ca, billyhoward207@yahoo.com, town.manager@houlton-main.com

CITY OF KAMLOOPS

RESOLUTION FROM THE MINUTES OF A REGULAR MEETING OF THE MUNICIPAL COUNCIL OF THE CITY OF KAMLOOPS, HELD IN THE VALLEY FIRST LOUNGE, 300 LORNE STREET, KAMLOOPS, BC

Support for Professional News Media

WHEREAS a healthy, professional news media is essential for the proper functioning of civil society and democracy at the local, regional, federal and international levels; and

WHEREAS Canadians in 190 communities have lost the essential services provided through 250 established news outlets that closed or merged between 2008 and 2018 and the Canadian media industry has lost roughly 3,000 jobs due to temporary and permanent layoffs from the time the COVID-19 pandemic began and advertising revenues have plunged, prompting an emergency \$30-million advertising buy by the federal government; and

WHEREAS two-thirds of Canadians agree or somewhat agree that because of the COVID-19 outbreak the federal government should treat widespread media bankruptcies and layoffs as an emergency, according to a Nanos Research poll of April 2020; and

WHEREAS the news media in the Kamloops area have been instrumental during the pandemic, ensuring Kamloopsians have accurate information.

THEREFORE BE IT RESOLVED:

That Council:

- a) recognize a healthy, professional news media is essential to the proper functioning of democracy in our city; urges nearby municipal councils and across Canada to recognize a robust news media is essential to the proper functioning of democracy in their jurisdictions; endorses legislation and regulations to support and rejuvenate news outlets across Canada; and urges the federal government to move quickly to pass legislation to ensure an ecosystem for a healthy news media to serve all Canadians;
- b) authorize the resolution be forwarded to local MP and MLAs, the Federation of Canadian Municipalities and the Union of B.C. Municipalities.

I HEREBY CERTIFY that this is a true copy of a resolution from the minutes of a meeting of the Kamloops City Council held on the 20th day of April, 2021.

Dated at Kamloops, BC, this 27th day of April, 2021.



 N. Garbay
 Corporate Officer

File: 5460-01

APR 26 2021

Action: To Council

DIS, ME,

April 15, 2021

Gerry Brunham


Mayor, Ron Toyota and Town Council Creston British Columbia

Dear Mr. Toyota and Town Council,

This letter is being written in response to safety concerns on 16th Avenue South from the intersection of Dogwood to Erickson Road. This avenue is designated as a “thoroughfare or truck route” from Erickson Road to the Creston Hospital.

Speed or calming bumps were placed by the Hospital on 16th Avenue N and succeeded in slowing traffic significantly.

Recently, the two traffic signs posting 30 /km speed by the Secondary School were removed. The explanation given was the school yard is fenced and there are 2 crosswalks in place. Yet, we can drive the main highway exiting the town of Creston heading east and we pass by the Erickson Elementary School which is posted **30 km per hour**. Again the school is fenced and there is one cross walk but the Ministry of Highways has it posted at 30 km per hour.

The 16th Avenue South from Dogwood intersection south to the Erickson Road encompasses a Veterinary Clinic, Municipal Park, RCMP service, multi family residential units, numerous single family dwellings, multi person group home for Creston Society for Community Living, Public Library, and numerous multi person low income or community supported rental units under construction with more being proposed.

The present speed limit of **50 km/hr** on 16th Avenue South is too fast and it is only a matter of time before an accident occurs. As well, the increase in traffic has resulted in maintenance issues and deterioration to this avenue deeming the necessity for seal coating to be completed in 2020. Now in 2021 this section of road is slated for repaving. The cost to install the proposed speed bumps and signs would be offset by the reduction in cost to maintain a road as busy as 16th. It seems that if larger transport traffic took Erickson Road down to Highway 21 then north to the Northwest Blvd exit it would result in greater longevity and dollar savings than the present usage with the 50 km/hr speed limit on 16th Avenue South.

The larger transport trucks that are required to support local downtown businesses can still use 16th Avenue South but at **30 km/hr** speed limit. The only argument would be a time factor but we are talking about four blocks so time would not amount to more than five minutes.

We are requesting two calming speed bumps be placed on 16th Avenue South between Dogwood Street and Erickson Road and signage of reduction of speed limit to 30 km/hr. The result of this will increase safety of persons crossing the two cross walks and local residents accessing traffic onto 16th Avenue South.

Enclosed are names, signatures, and addresses of persons who support this request.

Thank you for considering this matter for these concerned citizens of Creston.

Yours sincerely,



Gerry Brunham


[REDACTED]

Shauna Brennan (Shauna Brennan)

[REDACTED]

 (THOR (NEZ))

[REDACTED]

 (GARRY ZBIRUN)


[REDACTED]

Christine Zbirun (Christine Zbirun)

[REDACTED]

Anna Satz ANNA SATZ

[REDACTED]



[REDACTED]

Mark & Melisa Unruh

[REDACTED]

Darlene & Paul Jeffery

[REDACTED]

[Empty lined area for additional signatures]

Kirsten Dunbar

Sent: April-28-21 16:41
To: ToC Info
Subject: RE: Speed bump

-----Original Message-----

From: Melanie Skerik [REDACTED]
Sent: April 19, 2021 11:50 AM
To: ToC Info <info@creston.ca>
Subject: Speed bump

Good afternoon Mayor and Council,
We were inquiring as to whether a speed bump could be added to 20th ave North near the entrance to the stairway to the new skatepark? We have witnessed more than one near miss as people are trying to enter the park with traffic NOT slowing down. Our neighbours are also very concerned as it is extremely hazardous trying to get out of our driveways with this busy street.
Your attention to this matter would be appreciated!

Thankyou
SPAGIS/SKERIK families

REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: 2021-05-11

File: 2240-01

SUBJECT: Request for Licence of Occupation for the use of the 11th Avenue Walkthrough

RECOMMENDATION: THAT the Request for Decision from the Director of Community Services regarding a Licence of Occupation request from the Frisky Whisky Lounge for a portion of the 11th Avenue Walkthrough Park, BE RECEIVED; AND FURTHER, THAT Council AUTHORIZES staff to issue a Temporary Licence of Occupation to the Frisky Whisky Lounge for the use of a portion of the property (Appendix I) legally described as Lot 1, District Lot 891, Kootenay District, Plan 5761, PID: 014-404-761 and located at 1028 Canyon Street, Monday to Sunday from 11 am to 10 pm from June 1, 2021 until September 7, 2021 to allow for outdoor dining in accordance with the Provincial Health Officer Order on Food and Liquor Serving Premises.

CAO COMMENTS: This promotes economic health with a local restaurant impacted by the pandemic.

RECOMMENDATION

Report / Document:

Attached ☒

Available ☐

Nil ☐

KEY ISSUE(S) / CONCEPTS DEFINED: In March 2021, the Provincial Health Officer's Order on Food and Liquor Serving Premises closed all indoor dining. Outdoor seating and/or take out or delivery models continue to be permitted under the order. Many of the food serving establishments in the Town of Creston have outdoor seating space; however, Frisky Whisky Lounge has limited outdoor space available. As such, Frisky Whisky has requested a Licence of Occupation (LOO) for the area closest to their establishment in the 11th Avenue Walkthrough park, as indicated in the site sketch, for up to 12 tables (see attached request). The proposal includes the set up of a temporary 3 ft. high fence around the licenced area. The remainder of the Walkthrough Park will remain open for general public use without obstructing pedestrian traffic. For the duration of the LOO, the licensee will be responsible for the clean up and maintenance of the site. Additionally, the licensee is required to have the appropriate insurance, provincial and municipal licencing and COVID-19 Workplace Safety Plans in place.

RELEVANT POLICY: Provincial Health Officer Order on Food and Liquor Serving Premises, Official Community Plan, VII. D, Economic Prosperity 1.0, 1.8, 8.6, E. Downtown Vibrancy – 1.2, 5.0, 6.0.

STRATEGIC RELEVANCE: Focus on Economic Health

DESIRED OUTCOME(S): The provision of outdoor seating space to ensure restaurant operation in compliance with the Provincial COVID-19 guidelines and recommendations.

RESPONSE OPTIONS: Possible ways to achieve the main result with analysis highlights

1.	Council approves the request for a Temporary Licence of Occupation for a portion of the 11 th Avenue Walkthrough.
2.	Council declines the request for a Temporary Licence of Occupation for a portion of the 11 th Avenue Walkthrough.
3.	Other, as per Council Direction.

PREFERRED STRATEGY: OPTION 1

IMPLICATIONS OF RECOMMENDATION:

GENERAL: Supporting safe operation of businesses during the COVID-19 pandemic in the Town of Creston.

ORGANIZATIONAL: No policy changes required at this time.

FINANCIAL: N/A

FOLLOW UP ACTION: Staff to issue a Licence of Occupation to Frisky Whisky

COMMUNICATION: N/A

OTHER COMMENTS: By others reviewing this RFD

Submitted by:

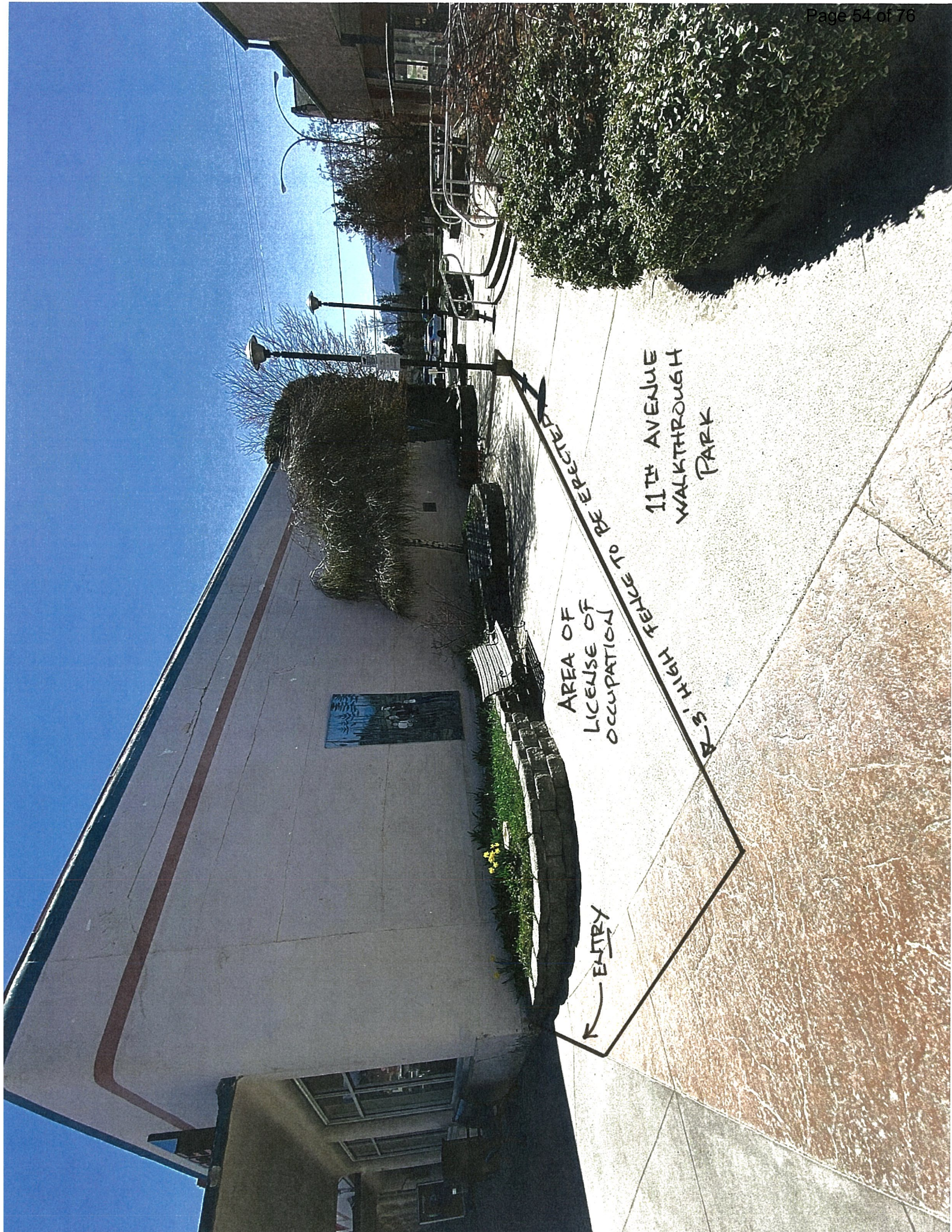
Ross Beddoes, DCS

Endorsed by: Other

Reviewed by:

CAO

Reviewers



AREA OF
LICENSE OF
OCCUPATION

← ENTRY

11TH AVENUE
WALKTHROUGH
PARK

3' HIGH FENCE TO BE ERECTED



Kirsten Dunbar

Subject: FW: Patio request Frisky Whisky**From:** Queen Cori <[REDACTED]>**Sent:** May 7, 2021 1:19 PM**To:** Ross Beddoes <Ross.Beddoes@creston.ca>**Subject:** Patio request Frisky Whisky**CAUTION**

This email originated from outside the organization. Please proceed only if you trust the sender.

Town of Creston

Hi my name is Cori Karountzos. I own a restaurant/Lounge on main st Creston. I opened on July 2nd 2020 during the first pandemic lockdown. Since opening it has been an uphill battle with government restrictions. As of easter weekend 2021 I have been closed again due to pandemic. The government is allowing cafe's and restaurants/pubs to open for takeout and patio service only. I am on main st Creston and do not have a patio option except for a couple tables out my front door. I am submitting a request for a space for a patio in the Walkway downtown between Panago and The source. I truly believe it would be a great addition to the town of Creston as most Kootenay towns have outdoor patios on the main streets and they do very well and fancy up the town.

I'm hoping for June 1st through till after labour day Sept 7th. I'm also hoping to keep doing this annually if all goes well. My hours would be 11am-10pm 7 days a week. I will have my insurance up to date with the changes with the Town of Creston added as non liable.

My Current address is [REDACTED]

My business number is [REDACTED]

My liquor license number is [REDACTED]

I have a Covid safety plan and I'm up to date with my last inspection March 16th 2021.

I am looking to put in to up to 12 tables, Seating 30 people in total. I would like to put in a fence either temporary but hopefully permanent. The fence cost would be on me. I would also like to put some string lights across just like the new green space next to the Theater. I do not need any permanent fixtures as in garbage or recycling but I would like the bike rack removed and put somewhere else if possible to give me more room.

I really do believe this would trend up downtown. I have been in this industry for 25 years and looking forward to making this town excited! I have already had great feedback from the business I have talked to.

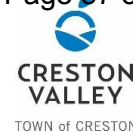
Please let me know if i can provide anything else for you

Thank you

Cori Karountzos

REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: May 11, 2021

File: 0340-02

SUBJECT: Commercial Vendor Policy and Parks, Trails, and Public Places Regulations Bylaw Amendments

RECOMMENDATION: THAT the Request for Decision from the Director of Community Services regarding Commercial Vending in Town parks and public spaces, BE RECEIVED; THAT Council considers the first three readings of the Parks, Trails and Public Places Amendment Bylaw No. 1938, 2021; AND FURTHER, THAT Council RESCINDS the existing Commercial Vending Policy and ADOPTS the amended Commercial Vending Policy #SER-004-001 as presented.

CAO COMMENTS: Any additional comments regarding the reason for the recommendation.

RECOMMENDATION

Report / Document:

Attached ☒

Available ☐

Nil ☐

KEY ISSUE(S) / CONCEPTS DEFINED: Commercial vendor permits, as regulated by Parks, Trails, and Public Places Regulations Bylaw No. 1788, 2014, are currently limited to only mobile, self-contained businesses. The proposed policy and bylaw updates are intended to allow for the issuance of Commercial Vendor Permits for businesses offering services that do not require a mobile unit, including privately run exercise boot camps, for-profit children's day camps, and other multi-generational outdoor services.

RELEVANT POLICY: Parks, Trails, and Public Spaces Regulations Bylaw No. 1788, 2014, Commercial Vendor Policy #SER-004-001. Relevant Official Community Plan policies provided in attached Council Report.

STRATEGIC RELEVANCE: Creation of business opportunities and active recreation services in town parks and public places. COVID-19 restrictions have limited many businesses from operating indoors.

DESIRED OUTCOME(S): Allow private businesses to operate services in parks and public spaces that do not require the use of a mobile unit, in accordance with Town policy and bylaws.

RESPONSE OPTIONS: Possible ways to achieve the main result with analysis highlights

1.	Council approve Commercial Vendor Policy #SER-004-001 and give 1 st , 2 nd , and 3 rd readings to Parks, Trails, and Public Places Regulations Amendment Bylaw No. 1938, 2021; or,
2.	Council reject Commercial Vendor Policy #SER-004-001 and Parks, Trails, and Public Places Regulations Amendment Bylaw No. 1938, 2021 (status quo); or,
3.	Council refer to staff for further information or request changes to proposed policy and bylaw amendments (to be specified).

PREFERRED STRATEGY: Option 1

IMPLICATIONS OF RECOMMENDATION:

GENERAL: Expanded use of Commercial Vendor permitting in Town parks and public places.

ORGANIZATIONAL: Staff to manage amendments and possible increased permitting as part of existing workload.

FINANCIAL: Anticipated small increase in Commercial Vendor Permit application fees collected.

FOLLOW UP ACTION: Updating of Commercial Vendor Application Form. Adoption of amendment bylaw.

COMMUNICATION: Commercial vendors to be informed of changes on a case-by-case basis.

OTHER COMMENTS: By others reviewing this RFD

Submitted by:

Ross Beddoes, DCS

Endorsed by: Other

Reviewed by:

CAO

Reviewers

COUNCIL REPORT

Town of Creston



TO:	Mayor and Council
CC:	Michael Moore, Chief Administrative Officer
FROM:	Ross Beddoes, Director of Community Services
DEPARTMENT:	Community Services
SUBJECT:	Commercial Vendor Policy and Parks, Trails, and Public Places Bylaw Amendments
APPENDIX:	<input type="checkbox"/> ATTACHED <input type="checkbox"/> OTHER DOCUMENT <input checked="" type="checkbox"/> NOT APPLICABLE

KEY ISSUE(S) / CONCEPTS:

Parks, Trails, and Public Places Regulations Bylaw No. 1788, 2014 and Commercial Vendor Policy #SER-004-001 do not permit commercial vendors to operate without the use of a mobile unit, or to have business activities that are not the sale of goods, wares, merchandise, or foodstuff. To create additional opportunities for businesses to offer services, the proposed bylaw and policy amendments would:

- Update the definition of Commercial Vendor to include “a private business offering services within a park or public space”
- Add reference to Delegation of Authority Bylaw No. 1855, 2017 for clarity regarding issuance of permits. Council delegated authority to staff for issuance of Commercial Vendor Permits on July 28, 2020.
- Change permitted hours of operation to match the park hours of 7:00 a.m. to 10:00 p.m.

BACKGROUND:

The COVID-19 pandemic has resulted in businesses and community members requiring alternative ways to participate in Creston community life. Parks and public places provide important opportunities for commercial vendors to conduct business activities and provide services for community members, while abiding by provincial health regulations.

CURRENT STATUS:

Activities not currently permitted include services that do not require a mobile unit, such as privately run exercise boot camps, for-profit children’s day camps, and other multi-generational services. Commercial vendors are currently limited to hours of operation between 10:00 a.m. and 7:00 p.m.

FINANCIAL:

Small increase in Commercial Vendor Permit application fees collected

ORGANIZATIONAL / POLICY DISCUSSION:

The proposed amendments are supported by the Official Community Plan through the following policies:

OCP, V, F, Recreational Parks and Open Space

3.1 – Provide a variety of park uses, equipment and programming to meet the diverse needs of residents and visitors of all ages.

COUNCIL REPORT

Town of Creston



OCP, VIII, A, Quality of Life and Inclusive Local Identity

5.0 – Provide residents and visitors with safe access to diverse, attractive and engaging community spaces.

OCP, VIII, D, Economic Prosperity

1.0 – Foster job creation, business development and economic prosperity.

1.8 – Foster economic development that meets the needs of residents in terms of availability and affordability of basic goods and services.

OPTIONS FOR CONSIDERATION:

Option 1 – Council approve Commercial Vendor Policy #SER-004-001 and give 1st, 2nd, and 3rd readings to Parks, Trails, and Public Places Regulations Amendment Bylaw No. 1938, 2021; or

Option 2 - Council reject Commercial Vendor Policy #SER-004-001 and Parks, Trails, and Public Places Regulations Amendment Bylaw No. 1938, 2021 (status quo); or,

Option 3 – Council refer to staff for further information or request changes to proposed policy and bylaw amendments (to be specified).

COMMUNICATION:

Inform commercial vendors on a case-by-case basis.

CONCLUSION:

Staff recommend that Council approve Commercial Vendor Policy #SER-004-001 and give 1st, 2nd, and 3rd readings to Parks, Trails, and Public Places Regulations Amendment Bylaw No. 1938, 2021, in order to increase opportunities for commercial services in Town parks and public places, as supported by the Official Community Plan.

Submitted by:

Ross Beddoes, DCS

Reviewed by:

CAO

Michael Moore, CAO



Town of Creston

COUNCIL POLICY

DRAFT POLICY:

SER-004-001

Commercial Vending Policy

PURPOSE: The purpose of this policy is to provide commercial services and vending opportunities at *Town parks* and *public places* in the Town of Creston.

SCOPE: This policy applies to commercial services and vending opportunities to be held within the Town of Creston municipal boundaries.

POLICY: To establish guidelines and regulations for the establishment and use of *Town parks* and *public places* for commercial services, vending and sales.

DEFINITIONS In this *Policy* unless the context otherwise requires:

“Applicant” means an applicant for a *Commercial Vendor Permit* and the holder of the issued *Commercial Vendor Permit*.

“Commercial Vendor” means a private business offering services within a *park* or *public space*; or, that is carried out entirely from a mobile unit, whereby, the entire stock of goods, wares, merchandise, services, or foodstuffs offered for sale is actually carried and contained within a unit that is designed to be, or is mobile, at the time the items are offered for sale at *Town parks* or *public places*, and within a fixed period of time as determined by the *Town*.

“Commercial Vendor Application” means an application completed (either online or in-person at Town Hall) by an *applicant* wishing to receive a *Commercial Vendor Permit*. The application must be returned to Town Hall (in-person) for approval.

“Commercial Vendor Permit” means a permit issued, upon completion of a *Commercial Vendor Application*, at the discretion of the Town, for, but not limited to, *Town parks* or *public places* in the Town of Creston.

“Fees and Charges Bylaw” means the *Fees and Charges Bylaw* in force from time to time and adopted by the *Council* under Section 194 of the *Community Charter* or similar successor legislation.

“Public Place” means all property or portions of property owned by the Town of Creston to which the public is ordinarily invited or permitted to be in or on, and includes, but is not necessarily limited to, the grounds of public facilities or buildings, public parking lots, *Town parks* and the Spirit of Creston Square.

“Town Park” means all parks located within the Town boundaries of the Town of Creston, including but not limited to, Burns Park, Centennial Park, Millennium Park, Schikurski Park, Rotary Mini-Park, Dog Park, Bike Park and Walkthrough Park, and any land subsequently reserved or dedicated by bylaw or designated by resolution as a park by the Town Council.

COUNCIL POLICYCOMMERCIAL VENDOR APPLICATIONS

- 1.0 *Commercial Vendor Applications* must be completed (online or in-person) and returned in-person by the *applicant* prior to receiving approval for a *Commercial Vendor Permit*.
- 1.1 All *Commercial Vendor applicants* must hold a current Town of Creston Business Licence.
- 1.2 *Commercial Vendor applicants* must be legally entitled to work in Canada.
- 1.3 “*Commercial Vendor Permits* will be issued at the discretion of the *Chief Administrative Officer*, Director of Community Services or designate, for *Town parks* and *public places*, in accordance with *Delegation of Authority Bylaw No. 1855, 2017*, as amended from time to time”
- 1.4 Town Council authorizes the Chief Administrative Officer or designate to deny or revoke *Commercial Vendor Permits* at his or her discretion.
- 1.5 All cancellations must be received in writing and within 3 days of the approved *Commercial Vendor Permit* being issued to the *applicant* for a full refund of fees. After 3 days, no refunds shall be issued.
- 1.6 *Commercial Vendor* fees are prescribed in the current Town of Creston *Fees and Charges Bylaw*.
- 1.7 Town Council authorizes the Chief Administrative Officer or designate, based on his or her discretion, to exempt non-profit organizations from paying *Commercial Vendor* fees.
- 1.8 *Commercial Vendor Permits* are non-transferrable.
- 1.9 If requested by the Town, *applicants* and event organizers will be required to provide 3rd party liability insurance in the amount of \$2,000,000, naming the Town as an additional insured, as per Town policy.
- 1.10 *Commercial Vendors* must sign a Waiver of Liability for the Town, on a form as provided by the Town of Creston.

REGULATIONS AND GUIDELINES

- 2.1 *Commercial Vendors* must provide waste receptacles and be responsible for cleaning all litter generated by the operation of the business, within fifteen (15) metres of the set-up location.
- 2.2 *Commercial Vendors* must set up their mobile units or business activities in a location approved by the *Town*.
- 2.3 To obtain approval for the use of all *Town parks* and *public places*, the

Town of Creston
COUNCIL POLICY

POLICY NO. SER-004-001

applicant must complete the required form(s) as provided by the Town of Creston.

- 2.4 *Commercial Vendors* wishing to use the Spirit of Creston Square must adhere to the regulations included in Part 7 of the Town's Parks, Trails & Public Places Regulations Bylaw No. 1788, or the current bylaw in effect.
- 2.5 *Commercial Vendors* may only operate between the hours of 7:00 a.m. and 10:00 p.m. in their approved locations, unless otherwise specified.
- 2.6 No unlicensed or uninsured vehicles are permitted within *Town parks* or *public places*, excluding municipal service equipment.
- 2.7 *Commercial Vendors* shall display to any person enquiring, a copy of a current Town of Creston Business Licence and *Commercial Vendor Permit*.
- 2.8 *Commercial Vendors*, where operating from any Town sidewalk or boulevard, must ensure a minimum clearance of 1.2 metres is provided at all times for pedestrian traffic (see Sidewalk Use Permit Policy).
- 2.9 *Commercial Vendors* shall not operate from any location within thirty (30) metres of a licensed business offering for sale the same or similar items as the *Commercial Vendor* or of any liquor licensed establishment.
- 2.10 *Commercial Vendors* shall ensure the requirements of the Ministry of Health, and all health standards and approvals, are met.
- 2.11 *Commercial Vendors* shall not create any noise that is disturbing to the surrounding neighbourhood.

POLICY RECORD

Date Approved by Council:	August 12, 2014	Resolution No.	#271-14
Next Review Date:		Policy No:	
Last Review Date:		Replaces:	
Administrative Review:			



Town of Creston

COUNCIL POLICY

POLICY:

SER-004-001

Commercial Vending Policy

PURPOSE: The purpose of this policy is to provide commercial vending opportunities at *Town parks* and *public places* in the Town of Creston.

SCOPE: This policy applies to commercial vending opportunities to be held within the Town of Creston municipal boundaries.

POLICY: To establish guidelines and regulations for the establishment and use of *Town parks* and *public places* for commercial vending and sales.

DEFINITIONS In this *Policy* unless the context otherwise requires:

“Applicant” means an applicant for a *Commercial Vendor Permit* and the holder of the issued *Commercial Vendor Permit*.

“Commercial Vendor” means a private business that is carried out entirely from a mobile unit, whereby, the entire stock of goods, wares, merchandise, or foodstuffs offered for sale is actually carried and contained within a unit that is designed to be, or is mobile, at the time the items are offered for sale at *Town parks* or *public places*, and within a fixed period of time, as determined by Town Council.

“Commercial Vendor Application” means an application completed (either online or in-person at Town Hall) by an *applicant* wishing to receive a *Commercial Vendor Permit*. The application must be returned to Town Hall (in-person) for approval.

“Commercial Vendor Permit” means a permit issued, upon completion of a *Commercial Vendor Application*, at the discretion of Town Council, for, but not limited to, *Town parks* or *public places* in the Town of Creston.

“Fees and Charges Bylaw” means the *Fees and Charges Bylaw* in force from time to time and adopted by the *Council* under Section 194 of the *Community Charter* or similar successor legislation.

“Public Place” means all property or portions of property owned by the Town of Creston to which the public is ordinarily invited or permitted to be in or on, and includes, but is not necessarily limited to, the grounds of public facilities or buildings, public parking lots, *Town parks* and the Spirit of Creston Square.

“Town Park” means all parks located within the Town boundaries of the Town of Creston, including but not limited to, Burns Park, Centennial Park, Millennium Park, Schikurski Park, Rotary Mini-Park, Dog Park, Bike Park and Walkthrough Park, and any land subsequently reserved or dedicated by bylaw or designated by resolution as a park by the Town Council.

COUNCIL POLICYCOMMERCIAL VENDOR APPLICATIONS

- 1.0 *Commercial Vendor Applications* must be completed (online or in-person) and returned in-person by the *applicant* prior to receiving approval for a *Commercial Vendor Permit*.
- 1.1 All *Commercial Vendor applicants* must hold a current Town of Creston Business Licence.
- 1.2 *Commercial Vendor applicants* must be legally entitled to work in Canada.
- 1.3 *Commercial Vendor Permits* will be issued at the discretion of Town Council, for Town parks or public places.
- 1.4 Town Council authorizes the Town Manager or designate to deny or revoke *Commercial Vendor Permits* at his or her discretion.
- 1.5 All cancellations must be received in writing and within 3 days of the approved *Commercial Vendor Permit* being issued to the *applicant* for a full refund of fees. After 3 days, no refunds shall be issued.
- 1.6 *Commercial Vendor* fees are prescribed in the current Town of Creston *Fees and Charges Bylaw*.
- 1.7 Town Council authorizes the Town Manager or designate, based on his or her discretion, to exempt non-profit organizations from paying *Commercial Vendor* fees.
- 1.8 *Commercial Vendor Permits* are non-transferrable.
- 1.9 If requested by the Town, *applicants* and event organizers will be required to provide 3rd party liability insurance in the amount of \$2,000,000, naming the Town as an additional insured, as per Town policy.
- 1.10 *Commercial Vendors* must sign a Waiver of Liability for the Town, on a form as provided by the Town of Creston.

REGULATIONS AND GUIDELINES

- 2.1 *Commercial Vendors* must provide waste receptacles and be responsible for cleaning all litter generated by the operation of the business, within fifteen (15) metres of the set-up location.
- 2.2 *Commercial Vendors* must set up their mobile units in a location approved by the Town.
- 2.3 To obtain approval for the use of all *Town parks* and *public places*, the *applicant* must complete the required form(s) as provided by the Town of Creston.

Town of Creston
COUNCIL POLICY

POLICY NO. SER-004-001

- 2.4 *Commercial Vendors* wishing to use the Spirit of Creston Square must adhere to the regulations included in Part 7 of the Town's Parks, Trails & Public Places Regulations Bylaw No. 1788, or the current bylaw in effect.
- 2.5 *Commercial Vendors* may only operate between the hours of 10:00 a.m. and 7:00 p.m. in their approved locations, unless otherwise specified.
- 2.6 No unlicensed or uninsured vehicles are permitted within *Town parks or public places*, excluding municipal service equipment.
- 2.7 *Commercial Vendors* shall display to any person enquiring, a copy of a current Town of Creston Business Licence and *Commercial Vendor Permit*.
- 2.8 *Commercial Vendors*, where operating from any Town sidewalk or boulevard, must ensure a minimum clearance of 1.2 metres is provided at all times for pedestrian traffic.
- 2.9 *Commercial Vendors* shall not operate from any location within thirty (30) metres of a licensed resident business offering for sale the same or similar items as the *Commercial Vendor* or of any liquor licensed establishment.
- 2.10 *Commercial Vendors* shall ensure the requirements of the Ministry of Health, and all health standards and approvals, are met.
- 2.11 *Commercial Vendors* shall not create any noise that is disturbing to the surrounding neighbourhood.

POLICY RECORD

Date Approved by Council:	August 12, 2014	Resolution No.	#271-14
Next Review Date:		Policy No:	
Last Review Date:		Replaces:	
Administrative Review:			

TOWN OF CRESTON

BYLAW NO. 1938

A bylaw to amend Parks, Trails and Public Places Regulations Bylaw No. 1788, 2014.

WHEREAS Council has enacted a Parks, Trails and Public Places Regulations Bylaw;

AND WHEREAS Council deems it necessary and in the public interest to amend Parks, Trails and Public Places Regulations Bylaw No. 1788;

NOW THEREFORE the Council of the Town of Creston, in open meeting assembled, acts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited as “Parks, Trails and Public Places Regulations Amendment Bylaw No. 1938, 2021”.

Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Amendments

- 3.1 Part 4 – Definitions is hereby amended by replacing the definition for “Commercial Vendor” with:

“Commercial Vendor” means a private business offering services within a park or public space; or, that is carried out entirely from a mobile unit, whereby, the entire stock of goods, wares, merchandise, services, or foodstuffs offered for sale is actually carried and contained within a unit that is designed to be, or is mobile, at the time the items are offered for sale at *Town parks* or *public places*, and within a fixed period of time as determined by the *Town*.

- 3.2 Part 5 – General Regulations, section 6.6.3 (i) is hereby deleted in its entirety and replaced with:

“Commercial Vendor Permits will be issued at the discretion of the Chief Administrative Officer, Director of Community Services or designate, for Town parks and public places, in accordance with Delegation of Authority Bylaw No. 1855, 2017, as amended from time to time”

3.3 Part 5 – General Regulations. Section 6.6.3 (v) is hereby deleted in its entirety and replaced with:

“Commercial Vendors must set up their mobile units or business activities in a location approved by the Town.”

3.4 Part 5 – General Regulations. Section 6.6.3 is hereby renumbered as Section 6.7.

Part 4 Effective Date

4.1 This bylaw shall come into full force and effect upon adoption.

READ A FIRST TIME by content and SECOND TIME by title this day of , 2021.

READ A THIRD TIME by title this day of , 2021.

ADOPTED this day of , 2021.

Mayor Ron Toyota

Kirsten Dunbar, Corporate Officer

Town of Creston

Bylaw No. 1926

A bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting, and for the use of automated voting machines.

WHEREAS under the *Local Government Act*, Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and assent voting;

AND WHEREAS under the *Local Government Act*, Council may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

AND WHEREAS Council of the Town of Creston wishes to establish voting procedures and requirements under that authority;

NOW THEREFORE, the Council of the Town of Creston, in open meeting assembled, enacts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited as “Local Government Election and Assent Voting Bylaw No. 1926, 2021”.

Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Previous Bylaw Repeal

- 3.1 Town of Creston Bylaw No. 1785, cited as “General Local Government Election and Voting Machine Authorization Bylaw No.1785, 2013” and all amendments thereto, are hereby repealed.

Part 4 Definitions

- 4.1 In this Bylaw unless the context otherwise requires:

“**Acceptable Mark**” means a completed ballot mark which the vote counting unit is able to identify, which has been made by an elector in the space provided on the ballot opposite the name of any candidate, or opposite either “yes” or “no” on any other voting question. If a traditional ballot is used, an acceptable mark means an “x” or “✓” with no other markings which could be identifiable made by an elector in the space provided on the ballot or traditional ballot.

“Automated Vote Counting System” means a system that counts and records votes and processes and stores election results and is comprised of the following:

- a) a number of ballot scan vote counting units which rests on a two compartment ballot box, one compartment which is for:
 - (i) voted ballots and returned ballots that have been reinserted using the ballot override procedure; and
 - (ii) the temporary storing of voted ballots during such time as the vote counting unit is not functioning;
- b) a number of portable ballot boxes into which voted ballots are deposited when a vote counting unit is not being used, for counting after the close of voting on general voting day.

“Ballot” means a single automated or traditional ballot card which contains the names of the election candidates as well as all other choices on all of the other voting questions on which the opinion or ascent of the electors is sought.

“Ballot Return Override Procedure” means the use, by the Chief Election Officer or Deputy Chief Election Officer, of a device on a vote counting unit, which causes the unit to accept a returned ballot.

“Chief Election Officer” means the election official appointed under Section 41(1) of the *Local Government Act*, to conduct the General Local Election.

“Curbside Voting” means a voting opportunity based on a request made to the Chief Election Officer and/or Deputy Chief Election Officer for a mobile voting station to be brought outside the place of voting so that elector(s) may vote from within their vehicle(s).

“Election” means an election for the number of persons required to fill a local government office.

“Elector” means a resident elector or non-resident property owner of the Town of Creston as defined under the *Local Government Act*.

“Emergency Ballot Compartment” means one of two separate compartments in the ballot box under each vote counting unit into which voted ballots are temporarily deposited in the event that the vote counting unit ceases to function or is not properly functioning.

“General Local Election” means the election held for the Mayor and all Councillors of the municipality, every fourth year from 2014 forward or as set out in the *Local Government Act*.

“Manual Voting and Vote Counting Process” means a voting and vote counting process that involves using separate traditional ballots that contain the names of the election candidates as well as all other choices on all of the other voting questions on which the opinion or ascent of the electors is sought; after being completed by the elector they are inserted into the ballot box and manually counted by elections officials.

“Memory Pack” means a computer software cartridge which is inserted into the vote counting unit and into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of “yes” or “no” for each question on the ballot, and which records and retains information on the number of acceptable marks made for each.

“Municipality” means the body incorporated as the Town of Creston and the Town’s territorial jurisdiction, according to its context in this Bylaw.

“Officer” means, for the purpose of this Bylaw, the officer positions appointed by Council and identified in the current Officers and Employees Bylaw for the Town.

“Other Voting” means voting on a matter referred to in Section 158 of the *Local Government Act* and includes voting on a referendum, as directed under the *Local Government Act*.

“Portable Ballot Box” means a ballot box which is used to cast ballots during the election, where a vote counting unit is unavailable for use. The Portable Ballot Box is used for special voting opportunities where a vote counting unit is unavailable or impractical.

“Register Tape” means the printed record generated from a vote counting unit at the close of voting on general voting day, which shows the number of votes cast for each candidate for the offices of Mayor and Councillor, and the number of votes for and against each other voting matter on which the opinion or ascent of the electors is sought.

“Returned Ballot” means a voted ballot which was inserted into the vote counting unit but was not accepted, being returned to the elector with an explanation of the ballot marking error; allowing the elector to either re-submit a new ballot or to allow the vote counting unit to accept the ballot in its current state (Ballot Override Procedure).

“Secrecy Sleeve” means an open-ended folder or envelope used to cover ballots in order to conceal the choices made by each elector.

“This Bylaw” means General Local Government Election and Assent Voting No. 1926, 2021.

“Traditional Ballot” means a paper ballot that is only used as part of a manual voting and vote counting process.

“Town” means the Town of Creston.

“Vote Counting Unit” means the device into which voted ballots are inserted and which scans each ballot and records the number of votes for each candidate and for and against each question on which the opinion or assent of the electors is sought.

Part 5 Automatic Registration by Inclusion on Provincial List of Voters

- 5.1 As authorized under Section 76 of the *Local Government Act*, for all elections and assent voting, the most current available Provincial list of voters prepared under the *Elections Act* shall become the register of resident electors on the 52nd day prior to general voting day.

Part 6 Advance Voting

- 6.1 Advance voting for the Town of Creston shall be held on the 10th and 17th days before General Voting Day, pursuant to Section 107 of the *Local Government Act*; between the hours of 8:00 a.m. and 8:00 p.m.
- 6.2 The Chief Election Officer is authorized to establish dates for additional advance voting opportunities in advance of general voting day pursuant to Section 108 of the *Local Government Act*, providing notice of additional advance voting opportunity in any manner the Chief Election Officer considers appropriate.
- 6.3 Advance Voting shall be conducted in accordance with the procedures contained in this Bylaw so far as applicable.
- 6.4 If an Automated Vote Counting System is used:
- 6.4.1 At the close of voting on each Advance Voting Day, any remaining ballots in the emergency ballot compartment and portable ballot box shall be inserted into the vote counting unit by the Chief Election Officer or Deputy Chief Election Officer as soon as possible, under the supervision of the Chief Election Officer, Deputy Chief Election Officer or Officer.
- 6.4.2 At the end of each Advance Voting Opportunity, the presiding election official shall ensure that the vote counting unit, including the emergency ballot compartments, memory card and portable ballot box, is secured, sealed and returned along with all other election materials to the custody of the Chief Election Officer.
- 6.5 If an Automated Vote Counting System is not used by the Town of Creston, Advance Voting shall be conducted by using a manual voting and vote counting process or another means as decided by the Chief Election Officer or Deputy Chief Election Officer and authorized by the *Local Government Act*.

Part 7 Special Voting Opportunities

- 7.1 To give electors who may otherwise be unable to vote an opportunity to do so, the Council for the Town of Creston will provide Special Voting Opportunities as authorized under Section 109 of the *Local Government Act* and authorizes the Chief Election Officer to establish special voting opportunities for each election, and to designate the location, the date and the voting hours within the limits as set out in the *Local Government Act*.
- 7.2 Resident electors and non-resident property electors who are employed at the locations established by the Chief Election Officer for special voting opportunities may vote at such locations; however, such locations shall not be available for general voting purposes.
- 7.3 Special Voting Opportunities shall be conducted in accordance with the procedures contained in this Bylaw as far as applicable.
- 7.4. Unless the Chief Election Officer determines it is practical to use a vote counting unit, a portable ballot box shall be used for all Special Voting Opportunities.
- 7.5 Once the elector has completed his or her ballot, it shall be deposited into the portable ballot box supplied by the presiding election official.

- 7.6 At the end of each Special Voting Opportunity, the presiding election official shall ensure that the portable ballot box is secured, sealed and returned along with all other election materials to the custody of the Chief Election Officer or Deputy Chief Election Officer.
- 7.7 If an Automated Vote Counting System is not used by the Town of Creston, Special Voting Opportunities shall be conducted by using a manual voting and vote counting process or another means as decided by the Chief Election Officer or Deputy Chief Election Officer and authorized by the *Local Government Act*.
- 7.8 The number of candidate representatives who may be present at a special voting opportunity is limited to one.

Part 8 Mail Ballot Voting

- 8.1 As authorized under Section 110 of the *Local Government Act*, voting and registration may be done by mail for those electors who meet the criteria in 110(2) for each election or other voting. The following qualified electors are permitted to register to vote by mail and to vote by mail ballot:
- a) Persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity; and,
 - b) Persons who expect to be absent from the Town of Creston on General Voting Day and at the times of all Advance Voting Days.
- 8.2 The following procedures for voting and registration must apply:
- 8.2.1 Sufficient record will be kept by the Chief Election Officer or Deputy Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of Section 126 of the *Local Government Act*; and,
 - 8.2.2 A person exercising the right to vote by mail under the provisions of Section 110 may be challenged in accordance with, and on the grounds specified in Section 126 of the *Local Government Act*, until 4:30 p.m. two days before General Voting Day.
- 8.3 After marking the ballot, the elector must do the following:
- 8.3.1 Place the ballot in the secrecy sleeve or envelope provided, and then seal the secrecy sleeve or envelope;
 - i. Place the secrecy sleeve/envelope inside the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
 - ii. Place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope
 - iii. Mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received no later than the close of voting on general voting day.
- 8.4 The time limits in relation to voting by mail ballot will be determined by the Chief Election Officer or Deputy Chief Election Officer in accordance with the *Local Government Act*.

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- 8.5 As provided in the *Local Government Act*, a mail ballot must be received by the Chief Election Officer or Deputy Chief Election Officer before the close of voting on General Voting Day in order to be counted for an election, and it is the obligation of the person applying to vote by mail ballot to ensure that the mail ballot is received by the Chief Election Officer or Deputy Chief Election Officer within this time limit.
- 8.6 If an Automated Vote Counting System is used; upon receipt of the mail ballot, the ballot must not be inserted in a portable ballot box until 8:00 p.m. on General Voting day, after which time the Chief Election Officer or Deputy Chief Election Officer shall, in the presence of at least one other election official, enter the ballot into the vote counting unit to be counted.
- 8.7 If an elector unintentionally spoils a mail ballot, the elector may, prior to 8:00 p.m. on General Voting Day, return the spoiled ballot package in its entirety to the Chief Election Officer or Deputy Chief Election Officer and receive a replacement ballot.
- 8.8 If an elector's right to vote using a mail ballot is challenged, the Chief Election Officer or Deputy Chief Election Officer will then proceed according to Section 126 of the *Local Government Act*.
- 8.9 If the Chief Election Officer or Deputy Chief Election Officer determines that another person has already voted or received a mail ballot in the name of an elector who wishes to vote, the Chief Election Officer or Deputy Chief Election Officer will proceed according to Section 127 of the *Local Government Act*.
- 8.10 If an Automated Vote Counting System is not used by the Town of Creston, Mail Ballot Voting shall be conducted by using a manual voting and vote counting process or another means as decided by the Chief Election Officer or Deputy Chief Election Officer and authorized by the *Local Government Act*.

Part 9 Use of Automated Vote Counting System

- 9.1 The conduct of a General Local Election, by-election and any other voting or election by use of an automated vote counting system is hereby authorized by the Town of Creston as per Section 112(1) of the *Local Government Act*.

Part 10 Automated Voting Procedures

- 10.1 A designated election official shall, before the ballot is issued, offer and if requested, provide or direct another election official to provide a demonstration to an elector of how to use an automated vote counting system for the purpose of voting. This demonstration may take place at any of the following locations:
- a) The voting location on General Election Day;
 - b) The voting location on Advanced Voting Day; and,
 - c) Any Special Voting Opportunity location.

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- 10.2 Upon completion of the voting demonstration (if conducted), the elector shall proceed to an election official that is responsible for issuing ballots; a ballot, along with a secrecy sleeve, if requested, will be issued once the elector completes the voting book as required by the *Local Government Act*, and is deemed qualified to vote in the election.
- 10.3 Once given a ballot, the elector shall proceed to a voting compartment to vote.
- 10.4 The elector may vote only by making an acceptable mark on the ballot beside the name of each candidate of choice up to the maximum number of candidates to be elected for the offices of Mayor, Councillor, School Trustee and, if necessary, beside either “yes” or “no” in the case of a referendum or other question.
- 10.5 Once the elector has completed marking the ballot, the *elector* must place the ballot into a secrecy sleeve, if requested, and proceed to the vote counting unit where, under the supervision of an election official, the elector must insert the ballot directly from the secrecy sleeve (if applicable) into the vote counting unit without the acceptable marks on the ballot being exposed.
- 10.6 The elector may request a replacement ballot by advising an election official under the following circumstances:
- a) The elector determines that they have made a mistake when marking the original *ballot*; or
 - b) The original ballot was returned by the vote counting unit.
- 10.7 Once requested, the election official shall issue a replacement ballot to the elector, mark the returned ballot “spoiled” and keep the “spoiled” ballots separate from all other ballots, not counting them in the election.
- 10.8 If the original ballot is returned by the vote counting unit and the elector declines the opportunity to complete a replacement ballot, the original ballot, provided it has not been damaged to the extent where it cannot be reinserted into the vote counting unit, shall be reinserted into the vote counting unit and the ballot return override procedure will be used to count any acceptable marks that have been correctly made.
- 10.9 The elector must remain in the voting place until the ballot has been inserted and accepted by the vote counting unit.
- 10.10 Subject to the results of any judicial recount that may take place, all acceptable marks counted by the vote counting unit are valid and will be counted in the election.
- 10.11 If a vote counting unit is not functioning, the election official supervising the unit shall insert all ballots completed by electors into either the emergency ballot compartment or the portable ballot box, to be reinserted into the vote counting unit as soon as possible, under the supervision of the Chief Election Officer or Deputy Chief Election Officer.
- 10.12 At the end of General Voting Day, all remaining ballots or ballots which are temporarily stored in the emergency ballot compartment or portable ballot box shall be, at the earliest time, inserted into the vote counting unit by the Chief Election Officer or Deputy Chief Election Officer as soon as possible, under the supervision of the Chief Election Officer or Deputy Chief Election Officer.

- 10.12.1 Any ballots returned by the vote counting unit shall be subject to the vote override procedure and, under the supervision of the Chief Election Officer or Deputy Chief Election Officer, will be re-inserted into the vote counting unit to ensure that any acceptable marks present on the ballot will be counted.
- 10.13 At the end of General Voting Day and after the completion of Section 10.12, the Chief Election Officer or Deputy Chief Election Officer shall ensure that the vote counting unit is secured and generate three copies of the register tape from the vote counting unit.
- 10.14 The Chief Election Officer shall also account for and seal all unused, spoiled and voted ballots separately along with one copy of the register tape.
- 10.15 The Chief Election Officer will then place all other remaining materials in the materials transfer box and secure the box at Town Hall (238 - 10th Avenue North, Creston, BC).
- 10.16 If an Automated Vote Counting System is not used by the Town of Creston, all elections and other voting opportunities shall be conducted by using a manual voting and vote counting process or another means as decided by the Chief Election Officer or Deputy Chief Election Officer and authorized by the *Local Government Act*.

Part 11 Order of Names on Ballot

- 11.1 The order of candidate names on the ballot shall be alphabetical by surname, pursuant to Section 116 of the *Local Government Act*.

Part 12 Number of Scrutineers at Voting Place

- 12.1 The number of scrutineers permitted to be present at the Advance Voting and Special Voting Opportunities, on behalf of each candidate, shall be one (1).
- 12.2 As authorized under Section 120(3) of the *Local Government Act*, for voting other than a General Local Election, the number of scrutineers permitted at the General Voting Place shall be a maximum of two (2), or one per each ballot box in use, if less than two ballot boxes are being used.

Part 13 Recount Procedures

- 13.1 If a recount is required, it shall be conducted under the direction of the Chief Election Officer or Deputy Chief Election Officer and generally in accordance with the following procedure:
- 13.1.1 The memory cards of all vote-counting units at the close of voting on general voting day will be stored along with other election documents.
- 13.1.2 Additional memory cards will be programmed for the purposes of the recount.
- 13.1.3 The Chief Election Officer or Deputy Chief Election Officer will remove the protective seal from the ballots and re-insert all ballots into the vote counting unit, using the ballot return override procedure to detect all acceptable marks on ballots returned by the vote counting unit.

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- 13.2 Once all ballots have been successfully inserted and processed by the vote counting unit, three register tapes will be generated from the vote counting unit.
- 13.3 If an Automated Vote Counting System is not used by the Town of Creston, a recount of traditional ballots shall be manually conducted under the direction of the Chief Election Officer or Deputy Chief Election Officer.
- 13.4 If, after the recount, a candidate cannot be declared elected because two (2) or more candidates have received an equal number of valid votes, then the Chief Election Officer or Deputy Chief Election Officer must refer the election to a judicial recount.
- 13.5 In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 151 of the *Local Government Act*.

Part 14 General

- 14.1 This Bylaw shall come into full force and effect upon adoption.

READ A FIRST TIME by title and SECOND TIME by content this day of , 2021.

READ A THIRD TIME by title this day of , 2021.

ADOPTED this day of , 2021.

Mayor Ron Toyota

Kirsten Dunbar, Corporate Officer