



**TOWN OF CRESTON  
SPECIAL COUNCIL MEETING AGENDA  
HELD IN ACCORDANCE WITH MINISTERIAL ORDER NO. M192**

**Tuesday, June 30, 2020**

**Immediately Following the Special Committee of the Whole Meeting Commencing at 4:00 PM  
Council Chambers, 238-10th Avenue North, Creston, BC**

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**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. ADOPTION OF MINUTES**

None

**4. DELEGATIONS**

None

**5. ITEMS OF BUSINESS**

- a. Nancy Pridham, correspondence regarding the Annual Downtown Walking Tour Brochure
- b. Regional District of Central Kootenay, regarding the Creston Valley Bird Festival Committee's 2019 Columbia Basin Trust / Community Initiatives Program Grant
- c. Request for Decision from the Manager of Engineering, regarding the Wastewater Treatment Plant Solids Dewatering Facility Upgrade
- d. Request for Decision from the Director of Community Services, regarding the Parks and Public Spaces Booking Policy and the Liquor Licence Application Policy

**6. BYLAWS**

- a. Parks, Trails and Public Places Amendment Bylaw No. 1909, 2020 (1st and 2nd Readings)
- b. Parks, Trails and Public Places Amendment Bylaw No. 1909, 2020 (3rd Reading)
- c. Fees and Charges Amendment Bylaw No. 1910, 2020 (1st and 2nd Readings)
- d. Fees and Charges Amendment Bylaw No. 1910, 2020 (3rd Reading)

**7. NEW BUSINESS**

**8. REPORTS OF REPRESENTATIVES**

- a. Council Member Verbal Reports
- b. Staff Verbal Reports (first meeting of each month)

**9. GIVING OF NOTICES**

- Regular Council Meeting - July 14 & 18, 2020
- Regular Committee of the Whole - July 21, 2020

**10. ACTING MAYORS SCHEDULE - 2020**

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

**11. QUESTION PERIOD**

**12. RECESS AND MOVE TO CLOSED MEETING**

Pursuant to Sub-section 90(1) (c) labour relations, of the *Community Charter* (if necessary).

**13. RECONVENE TO REGULAR MEETING**

**14. RESOLUTIONS FROM CLOSED MEETING**

**15. ADJOURNMENT**

**Kirsten Dunbar**

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**Subject:** FW: Downtown Creston walking tour brochure

**From:** David Nancy Pridham [REDACTED]  
**Sent:** June 19, 2020 2:58 PM  
**To:** Marsha Neufeld <[Marsha.Neufeld@creston.ca](mailto:Marsha.Neufeld@creston.ca)>  
**Subject:** Downtown Creston walking tour brochure

Hi Stacey,

I am writing you with a proposal to do a reprinting of the popular Downtown Creston Walking Tour Brochure.

I wish to support the small business owners that have participated in the brochure these past few years. I would like to ask the Town to put in their previous contribution of \$600, and add to that the RDCK contribution of \$100 each from the Visitor's Centre and the Community Complex.

Usually the businesses have paid \$100 for the small ad, but under this year's difficult economy I would offer their ads to them for free, with a smaller fee only if they want considerable changes to their ad.

The \$800 from the town and rdck would cover the costs of a smaller printing run. I think 2000 would be enough for this season. Usually I pay to put it on the ferry, but would skip that this year as the observation top deck is still closed.

Amy Maddess from the Visitor's Centre wrote me, "[The downtown walking tour brochure is always so popular that I think it would be a great product to have on hand to provide people with. Especially since it is a nice way to encourage people to get out and explore the area and help out our local economy.](#)"

What do you think?  
Warm Regards  
Nancy Pridham

**Kirsten Dunbar**

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**From:** Lisa Rein  
**Sent:** June-26-20 08:20  
**To:** Garry Jackman; Tanya Wall; Adam Casemore; Ron Toyota  
**Cc:** Bev Caldwell; Kirsten Dunbar  
**Subject:** 2019-209 Creston Valley Bird Festival Extension Request  
**Attachments:** 2019-2020 - Festival Coordinator Analysis.pdf  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning Directors, please see below an extension request from the Creston Valley Bird Festival Committee to June 30, 2021.

Are you in support of this extension?

Regards,  
Lisa

**Lisa Rein**

*Grants Coordinator*

**Regional District of Central Kootenay**

Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4

**Phone:** (250) 352-8170 **Fax:** (250) 352-9300

**Web:** [www.rdck.ca](http://www.rdck.ca) **Friend us on** [Facebook](#)

*Representing Diverse Communities in the Kootenays***Please think about the environment before you print**

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**From:** Terry Posynick <terryaccounts@yahoo.ca>

**Sent:** June 26, 2020 7:42 AM

**To:** Lisa Rein <LRein@rdck.bc.ca>

**Cc:** Tanna Patterson [REDACTED]

**Subject:** Extension to the completion date

Good morning Nancy,

The Creston Valley Bird Festival would like to request an extension to our 2018-2019 grant project to June 30, 2021.

Organization Name: Creston Valley Bird Festival Committee of Wildsight

Project Name: Creston Valley Bird Festival Committee Festival Coordinator

Work Completed to date: To date the Contractor has shadowed committee members through most of the planning process to March 14, 2020 for the 2020 Creston Valley Bird Festival. Due to COVID-19 the shadowing, documentation and delivery of the 2020 Creston Valley Bird Fest and completion of the project was forced to end. The processes up to

but not including the registration and delivery cycle of the Festival have been mostly documented with practices and procedures. However the busiest and most time consuming tasks were not able to be documented. Outlines of these projected tasks have been started which should make the documentation process more constructive.

Work that still needs to be completed: 1. We need to fully document the tasks process that happens with the delivery of the Festival from March to May 31 which is the busiest and most task intensive of the festival. This progression was not able to be completed and full procedures for this were not able to be written.

2. In addition to ending the year prior to the festival delivery cycle start, the contractor was not hired until November and thus not able to shadow the full planning process.

Amount of grant funds spent: \$2,287.50

Amount of grant funds left to be spent: \$2,558.50

New requested completion date: June 30, 2021

I have attached a financial analysis of the project to date.

Thank you

Terry Posynick  
Treasurer Creston Valley Bird Festival  
(Committee of Wildsight-Creston Valley Branch)

# REQUEST FOR DECISION (RFD)

Town of Creston

Action Date: June 30, 2020

File: 0890.20.08

SUBJECT: WWTP – Solids Dewatering Facility Upgrade

**RECOMMENDATION:** THAT Council award the general construction contract for the 2020 Wastewater Treatment Plant (WWTP) – Solids Dewatering Facility Upgrade to **Carver Construction Ltd.**, in the amount of **\$3,781,650.00** (excluding GST) as the lowest tender meeting the Town's specifications; **THAT** funding be allocated from the 2020 and 2021 Water Capital Fund for the Bio Solids Handling System; **AND FURTHER, THAT** additional funding up to **\$310,695.39** be budgeted in 2021 to complete the project, if necessary.

**CAO COMMENTS:** I agree with the recommendation.

## RECOMMENDATION

Report / Document:

Attached ☐

Available ☐

Nil ☐

**KEY ISSUE(S) / CONCEPTS DEFINED:** Creston requires a permanent Solids Dewatering Facility at the WWTP in order to augment the current treatment process and adhere to all Ministry of Environment (MOE) regulations for wastewater treatment. Council has approved \$3.789M for the upgrading of the Solids Handling Facility at the WWTP (Geo-tubes). Of the \$3.789M, \$2.834M is funded by Government Grants under the Gas Tax Grant. In order to achieve Council's long-term objectives this project provides infrastructure renewal and improves the ability to achieve treatment of municipal sewage.

**RELEVANT POLICY:** Purchase Order Policy FIN-003-010. For projects exceeding \$100,000, the Tender is required to be awarded by Council as per the purchasing policy. *Purchasing Policy: \$100,000 plus: Formal Tender or RFP process awarded by Council – the Department Director, the Director of Finance and Corporate Services and the Town Manager must sign off on the documentation.*

**STRATEGIC RELEVANCE:** Asset Management, Environmental

**DESIRED OUTCOME(S):** A long-term solution addressing the collection of bio-solids from the Bulk Volume Fermenter (BVF) process. Grant funding under the Strategic Gas Tax Grant was approved for this project in the amount of \$2,834,150 by the Provincial and Federal Governments.

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

1.	Council award Carver Construction Ltd., as the lowest tender meeting the Town's Specifications.
2.	Council may choose to cancel the tender
3.	Other, as per Council discussion

**PREFERRED STRATEGY:** Option 1, above

## IMPLICATIONS OF RECOMMENDATION:

**GENERAL:** Align with Capital Plan, Asset Management and Wastewater Treatment objectives

**ORGANIZATIONAL:** A long-term solution addressing the collection of bio-solids from the Bulk Volume Fermenter (BVF).

**FINANCIAL:** Reduce/ eliminate extraordinary operational costs associated with periodic BVF upsets

**FOLLOW UP ACTION:** Enter into Contract with the successful General Contractor within 30 days.

**COMMUNICATION:** N/A

**OTHER COMMENTS:** The dewatering facility becomes permanent and MOE regulations are fully addressed

Submitted by:

Colin Farynowski, Manager of Engineering

Endorsed by: Other

Ferd Schmidt, Director of Infrastructure Services

Reviewed by: CAO



Reviewers

# REQUEST FOR DECISION (RFD)

Town of Creston

Action Date: June 30, 2020

File: 3450.50

SUBJECT: Parks Booking Policy

**RECOMMENDATION:** THAT Council APPROVES the Parks and Public Spaces Booking Policy #SER-009-010, THAT Council APPROVES the Liquor Licence Application Policy #SER-003-015, THAT Council consider three readings to Parks, Trails and Public Places Amendment Bylaw No. 1909, AND FURTHER THAT Council consider three readings to Fees and Charges Amendment Bylaw No. 1910.

**CAO COMMENTS:** This updates and aligns policies / bylaws.

## RECOMMENDATION

Report / Document:

Attached ☐

Available ☒

Nil ☐

**KEY ISSUE(S) / CONCEPTS DEFINED:** At the January 21, 2020 Committee of the Whole meeting Council directed staff to present a draft Parks Booking Policy, and amendments to Parks, Trails and Public Places Bylaw No. 1788. Staff also determined that additional amendments were required to the Fees and Charges Bylaw No. 1763 and the Liquor Licence Application Policy (SER-003-015) to maintain consistency. These Policies and Bylaws were presented to Council at the June 30, 2020 Special Committee of the Whole Meeting.

**RELEVANT POLICY:** The Town does not currently have an active Parks Booking Policy. The currently active Liquor Licence Application Policy does not refer to the Liquor and Cannabis Regulation Board (LCRB) or note the latest LCRB processes for Special Event Permit applications.

**STRATEGIC RELEVANCE:** Consistency between practices, policy, bylaws, and provincial legislation regarding fair public access and alcohol use in parks and public spaces.

**DESIRED OUTCOME(S):** Consistent process and defined responsibilities for the booking of parks and public spaces.

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

1.	Council adopt the proposed Policies, and give 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> readings to the proposed Bylaws as submitted; or,
2.	Council refer to Staff for further information (to be specified); or,
3.	Other, as per Council discussion

**PREFERRED STRATEGY:** Option 1

## IMPLICATIONS OF RECOMMENDATION:

**GENERAL:** Improved public access to parks and public places, and a clear booking process

**ORGANIZATIONAL:** Council will be required to provide decisions regarding individual Closed Park Bookings

**FINANCIAL:** Possible decrease in fees collected for Closed Bookings

**FOLLOW UP ACTION:** Update application forms for consistency with new Policies and Bylaws

**COMMUNICATION:** New applicants will be informed of changes as applicable to their requested bookings

**OTHER COMMENTS:** By others reviewing this RFD

Submitted by:

Ross Beddoes, DCS

Endorsed by: Other

Reviewed by:

CAO

Reviewers



# Town of Creston COUNCIL POLICY

DRAFT POLICY:

SER-009-010

## Parks and Public Spaces Booking Policy

<b>PURPOSE</b>	The purpose of this Policy is to establish guidelines for booking parks and public spaces.
<b>SCOPE</b>	This Policy applies to all bookings of Town owned or operated parks and public spaces.
<b>POLICY</b>	Booking of Town owned or operated parks and public spaces is permitted in the Town of Creston when in conformance with this Policy.

**DEFINITIONS** **Booking** means the reservation of a Town owned or operated park, public space or facility.

**Closed booking** means the booking of a park, public space or facility where the booked area is closed to the general public, or where an admission fee is charged to access the booked area.

**Open booking** means the booking of a park, public space or facility where the general public retains access to booked area.

**Established annual community event** means Creston Valley Blossom Festival, Creston Valley Fall Fair, Creston Valley Winter Festival, or other events as defined in *Parks, Trails, and Public Places Regulations Bylaw No. 1788, 2014*.

**Facility** means a feature, area, or structure in a Town owned or operated park or public space.

## PROCEDURES

### 1.0 Booking Procedure

- 1.1 Any person or organization intending to book a Town owned park, public space or facility must complete and sign the appropriate application form, as available at Town Hall.
- 1.2 No park, public space or facility booking will be authorized to a person under the age of 18 years.
- 1.3 No park, public space or facility booking will be authorized without a properly executed waiver of liability and indemnity form.
- 1.4 If requested by the Town, the applicant(s) and event organizer(s) will be required to provide 3<sup>rd</sup> party liability insurance of an amount not less than \$2,000,000, naming the Town of Creston as additional insured.
- 1.5 Bookings are registered on a first-come, first-serve basis.



## Town of Creston

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**COUNCIL POLICY**

- 1.6 Open booking applications must be submitted to the Town of Creston a minimum of 15 business days prior to the event.
- 1.7 Open bookings must be approved or denied by the Chief Administrative Officer, Corporate Officer, Director of Community Services, or their designate within 10 business days of receiving a complete application form.
- 1.8 Open booking fees will not be refunded.
- 1.9 Closed booking applications must be submitted to the Town of Creston a minimum of 30 business days (6 weeks) prior to the event.
- 1.10 Closed bookings must be approved or denied by Town Council, except for established annual community events, which may be approved by Staff, as defined in *Parks, Trails, and Public Places Regulations Bylaw No. 1788, 2014*.
- 1.11 Closed booking fees may be refunded, less a \$25 administrative fee, when in accordance with *Parks, Trails, and Public Places Regulations Bylaw No. 1788, 2014*.
- 1.12 The maximum time period a park, public space or facility may be booked shall be one day, between the hours of 7:00 a.m. and 10:00 p.m., unless specifically permitted by Council, or as part of an established annual community event, which may be approved by Staff, as defined in *Parks, Trails, and Public Places Regulations Bylaw No. 1788, 2014*.
- 1.13 All Town parks are closed to bookings between 10:00 p.m. and 7:00 a.m. daily, unless specifically permitted by Council, or as part of an established annual community event, which may be approved by Staff, as defined in *Parks, Trails, and Public Places Regulations Bylaw No. 1788, 2014*.

**2.0 General Terms & Conditions of Booking**

- 2.1 Pets are prohibited, unless permitted by *Parks, Trails, and Public Places Regulations Bylaw No. 1788, 2014*.
- 2.2 No sales or other business shall be conducted, without a Commercial Vendor Permit.
- 2.3 All newly landscaped and seeded areas are to be completely avoided in order to promote proper development.
- 2.4 Any and all solid waste shall be disposed of in litter barrels or similar facilities.
- 2.5 The park, public space or facility booked, including washrooms if applicable, shall be left in a clean and tidy condition.
- 2.6 Town staff must have access to the park, public space or facility at all times and may attend free of charge to any event held on Town owned or operated property for the purpose of auditing or reviewing compliance with Town bylaws and policies.

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## POLICY NO. SER-009-010

**COUNCIL POLICY**

- 2.7 Failure to comply with this Policy or *Parks, Trails, and Public Places Regulations Bylaw No. 1788, 2014*, will result in the applicant(s) and/or attendees being removed from the Park or Public Space.
- 2.8 All performers and public speakers will conduct themselves in a polite and courteous manner. Inappropriate, offensive or obscene lyrics/speech are not permitted, whether live or recorded.
- 2.9 Users shall ensure that the park, public space, facility and/or field conditions are suitable for their intended use and must report any deficiency in maintenance to the Town of Creston.
- 2.10 Failure to completely clean up after an event will result in charges for the cost of cleaning and a 20% administrative fee.
- 2.11 Whenever reasonably possible, the Town will avoid maintenance of a park, public space or facility during the period booked.
- 2.12 All installation and removal costs of any required municipal equipment or property related to the event, shall be the responsibility of the applicant(s).
- 2.13 Arrangements with Town Staff regarding installation and removal of any municipal equipment or property must be made prior to the event.
- 2.14 Permission to book Town parks, public spaces or facilities does not imply any endorsement of the aims, policies or activities of any group or individual.

**3.0 Additional Booking Terms and Conditions for Millennium Park**

- 3.1 Closed bookings of Millennium Park are permitted only as specifically authorized by Council, except established annual community events, which may be approved by Town Staff.
- 3.2 No open or closed booking of Millennium Park is permitted on the following days, unless specifically authorized by Council, or as part of an established annual community event approved by Town Staff:
  - 3.2.1 Victoria Day, and the Saturday and Sunday that precede Victoria Day;
  - 3.2.2 Canada Day, and the Saturday and Sunday closest to Canada Day (if Canada Day falls on a Wednesday, no booking shall be permitted on the Saturday and Sunday preceding, or the Saturday and Sunday following Canada Day);
  - 3.2.3 B.C. Day, and the Saturday and Sunday that precede B.C. Day;
  - 3.2.4 Labour Day, and the Saturday and Sunday that precede Labour Day.
- 3.3 The applicant(s) or organization booking Millennium Park for a closed event where admission is charged to allow access for the general public, shall advertise the event in the local newspaper, or other media outlet deemed appropriate by Town

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Staff, for a minimum of one week prior to the event.

- 3.4 The maximum number of people permitted to attend a closed booking event at Millennium Park is 150, unless specifically approved by Council.
- 3.5 The applicant(s) or sponsoring organization shall be liable for insurance coverage and security of their event.
- 3.6 Closed bookings may require an admission fee.
- 3.7 Open bookings may not charge an admission fee.

**4.0 Additional Booking Terms and Conditions for Spirit of Creston Square**

- 4.1 Unless requested to offset costs to the Town, there is no booking fee for Spirit of Creston Square.
- 4.2 Any street closures related to utilization of Spirit of Creston Square must be in accordance with *Traffic Regulations Bylaw No. 1546* and *Street Closure Policy (SER-010-001)* and be coordinated with Town Staff.

**5.0 Additional Booking Terms and Conditions for the Downtown Greenspace**

- 5.1 The Downtown Greenspace may only be booked for non-profit community events.
- 5.2 No performer or other person shall charge any fee for attendance.
- 5.3 No performer or other person shall inhibit the free movement of traffic or pedestrians.
- 5.4 No performer or other person shall block the pathway for any reason.

**6.0 Additional Booking Terms and Conditions for the 11<sup>th</sup> Avenue South Walkthrough**

- 6.1 Unless requested to offset costs to the Town, there is no booking fee for the 11<sup>th</sup> Avenue South Walkthrough.
- 6.2 The 11<sup>th</sup> Avenue South Walkthrough may only be booked for non-profit community events.
- 6.3 No performer or other person shall charge any fee for attendance.
- 6.4 No performer or other person shall inhibit the free movement of traffic or pedestrians.
- 6.5 Performers are restricted to the podium area only.

**7.0 Denial and Cancellation of Bookings by the Town of Creston**

- 7.1 The Town of Creston reserves the right to deny or cancel a booking application

**Town of Creston**  
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POLICY NO. SER-009-010

when it reasonably believes:

- 7.1.1 use by any individual or group will be for a purpose that is likely to promote, or would have the effect of promoting: discrimination, contempt or hatred for any group or person on the basis of colour, race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, or mental or physical disability (*as per Section 318 and 319 of the Criminal Code of Canada*); or,
- 7.1.2 use by any individual or group will be for a purpose or action, that is contrary to provincial or federal law, or any Town of Creston bylaw or policy, including: violent, threatening, abusive, harassing, disruptive or intrusive language or conduct; or,
- 7.1.3 there is a misrepresentation, a likelihood of physical hazard to participants or audiences or a misuse of premises or equipment. Past misuse or non-payment of fees is sufficient grounds for denial of an application; or,
- 7.1.4 the booking is contrary to the public interest as determined by Council.

**8.0 Alcohol Use**

- 8.1 No alcohol is permitted during a booking except in cases where:
  - 8.1.1 the booking conforms with Liquor Licence Application Policy (*SER-003-015*); and,
  - 8.1.2 the applicant provides proof of General Liability Insurance in an amount not less than \$2,000,000 and a Liquor Liability Endorsement Policy in an amount not less than \$2,000,000, with the Town of Creston named as additional insured; and,
  - 8.1.3 the applicant is in possession of a Special Event Permit issued by the British Columbia Liquor and Cannabis Regulation Branch; and,
  - 8.1.4 the applicant or organizer has established a “Designated Driver Plan” in accordance with the Town’s Liquor Licence Application Policy (*SER-003-015*).

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POLICY NO. SER-009-010

**POLICY RECORD**

Date Approved by Council:	, 2020	Resolution No.	#
Next Review Date:	, 2025	Policy No:	SER-009-010
Last Review Date:	, 2020	Replaces:	
Administrative Review:	, 2022		



# Town of Creston COUNCIL POLICY

**DRAFT POLICY:****SER-003-015**


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## Liquor Licence Application Policy

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**PURPOSE** The purpose of this Policy is to establish guidelines respecting Liquor Licence Applications and Special Event Permits in the Town of Creston; and, alcohol consumption on Town owned properties/facilities.

**SCOPE** Town of Creston Council, Staff, Residents, and Businesses.

**POLICY** All liquor licence applications, and alcohol consumption on Town owned / operated properties / facilities, must conform with this Policy.

### 1.0 Liquor Licence Approval Process

When Council receives a request for comments or approval of an application to the *BC Liquor and Cannabis Regulation Branch*, for a liquor licence or amendment to a liquor licence, the request is to be advertised in one issue of a local newspaper (at the expense of the applicant) for public information before it is formally dealt with by Council. Following advertisement the application will be considered by Council.

### 2.0 Alcohol Use on Town Owned / Operated Properties and/or Facilities

There is to be no alcohol sold, consumed or distributed on land or facilities owned / operated by the Town of Creston unless:

- 2.1 the *British Columbia Liquor and Cannabis Regulation Branch* has issued a "Special Event Permit"; or, the facility has its own Liquor Licence under the provisions of the *BC Liquor Control and Licensing Act*, approved by resolution of Council; and,
- 2.2 The event is a private special event, as defined in the *BC Liquor Control and Licensing Regulation*, and Town Council, the Chief Administrative Officer, the Director of Community Services, or the Corporate Officer has approved a "Request for Liquor Special Event Permit/Approval form", as available at Town Hall, in accordance with the terms and conditions stated thereon; or,
- 2.3 The event is a public special event, as defined in the *BC Liquor Control and Licensing Regulation*, and Town Council has approved a "Request for Liquor Special Event Permit/Approval form", as available at Town Hall, in accordance with the terms and conditions stated thereon.

### 3.0 Designated Driver Plan

Organizers of events on Town owned properties and/or facilities, at which alcohol is served, must have in place a Designated Driver Plan to ensure alternate means of transportation for individuals who have consumed alcohol.

The Designated Driver Plan must consist of no less than following:

- 3.1 A Designated Driver announcement made to the assembled guests encouraging

## Town of Creston

POLICY NO. SER-003-015

**COUNCIL POLICY**

the use of a designated driver or alternate transportation provided by the organizers of the event; and,

- 3.2 Designated Driver information posted prominently at each station where alcohol is served; and,
- 3.3 A Designated Driver or Driver Service Provider.

**POLICY RECORD**

Date Approved by Council:	, 2020	Resolution No.	#
Next Review Date:	, 2025	Policy No:	SER-003-015
Last Review Date:	, 2020	Replaces:	SER-003-015
Administrative Review:	, 2022		



# Town of Creston COUNCIL POLICY

**CURRENT  
POLICY:**

**SER-003-015**

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## Liquor Licence Application Policy

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**PURPOSE** The purpose of this policy is to establish guidelines respecting Liquor Licence Applications, Special Occasion Liquor Licences and Alcohol Use on Town owned properties/facilities.

**SCOPE** Town of Creston Council, Staff, Residents and Businesses.

### **POLICY**

#### 1.0 Approval Process

When Council receives a request for comments or approval of an application to the Liquor Control Branch, for a liquor licence or amendment to a liquor licence, the request is to be advertised in one issue of a newspaper (at the expense of the applicant) for public information before it is formally dealt with by Council; and the application will be dealt with at a Regular Council Meeting.

#### 2.0 Alcohol Use on Town Owned Properties and/or Facilities

There is to be no alcohol sold, consumed or distributed on Town owned properties and/or facilities unless an approved "Special Occasion Liquor Licence" has been issued in accordance with the terms and conditions stated in the Town of Creston "Application Request for Special Occasion Liquor Licence" or the facility has its own Liquor Licence under provisions of the Liquor Control and Licencing Act, approved by resolution of Council.

#### 3.0 Application Request for Special Occasion Liquor Licence

That an "Application Request for Special Occasion Liquor Licence", attached as Appendix "3", be completed to the satisfaction of the Authorized Authority for the Town of Creston.

#### .4 Designated Driver Plan

That organizers of events on Town owned properties and/or facilities, at which alcohol is served, have in place a designated driver plan to ensure alternate means of transportation for individuals who have consumed alcohol.

Designated Driver Plan should consist of no less than the following:

- a) A Designated Driver announcement made to the assembled guests encouraging the use of a designated driver or alternate transportation provided by the organizers for the event.
- b) Designated Driver information posted prominently at each station where alcohol is served.



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POLICY NO. GOV-003-015

Appendix '3'

**POLICY RECORD**

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Date Approved by Council:

Resolution No.

Next Review Date:

Policy No:

Last Review Date:

Replaces:

Administrative Review:

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**Town of Creston**  
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POLICY NO. GOV-003-015

Appendix '3'

**REQUEST FOR LOCAL GOVERNMENT'S APPROVAL  
 OF SPECIAL OCCASION LIQUOR LICENCE APPLICATION**

**NOTE: Private functions not held on or within Town of Creston property do not require local government's approval. You may proceed directly to the local RCMP office to process your application.**

Local Government approval is required for all public functions OR all private functions located on Town owned land or property. Please provide the following information:

☐ **PUBLIC FUNCTION** - A recognized community or public celebration or event whether held on public or private property at which beer or wine is sold, consumed or distributed to the public at large. No hard liquor is permitted without an exception authorized by the Liquor Control and Licensing Branch. Approval of a public function requires Council's approval. Applications should be submitted to the Town of Creston a minimum of six (6) weeks prior to the date of the event.

☐ **PRIVATE FUNCTION** - A private function located on Town of Creston owned land or property, at which liquor is sold, consumed or distributed. A pre-sale of tickets or specific invitations are required. Council delegates authority approval to the Town Manager or designate. Applications should be submitted to the Town of Creston a minimum of three (3) weeks prior to the date of the event.

**ORGANIZATION:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**FUNCTION:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**DATE(S):** \_\_\_\_\_ **HOURS OF OPERATION:** \_\_\_\_\_

**APPROXIMATE NUMBER OF PEOPLE ATTENDING:** \_\_\_\_\_

**"SERVING IT RIGHT" LICENCE NO.:** \_\_\_\_\_ (For information: [www.servingitright.com](http://www.servingitright.com))

**LICENCE HOLDER (FULL NAME):** \_\_\_\_\_

**PAID SERVER (if applicable):** \_\_\_\_\_

ORGANIZERS OF EVENTS ON TOWN OWNED PROPERTIES OR FACILITIES AT WHICH ALCOHOL IS SERVED MUST HAVE IN PLACE A DESIGNATED DRIVER PLAN TO ENSURE ALTERNATE MEANS OF TRANSPORTATION FOR INDIVIDUALS WHO HAVE CONSUMED ALCOHOL.

**NAME OF DESIGNATED DRIVER/SERVICE:** \_\_\_\_\_

**Town of Creston**  
**COUNCIL POLICY**

POLICY NO. GOV-003-015

Appendix '3'

**GENERAL TERMS AND CONDITIONS:**

1. All private or public functions, held on Town owned property or facilities, at which alcohol is served, consumed or distributed must have Local Government's approval.
2. All applicants must abide by the rules and regulations set forth by the Liquor Control and Licensing Branch for the Province of BC.
3. The group holding the event must obtain a "Special Occasion Liquor Licence" issued by the Liquor Control and Licensing Branch and will be responsible for any infractions or violations that occur.
4. The applicant shall indemnify and save harmless the Town of Creston from any and all liability whatsoever, arising out of the holding of the event. For events held on property owned or managed by the Town of Creston, the applicant shall provide proof of General Liability Insurance in the amount of 2 million dollars and a Liquor Liability Endorsement Policy in the amount of 2 million dollars, with the Town of Creston named as co-insured.
5. If you are applying as an individual (not attached to a group), you may not be required to complete "Serving it Right", but if you hire any managers or servers, they must each have a "Serving it Right" certificate.
6. Organizers of events will have in place a "Designated Driver Plan" in accordance with Town Policy. The Designated Driver Plan shall consist of no less than the following:
  - a. A Designated Driver announcement made to the assembled guests encouraging the use of a designated driver or alternate transportation provided by the organizers of the event.
  - b. Designated Driver information and reminders posted prominently at each station where alcohol is served and at each table where guests are seated.
  - c. A Designated Driver or Driver Service provider.
7. The approving Authority may any require additional information deemed applicable.
8. By signing this document, the applicant confirms all information provided is correct and agrees to the General Terms and Conditions noted above.

\_\_\_\_\_  
APPLICANT SIGNATURE\_\_\_\_\_  
DATE**APPROVED****DECLINED**\_\_\_\_\_  
AUTHORIZED LOCAL GOVERNMENT AUTHORITY\_\_\_\_\_  
DATE

**Town of Creston**  
**COUNCIL POLICY**

POLICY NO. GOV-003-015

Appendix '3'

- Step 1: Pick up "Application for Special Occasion Liquor Licence" at BC Liquor Store, #2  
- 1000 Northwest Blvd, Creston, BC.
- Step 2: Complete this form, "Request for Local Government's Approval of Special  
Occasion Liquor Licence Application", and if approved, proceed to next steps.
- Step 3: Take approved "Request for Local Government's Approval of Special Occasion  
Liquor Licence Application" to local RCMP office, 421 – 16th Avenue South,  
Creston, BC.
- Step 4: Once all approvals are obtained, bring completed application forms to BC  
Liquor Store, #2  
- 1000 Northwest Blvd., Creston, BC, for Special Occasion Liquor  
Licence issuance.

## TOWN OF CRESTON

### BYLAW NO. 1909

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

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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. 1909, 2020”.

#### 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 “Schedule A – Town Parks”, is hereby deleted in its entirety and replaced with a new “Schedule A – Town Parks”, which is attached to and forms a part of this bylaw.
- 3.2 All instances of the term “*Town Manager*” are hereby replaced with the term “*Chief Administrative Officer*”.
- 3.3 Part 4 – Definitions is hereby amended by addition of the following:

“**Closed booking**” means a booking of a park, public space or facility which is closed to the general public, or where an admission fee is charged to access the booked area.

“**Established annual community event**” means Creston Valley Blossom Festival, Creston Valley Fall Fair, or Creston Valley Winter Festival.

“**Open booking**” means a booking of a park, public space or facility where the general public retains access to booked area.

“**Request for Liquor Special Event Permit/Approval Form**” means the Request for Liquor Special Event Permit/Approval form as required by the Town, as per Town Policy.

- 3.4 Part 4 – Definitions is hereby amended by replacing the definition for “Special Event Permit” with:

“**Special Event Permit**” means a Special Event Permit as issued by the British Columbia Liquor and Cannabis Regulation Branch, under the *Liquor Control and Licensing Act*.

- 3.5 Part 5 – General Regulations is hereby amended by the addition of:

- “5.16 No person shall feed birds or other wildlife within Town parks, trails or public places.”
- 3.6 Part 5 – General Regulations, Section 5.8.4, is hereby deleted in its entirety and replaced with:  
“5.8.4 Consuming alcoholic beverages (unless authorized by *Special Event Permit* and an approved *Request for Liquor Special Event Permit/Approval Form*”
- 3.7 Part 5 – General Regulations, Section 5.14, is hereby deleted in its entirety and replaced with:  
“5.14 No alcoholic beverages of any kind are permitted with *Town parks, municipal trails or public places*, except by *Special Event Permit* and an approved *Request for Liquor Special Event Permit/Approval Form*”
- 3.8 Part 6 – Park Bookings, Section 6.1, is hereby deleted in its entirety and replaced with:  
“6.1 *Council* authorizes the Chief Administrative Officer, Corporate Officer, or Director of Community Services to grant or deny permission to individuals, groups and organizations requesting *open bookings*, or *closed bookings* as part of an *established annual community event*, to use facilities in *Town parks*, on a first come/first serve basis.”
- 3.9 Part 6 - Park Bookings, Sections 6.2 to 6.5 are hereby renumbered as Sections 6.4 to 6.7.
- 3.10 Part 6 – Park Bookings is hereby amended by addition of: “6.2 *Council* authorizes the Chief Administrative Officer, Corporate Officer, or Director of Community Services to grant or deny permission to individuals, groups and organizations requesting extended park hours and/or booked time period, as part of an *established annual community event*.”
- 3.11 Part 6 – Park Bookings is hereby amended by addition of: “6.3 *Council* authorizes the Chief Administrative Officer, Corporate Officer, or Director of Community Services to waive booking fees for applications submitted as part of an *established annual community event*.”

## 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       , 2020.

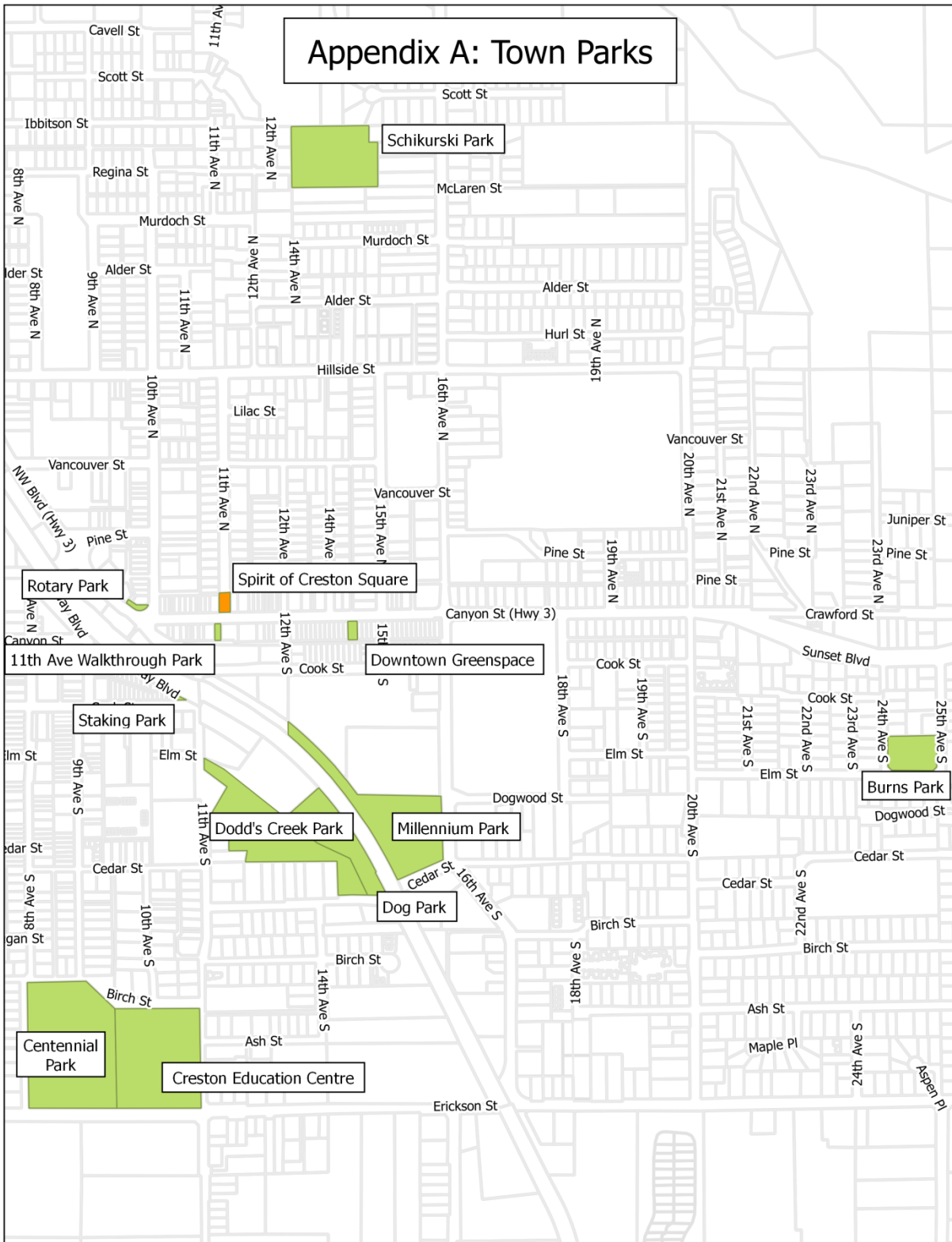
READ A THIRD TIME by title this       day of       , 2020.

ADOPTED this       day of       , 2020.

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Mayor Ron Toyota

Bev Caldwell, Corporate Officer



## **Town of Creston**

### **Bylaw No. 1910**

A bylaw to amend the Fees and Charges Bylaw No. 1763, 2011.

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WHEREAS it is deemed necessary and in the public interest to amend Fees and Charges Bylaw No. 1763, 2011;

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 “Fees and Charges Amendment Bylaw No. 1910, 2020”.

#### **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 “Schedule 8 – Parks and Community Services”, is hereby deleted in its entirety and replaced with a new “Schedule 8 – Parks and Community Services”, which is attached to and forms a part of this bylaw.

#### **Part 4 Effective Date**

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

READ A FIRST TIME by title and SECOND TIME by content this 14<sup>th</sup> day of January, 2020.

READ A THIRD TIME by title this 14<sup>th</sup> day of January, 2020.

ADOPTED this 28<sup>th</sup> day of January, 2020.

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Mayor Ron Toyota

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Bev Caldwell, Corporate Officer



## Schedule 8 – Parks and Community Services

Parks Booking Fees (subject to applicable taxes)	
Description	Fee
<u>Millennium Park</u> Open Booking Closed Booking	 \$20.00 \$200.00
<u>Centennial Park</u> Open Booking (covered picnic area only)	 \$20.00
<u>Spirit of Creston Square</u> Open Booking <i>* There may be a fee to offset costs borne by the Town.</i>	 \$0.00*
<u>All other Parks and Public Places</u> Open Booking	 \$20.00