



**TOWN OF CRESTON  
REGULAR COUNCIL MEETING AGENDA**

**Tuesday, December 22, 2020, 4:00 PM**

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

**Webex Login:** <https://creston.webex.com/creston/j.php?MTID=m7761abca7310f2016a074a1fd36ecd78>

**Access Code: 177 580 1977 Meeting Password: TownCouncil**

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**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. ADOPTION OF MINUTES**

- a. Special Committee of the Whole Meeting Minutes - November 24, 2020
- b. Regular Council Meeting Minutes - December 8, 2020
- c. Regular Committee of the Whole Meeting Minutes - December 15, 2020

**4. DELEGATIONS**

None

**5. ITEMS OF BUSINESS**

- a. Recommendations from the Special Committee of the Whole Meeting held November 24, 2020

**RECOMMENDATION NO. 1:**

THAT the Council Direction Request from the Manager of Engineering regarding the survey results on an expanded Curbside Collection Program, BE RECEIVED; THAT Council DIRECTS Staff to budget for weekly collection of organic waste (kitchen scraps), the bi-weekly collection of recycling and bi-weekly collection of solid waste (garbage); AND FURTHER, THAT Council DIRECTS Staff to continue investigating expanded options for yard waste collection.

- b. Recommendations from the Regular Committee of the Whole Meeting held December 15, 2020

**RECOMMENDATION NO. 1:**

THAT the proposed Regular Council and Committee of the Whole Meeting Schedule for 2021, BE ADOPTED as presented, a copy of which is attached to and forms a part of these minutes as Appendix I.

**RECOMMENDATION NO. 2:**

THAT the Town of Creston Council, Board, Committee and Commission Appointments for 2021, BE ADOPTED as presented, a copy of which is attached to and forms a part of these

minutes as Appendix II.

**RECOMMENDATION NO. 3:**

THAT the correspondence from the City of Fort St. John regarding the Union of British Columbia Municipalities (UBCM) Convention Schedule, requesting that Minister Meetings be scheduled in advance of the UBCM Convention, BE RECEIVED.

**RECOMMENDATION NO. 4:**

THAT the Council Direction Request from the Chief Administrative Officer regarding communication and branding of the Revitalization Tax Exemption Program, BE RECEIVED; THAT Council APPROVES that the Revitalization Tax Exemption Bylaw No. 1918, 2020 be branded as the "Business Investment Incentive Program"; AND FURTHER, THAT Council DIRECTS staff to develop and implement a communication plan to promote the Business Investment Incentive Program.

- c. Swift Internet, correspondence requesting a Letter of Support for Swift's Broadband Connectivity Project
- d. Association of Kootenay and Boundary Local Governments, correspondence regarding the First Call for Resolutions (due by February 19, 2021)
- e. Verbal Report from the Director of Community Services regarding the disposal of the property located at 422-10th Avenue North

THAT further to Resolution No. 374-20 from the November 24, 2020, Regular Council Meeting with respect to the property located at 422-10th Avenue North, Creston, BC, legally described as Lot 6, Block 2, District Lot 524, Kootenay District Plan 851, PID: 007-462-166, Council hereby DECLARES this property to be surplus to the Town of Creston's needs and directs staff to proceed with the process to dispose of the property pursuant to section 26 of the *Community Charter*.

- f. Request for Decision from the Director of Community Services regarding Creston Valley Cruisers' Drag Race Events for 2021
- g. Request for Decision from the Manager of Engineering regarding CleanBC Organics Infrastructure and Collection Program Grant Application
- h. Rescind Resolution No. 322-19 from the Regular Council Meeting of November 12, 2019 regarding the appointment of the Corporate Officer for the Town of Creston

**Resolution No. 322-19:**

"THAT the Request for Decision from the Chief Administrative Officer, regarding the appointment of a Corporate Officer, be received; AND FURTHER, THAT Bev Caldwell be appointed as Corporate Officer for the Town of Creston, effective November 12, 2019, until such time as a new permanent Corporate Officer is appointed."

- i. Request for Decision from the Chief Administrative Officer regarding the appointment of the Corporate Officer Position

**6. BYLAWS**

- a. Revitalization Tax Exemption Program No. 1918, 2020 (3rd Reading as amended)
- b. Revitalization Tax Exemption Program No. 1918, 2020 (Adoption)

- c. Water District Reserve Fund Establishment Bylaw No. 1920, 2020 (Adoption)
- d. Water District Rates and Regulations Amendment Bylaw No. 1921, 2020 (Rescind 3rd Reading)
- e. Water District Rates and Regulations Amendment Bylaw No. 1921, 2020 (3rd Reading as amended)
- f. Water District Rates and Regulations Amendment Bylaw No. 1921, 2020 (Adoption)
- g. Fees and Charges Amendment Bylaw No. 1922, 2020 (Rescind 3rd Reading)
- h. Fees and Charges Amendment Bylaw No. 1922, 2020 (3rd Reading as amended)
- i. Fees and Charges Amendment Bylaw No. 1922, 2020 (Adoption)
- j. Business Licence Amendment Bylaw No. 1924, 2020 (Community Health Initiative Program) (Adoption)
- k. Officers and Employees Bylaw No. 1925, 2020 (1st and 2nd Reading)
- l. Officers and Employees Bylaw No. 1925, 2020 (3rd Reading)

**7. NEW BUSINESS**

**8. REPORTS OF REPRESENTATIVES**

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

**9. GIVING OF NOTICES**

- Regular Council Meeting - January 12 & 26, 2021
- Regular Committee of the Whole Meeting - January 19, 2021

**10. 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

**11. QUESTION PERIOD**

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

Pursuant to Subsection 90(1)(c) labour relations, 1(e) the acquisition, disposition or expropriation of land or improvements, and (1)(f) law enforcement of the *Community Charter*.

13. RECONVENE TO REGULAR MEETING
14. RESOLUTIONS FROM CLOSED MEETING
15. ADJOURNMENT

**TOWN OF CRESTON**  
**SPECIAL COMMITTEE OF THE WHOLE MEETING MINUTES**

Tuesday, November 24, 2020, Immediately Following the Regular Council Meeting  
Commencing at 4:00 PM  
Council Chambers, 238-10<sup>th</sup> Avenue North, Creston BC, with Electronic Public Attendance via  
Webex in Accordance with Ministerial Order No. M192

PRESENT: Mayor Ron Toyota  
Councillor Arnold DeBoon  
Councillor Jen Comer  
Councillor Jim Elford  
Councillor Ellen Tzakis  
Councillor Karen Unruh  
Councillor Joanna Wilson

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  
Colin Farynowski, Manager of Engineering  
Jared Riel, Fire Chief  
Bev Caldwell, Corporate Officer  
Kirsten Dunbar, Community & Corp. Services Research & Policy  
Coord.  
Marsha Neufeld, Executive Assistant

GALLERY: Laura Francis, OneDay Community Partners

MEDIA: Aaron Hemens, Creston Valley Advance  
Jensen Shields, JuiceFM

**CALL TO ORDER**

The Mayor called the Special Committee of the Whole Meeting to order at 5:19 pm.

**ADOPTION OF AGENDA (and additional items if necessary)**

Moved by Councillor Unruh  
Seconded by Councillor DeBoon

THAT the agenda for the Special Committee of the Whole Meeting of November 24, 2020, BE  
ADOPTED. MOTION CARRIED

**DELEGATIONS**

None

**BUSINESS**

- a. **Council Direction Request from the Manager of Engineering regarding Phase 1 of Community Consultation for the Curbside Collection Program**

**Recommendation No. 1:**

THAT the Council Direction Request from the Manager of Engineering regarding the survey results on an expanded Curbside Collection Program, BE RECEIVED; THAT Council DIRECTS Staff to budget for weekly collection of organic waste (kitchen scraps), the bi-weekly collection of recycling and bi-weekly collection of solid waste (garbage); AND FURTHER, THAT Council DIRECTS Staff to continue investigating expanded options for yard waste collection.

**QUESTION PERIOD**

There were no questions from members of the gallery.

**ADJOURNMENT AND RECONVENE TO THE REGULAR MEETING**

The Special Committee of the Whole Meeting ADJOURNED at 6:03 pm and the Regular Council Meeting of November 24, 2020 RECONVENED.

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

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Ron Toyota, Mayor

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Bev Caldwell, Corporate Officer

## TOWN OF CRESTON

### REGULAR COUNCIL MEETING MINUTES

Tuesday, December 8, 2020, 4:00 PM Council Chambers, 238-10<sup>th</sup> Avenue North, Creston, BC,  
with Electronic Public Attendance via Webex in Accordance with Ministerial Order No. M192

**PRESENT:** Mayor Ron Toyota  
Councillor Arnold DeBoon  
Councillor Jen Comer  
Councillor Jim Elford  
Councillor Ellen Tzakis  
Councillor Karen Unruh  
Councillor Joanna Wilson

**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  
Bev Caldwell, Corporate Officer  
Kirsten Dunbar, Community & Corp. Services Research & Policy Coordinator  
Marsha Neufeld, Executive Assistant

**GALLERY:** Rosie Wijenberg, WildSafeBC  
Angelo Pontellini, Creston Fire Rescue  
Steven Sugrim, Creston Fire Rescue  
Mike Juszczynski, Creston Fire Rescue  
Brooke Jessop, Creston Fire Rescue  
Elizabeth Rose, Creston Fire Rescue  
Rory Gillis, Creston Fire Rescue

**MEDIA:** Jensen Shields, JuiceFM

#### 1. CALL TO ORDER

The Mayor called the Regular Council Meeting to order at 4:00 pm.

#### 2. ADOPTION OF AGENDA

***Resolution #: 376-20***

Moved by Councillor DeBoon

Seconded by Councillor Comer

THAT the agenda for the Regular Council Meeting of December 8, 2020, BE ADOPTED.  
MOTION CARRIED

#### 3. ADOPTION OF MINUTES

a. Regular Council Meeting Minutes - November 24, 2020

***Resolution #: 377-20***

Moved by Councillor Tzakis

Seconded by Councillor Unruh

THAT the minutes of the Regular Council Meeting held November 24, 2020, BE ADOPTED.  
MOTION CARRIED

b. Special Committee of the Whole Meeting Minutes - November 30, 2020

***Resolution #: 378-20***

Moved by Councillor Wilson

Seconded by Councillor Comer

THAT the minutes of the Special Committee of the Whole Meeting held November 30, 2020, BE ADOPTED.  
MOTION CARRIED

#### 4. DELEGATIONS

- a. Introduction to the Creston Fire Rescue Work Experience Program Members

Mayor Toyota welcomed Jared Riel, Fire Chief at 4:58 pm to introduce Creston Fire Rescue's Work Experience Placements. The Fire Chief introduced Angelo Pontellini, Steven Sugrim, Mike Juszczynski, Brooke Jessop, Elizabeth Rose, and Rory Gillis.

Mayor Toyota thanked the Creston Fire Rescue's Work Experience Placements for their hard work and the Workplace Experience Placement Members left the meeting at 5:02 pm.

- b. WildSafeBC (Rosie Wijenberg), regarding the WildSafeBC Program Annual Report

Mayor Toyota welcomed Rosie Wijenberg, Selkirk Purcell WildSafeBC Coordinator, to the Regular Council Meeting at 4:03 pm.

R. Wijenberg presented the WildSafeBC Selkirk Purcell's 2020 Year End Report noting that WildSafeBC is a program designed to reduce human-wildlife conflict through education, innovation and cooperation. She provided an overview of 2020 wildlife activity in the Selkirk Purcells, WildSafeBC 2020 activities including door to door education, garbage tagging, events and display booths, radio, print and online media, WildSafe Rangers youth programming, and online and print resources. R. Wijenberg spoke to the continued challenges that WildSafeBC faces with respect to reducing human-wildlife conflict and anticipated future direction.

Councillor Tzakis inquired as to the funders of the WildSafeBC program. R. Wijenberg noted that the funders included the Regional District of Central Kootenay, the Town of Creston, the Columbia Basin Trust, the Ministry of Environment and the British Columbia Conservation Foundation.

Mayor Toyota asked why there was low human wildlife conflict in 2016. R. Wijenberg noted that in 2016 there were fewer berries in the Creston Valley, therefore low conflict.

Mayor Toyota thanked R. Wijenberg for her presentation and she left the meeting at 4:25 pm.

#### 5. ITEMS OF BUSINESS

- a. Creston Fire Rescue Work Experience Program Members

**Resolution #: 379-20**

Moved by Councillor Unruh

Seconded by Councillor Tzakis

THAT the delegation from Creston Fire Rescue's Work Experience Program Members, BE RECEIVED.

MOTION CARRIED

- b. WildSafeBC(Rosie Wijenberg), regarding the WildsafeBC Program Annual Report

**Resolution #: 380-20**

Moved by Councillor DeBoon

Seconded by Councillor Tzakis

THAT the delegation from WildSafeBC provided by Rosie Wijenberg, WildSafeBC Selkirk Purcell Coordinator, regarding the 2020 WildSafeBC Annual Report, BE RECEIVED.

MOTION CARRIED

## Regular Council Meeting Minutes – December 8, 2020

- c. Recommendations from the Special Committee of the Whole Meeting Held November 30, 2020

**Resolution #: 381-20**

Moved by Councillor Unruh

Seconded by Councillor Comer

**RECOMMENDATION NO. 1:**

THAT the 2021 Budget presentations from the Chief Administrative Officer, Director of Finance & Corporate Services, Director of Community Services, Fire Chief and Director of Infrastructure Services, BE RECEIVED.

MOTION CARRIED

**Resolution #: 382-20**

Moved by Councillor Elford

Seconded by Councillor DeBoon

**RECOMMENDATION NO. 2:**

THAT Council AUTHORIZES staff to prepare amendments to the following bylaws for Council's consideration at the December 8, 2020 Regular Council Meeting:

- Water District Rates and Regulations Bylaw No. 1807, 2014 (water rate changes)
- Water District Reserve Fund Establishment Bylaw No. 1244, 1993 (remove requirement to collect reserve monies for Mallandaine Water Users Community)
- Fees and Charges Bylaw No. 1763, 2011 (Schedule 3: Building Permit and Inspection Services, Schedule 7D: Miscellaneous Fees, Schedule 9: Cemetery Fees; Schedule 10: Solid Waste Fees)

MOTION CARRIED

**Resolution #: 383-20**

Moved by Councillor Unruh

Seconded by Councillor Tzakis

**RECOMMENDATION NO. 3:**

THAT Council AUTHORIZES Staff to proceed with public consultation on the Town of Creston's draft 2021-2025 Five Year Financial Plan pursuant to section 166 of the *Community Charter*.

MOTION CARRIED

**Resolution #: 384-20**

Moved by Councillor Tzakis

Seconded by Councillor Unruh

**RECOMMENDATION NO. 4:**

THAT the verbal update from the Director of Finance and Corporate Services with respect to the reduction of business utility fees due to the COVID-19 Pandemic, BE RECEIVED; AND FURTHER, THAT Council DECLINES E. Mulder and T. Jackson's requests for reduced 2020 utility fees, due to the COVID-19 pandemic, and AUTHORIZES staff to respond to E. Mulder and T. Jackson advising of Council's decision in this regard.

MOTION CARRIED

**Resolution #: 385-20**

Moved by Councillor Elford

Seconded by Councillor Unruh

**RECOMMENDATION NO. 5:**

THAT Council DIRECTS staff to develop public communications with respect to 2020 utility fees for businesses, outlining the rationale for not decreasing 2020 utility fees due to the COVID-19 pandemic.

MOTION CARRIED

## Regular Council Meeting Minutes – December 8, 2020

- d. Creston Lions Club, correspondence requesting a Licence of Occupation for their annual tree chipping event Saturday January 9, 2021

**Resolution #: 386-20**

Moved by Councillor Elford

Seconded by Councillor Unruh

THAT the request from the Creston Lions Club for a licence of occupation with respect to the use of Town Property for their annual tree chipping event on January 9, 2021, BE RECEIVED; AND FURTHER, THAT Council AUTHORIZES staff to issue a Licence of Occupation to the Creston Lions Club, for the use of the property legally described as Lot A, Plan NEP21665, District Lot 891, Kootenay Land District, Except Plan NEP70196, PID: 018-960-740, 401 – 16th Avenue South, on Saturday January 9, 2021 between 9:00 am and 4:00 pm for the purposes of the Creston Lions Club tree chipping event. MOTION CARRIED

- e. City of Port Moody, correspondence requesting Council support for flood risk mitigation in British Columbia through green infrastructure and natural assets

**Resolution #: 387-20**

Moved by Councillor DeBoon

Seconded by Councillor Tzakis

THAT the correspondence from the City of Port Moody regarding flood risk mitigation in British Columbia through green infrastructure and natural assets, BE RECEIVED. MOTION CARRIED

- f. City of Vernon, correspondence regarding Provincial consideration of universal no-cost access to all prescription contraception in British Columbia

**Resolution #: 388-20**

Moved by Councillor DeBoon

Seconded by Councillor Unruh

THAT the correspondence from the City of Vernon requesting that the Province considers universal no-cost access to all prescription contraception in British Columbia, BE RECEIVED. MOTION CARRIED

- g. BC Achievement Foundation, regarding a Call for Nominations for the Community Award (Nominations Open Nov 30, 2020 to Jan 31, 2021)

**Resolution #: 389-20**

Moved by Councillor Elford

Seconded by Councillor Unruh

That the correspondence from the BC Achievement Foundation regarding a call for Nominations for the Community Award, BE RECEIVED. MOTION CARRIED

- h. Request for Decision from the Community and Corporate Services Research and Policy Coordinator regarding the Community Health Initiative Program

**Resolution #: 390-20**

Moved by Councillor Wilson

Seconded by Councillor Unruh

THAT the Request for Decision from the Community and Corporate Services Research and Policy Coordinator regarding the Community Health Initiative Program, BE RECEIVED; AND FURTHER, THAT Council Directs staff to implement the Community Health Initiative Program to support COVID-19 Safety Measures in Town of Creston businesses. MOTION CARRIED

**6. BYLAWS**

- a. Business Licence Amendment Bylaw No. 1924, 2020 (Community Health Initiative Program) (1st and 2nd Readings)

**Resolution #: 391-20**

Moved by Councillor Comer

Seconded by Councillor DeBoon

THAT Business Licence Amendment Bylaw No. 1924, 2020, BE READ a first time by title, a second time by content.

MOTION CARRIED

- b. Business Licence Amendment Bylaw No. 1924, 2020 (Community Health Initiative Program) (3rd Reading)

**Resolution #: 392-20**

Moved by Councillor Unruh

Seconded by Councillor Tzakis

THAT Business Licence Amendment Bylaw No. 1924, 2020 BE READ a third time by title.

MOTION

CARRIED

- c. Water District Reserve Fund Establishment Amendment Bylaw No. 1920, 2020 (1st and 2nd Readings)

**Resolution #: 393-20**

Moved by Councillor Elford

Seconded by Councillor Comer

THAT Water District Reserve Fund Establishment Amendment Bylaw No. 1920, 2020, BE READ a first time by title, a second time by content.

MOTION CARRIED

- d. Water District Reserve Fund Establishment Amendment Bylaw No. 1920, 2020 (3rd Reading)

**Resolution #: 394-20**

Moved by Councillor DeBoon

Seconded by Councillor Unruh

THAT Water District Reserve Fund Establishment Amendment Bylaw No. 1920, 2020, BE READ a third time by title.

MOTION CARRIED

- e. Water District Rates and Regulations Amendment Bylaw No. 1921, 2020 (1st and 2nd Readings)

**Resolution #: 395-20**

Moved by Councillor Wilson

Seconded by Councillor Tzakis

THAT Water District Rates and Regulations Amendment Bylaw No. 1921, 2020, BE READ a first time by title, a second time by content.

MOTION CARRIED

- f. Water District Rates and Regulations Amendment Bylaw No. 1921, 2020 (3rd Reading)

**Resolution #: 396-20**

Moved by Councillor Unruh

Seconded by Councillor Comer

THAT Water District Rates and Regulation Amendment Bylaw No. 1921, 2020, BE READ a third time by title.

MOTION CARRIED

## Regular Council Meeting Minutes – December 8, 2020

- g. Fees and Charges Amendment Bylaw No. 1922, 2020 (1st and 2nd Readings)

**Resolution #: 397-20**

Moved by Councillor Tzakis

Seconded by Councillor DeBoon

THAT Fees and Charges Amendment Bylaw No. 1922, 2020, BE READ a first time by title, a second time by content. MOTION CARRIED

- h. Fees and Charges Amendment Bylaw No. 1922, 2020 (3rd Reading)

**Resolution #: 398-20**

Moved by Councillor Unruh

Seconded by Councillor Wilson

THAT Fees and Charges Amendment Bylaw No. 1922, 2020, BE READ a third time by title. MOTION CARRIED

## 7. NEW BUSINESS

None

## 8. REPORTS OF REPRESENTATIVES

- Mayor Toyota reported on his attendance at a Municipal Finance Authority of BC Trustee Meeting.
- Councillor Comer reported on her attendance at a Creston Valley Tourism Strategic Planning Session, a Creston Valley Services Committee Meeting, an Economic Action Partnership article published in the Creston Valley Advance, and her attendance as an observer at an Arrow Creek Water Commission Meeting.
- Councillor DeBoon reported on his attendance at an Arrow Creek Water Commission Meeting, a Regional District East Resource Recovery Meeting and a Ministerial Association Meeting with respect to the 2020 Christmas Hamper Project.
- Councillor Tzakis reported on her attendance at a Creston Valley Community Housing Society Meeting.
- Councillor Wilson reported on her attendance at a Creston Valley Public Library Meeting.

**Resolution #: 399-20**

Moved by Councillor Unruh

Seconded by Councillor Tzakis

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

## 9. GIVING OF NOTICES

- Committee of the Whole Meeting - December 15, 2020
- Regular Council Meeting - December 22, 2020

## 10. QUESTION PERIOD

There were no questions from members of the gallery.

## 11. RECESS AND MOVE TO CLOSED MEETING

**Resolution #: 400-20**

Moved by Councillor DeBoon

Seconded by Councillor Comer

THAT the Regular Council Meeting of December 8, 2020, BE RECESSED at 5:04 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 subsection 90(1)(c) labour relations and (1)(e) the acquisition, disposition or expropriation of land or improvements. MOTION CARRIED

## 12. RECONVENE TO REGULAR MEETING

The Regular Council Meeting reconvened at 6:02 pm.

Regular Council Meeting Minutes – December 8, 2020

**13. RESOLUTIONS FROM CLOSED MEETING**

No resolutions from the Closed Council Meeting.

**14. ADJOURNMENT**

***Resolution #: 401-20***

Moved by Councillor DeBoon

THAT the Regular Council Meeting of December 8, 2020, BE ADJOURNED at 6:10 pm.  
MOTION CARRIED

**CERTIFIED CORRECT:**

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Ron Toyota

Mayor

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Bev Caldwell

Corporate Officer

**TOWN OF CRESTON**  
**REGULAR COMMITTEE OF THE WHOLE MEETING MINUTES**

Tuesday, December 15, 2020, 4:00 PM, Council Chambers, 238-10<sup>th</sup> Avenue North, Creston  
BC, with Electronic Public Attendance via Webex in Accordance with Ministerial Order No.  
M192

PRESENT: Mayor Ron Toyota  
Councillor Arnold DeBoon  
Councillor Jen Comer  
Councillor Ellen Tzakis  
Councillor Karen Unruh  
Councillor Joanna Wilson  
Councillor Jim Elford

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  
Kirsten Dunbar, Community & Corp. Services Research & Policy  
Coord.  
Marsha Neufeld, Executive Assistant

MEDIA: Aaron Hemens, Creston Valley Advance  
Jensen Shields, JuiceFM

**CALL TO ORDER**

The Mayor called the Regular Committee of the Whole Meeting to order at 4:00 PM.

**ADOPTION OF AGENDA (and additional items if necessary)**

Moved by Councillor DeBoon  
Seconded by Councillor Unruh

THAT the agenda for the Regular Committee of the Whole Meeting of December 15, 2020, BE  
ADOPTED. MOTION CARRIED

**DELEGATIONS**

None

## **BUSINESS**

### **a. Proposed Regular Council and Committee of the Whole Meeting Schedule for 2021**

#### **RECOMMENDATION NO. 1:**

THAT the proposed Regular Council and Committee of the Whole Meeting Schedule for 2021, BE ADOPTED as presented, a copy of which is attached to and forms a part of these minutes as Appendix I.

### **b. Proposed Town of Creston Council, Board, Committee and Commission Appointments for 2021**

#### **RECOMMENDATION NO. 2:**

THAT the Town of Creston Council, Board, Committee and Commission Appointments for 2021, BE ADOPTED as presented, a copy of which is attached to and forms a part of these minutes as Appendix II.

### **c. City of Fort St. John, correspondence regarding the Union of BC Municipalities Convention Schedule (requesting that Minister's Meetings be scheduled in advance of the UBCM Convention)**

#### **RECOMMENDATION NO. 3:**

THAT the correspondence from the City of Fort St. John regarding the Union of British Columbia Municipalities (UBCM) Convention Schedule, requesting that Minister Meetings be scheduled in advance of the UBCM Convention, BE RECEIVED.

*Councillor Elford arrived at 4:07 pm.*

### **d. Council Direction Request from the Chief Administrative Officer regarding communication and branding of the Revitalization Tax Exemption Program**

#### **RECOMMENDATION NO. 4:**

THAT the Council Direction Request from the Chief Administrative Officer regarding communication and branding of the Revitalization Tax Exemption Program, BE RECEIVED; THAT Council APPROVES that the Revitalization Tax Exemption Bylaw No. 1918, 2020 be branded as the "Business Investment Incentive Program"; AND FURTHER, THAT Council DIRECTS staff to develop and implement a communication plan to promote the Business Investment Incentive Program.

## **QUESTION PERIOD**

There were no questions from members of the gallery.

**ADJOURN AND MOVE TO A CLOSED COMMITTEE OF THE WHOLE MEETING**

Moved by Councillor DeBoon  
Seconded by Councillor Unruh

THAT the Regular Committee of the Whole Meeting of December 15, 2020, BE ADJOURNED at 4:11 pm; AND FURTHER, THAT by the authority of the *Community Charter*, Council move to a Closed Committee of the Whole Meeting with this meeting being closed from the public and/or news media pursuant to Sub-Section 90(1)(c) labour relations and 90(1)(k) negotiations and related discussions respecting that proposed provision of a municipal service.

MOTION CARRIED

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

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Ron Toyota, Mayor

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Mike Moore, Chief Administrative Officer

**From:** [Laura Francis](#)  
**To:** [Kirsten Dunbar](#); [Bev Caldwell](#); [Marsha Neufeld](#)  
**Subject:** Support for Swift  
**Date:** December-09-20 12:27:14  
**Attachments:** [5.4 Town of Creston.pdf](#)  
[Town of Creston - DRAFT.docx](#)

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Hello power trio!

I am reaching out with the hope that we might be able to beg another letter of support for our Boosting Connectivity in the Creston Valley project.

Last March, Council approved supplying the attached letter of support for the project as we applied for support from the CRTC Broadband Fund. Since then, the funding landscape has changed. We don't know when to expect CRTC announcements - some rumours say it could be another 24 months at least. Meanwhile, Federal emergency funding has been made available to support rapid response projects.

So, Swift is jumping at the chance to deliver the same project, just faster. As with the last round of applications, support from the Town would mean a lot. Really we are just looking for the same letter - addressed to a new funder. A cherry on top would be acknowledgment that COVID-19 conditions have heightened local connectivity needs.

I have attached a fresh draft for consideration and am hoping that it wouldn't be too late to make next week's agenda! Let me know what else I might do to support making this happen.

Thanks for how hard I know you are all working!

Laura

Laura Francis  
Swift Internet Inc.  
120 12th Avenue South  
Creston, BC V0B 1G0



Phone: 250-402-9420 Ext: 6

[laura@swiftinternet.ca](mailto:laura@swiftinternet.ca)  
[www.swiftinternet.ca](http://www.swiftinternet.ca)



## TOWN OF CRESTON

PO Box 1339, 238 -10 Avenue North, Creston, BC V0B 1G0

Phone: 250-428-2214 Fax: 250-428-9164

email: [info@creston.ca](mailto:info@creston.ca)



## OFFICE OF THE MAYOR

File: 0860.01

March 11, 2020

Canadian Radio-television and Telecommunications Commission  
Broadband Fund  
Ottawa, Ontario  
Canada, K1A 0N2

### **Re: Letter of Support for Swift Internet**

To Whom It May Concern:

This letter is to express formal support for the Creston-based wireless Internet service provider Swift Internet as they seek to leverage investments for upgrading broadband infrastructure in rural areas within the Creston Valley.

Although the Town of Creston itself would not be directly affected by Swift Internet's planned upgrades, the proposed projects have importance to the economic prosperity of the Creston Valley through improved rural service.

Further to this, one of the Town of Creston's Official Community Plan's policy statements is to, "*encourage service providers to bring advanced wireless and wireline broadband to surrounding rural areas.*" As the Town of Creston is part of the Regional District of Central Kootenay (RDCK) and immediately borders Electoral Areas 'A,' 'B,' and 'C,' the wellbeing and resilience of our surrounding rural communities is directly linked to the success and sustainability of the Town. Our connectivity is known as the "Creston Valley – Kootenay Lake" corridor.

We were advised that Swift Internet is applying for Canadian Radio-television and Telecommunications Commission (CRTC) funding through the Broadband Fund program for its "Boosting Connectivity in the Creston Valley" project. Further, Council is aware that Swift Internet has successfully accessed funding programs in the past for investment in improved broadband service in the rural areas of the Creston Valley – Kootenay Lake corridor.

Given the known connectivity gaps to broadband Internet in the RDCK Electoral Areas A, B, and C, that form the rural communities surrounding the Town of Creston, Council supports Swift Internet's application for funding through the CRTC Broadband Fund.

Sincerely,

Ron Toyota  
Mayor

RT/kd



## TOWN OF CRESTON

PO Box 1339, 238 -10 Avenue North, Creston, BC V0B 1G0

Phone: 250-428-2214 Fax: 250-428-9164

email: [info@creston.ca](mailto:info@creston.ca)



## OFFICE OF THE MAYOR

File:

Innovation, Science and Economic Development Canada  
Universal Broadband Fund  
C.D. Howe Building  
235 Queen Street, 4th Floor  
Ottawa, Ontario  
Canada K1A 0H5

December 23, 2020

To Whom It May Concern:

This letter is to express support for the Creston-based wireless Internet service provider Swift Internet as they seek to leverage investments for upgrading broadband infrastructure in rural areas within the Creston Valley.

Although the Town of Creston itself would not be directly affected by Swift Internet's planned upgrades, the proposed projects have importance to the economic prosperity of the Creston Valley through improved rural service.

Further to this, one of the Town of Creston's Official Community Plan's policy statements is to, "*encourage service providers to bring advanced wireless and wireline broadband to surrounding rural areas.*" As the Town of Creston is part of the Regional District of Central Kootenay (RDCK) and immediately borders Electoral Areas 'A,' 'B,' and 'C,' the wellbeing and resilience of our surrounding rural communities is directly linked to the success and sustainability of the Town. Our connectivity is known as the "Creston Valley – Kootenay Lake" corridor.

We are advised that Swift Internet is currently applying for Innovation, Science and Economic Development Canada (ISED) funding through the Universal Broadband Fund Rapid Response Stream for its "Boosting Connectivity in the Creston Valley" project. Council is also aware that Swift Internet has successfully accessed funding programs in the past that invested in improving broadband service in the rural areas of the Creston Valley – Kootenay Lake corridor.

Given the known connectivity gaps to broadband Internet in the RDCK Electoral Areas A, B, and C that form the rural communities surrounding the Town of Creston, and given the fact that COVID-19 pandemic conditions have increased local connectivity needs, Council is supports Swift Internet's application for project funding through the ISED Rapid Response Stream.

Yours Truly,

Ron Toyota  
Mayor

**From:** [Marsha Neufeld](#)  
**To:** [Kirsten Dunbar](#); [Bev Caldwell](#); [Mike Moore](#); [Steffan Klassen](#); [Ross Beddoes](#)  
**Subject:** FW: First Call - Resolutions AKBLG  
**Date:** December-14-20 10:22:22  
**Attachments:** [UBCM Sample Resolution.pdf](#)  
[UBCM Writing Guidelines for Resolutions.pdf](#)

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**From:** AKBLG Admin Coordinator <admin@akblg.ca>  
**Sent:** December 13, 2020 11:23 PM  
**To:** Administrative Coordinator <admin@akblg.ca>  
**Subject:** First Call - Resolutions

## FIRST CALL FOR RESOLUTIONS

The main forum for UBCM policy-making is the annual resolutions cycle and this is an opportunity for local governments of all sizes and from all areas to express concerns, share their experiences and take a united position. This is the first call for resolutions from AKBLG. Resolutions must be submitted to AKBLG by February 19, 2021.

Due to the uncertainty surrounding COVID, the date for the Resolutions debate (typically held in April at the AKBLG Convention/AGM) has not yet been determined. However, the AKBLG Board has heard from delegates that an interactive, robust Resolutions session is a priority. We are currently working on a plan to ensure that this happens; more details will be available in January 2021.

It is time to start thinking about resolutions and to have them endorsed by your local government.

Please remember:

- Resolutions are only accepted from AKBLG member local governments and must have been endorsed by the board or council.
- Resolutions must be relevant to other local governments within AKBLG rather than specific to a single member government.
- UBCM encourages all members to submit resolutions first to Area Associations for consideration. Resolution sponsors should be prepared to introduce their resolutions at the AKBLG Resolutions session.
- Each resolution may include a separate backgrounder that is a maximum of 3 pages and specific to a single resolution. The backgrounder may include links to other information sources and reports.
- All resolutions, along with any supportive background information, shall be sent to the AKBLG office BY 4:00 pm your local business time FEBRUARY 19th, 2021.
- Resolutions should be forwarded by email to [resolutions@akblg.ca](mailto:resolutions@akblg.ca)
- Receipt of emailed resolutions will be confirmed by return email.

- Resolutions should be written in accordance with the UBCM Writing Guidelines (attached to this email).

**Resolutions Preparation Assistance:**

If you have questions regarding resolution preparation please contact the AKBLG Resolutions Chair, Adam Casemore at [resolutions@akblg.ca](mailto:resolutions@akblg.ca) or the Administrative Coordinator at [admin@akblg.ca](mailto:admin@akblg.ca).

# REQUEST FOR DECISION (RFD)

Town of Creston



**Action Date:** December 22, 2020

**File:** 8400-03

**SUBJECT:** Creston Valley Cruisers Drag Race Events - 2021

**RECOMMENDATION:** THAT Council RECEIVE FOR INFORMATION the request from the Creston Valley Cruisers to host two drag race events at the Creston Valley Regional Airport in 2021; AND FURTHER THAT Council APPROVES the request from the Creston Valley Cruisers to host two drag race events at the Creston Valley Regional Airport in 2021, subject to event coordination with the Creston Valley Regional Airport Society (the Airport Operator), Public Health requirements in effect at the time and mandatory insurance requirements.

**CAO COMMENTS:** This event has been held in the past at the airport.

## RECOMMENDATION

**Report / Document:**

**Attached** ☒

**Available** ☐

**Nil** ☐

**KEY ISSUE(S) / CONCEPTS DEFINED:** The Creston Valley Cruisers have requested to use the Creston Valley Regional Airport to host two drag race events this coming year on June 13<sup>th</sup> and September 5<sup>th</sup>, 2021. Staff had forwarded their request to the Creston Valley Regional Airport Society, the operator of the airport for comment prior to bringing their request to Council. The CVRAS has provided a favorable response to their request (attached).

**RELEVANT POLICY:** Public Health requirements regarding events and gatherings. Insurance requirements. Public safety.

**STRATEGIC RELEVANCE:** Economic Development, Quality of Life

**DESIRED OUTCOME(S):** Support of two drag race events at the Creston Valley Regional Airport which bring in many visitors into the Creston Valley.

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

1.	Council approve the request from the Creston Valley Cruisers to host two drag race events at the Creston Valley Regional Airport in 2021.
2.	Council deny the request from the Creston Valley Cruisers.
3.	Other, as per Council discussion.

**PREFERRED STRATEGY:** Option 1

## IMPLICATIONS OF RECOMMENDATION:

**GENERAL:** Supporting events intended to bring man visitors into the Creston Valley

**ORGANIZATIONAL:** Minimal work by Town staff to support the Creston Valley Cruisers

**FINANCIAL:** No financial requirements of the Town

**FOLLOW UP ACTION:** Immediately notify the Creston Valley Cruisers of Council's decision

**COMMUNICATION:** Communication strategy by the Creston Valley Cruisers

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

**Submitted by:**

Writer's Name

**Endorsed by:** Other

**Reviewed by:**

CAO

Reviewers

**From:** [CVRAS](#)  
**To:** [Kirsten Dunbar](#)  
**Cc:** ["Gordon Darnbrough"](#)  
**Subject:** RE: Creston Valley Cruisers Drag Racing Event  
**Date:** December-08-20 10:13:24  
**Attachments:** [image001.png](#)

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Hi Kirsten

Our President, Gordon Darnbrough, has requested that I forward this reply to you regarding car races at airport.

*As you know, our primary goal is the operation and maintenance of Creston Valley Regional Airport for life flights and general aviation. We do not have any objection to the races being held again next year with the same conditions outlined previously as long as there is agreement from the Town of Creston and Provincial Health Authorities.*

Regards,  
Mary

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**From:** Kirsten Dunbar [mailto:Kirsten.Dunbar@creston.ca]  
**Sent:** Monday, December 7, 2020 9:57 AM  
**To:** [REDACTED]  
**Cc:** Ross Beddoes; 'crestonairport@gmail.com'  
**Subject:** Creston Valley Cruisers Drag Racing Event

Good Morning,

The Creston Valley Cruisers have requested the use of the Creston Valley Airport to hold two drag race events in 2021 – June 13<sup>th</sup> and September 5<sup>th</sup>. I have attached their request for your consideration. Once we hear from the Creston Valley Airport Society, we will bring the request forward to Council.

Thank you,

Kirsten Dunbar

**Community and Corporate Services Research and Policy Coordinator**

**Town of Creston**

Phone: 250 428-2214 (231)

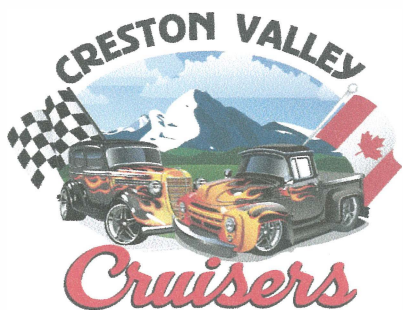
Email: [kirsten.dunbar@creston.ca](mailto:kirsten.dunbar@creston.ca)



***Notice of Confidentiality:***

***This communication is privileged and may contain confidential information intended only for the***

*person('s) named above. Any other distribution, copying, printing, forwarding or disclosure is strictly prohibited. If you have received this communication in error, please delete it and notify me immediately by telephone or email.*



November 26, 2020

To Mayor and Council,

→ The Creston Valley Cruisers would like to request the use of the Creston Valley Airport to hold two drag race events in 2021, June 13th and September 5th. As you are aware we had planned our second drag race event to take place in 2020 but with the current Covid-19 pandemic this was not possible. We are hopeful that circumstances will improve and our Provincial Health Officer will allow events to once again take place. We would like your approval to host the two events but are well aware that they may not take place without Health Officer approval. This would allow us to begin the lengthy planning process for these events even though we know there is no certainty they will take place. ←

The first event drew over 1000 spectators and over 60 racers to the area and to our airport lands which showcased our community and the opportunities it provides. Our club members provided all necessary security, as well as dedicated people in communication with the Airport in the event of a medivac landing or any other aircraft landing during the times we were using the airstrip. We had access to all the equipment needed to run this event and had the insurance in place listing the Town of Creston and Creston Valley Airport Society as additionally insured. There was no alcohol or pets allowed. Washroom and waste removal requirements were contracted out to Biffy in a Jiffy and Tip it.

We made every effort to ensure the tarmac was not damaged and the area was cleaned up for airport operations to carry on as normal once the event was concluded. The Airport Society President (Gordon Darnbrugh) walked the area after the event and said there were no issues with our use of the airport.

We will ensure any future events follow our first event and improve upon it wherever we can.

We look forward to endorsement from the Town of Creston.

Best regards,



Dave Nassichuk  
President

# REQUEST FOR DECISION (RFD)

Town of Creston

Action Date: December 22, 2020

File: 5380-02

SUBJECT: CleanBC Organics Infrastructure and Collection Program – Grant Application

**RECOMMENDATION:** THAT Council supports the Regional District of Central Kootenay submitting a grant funding application on behalf of Creston's Organic Curbside Collection initiative through the CleanBC Organics Infrastructure and Collection Program; AND FURTHER THAT, Council supports an organics curbside collection program in Creston and commits to having curbside collection of organics in place by the end of 2021, pending completion of the RDCK Organics Facility at the Creston Landfill.

## CAO COMMENTS:

### RECOMMENDATION

Report / Document:

Attached ☐

Available ☐

Nil ☒

**KEY ISSUE(S) / CONCEPTS DEFINED:** The CleanBC Organic Infrastructure and Collection Program (OICP) was developed to reduce greenhouse gas (GHG) emissions, by diverting increased amounts of organic waste from material that is currently being sent to landfills. The OICP will support communities throughout BC, by investing in residential organic waste collection programs. The Province will contribute of up to 2/3rds of eligible project costs with the RDCK covering the 1/3<sup>rd</sup> contributing cost for organic curbside collection bins, kitchen catchers, and educational material costs.

**RELEVANT POLICY:** N/A

**STRATEGIC RELEVANCE:** Official Community Plan: Section VII: Energy and Green House Gas Emissions, Goal 1.18; Section VIII. Community Goals & Policies, F. Integrated Community Sustainability Plan: Energy, Resources, and Waste: Desired Outcome #5 & Recommended Actions.

**DESIRED OUTCOME(S):** To provide an expanded Level of Service for the curbside collection organic kitchen scraps that is viewed, by the community, as being convenient, accessible, affordable and sustainable.

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

1. THAT Council supports the RDCK submitting a grant funding application on behalf of Creston through the CleanBC OICP.
2. Other, as per Council Direction.

**PREFERRED STRATEGY:** Option 1

### IMPLICATIONS OF RECOMMENDATION:

**GENERAL:** Opportunity for implementation of an expanded service level for solid waste collection and divert material from the landfill

**ORGANIZATIONAL:** Staff, consultant and contractor time and resources required to set up and implement a new program.

**FINANCIAL:** No financial implications on the purchase of organic collection & education material unless the Grant is not successful.

**FOLLOW UP ACTION:** Staff to liaise with the RDCK and consultants on grant application details specific to Creston.

**COMMUNICATION:** Continuation of Phase 2 & 3 of the Community Engagement strategy throughout 2021.

**OTHER COMMENTS:** N/A

Submitted by:

Colin Farynowski, Manager of Engineering

Endorsed by: Other

Reviewed by:

CAO



Reviewers

# REQUEST FOR DECISION (RFD)

Town of Creston



**Action Date:** December 22, 2020

**File:** 0530-01

**SUBJECT:** Appointment of Corporate Officer

**RECOMMENDATION:** THAT the Request for Decision from the Chief Administrative Officer regarding the appointment of the Corporate Officer for the Town of Creston, BE RECEIVED; AND FURTHER, THAT Council APPOINT Kirsten Dunbar to the position of Corporate Officer for the Town of Creston effective December 22, 2020.

**CAO COMMENTS:** CAO is submitting the report.

## RECOMMENDATION

Report / Document:

Attached ☐

Available ☐

Nil ☐

**KEY ISSUE(S) / CONCEPTS DEFINED:** The *Community Charter* sets out the criteria for officer positions, and specifically for the Corporate Officer, under sections 146 and 148. Further, Officers and Employees Bylaw No. 1925, 2020 (which is to be read at this Council Meeting) authorizes Council to make an appointment to the Corporate Officer position. The appointed individual must take the appropriate Oath of Office following the appointment.

**RELEVANT POLICY:** Section 148 of the *Community Charter*

**STRATEGIC RELEVANCE:** To maintain legislative requirements of the *Community Charter*

**DESIRED OUTCOME(S):** That the Town maintains a Corporate Officer.

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

1.	Council appoints the Corporate Officer Position as presented
2.	Council does not appoint the Corporate Officer Position as presented
3.	Other, as per Council Direction

**PREFERRED STRATEGY:** OPTION 1

## IMPLICATIONS OF RECOMMENDATION:

**GENERAL:** The appointment provides the Town the ability to ensure legislative requirements associated with the Corporate Officer position are completed

**ORGANIZATIONAL:** The appointment fills a legislated position for the municipality.

**FINANCIAL:** Within existing operational budget.

**FOLLOW UP ACTION:** N/A

**COMMUNICATION:** Staff directory to be updated to reflect the appointment.

**OTHER COMMENTS:** N/A

Submitted by:

Mike Moore, CAO

Endorsed by: Other

Reviewed by:

CAO

Reviewers

**TOWN OF CRESTON****BYLAW NO. 1918**

A Bylaw to establish a Revitalization Tax Exemption Program.

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WHEREAS under Section 226 of the *Community Charter*, Council may provide a Revitalization Tax Exemption Program for land or improvements or both that is applicable to designated kinds of property, or related activities or circumstances;

WHEREAS Council wishes to establish a Revitalization Tax Exemption Program for the Eligible Improvements defined in Section 2 i) of this Bylaw;

WHEREAS Council is of the opinion that the development of new commercial businesses, or the redevelopment of existing commercial businesses, which encourage investment and employment, is a critical component of the economic revitalization and growth of the Town of Creston's Commercial Areas;

WHEREAS in accordance with Section 165 of the *Community Charter*, the Town has set out the objectives and policies in relation to the use of revitalization tax exemptions in the Five Year Financial Plan (2020-2024) Bylaw No. 1899, 2020 and this Bylaw is consistent with those objectives and policies;

WHEREAS the purpose of this Bylaw is to encourage the economic revitalization and economic growth of the Town of Creston by means of the development of new commercial businesses within the Designated Revitalization Area;

WHEREAS Council's reasons for creating the Revitalization Tax Exemption Program are as follows:

- a) Council recognizes that a critical component of the continued economic revitalization and growth of the Town is to build upon the success of its prior initiatives by encouraging the development of new commercial businesses, or the redevelopment of existing commercial businesses in the Town's zones that permit commercial uses, which will stimulate investment in the Town and provide new employment opportunities and commercial services for its existing and future residents, thereby attracting further economic growth and increasing the Town's tax base;
- b) the Town of Creston's Official Community Plan identifies the commercial objective of creating a strong and vibrant commercial economy in the Town of Creston; and,
- c) the Town of Creston's 2018-2019 Corporate Strategic Plan identifies economic development as a corporate priority;

WHEREAS the objectives of the Revitalization Tax Exemption Program are to:

- a) encourage new commercial businesses in new and renovated buildings in the Town's zones that permit commercial uses and thereby establish the commercial services and the investment and employment opportunities that will attract additional investment and economic growth to the Town of Creston; and
- b) reinforce the municipality's "open for business" approach and attract redevelopment and new development of commercial businesses within the municipality;

AND WHEREAS notice of this Bylaw has been given in accordance with Sections 94 and 227 of the *Community Charter*;

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

1. This Bylaw may be cited as "Revitalization Tax Exemption Bylaw No. 1918, 2020".
2. In this Bylaw:
  - a) "Appropriately Zoned Land" means Parcels that are zoned and licensed as described in Section 4 of this Bylaw;
  - c) "Assessed Value" means the value of land and improvements in a specified year, as determined by the Assessment Authority in the assessment region of the Province of British Columbia in which the land and improvements are located;
  - d) "Calendar Year" and "Year" means all months inclusive from January to December;
  - e) "Chief Building Official" means the person appointed by Council to that position or a person authorized by the Chief Building Official to perform his/her duties under this Bylaw;
  - f) "Council" means the Council of the Town of Creston;
  - g) "Designated Revitalization Area" means the area designated as such under Section 3 of this Bylaw;
  - h) "Director of Finance and Corporate Services" means the person appointed by the Council to that position or other Corporate Officer of the Town of Creston;
  - i) "Eligible Improvement" means:
    - .i an existing building, used only for an Eligible Use, on Appropriately Zoned Land and having a renovation project value of \$50,000.00 or greater as determined by the Town's Chief Building Official and for which a valid Building Permit has been issued by the Town after the adoption of this Bylaw or within 365 days prior to adoption of this Bylaw;
    - .ii a new building, used only for an Eligible Use, that is constructed on Appropriately Zoned Land and having a construction project value of \$150,000.00 or greater as determined by the Town's Chief Building Official and for which a valid Building Permit has been issued by the Town after the adoption of this Bylaw or within 365 days prior to adoption of this Bylaw.
  - j) "Eligible Land" means the area of a Parcel occupied by the footprint of the Eligible Improvements on the land to be detailed in the Revitalization Tax Exemption Agreement;
  - k) "Eligible Use" means a Principal Eligible Use;
  - l) "Municipal Property Taxes" means the municipal portion of taxes imposed on the land and improvements by the Town under Section 197(1)(a) of the *Community Charter*;
  - m) "Owner" means the registered Owner of the Eligible Improvement;
  - n) "Parcel" means a parcel upon which one or more improvements are to be constructed that may qualify the land or improvements, or both, for a tax exemption under this Bylaw;
  - o) "Principal Eligible Use" means a commercial use permitted on Appropriately Zoned Land as defined under Section 4 of this Bylaw;
  - p) "Recapture Amount" means the amount an Owner is required to pay to the Town under Section 8 of this Bylaw;

- q) "Revitalization Tax Exemption Agreement" or "Agreement" means an Agreement between the Owner of the Eligible Improvements and the Town of Creston that is substantially in the form attached to this Bylaw as Schedule "A";
- r) "Revitalization Tax Exemption Certificate" means a Revitalization Tax Exemption Certificate issued by the Town of Creston pursuant to this Bylaw and pursuant to the provisions of Section 226 of the *Community Charter*, substantially in the form attached to this Bylaw as Schedule "B";
- s) "Term" means the number of years for which a tax exemption is granted under Section 9 of this Bylaw;
- t) "Town" means the Town of Creston.

### **3. DESIGNATED REVITALIZATION AREA**

- 3.1 The Designated Revitalization Area consists of all properties within the Town of Creston that are located in a commercial zone under the Town's Zoning Bylaw No. 1123, 1989 as defined in Section 4 of this Bylaw, that permits *commercial uses*.

### **4. APPROPRIATELY ZONED LAND**

- 4.1 To qualify as an Eligible Improvement, an improvement must be located on a Parcel that is zoned *General Commercial C-1, Local Commercial C-2, Tourist Commercial C-3, Licensed Premises Commercial C-4, Mixed Use Commercial C-5, Highway Service Commercial HSC, Highway Service Commercial – Hotel/Convention Centre HSC-H, or Highway Service Commercial – Light Manufacturing HSC-M* as detailed in Schedule "A" of Zoning Bylaw No. 1123, 1989; and, have a valid Building Permit issued by the Town of Creston for the construction of a Principle Eligible Improvement.

### **5. REQUIRED CONSTRUCTION VALUE**

- 5.1 Revitalization Tax Exemptions will apply only to:
  - a) a redevelopment or alteration of an existing Eligible Improvement that has a construction value in excess of \$50,000.00; or
  - b) construction of a new Eligible Improvement, under this Bylaw, with a construction value in excess of \$150,000.00;

both values are to be determined by the Chief Building Official whose decision shall be final.

### **6. APPLICATION FOR EXEMPTION CERTIFICATE**

- 6.1 An application for a Revitalization Tax Exemption Certificate must be made to the Town's Director of Finance and Corporate Services on or before August 31 in the year prior to the first year in respect of which a tax exemption is sought and be accompanied by an Occupancy Permit for the Eligible Improvement issued by the Town.

- 6.2 The application must include sufficient information, as required by the Director of Finance and Corporate Services, to verify that the proposed development is an Eligible Improvement.
- 6.3 The Town of Creston will accept applications for a Revitalization Tax Exemption only in the years 2021, 2022 and 2023, and no applications will be accepted after August 31, 2023.
- 6.4 After obtaining a Building Permit from the Town for the construction of an Eligible Improvement, the Applicant may submit a Revitalization Tax Exemption Application in the form provided by the Town, but the Revitalization Tax Exemption Certificate must not be issued until the requirements and conditions for a Revitalization Tax Exemption Certificate prescribed in this Bylaw, the Agreement and the form of the Revitalization Tax Exemption Certificate in Schedule B to this Bylaw, together with any additional requirements and conditions required by the Town, have been met by the Applicant.
- 6.5 If construction commenced prior to the time limit in subsection 2(i) of the definition of Eligible Improvement in this Bylaw, the Revitalization Tax Exemption Application will not be eligible for consideration under this Bylaw.

## **7. REVITALIZATION TAX EXEMPTION CERTIFICATE**

- 7.1 Once all conditions and requirements prescribed in this Bylaw and the Agreement as prerequisites for the issuance of a Revitalization Tax Exemption Certificate have been met, the Town's Director of Finance and Corporate Services must issue a Revitalization Tax Exemption Certificate for the property that is the subject of the Agreement.
- 7.2 If the Revitalization Tax Exemption Certificate is issued on or before October 31, the tax exemption takes effect in the following Calendar Year.
- 7.3 A Revitalization Tax Exemption Certificate must be issued for the Eligible Improvements in the form attached as Schedule "B" and must include the conditions set out in that form.

## **8. CANCELLATION OF CERTIFICATE**

- 8.1 A Revitalization Tax Exemption Certificate issued for Eligible Improvements is subject to the requirement that all of the conditions set out in the Revitalization Tax Exemption Agreement continue to be met during the Term established in Section 9 of this Bylaw.
- 8.2 Council may cancel a Revitalization Tax Exemption Certificate if any one or more of the conditions or requirements set out in the Revitalization Tax Exemption Agreement are breached, and the cancellation will be effective as of the date of the breach.
- 8.3 If the Revitalization Tax Exemption Certificate is cancelled during a year in which the Owner of Eligible Improvements has received an exemption from municipal taxes, a Recapture Amount representing the amount of the Revitalization Tax Exemption granted to the Owner from the date of the breach of the condition or requirement, as applicable, is payable to the Town by the Owner.
- 8.4 If the breach occurred during the Calendar Year, the Recapture Amount will be the portion of the annual tax exemption for the balance of the taxation year remaining from the effective date of cancellation of the Certificate.

**9. TERM AND EXEMPTION AMOUNT**

- 9.1 The maximum Term of an exemption under this Program is five (5) years commencing on January 1 of the first Calendar Year after the year in which the Revitalization Tax Exemption Certificate is issued as long as it is issued prior to October 31.
- 9.2 100% percent of the Amount calculated in accordance with Section 9.3 of this Bylaw will be exempted in each year of the five (5) year Term:
- 9.3 The amount of the Revitalization Tax Exemption (the "Amount") is the increase in the general municipal property tax levied on the difference in the assessed value of improvements on the Parcel between the year prior to the commencement of construction of the Eligible Improvements and the year following the issuance of the Revitalization Tax Exemption Certificate, that is, the difference in assessed value attributed to the Eligible Improvements.
- 9.4 The assessed value of the improvement as determined by the BC Assessment Authority will determine the value of the Revitalization Tax Exemption. The value of construction, as determined by the Chief Building Official for the purpose of establishing Program eligibility, may not necessarily reflect the value of the improvement as determined by the BC Assessment Authority.
- 9.5 The maximum Revitalization Tax Exemption under this Bylaw must not exceed the increase in the assessed value of improvements on the property in the Calendar Year before the new construction or alteration began and the Calendar Year in which the new construction or alteration is completed.
- 9.6 Tax rate increases will still apply on the non-exempted assessment.
- 9.7 An exemption under this Program does not affect the Owner's liability for municipal utility user fees or parcel taxes, or taxation imposed by or on behalf of other government or public bodies.
- 9.8 The Schedules to this Bylaw form a part of and are enforceable in the same manner as this Bylaw.
- 9.9 If a Schedule is referred to or mentioned in this Bylaw without identifying its location as being in another bylaw or enactment, it is a reference to a Schedule attached to this Bylaw.

READ A FIRST and SECOND TIME this 29<sup>th</sup> day of September 2020.

PUBLIC NOTICE, pursuant to Sections 94 and 227 of the *Community Charter*, was given the 15<sup>th</sup> and 21<sup>st</sup> day of October, 2020.

READ A THIRD TIME this      day of      , 2020.

ADOPTED this      day of      , 2020.

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Ron Toyota, Mayor

---

Bev Caldwell, Corporate Officer

**SCHEDULE "A"**  
**Town of Creston**  
**Revitalization Tax Exemption Bylaw No. 1918, 2020**

**REVITALIZATION TAX EXEMPTION AGREEMENT**

This Agreement dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ is

**BETWEEN:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**(the "Owner")**

**AND:**

**The Town of Creston,**  
 238 – 10<sup>th</sup> Avenue North  
 PO Box 1339  
 Creston, British Columbia  
 V0B 1G0

**(the "Town")**

**Whereas:**

- A. The Owner is the registered Owner in fee simple of lands in the Town of Creston at **[civic address]** legally described as **[legal description]** (the "Parcel");
- B. Under Bylaw No.1918, 2020 (the "Bylaw"), the Town established a Revitalization Tax Exemption Program (the "Program") for all properties within the Town of Creston that are located in a commercial zone under the Town's Zoning Bylaw No. 1123,1989, that permits commercial use(s) as a principal use. To be considered as an Eligible Improvement under the Program, the Owner's Parcel must:
  - a) be zoned *General Commercial C-1, Local Commercial C-2, Tourist Commercial C-3, Licensed Premises Commercial C-4, Mixed Use Commercial C-5, Highway Service Commercial HSC, Highway Service Commercial – Hotel/Convention Centre HSC-H, or Highway Service Commercial – Light Manufacturing HSC-M* as detailed in Schedule "A" of Zoning Bylaw No. 1123; 1989, have a renovation project value of \$50,000.00 or greater as determined by the Town's Chief Building Official; and, have a valid Building Permit issued by the Town of Creston for the renovation of an existing building on the Parcel for use as a Principle Eligible Improvement; or
  - b) be zoned *General Commercial C-1, Local Commercial C-2, Tourist Commercial C-3, Licensed Premises Commercial C-4, Mixed Use Commercial C-5, Highway Service Commercial HSC, Highway Service Commercial – Hotel/Convention Centre HSC-H, or Highway Service Commercial – Light Manufacturing HSC-M* as detailed in Schedule "A" of Zoning Bylaw No. 1123;1989, provide a new construction project of a commercial use; have a construction project value of \$150,000.00 or greater as determined by the Town's Chief Building Official; and, have a valid Building Permit issued by the Town for the construction of a new building on the Parcel to be used as a Principle Eligible Improvement.

- C. The objectives of the Revitalization Tax Exemption Program are to:
- a) encourage new commercial businesses in new and renovated buildings in the Town's zones that permit commercial uses and thereby establish the commercial services and the investment and employment opportunities that will attract additional investment and economic growth to the Town of Creston; and
  - b) reinforce the municipality's "open for business" approach and to attract new and improved commercial development to the municipality;
- D. The Owner proposes to construct new improvements, or alter existing improvements (the "Project"), on the Parcel and has applied to the Town for a tax exemption under the Revitalization Tax Exemption Program in respect of the Project and the Town has agreed to grant the exemption for the Project.

THIS AGREEMENT is evidence that in consideration of the following conditions and requirements, the Owner and the Town covenant and hereby agree that:

1.0 Eligibility

A Revitalization Tax Exemption will only be granted for the Parcel if the Project meets the requirements for an Eligible Improvement as set out in the Bylaw and Recital B on page 1 of this Agreement.

2.0 The Project

The Owner must ensure that the Project is constructed, maintained, operated and used for the purposes of a Principle Eligible Improvement, as defined in the Bylaw, throughout the Term of the Tax Exemption in a fashion that will be consistent with and will foster the objectives of the Revitalization Tax Exemption Program as set out in the Bylaw.

3.0 Operation and Maintenance of Project

Throughout the Term of the Tax Exemption, the Owner must operate, repair and maintain the Project and keep the Project in a state of good repair, as a prudent Owner would do.

4.0 Revitalization Tax Exemption

Subject to fulfillment of the conditions and requirements for issuance set out in this Agreement and in the Bylaw, the Town will issue a Revitalization Tax Exemption Certificate (the "Certificate") to the Owner and provide the relevant assessor of BC Assessment with a copy of the Certificate entitling the Owner to a municipal property tax exemption in respect of the Parcel (the "Tax Exemption") for the Calendar Years set out in this Agreement.

5.0 Conditions

The following conditions must be met before the Town will issue a Certificate to the Owner:

- 5.1 The Owner must make application for a Building Permit from the Town on or after the adoption of this Bylaw or within 180 days prior to adoption of this Bylaw, and prior to August 31, 2023 for the Project;
- 5.2 The Owner must complete, or cause to be completed, construction of the Project in conformance with the conditions of the Building Permit(s) issued for the Parcel and in compliance with all laws, statutes, regulations and orders of any authority having jurisdiction, including bylaws of the Town, that are applicable to the Project, and obtain an Occupancy Permit for the Eligible Improvement and submit that permit with the application for the Certificate; and,

5.3 The Owner must use the Eligible Improvement for the Principle Eligible Use.

6.0 Calculation of Revitalization Tax Exemption

The amount of the annual Tax Exemption shall be equal to the municipal property tax on the increase in the assessed value of improvements on the Parcel, attributable to the construction of the Eligible Improvements, between the year before the commencement of construction of the Project and the year immediately after the year in which the Tax Exemption Certificate is issued if issued prior to October 31.

7.0 Term of Revitalization Tax Exemption

The maximum Term of an exemption under the Program is five (5) years commencing on January 1 of the first Calendar Year after the year in which the Revitalization Tax Exemption Certificate is issued, as long as it is issued prior to October 31 in the previous year.

8.0 Cancellation

The Town may cancel the Certificate if the Owner requests cancellation in writing or fails to meet any of the conditions and requirements specified in the Bylaw, this Agreement or Certificate as conditions on which the Tax Exemption was provided.

9.0 Recapture

If pursuant to the terms and conditions specified in this Agreement or the Revitalization Tax Exemption Certificate, the Certificate is cancelled, the Owner will remit to the Town, no later than 30 days after receiving notice from the Town of the cancellation and the amount owing, the Recapture Amount prescribed in this Bylaw.

10.0 No Refund

For greater certainty, under no circumstances will the Owner be entitled, under this Agreement, the Bylaw, the Certificate or the Town's Revitalization Tax Exemption Program, to any cash credit, any carry forward tax exemption credit or any refund for any property taxes paid.

11.0 Enurement

This Agreement shall enure to the benefit of and is binding on the parties and their respective heirs, executors, administrators, successors and assigns.

12.0 Notices

Any notice or other communication required or contemplated to be given or made by any provision of this Agreement shall be given or made in writing and delivered personally (and if so shall be deemed received when delivered) or mailed by prepaid registered mail in any Canada Post Office (and if so shall be deemed delivered on the sixth business day following such mailing except that, in the event of interruption of mail service notice shall be deemed to be delivered only when actually received by the party to whom it is addressed), so long as the notice is addressed as follows:

To the Owner at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And to the Town at:

The Town of Creston  
PO Box 1339  
238 – 10<sup>th</sup> Avenue North  
Creston, British Columbia, V0B 1G0

or to such other address to which a party hereto from time to time notifies the other parties in writing.

13.0 No Assignment

The Owner may not assign its interest in this Agreement except to a subsequent Owner in fee simple of the Parcel.

14.0 Severance

If any portion of this Agreement is held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.

15.0 Interpretation

Wherever the singular or masculine is used in this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties thereto so require.

16.0 Further Assurances

The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

17.0 References

A reference in this Agreement to the Town or the Owner includes their permitted assigns, heirs, successors, officers, employees and agents.

18.0 Effective Date

This Agreement shall be effective from and after the reference date in this Agreement, but only if this Agreement has been duly executed and delivered by the Owner to the Town and duly executed by the Town.

19.0 Expense

Unless otherwise expressly provided in this Agreement, the expense of performing the obligations and commitments of the Owner contained in this Agreement, and of all matters incidental to those obligations and commitments is solely at the expense of the Owner

20.0 Owner's Representations

The Owner represents and warrants to the Town that:

- a) all necessary corporate actions and proceedings have been taken by the Owner to authorize its entry into and performance of this Agreement;
- b) upon execution and delivery on behalf of the Owner, this Agreement constitutes a valid and legally binding contractual obligation of the Owner;
- c) neither the execution and delivery, nor the performance, of this Agreement shall breach any other agreement or obligation respecting the Lands; and
- d) the Owner has the corporate capacity and authority to enter into and perform this Agreement.

Approval of this Agreement by Resolution No. \_\_\_\_\_ of the Council of the Town of Creston was given on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

**THE TOWN OF CRESTON**

by its authorized signatories:

\_\_\_\_\_  
Mayor

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

(Insert name of Owner, if a corporation or  
corporate body) by its authorized signatories:

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Name of Owner, if an individual

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Address of Witness

**SCHEDULE “B”  
Town of Creston  
Revitalization Tax Exemption Bylaw No. 1918, 2020**

**REVITALIZATION TAX EXEMPTION CERTIFICATE**

SECTION 226 OF THE COMMUNITY CHARTER

In accordance with the Town of Creston’s Downtown Revitalization Tax Exemption Bylaw No. 1918, 2020 and in accordance with the Revitalization Tax Exemption Agreement dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the “Agreement”) entered into between the Town of Creston (the “Town”) and \_\_\_\_\_ (the “Owner”), the registered Owner(s) of the parcel described below:

This **Certificate** certifies that the Parcel is subject to a Revitalization Tax Exemption in an amount equal to the tax on the increase in the assessed value of the Parcel, after the Eligible Improvements have been completed on the Parcel, between the year before the commencement of construction of the Project, and the year immediately after the Tax Exemption Certificate is issued.

The Parcel to which the tax exemption applies is located in the Town of Creston and is described as follows:

Civic Address:

PID:

Legal Description:

The Tax Exemption is for the Calendar Years commencing with the year \_\_\_\_\_ and ending with the year \_\_\_\_\_.

The Tax Exemption is provided on the following conditions:

1. The Owner does not breach any covenant or condition in the Agreement and performs all obligations to be performed by the Owner as set out in the Agreement.
2. The Owner has not sold all or any portion of his or her equitable or legal fee simple interest in the Parcel without the transferee taking an assignment of the Agreement, and agreeing to be bound by it.
3. The Owner, or a successor in title to the Owner, has not allowed the property taxes for the Parcel to go into arrears or to become delinquent.
4. The Owner, or a successor in title to the Owner, does not apply to amend the Town of Creston’s Zoning Bylaw No. 1123, 1989 as amended, consolidated or replaced from time to time, to rezone the parcel from the zoning in effect at the time the Certificate was issued.
5. The Parcel is not put to a use other than those uses permitted in the applicable Commercial Zone as detailed in Zoning Bylaw No. 1123, 1989 and amendments thereto.
6. The Principal Use of the Parcel remains a Principal Eligible Use throughout the Term of the Tax Exemption.

7. As a condition of the issuance of this **Certificate**, the Owner must obtain an Occupancy Permit from the Town for the Eligible Improvement and submit it with the Owner's application for this **Certificate**.

If any of these conditions are not met then the Council of the Town of Creston may cancel this Revitalization Tax Exemption Certificate. If such cancellation occurs, the Owner of the property for which the Certificate was issued will remit to the Town the Recapture Amount calculated in accordance with Bylaw 1918, 2020 within the notice period specified in the Agreement.

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Director of Finance & Corporate Services  
Town of Creston

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Date

**TOWN OF CRESTON**

**BYLAW NO. 1920**

A bylaw to amend Water District Reserve Fund Establishment Bylaw No. 1244, 1993.

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WHEREAS Council deems it necessary and in the public interest to amend Water District Reserve Fund Establishment Bylaw No. 1244, 1993;

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 “Water District Reserve Fund Establishment Amendment Bylaw No. 1920, 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 That section 2 of Water District Reserve Fund Establishment Bylaw No. 1244, 1993 is hereby deleted in its entirety and replaced with a new section 2 as follows:
2. That Thirty Percent (30%) of monies collected from the various user rates established by Town of Creston Water District Rates & Regulations Bylaw No. 1439 and amendments thereto, except those collected per Schedule “D”, “Water District Rates (per year) outside the Municipality for Mallandaine Water User Community”, be deposited into the Water District Reserve Fund.

**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 8<sup>th</sup> day of December, 2020.

READ A THIRD TIME by title this 8<sup>th</sup> day of December, 2020.

ADOPTED this       day of       , 2020.

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Mayor Ron Toyota

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Bev Caldwell, Corporate Officer

## **TOWN OF CRESTON**

### **BYLAW NO. 1921**

A bylaw to amend Water District Rates and Regulations Bylaw No. 1807, 2014.

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WHEREAS the *Community Charter* allows Council, by bylaw, to establish water user rates for areas served by the Town of Creston that are located outside of the municipal boundaries;

AND WHEREAS Council deems it necessary and in the public interest to amend the Water District Rates and Regulations Bylaw No. 1807, 2014;

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 “Water District Rates and Regulations Amendment Bylaw No. 1921, 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” is hereby deleted in its entirety and replaced with the revised Schedule “A”, which is attached to and forms a part of this Bylaw.
- 3.2 That a new Schedule “D” be added, 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 content and SECOND TIME by title this 8<sup>th</sup> day of December, 2020.

READ A THIRD TIME by title this 8<sup>th</sup> day of December, 2020.

ADOPTED this      day of December, 2020.

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Mayor Ron Toyota

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Bev Caldwell, Corporate Officer

**SCHEDULE "A"**  
**Water District Rates (per year) outside the Municipality**  
**Excluding Mallandaine Water Users Community**

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
<b><u>1. Residential Properties</u></b>					
1. Single Dwelling Unit	742	853	930	953	975
2. Duplex - for each dwelling unit	742	853	930	953	975
3. Mobile Home Park					
- for each mobile home	742	853	930	953	975
4. Condominium, Multi-family Style					
- for each unit	742	853	930	953	975
5. Condominium, Apartment Style					
- for each unit	551	634	691	707	724
6. Apartment - for unit available for rent	551	634	691	707	724
7. Boarding, Rooming or Lodging House					
- for each room available	282	324	353	362	370
8. Secondary Suite	344	427	465	476	488
<b><u>2. Flat Rate Charges for Commercial Properties</u></b>					
1. Office (excluding doctor or dentist), Store, Shop, Garage or Service Station, Barber Shop and any purpose other than that listed in these schedules:					
- 1st fixture	742	853	930	953	975
- each additional fixture	25.99	29.89	32.58	33.36	34.16
2. Doctor or Dentist Office					
- 1st fixture	742	853	930	953	975
- each additional fixture	38.65	44.45	48.45	49.61	50.80
3. (a) Restaurant					
- per square meter	26.94	30.98	33.77	34.58	35.41
(minimum of 25 square meters)					
(b) Additional Charge for Banquet Room (calculated as being 25% of the floor area determined for the main dining area in 5(a))					
- per square meter	26.94	30.98	33.77	34.58	35.41
<b><u>3. Institutional</u></b>					
1. Healthcare Institutions - per bed	461	530	578	592	606
<b><u>4. Unmetered Industrial</u></b>					
1. Unmetered Industrial	3453	3971	4328	4432	4538
<b><u>5. Miscellaneous Flat Rates</u></b>					
1. Swimming Pools	83	95	104	106	109
2. Water Dispenser for the purpose of selling water in refillable containers where filling is hand operated					
- per filling unit	572	657	716	733	751
3. Greenhouse					
- per each 278.7 m2	645	742	809	828	848
4. Irrigation					
- per hectare	160	184	201	205	210
5. Commercial Change of Use					
- administrative fee	60	60	60	60	65

**SCHEDULE "D"**  
**Water District Rates (per year) outside the Municipality**  
**for Mallandaine Water User Community**

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Rate Per Residential Connection (no reserve contribution)	525	538	551	564	577

**Bylaw No. 1922**

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

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. 1922, 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 3 – Building Permit and Inspection Services”, of Fees and Charges Bylaw No. 1763, 2011, is hereby deleted in its entirety and replaced with a new “Schedule 3 – Building Permit and Inspection Services”, which is attached to and forms a part of this bylaw.
- 3.2 “Schedule 4 – Business Licence Fees”, of Fees and Charges Bylaw No. 1763, 2011, is hereby deleted in its entirety and replaced with a new “Schedule 4 – Business Licence Fees”, which is attached to and forms a part of this bylaw.
- 3.3 “Schedule 7D – Miscellaneous Fees”, of Fees and Charges Bylaw No. 1763, 2011, is hereby deleted in its entirety and replaced with a new “Schedule 7D – Miscellaneous Fees”, which is attached to and forms a part of this bylaw.
- 3.4 “Schedule 9 – Cemetery Fees”, of Fees and Charges Bylaw No. 1763, 2011, is hereby deleted in its entirety and replaced with a new “Schedule 9 – Cemetery Fees”, which is attached to and forms a part of this bylaw.
- 3.5 “Schedule 10 – Solid Waste Fees”, of Fees and Charges Bylaw No. 1763, 2011, is hereby deleted in its entirety and replaced with a new “Schedule 10 – Solid Waste Fees”, which is attached to and forms a part of this bylaw.
- 3.6 “Schedule 10 – Solid Waste Fees” be added under “Schedules”, of Fees and Charges Bylaw No. 1763, 2011.

**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 8<sup>th</sup> day of December, 2020.

READ A THIRD TIME by title this 8<sup>th</sup> day of December, 2020.

ADOPTED this        day of December, 2020.

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Mayor Ron Toyota

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Bev Caldwell, Corporate Officer

## Schedule 3 – Building Permit and Inspection Services

<b>Building Permit Fees</b> (subject to applicable taxes)	
Description	Fee
<b>Base Fee:</b>	
When the value of the work does not exceed \$5,000.00 (minimum fee)	\$50.00
For each additional \$1,000.00 or part thereof by which the value exceeds \$5,000.00 up to a maximum of \$2,000,000.00	\$10.00
For each additional \$1,000.00 or part thereof by which the value exceeds \$2,000,000.00	\$5.00
Plumbing – Base Rate	\$50.00
Plumbing – Per Plumbing Fixture*	\$10.00
In-Ground Swimming Pool	\$100.00
Change of Occupancy	\$100.00
Manufactured Home Set-up (plus foundation fee – see Schedule 3A) (CAN/CSA Z-240 and CAN/CSA A-227 homes)	
Single Wide	\$250.00
Double Wide	\$350.00
Demolition/Moving	\$100.00
Temporary	\$100.00
Remove Notice on Title	\$750.00
Re-inspection (failed inspection)	\$50.00
Building Permit Renewal	\$100.00
Building Occupancy Load Calculation	\$100.00
* Plumbing Fixture means: .1 any plumbing device served by, or required to be served by a trap, including floor drains; .2 any combination of roof drains serving one roof surface; .3 swimming pool drains; .4 hot water storage tanks; .5 catch basins in storm drainage systems; and .6 interceptors	
Building permit fees may be refunded only upon written request from the applicant up to six (6) months from the date of issuance of the building permit subject to the following conditions: .1 No permit related work on site has commenced; and .2 A reduction of \$25.00 or 25% of the permit fee, whichever is greater, once a building permit has been issued.	
A new permit may be issued after cancellation, at a fee of 50% of the new permit fee or \$100.00, whichever is greater.	

## Schedule 4 – Business Licence Fees

Schedule of Business Licence Fees	
NOTE: A \$20.00 late payment fee will be applied to all Business Licence renewals where payment is received after January 31 <sup>st</sup> of each year	
Description	Fee
<b>Home Crafts</b> Home crafts would be classified as articles made by hand such as jewelry, dolls, woodcrafts, stuffed animals, holiday art, toys, greeting cards, candles, soap, flower arranging, clothing and fabric art.	<b>2021/2022</b> \$45.00
<b>Commercial – Small</b> Included in this category are any businesses or commercial ventures not included under any other business licence rate category under this Bylaw which occurs within Creston town limits and is not exempted elsewhere, agents or peddlers whereby the fee is applicable for each and every representative who sells, solicits, or takes orders for the sale by retail of goods or services to be supplied by another person; accommodation all types excluding hotel, motels, inns greater than 464.5 sq. meters or 5000 Sq. feet; contractors; home-based business not included in Home Crafts.	\$85.00
<b>Commercial – Large</b> Includes, any business whose commercial area is 464.5 sq. meters or 5000 sq. feet in size or greater; small industrial operations with less than 20 employees, hotels, motels and inns greater than 464.5 sq. meters or 5000 sq. feet	\$145.00
<b>Cannabis Retail</b> <b>BL#1879</b> Includes, any business that dispenses, sells, or distributes Cannabis as lawfully permitted and authorized under a Retail Cannabis Licence and the Cannabis Distribution Act of British Columbia and Cannabis Act of Canada and the respective regulations thereunder enacted and amended from time to time.	\$500.00
<b>Industrial</b> Operations including manufacturing facilities with greater than 20 employees. Manufacturing facilities include breweries, sawmills, fabrication plant, cement plants, etc.	\$340.00
<b>Commercial Vendor Permit</b> 3 days or less 4 days up to a maximum of 1 month* * after 1 month, permits may be renewed.	\$25.00 \$40.00
<b>Temporary – Carnival, Amusement</b>	\$300.00
<b>Temporary – All Other</b>	\$85.00
<b>Non-Profit Society Business</b>	\$30.00
For the purposes of this schedule, "commercial area" is defined as all building space used by a business to conduct its operations. This includes retail, office, accommodation, supply storage, inventory storage, garage, workshop, basements, and furnace and utility rooms.	

## Schedule 4 – Business Licence Fees (continued)

Schedule of Business Licence Fees (continued)	
NOTE: A \$20.00 late payment fee will be applied to all Business Licence renewals where payment is received after January 31 <sup>st</sup> of each year	
Description	Fee
	2021/2022
Change of Business Location if new inspections are required	\$50.00
Change of Business Name or Location if new inspections are not required	\$20.00
Inter-Community Business Licence (Kootenay Region) - Starting January 1, 2020	\$100.00
Young Entrepreneurs Permit (18 years of age and under only) - May through September	\$20.00
* The Business Licence fees for businesses that declare participation in the Community Health Initiative Program are reduced to zero for the year 2021 only.	

## Schedule 7D – Miscellaneous Fees

Miscellaneous Fees (subject to applicable taxes)	
Description	Fee*
Storm Sewer Connection Fee (150mm) (minimum charge)	\$3,000.00

\*The Town of Creston reserves the right to charge actual costs, which are in excess of the connection fee charged for any connections done.

## Schedule 9 – Cemetery Fees

FEES (subject to applicable taxes)						
PLOT FEES (Right of Internment)	Resident			Non-Resident		
	Plot Fee	Care Fund	Total Fee	Plot Fee	Care Fund	Total Fee
Adult Size	\$835.00	\$280.00	\$1,115.00	\$1,500.00	\$500.00	\$2,000.00
Child Size	\$600.00	\$200.00	\$800.00	\$960.00	\$320.00	\$1,280.00
Infant Size	\$400.00	\$135.00	\$535.00	\$750.00	\$250.00	\$1,000.00
Cremated Remains Size (for each)	\$580.00	\$195.00	\$775.00	\$650.00	\$220.00	\$870.00
Columbarium Niche (Base Fee) (see 'Additional Fees' below)	\$1,750.00	\$310.00	\$2,060.00	\$2,500.00	\$400.00	\$2,900.00
BURIALS		Resident		Non-Resident		
Adult Size			\$670.00	\$927.00		
Child Size			\$464.00	\$721.00		
Infant Size			\$350.00	\$618.00		
Cremated Remains			\$232.00	\$361.00		
Second or Subsequent Remains Interred at Same Time as First Remains in Same Vault			\$120.00	\$180.00		
EXHUMATION						
All Grave Sizes			\$1,200.00	\$1,200.00		
Extra Deep			\$2,200.00	\$2,200.00		
Cremated Remains			\$300.00	\$300.00		
ADDITIONAL FEES						
Extra Deep			\$300.00	\$400.00		
Interments After 2:30 p.m. Weekdays			\$150.00	\$200.00		
Casket Burials Saturday, Sunday, Statutory Holidays			\$500.00	\$550.00		
Cremation Saturday, Sunday, Statutory Holidays			\$200.00	\$250.00		
Winter Rate (November 1 to March 31)			\$300.00	\$300.00		
Transfer of Licence			\$80.00	\$80.00		
Installation of Memorial Markers (includes Care Fund of \$50.00)			\$265.00	\$300.00		

## Schedule 9 – Cemetery Fees (continued)

<b>FEES (continued)</b> (subject to applicable taxes)		
<b>ADDITIONAL FEES (continued)</b>	<b>Resident</b>	<b>Non-Resident</b>
Plot Grave Liners - Purchase through Funeral Home: Regular Size Liner Over-Sized Liner (Price current as of Dec. 2020)	\$585.00 \$785.00	\$585.00 \$785.00
Cremation Vaults – Purchase through Funeral Home (Price current as of Dec. 2020)	\$175.00	\$175.00
Rental of Tent, Chairs, Greens or Lowering Device	Purchase through Funeral Home if required	Purchase through Funeral Home if required
Marker Removal and Resetting Fee	\$115.00	\$115.00
Additional Care Fund contribution for Second and Subsequent Burial Request in same plot	As per current Care Fund fee listed under 'Plot Fees'	As per current Care Fund fee listed under 'Plot Fees'
Niche Inscriptions	\$325.00 minimum or actual cost	\$325.00 minimum or actual cost
Inurnment, Niche Opening/Closing Fee	\$300.00	\$350.00
Disurnment-Inurnment Permit Fees (after Columbaria are installed)	\$85.00	\$115.00
Memorial Plaque in Memorial Wall: Base fee for plaque & installation Engraving (minimum fee) Care Fund	\$625.00 \$325.00 \$50.00	\$700.00 \$325.00 \$50.00
Columbarium Niche Additional Fees: Top Row Second Row Third Row Fourth Row Fifth Row (Care Fund included in Base Fee)	\$1,000.00 \$600.00 \$450.00 \$300.00 \$0.00	\$1,100.00 \$700.00 \$550.00 \$400.00 \$0.00
Custom Memorial Tree Grate for Downtown Creston Cast Iron, Natural Finish	\$900.00 minimum or actual costs of labour and materials + 20% admin fee	\$1,000.00 minimum or actual costs of labour and materials + 20% admin fee
<b>Non-Resident: Not originating from the RDCK Areas A, B, C or the Town of Creston</b>		

## Schedule 10 – Solid Waste Fees

Annual Fees (subject to applicable taxes)						
Description	Fee					
	2021	2022	2023	2024	2025	2026
Commercial	\$102.00	\$102.00	\$105.00	\$107.00	\$109.00	\$111.00
Residential (includes all Single & Multi Family)	\$108.00	\$125.50	\$127.00	\$129.00	\$131.50	\$135.00
Secondary Suites	\$55.00	\$73.50	\$74.00	\$75.00	\$77.50	\$80.00
Please refer to the Solid Waste Management Regulations Bylaw No. 1900, 2019 for disposal rules.						
Replacement Bin				Per Unit Cost		
46L Green Bin + Kitchen Catcher				\$30.00		
60L Blue Boxes				\$11.00		

## TOWN OF CRESTON

### BYLAW NO. 1924

A bylaw to amend Business Licence Bylaw No. 1793, 2017.

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WHEREAS Council has enacted a Business Licence Bylaw;

AND WHEREAS Council deems it necessary and in the public interest to amend Business Licence Bylaw No. 1793, 2017;

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 “Business Licence Amendment Bylaw No. 1924, 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 “Part 2 – Definitions”, of Business Licence Bylaw No. 1793, 2017, is amended by adding the following:

**“Community Health Initiative Program”** means the Town of Creston initiative to support all Town of Creston businesses, in implementing COVID-19 safety measures, in accordance with Ministerial Order No. M425 - Use of Face Coverings in Indoor Public Spaces (COVID-19) Order - issued under the *Emergency Program Act*.

- 3.2 “Part 5 - Licences and Applications”, of Business Licence Bylaw No. 1793, 2017, is amended by adding the following:

10 (1). Where an applicant for a 2021 Business Licence declares participation in the Community Health Initiative Program, their Business Licence fees are hereby reduced to \$0, for the year 2021 only, provided they:

- (i) Prominently display a sign at their main business entry which clearly states that face coverings are mandatory within their business.
- (ii) Ensure the sign is prominently displayed at the main business entry until midnight December 31, 2021, or until such time that, in accordance with the Province of British Columbia’s COVID-19 pandemic response, the municipality discontinues the program.

10 (2). Business Licences for the year 2021 will be payable in full if:

- (i) A business withdraws its participation in the Community Health Initiative Program prior to program discontinuation; or
- (ii) A business that declared participation in the Community Health Initiative Program and does not continue to meet the requirements of program participation stated in section 10 (1) (i) and (ii) of Business License Bylaw No. 1793, 2017.

10 (3). The conditions prescribed in this section will expire at midnight on December 31, 2021 unless repealed before that date or renewed for a further period of time .

10 (4). If the Community Health Initiative Program is discontinued by the municipality in accordance with the Province of British Columbia's COVID-19 pandemic response prior to December 31, 2021, participating businesses, who met the requirements of section 10 (1) (i) and (ii) of Business Licence Bylaw No. 1793, 2017 for the duration of the program, will not be required to pay the Business Licence fee for the remainder of 2021.

#### **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 8<sup>th</sup> day of December, 2020.

READ A THIRD TIME by title this 8<sup>th</sup> day of December, 2020.

ADOPTED this      day of December, 2020.

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Mayor Ron Toyota

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Corporate Officer

## TOWN OF CRESTON

### BYLAW 1925

A bylaw to establish officers and employees positions, powers, duties and responsibilities.

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WHEREAS the *Community Charter*, Section 146, empowers Council, by bylaw, to establish officer positions and to establish the powers, duties and responsibilities of officers and employees;

NOW THEREFORE, the Town of Creston, in Open Meeting, assembled enacts as follows:

#### Part 1 Citation

- 1.1 This bylaw may be cited as “Officers and Employees Bylaw No. 1925, 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 Definitions

- 3.1 In this Bylaw, unless the context otherwise requires,

“**Community Charter**” means *Community Charter of British Columbia*.

“**Town**” means Corporation of the Town of Creston.

#### Part 4 Officer Positions, Powers, Duties and Responsibilities

- 4.1 The following positions are hereby established as officer positions of the Municipality; with powers duties and responsibilities as set out in Schedules “A” to “D” respectively:
- 4.1.1 Chief Administrative Officer, as provided in Sections 147 and 148 of the *Community Charter* and Schedule “A”, which is attached to and forms a part of this Bylaw;
  - 4.1.2 Director of Finance and Corporate Services, as provided in Section 149 of the *Community Charter* and Schedule “B”, which is attached to and forms a part of this Bylaw;
  - 4.1.3 Corporate Officer, as provided in Section 148 of the *Community Charter* and Schedule “C”, which is attached to and forms a part of this Bylaw;
  - 4.1.4 Executive Assistant / Human Resources, as provided in Section 148 of the *Community Charter* and Schedule “D”, which is attached to and forms a part of this Bylaw.
- 4.2 All officers positions may be designated as “Deputy” and/or “Assistant”, as may be deemed necessary from time to time.
- 4.3 All officers shall take the Oath of Office as set out in Schedule “E”, which is attached to and forms a part of this Bylaw.

## **Part 5 Previous Bylaw Repeal**

5.1 Town of Creston Bylaw cited as "Officers and Employees Bylaw No. 1862, 2017" is hereby repealed.

READ A FIRST TIME by title and SECOND time by content this     day of December, 2020.

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

ADOPTED this     day of     , 2021.

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Ron Toyota, Mayor

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Corporate Officer

**SCHEDULE "A"**  
**CHIEF ADMINISTRATIVE OFFICER**  
**Powers, Duties and Functions**

**1) Human Resources**

- (a) Appoint, promote, discipline and dismiss all employees of the Municipality;
- (b) Recommend to Council the appointment, promotion, demotion, suspension or termination of officers of the municipality, being those employees who are designated officers by bylaw;
- (c) Supervise all officers and employees of the Municipality;
- (d) Appoint acting department heads to administer departments in case of illness or absence;
- (e) Supervise contract negotiations with employee unions of the Municipality within parameters established by Council and recommend contract settlements to Council;
- (f) Act as arbitrator between an employee and that employee's supervisor, subject to the terms of any applicable collective agreement with an employee union; and,
- (g) To enter into and execute contractual employment relationships on behalf of the Town for excluded officer and employee positions.

**2) General Administration**

- (a) Supervise the operation of the departments of the Municipality;
- (b) Supervise implementation of Council directives;
- (c) Act as the principal intermediary between the Municipality and the administration of other governments and all other entities dealing with the Municipality;
- (d) From time to time re-organize the administrative structure to improve the efficient and effective operation of the Municipality; and,
- (e) The Chief Administrative Officer reports directly to the Town of Creston Council.

**3) Legal Advice and Proceedings**

- (a) Obtain legal advice;
- (b) Authorize lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for or on behalf of the Municipality; and,
- (c) Authorize settlements of claims against the Municipality.

**4) Council**

- (a) Supervise preparations of Council agendas;
- (b) Expected to participate in all meetings of Council, Committees of Council and other entities created by Council;
- (c) Provide advice and recommendations to Council on any matter within Council's jurisdiction; and,
- (d) Report to Council on any matter of importance to the Municipality.

**5) Contracts**

- (a) Authorize the use or budgeted purchase or sale of Municipal facilities, equipment and services and authorize the awarding of contracts for budgeted items, as per Policy; and,
- (b) Supervise the calling and awarding of tenders for the supply of materials, equipment, services or construction approved by Council, as per budget and Purchasing Policy.

**6) Additional Powers, Duties and Responsibilities**

- (a) Exercise whatever additional powers and discharge whatever additional duties and responsibilities Council may, from time to time, assign.

**SCHEDULE "B"**  
**DIRECTOR OF FINANCE AND CORPORATE SERVICES**  
**Powers, Duties and Functions**

**1) Statutory**

- (a) Receiving all money paid to the Municipality;
- (b) Ensuring the safekeeping of all funds and securities of the Municipality;
- (c) Disbursing money in the manner authorized by Council;
- (d) Investing revenue funds, until required, in investments as permitted under the *Local Government Act* or *Community Charter*;
- (e) Ensuring that accurate records and full accounts of the financial affairs of the Municipality are prepared, maintained and kept safe;
- (f) Certifying copies of bylaws and other documents; as required or requested;
- (g) Accepting, on behalf of the Municipality, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the Municipality;
- (h) Keeping the corporate seal and having it affixed to documents as required;
- (i) Compiling and supplying information on the financial affairs of the Municipality required by the inspector; and,
- (j) Administering oaths and taking affidavits, declarations and affidavits required to be taken under the *Local Government Act*, or *Community Charter* in relation to municipal matters, in the absence of the Chief Administrative Officer.

**2) Human Resources**

- (a) Recommend to the Chief Administrative Officer, appointment, promotion, discipline and dismissal of all employees within the Corporate Services Department;
- (b) Supervise all employees in the Corporate Services Department; and,
- (c) Act as Chair of the Back to Work Committee.

**3) General Administration**

- (a) Supervise the operation of the Corporate Services Department of the Municipality;
- (b) Supervise implementation of Council directives and directives of the Chief Administrative Officer; and,
- (c) Act as a contact between the Corporate Services Department and other departments, under the supervision of the Chief Administrative Officer.

**4) Legal Advice and Proceedings**

- (a) Supervise the obtaining of insurance as deemed necessary; and,
- (b) Supervise the provision of or management of insurance matters.

**5) Council**

- (a) Attend meetings of Council and the Finance Committee, as required by the Chief Administrative Officer or Council;
- (b) Provide advice to Chief Administrative Officer and Council regarding any matter of a financial nature;
- (c) Prepare budgets, as required under the *Local Government Act*, or *Community Charter* and as requested by Council and the Chief Administrative Officer; and,
- (d) Liaise with the Municipality's auditor in connection with the financial audit.

**6) Additional Powers, Duties and Responsibilities**

- (a) Discharge whatever additional duties and responsibilities the Chief Administrative Officer may, from time to time, assign.

**SCHEDULE "C"**  
**CORPORATE OFFICER**  
**Powers, Duties and Functions**

**1) Statutory**

- (a) Ensuring that accurate minutes of the meetings of the council and council committees are prepared and that the minutes, bylaws and other records of the business of the council and council committees are maintained and kept safe;
- (b) Ensuring that access is provided to records of the council and council committees, as required by law or authorized by the council;
- (c) Administering oaths and taking affirmations, affidavits and declarations required to be taken under this Act or any other Act relating to municipalities;
- (d) Certifying copies of bylaws and other documents, as required or requested;
- (e) Accepting, on behalf of the council or municipality, notices and documents that are required or permitted to be given to, served on, filed with or otherwise provided to the council or municipality; and,
- (f) Keeping the corporate seal, if any, and having it affixed to documents as required.

**2) General Administration**

- (a) Represents the Corporate Services Department to other Departments, elected officials and outside agencies and organizations;
- (b) Administers and ensures that the Town of Creston is compliant with the BC *Freedom of Information and Protection of Privacy Act*, including file preparation, correspondence and timely response coordination;
- (c) Responsible for all aspects of the Town of Creston's Records and Information Management Systems, including implementing and maintaining an electronic records management system; and,
- (d) Under the direction and coordination of the Director of Finance and Corporate Services, participates and supervises the implementation of strategic plans and initiatives which improve Corporate Administration.

**3) Council**

- (a) Attends Council and Council Committee meetings;
- (b) Responsible for the preparation of statutory notices, notification of media, and circulation of information packages for Council meetings and Public Hearings;
- (c) Responds to Town Council's inquiries and take appropriate action in addressing concerns of Council;
- (d) Establishes operating procedures, work methods and standards covering the delivery of services in the area of Council meetings, public notices, corporate records management, and carries out corrective action as required; and,
- (e) Ensures all required procedures are met for all Advisory and Select Committees, Commissions and Boards appointed by Council, including public notices, agendas and minutes; annual recruitment, Terms of Reference, work plans and reports to Council; and, provides staff support to assigned Boards, Commissions and Committees.

**SCHEDULE "D"**  
**EXECUTIVE ASSISTANT/ HUMAN RESOURCES**  
**Powers, Duties and Functions**

**1) Statutory**

- (a) As the Executive Assistant/ Human Resources, will assume the duties and responsibilities of the Corporate Officer in their absence (see schedule C of this Bylaw).

**2) Human Resources**

- (a) Provides assistance to the Chief Administrative Officer in human resource administration, including administrative assistance with matters relating to labour relations and collective agreements, including but not limited to, the following:
  - i. Maintain and update as necessary, all employee personnel files, ensuring confidentiality of file contents, discussions, etc.;
  - ii. Assist with implementing a Strategic Workforce Plan, linked to corporate objectives and focused on addressing key Human Resource priorities, including: fostering a strong organizational culture and a healthy workplace; coordinating the delivery of core human resource services; and addressing gaps in human resource administration;
  - iii. Assist with developing a comprehensive recruitment and retention policy that addresses gaps in procedures and documentation practices;
  - iv. Enhance human resources-related policies and procedures by: reviewing and updating employee policies and procedures, addressing key gaps in human resources policies and procedures, and establish a process for the systematic and timely review of policies and procedures; and,
  - v. Create a hiring checklist to allow for a systemized process of hiring new employees. The checklist shall cover key steps from the initial needs identification, key qualifications and requirements of the position, salary range, selection method, letter of offer and onboarding including orientation which includes information on human resource management policies and procedures, code of conduct, health and safety requirements, employee benefits, the organizational and management structure, mission and goals as well as programs, services and expectations.

**3) General Administration**

- (a) Prepare and oversee corporate communications and advertising, which includes the development of press (media) releases, municipal newsletters and annual reports; develops internal communication systems; monitors and updates the Town of Creston website with respect to news releases, public communications, etc.; and the preparation of corporate templates to ensure consistent visual identity throughout departments; and enhance public engagement through various means. Overseeing and ensuring timely communications and response to enquiries, etc. on social media;
- (b) As designated by the Chief Administrative Officer, prepares drafts of corporate policies for Council's consideration. Distinguish between corporate policies which are subject to Council's approval, from administrative policies and procedures, which are most appropriately approved by the Chief Administrative Officer (administrative policies and procedures should be more detailed and/or department specific);
- (c) Originates and processes correspondence, memoranda and reports which may be of a confidential nature, for Council, senior management and department related functions; and,
- (d) In consultation with the Chief Administrative Officer and Directors, coordinates public consultation engagement processes consistent with municipal policy.

**SCHEDULE "E"**

**OATH OF OFFICE**

I, **[insert name]** having been appointed to the Office of **[insert name of Office]** for the Corporation of the Town of Creston do hereby promise and swear:

- (a) I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
- (b) I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
- (c) I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Municipality;
- (d) I will not allow my personal interests to conflict with the duties of my Office; and
- (e) I will comply with all policies and directives of the Municipality and comply with all laws.

Dated and signed at the Town of Creston

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Officer of the Municipality

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Chief Administrative Officer of the Municipality