



REGULAR MEETING OF COUNCIL AGENDA

DATE: 2023.02.14

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

1. Call to Order

2. Adoption of the Agenda

2.1 Adoption of the Agenda for the 2023.02.14 Council Meeting

3. Adoption of the Minutes

3.1 Adoption of the Minutes of the 2023.01.24 Regular Council Meeting

3.2 Adoption of the Minutes of the 2023.02.07 Special Council Meeting

4. Delegations

4.1 RCMP

4.2 Boat Launch Users

4.3 Kaslo Jazz Etc Society

5. Information Items

5.1 Mayor's Report

5.2 Council Reports

5.3 Committee Minutes

5.3.1 2023.01.13 Health Advisory Committee Meeting Minutes DRAFT

5.3.2 2023.01.16 Kaslo Library Building Committee Minutes DRAFT

5.4 CAO Report

5.5 Correspondence

5.5.1 AKBLG – First Call for Resolutions

5.6 **2023.02.14 Circulation Package**

6. Question Period

7. Business

7.1 **Library Reserve Fund Amendment Bylaw 1285, 2023**

To consider three readings of a bylaw that amends the Library Reserve Fund bylaw.

7.2 **Kootenay Lake Historical Society – Request for Funding**

To consider a request for funding from the Kootenay Lake Historical Society, to support the restoration of the SS Moyie.

7.3 Kaslo Jazz Etc Society – 2023-2025 Event Requests

To consider requests relating to the proposed 2023 Jazz Fest event and identify any conditions that must be met.

7.4 Library Building Project – GICB Grant Application

To consider authorizing a grant application to fund construction of the new Kaslo & District Public Library building.

8. Late Items

9. In Camera Meeting

10. Raised from In Camera Meeting

11. Adjournment





REGULAR MEETING OF COUNCIL MINUTES

DATE: 2023.01.24

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

PRESENT: Chair Mayor Hewat
Councillors Bird, Brown, Lang, Leathwood
Staff CAO Dunlop, CO Allaway
Public 4

1. Call to Order

We respect and recognize the First Nations within whose unceded lands the Village of Kaslo is situated, including the Ktunaxa, Sinixt, and Sylix People, and the Indigenous and Metis Residents of our community.

The meeting was called to order at 6:02 p.m.

2. Adoption of the Agenda

2.1 Adoption of the Agenda for the 2023.01.24 Council Meeting

16/2023 Moved, seconded and CARRIED

THAT the Agenda for the 2023.01.24 Regular Meeting of Council be adopted as amended to remove the Neighbours United item.

3. Adoption of the Minutes

3.1 Adoption of the Minutes of the 2023.01.10 Council Meeting

17/2023 Moved, seconded and CARRIED

THAT the Minutes for the 2023.01.10 Regular Meeting of Council be adopted as corrected.

18/2023 Moved, seconded and CARRIED

THAT Council dissolve into Committee of the Whole at 6:03 p.m. to receive delegations, information, and questions from the public.

4. Delegations

4.1 Kaslo & District Library

Kaslo & District Library Executive Director Eva Kelemen provided an overview of the new library building project.

5. Information Items

5.1 Mayor's Report

Mayor Hewat provided a written report summarizing her recent activities and plans for the coming weeks.

5.2 Council Reports

5.2.1 Councillor Brown reported on the January 12th Kaslo District Community Forest Society meeting.

5.2.2 Councillor Bird provided an update on the affordable housing project.

5.3 CAO Report

5.3.1 2022 Budget Variance Report to December 31, 2022

5.3.2 Wildfire Development Permit DP2022-07

5.3.3 Kaslo South Lands Project Information Report

CAO Dunlop reviewed his written report and answered questions from Council about current projects.

5.4 Correspondence

5.4.1 2023.01.09 UBCM meeting with the BC RCMP – September 14, 2022

5.4.2 RCMP 2022 Q4 Report

5.5 2023.01.24 Circulation Package

6. Question Period

Nil

19/2023 Moved, seconded and CARRIED
THAT Council rise, without reporting, to open meeting at 6:52 p.m.

7. Business

7.1 Remuneration and Expense Amendment Bylaw 1284

20/2023 Moved, seconded and CARRIED
THAT Remuneration and Expense Amendment Bylaw 1284, 2023 be adopted.

7.2 Front Street Park

21/2023 Moved, seconded and CARRIED
THAT the lights at Front Street Park be turned off unless there is a performance taking place.

7.3 WildSafe BC

22/2023 Moved, seconded and CARRIED
THAT the Village of Kaslo provide \$2,000 towards the delivery of a 2023 WildSafe BC program for the area.

7.4 Kaslo River Bank Remediation Project

23/2023 Moved, seconded and CARRIED



THAT Council approves procurement of materials Phase 1 of the Kaslo River Dike and Bank Remediation Process from Terrafix Environmental Technology Inc. for \$49,459 + GST.

Councillor Bird declared a conflict of interest regarding item 7.5 and left the meeting at 6:57 p.m. as she is an organizer of the event.

7.5 Winter in the Forest

24/2023

Moved, seconded and CARRIED

THAT Council directs staff to submit an application for up to \$1500 in funding from the BC Recreation and Parks Association for 2023 Family Day activities.

Councillor Bird returned to the meeting at 6:58 p.m.

7.6 Council Benefits

25/2023

Moved, seconded and CARRIED

THAT the Village of Kaslo obtain annual insurance, extended health and dental coverage for Council from Manulife at a cost of \$12,246.84 plus applicable taxes.

7.7 Library Building Committee

26/2023

Moved, seconded and CARRIED

THAT the Terms of Reference for the Library Building Committee be adopted as presented.

7.8 Kootenay Lake Partnership

27/2023

Moved, seconded and CARRIED

THAT CAO Dunlop be appointed to represent the Village of Kaslo on the Kootenay Lake Partnership and be authorized to attend the meetings of the group with expenses paid.

7.9 UBCM CRI 2023 Grant

28/2023

Moved, seconded and CARRIED

THAT Council approves submitting an application to the 2023 UBCM CRI program for \$194,250.

8. Late Items

Nil

9. In Camera Meeting

Council will reconvene In Camera under section 90(1) of the Community Charter.



29/2023 Moved, seconded and CARRIED
THAT Council now recess and reconvene in-camera with the public excluded under Sections 90(1) (a), (c), and (j) of the Community Charter.

The open meeting recessed at 7:20 p.m.
The open meeting reconvened at 8:26 p.m.

10. Raised from In Camera Meeting

IC13/2023 Moved, seconded and CARRIED
THAT Councillor Lang, Nathan Thomson and Chris Temple be appointed to the Asset Management Committee for a term expiring December 31, 2026.

IC14/2023 Moved, seconded and CARRIED
THAT Kate O’Keefe be appointed to the Health Advisory Committee for a term expiring December 31, 2026.

IC15/2023 Moved, seconded and CARRIED
THAT Councillor Bird, Anne Heard and Margaret Wanke be appointed to the Library Building Committee for a term expiring December 31, 2026.

IC16/2023 Moved, seconded and CARRIED
THAT Councillor Lang, Anne Malik, David Russell, Lynn Van Deursen and Don Scarlett be appointed to the Liquid Waste Monitoring Committee for a term expiring December 31, 2026.

11. Adjournment

The meeting was adjourned at 8:27 p.m.

CERTIFIED CORRECT:

Corporate Officer

Mayor Hewat



DATE: 2023.02.07

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

PRESENT: Chair Mayor Hewat
Councillors Bird, Brown, Lang, Leathwood
Staff CAO Dunlop, CO Allaway
Public 0

1. Call to Order

We respect and recognize the First Nations within whose unceded lands the Village of Kaslo is situated, including the Ktunaxa, Sinixt, and Sylix People, and the Indigenous and Metis Residents of our community.

The meeting was called to order at 6:00 p.m.

2. Adoption of the Agenda

2.1 Adoption of the Agenda for the 2023.02.07 Special Council Meeting

30/2023 Moved, seconded and CARRIED

THAT the Agenda for the 2023.02.07 Special Meeting of Council be adopted as presented.

3. Late Items

Nil

4. In Camera Meeting

4.1 Resolution to reconvene In Camera in accordance with s. 90(1) (I) of the *Community Charter*.

31/2023 Moved, seconded and CARRIED

THAT Council now recess and reconvene in-camera with the public excluded under Sections 90(1) (I) of the Community Charter.

The open meeting recessed at 6:01 p.m.

The open meeting reconvened at 8:51 p.m.

5. Raised from In Camera Meeting

Nil

6. Adjournment

The meeting was adjourned at 8:51 p.m.

CERTIFIED CORRECT:

Corporate Officer

Mayor Hewat

DRAFT





DELEGATION FORM

Date: FEB 6/2023 Village of Kaslo Email: admin@kaslo.ca / Fax: 250-353-7767

Name of Applicant: GORDON REMPEL & RUSSELL SEMENOFF

On Behalf of: BOAT LAUNCH AND ~~BOAT CLUB~~ USERS
(Organization, Business, Self, etc.)

Mailing Address: Box KASLO B.C. V0G 1M0

Local Street Address: _____

Tel #: (250) _____ Fax: () _____ Email: _____

Issue Applicant wishes to Address: THE CLOSURE OF THE

PUBLIC BOAT LAUNCH IN KASLO BAY FOR

FIVE CONSECUTIVE DAYS BEFORE THE

B.C DAY LONG WEEKEND. WED.-SUN. AUG 2-6 2023
(Provide additional information as an attachment if required)

Audio/visual needs requested: _____
(Every effort will be made to accommodate requests, but the Village cannot guarantee availability of specific equipment)

Preferred Forum: Council -- or -- Committee of the Whole (please circle one)

Preferred Appearance Date: Feb 14, 23

Note: Council and Committee of the Whole meetings are public meetings. The information on this form will become part of the public record and will be distributed to Council, staff, media and the public. The information on this form is collected in order to respond to your request to appear before Council. If you have any questions about the collection and use of this information, please contact the Corporate Officer. The Agenda is posted on the Public Notice Bulletin Board at City Hall, 413 Fourth Street, Kaslo and on the Village website at www.kaslo.ca. Complete agenda packages are available for viewing at City Hall.

FOR OFFICE USE ONLY

Scheduled Council or Committee Appearance Date: _____

Corporate Officer Approval (Signature): _____

Additional information / instruction: _____

Signature of Delegation appearing before Council

Date

From: Russell Semenoff

Subject: boat launch

Date: Feb 6, 2023 at 2:51:26 PM

To: Russell Semenoff

Feb 6, 2023

Village of Kaslo

We the users of the public boat launch in Kaslo Bay, would like to see the boat launch remain

open for public use on and before the B.C. Day long weekend of August 5,6,7 2023 this year

and in future years (JazzFest).

Also, that the pull in and turn around area remain free from parked vehicles and other obstructions.

With the limited parking on the long weekend we would also like to have the two spots

next to the boat launch that are below the road out of the way of traffic going in to Kaslo Bay park

be available for the tow vehicle and boat trailer to park. This would only be for day use boaters and not for overnight parking.

Thank you

Gordon Rempel

Russell Semenov



DELEGATION FORM

Date: 2/6/23 Village of Kaslo Email: admin@kaslo.ca / Fax: 250-353-7767

Name of Applicant: Paul Hinrichs

On Behalf of: Kaslo Jazz Etc Society
(Organization, Business, Self, etc.)

Mailing Address: Po Box 1293

Local Street Address: _____

Tel #:() _____ Fax:() _____ Email: info@kaslojazzfest.com

Issue Applicant wishes to Address: _____

Kaslo Jazz Etc Festival!

(Provide additional information as an attachment if required)

Audio/visual needs requested: N/A
(Every effort will be made to accommodate requests, but the Village cannot guarantee availability of specific equipment)

Preferred Forum: Council -- or -- Committee of the Whole (please circle one)

Preferred Appearance Date: 2/14/23

Note: Council and Committee of the Whole meetings are public meetings. The information on this form will become part of the public record and will be distributed to Council, staff, media and the public. The information on this form is collected in order to respond to your request to appear before Council. If you have any questions about the collection and use of this information, please contact the Corporate Officer. The Agenda is posted on the Public Notice Bulletin Board at City Hall, 413 Fourth Street, Kaslo and on the Village website at www.kaslo.ca. Complete agenda packages are available for viewing at City Hall.

FOR OFFICE USE ONLY

Scheduled Council or Committee Appearance Date: _____

Corporate Officer Approval (Signature): _____

Additional information / instruction: _____

[Signature]
Signature of Delegation appearing before Council

2/6/23
Date



Mayors Report to Council

Regular Council Meeting Tuesday, February 14, 2023

The following is a summary of the meetings/activities that I have participated in since my last written report as well as a list of upcoming meetings. If you have any questions, please don't hesitate to ask.

Documents provided:

FCM Board Meeting Event Schedule – virtual

FCM Board Meeting Event Schedule – in person

See the bottom of my report for our current Community Development Grant balance.

January 23rd

North Kootenay Lake Services Committee meeting

- Election of chair
- Library and KSAR delegations
- Review of recreation and parks budgets

Kaslo & Area D Economic Development Commission

- Election of chair
- Strategic planning

Kaslo Health Advisory Committee

January 24th

Indigenous Relations Workshop

Regular Meeting of Council

January 25th West Kootenay Boundary Regional Hospital District meeting

January 26th Emergency Preparedness meeting

January 31st Columbia Basin Trust Orientation Webinar

I was able to log into part of the meeting due to work commitments. This year the Trust will be holding Community Conversations – Our Trust, Our Future. The Kaslo meeting is scheduled for Thursday, April 13th at the Legion. See the description below as copied from the website.

The community conversations have two components:

Afternoon Open House from **3 pm to 6 pm**: come visit with friends, family, and Trust staff and share what's important to you and your community! Fill out our survey, capturing your ideas with our interactive selfie wall or video booth, and enjoy refreshments on us!; and

Evening Guided Conversation from **6:30 pm to 8:30 pm**: explore your individual and collective vision for your community and the Basin through a guided conversation.





Mayors Report to Council

Attend a community meeting free of charge, with complimentary snacks and beverages provided during the event. Participants are required to arrange for and pay for their own accommodations.

February 1st FCM – Municipal Asset Management Program Steering Committee meeting

The committee is composed of seven members:

One representative from Infrastructure Canada (INFC);

One governance representative from FCM's Standing Committee on Municipal Infrastructure & Transportation Policy;

Three representatives from provincial/territorial municipal associations;

One representative from the Canadian Network of Asset Managers Board of Directors;

One representative from an asset management community of practice.

I am one of the co-chairs of the committee along with the INFC representative and it was my turn to chair.

Some of the items covered were an update on the first half of year 7 (of 8), climate considerations in relation to asset management and budget until the end of the program.

One of the decisions taken at the meeting was to recommend all current members mandates to be extended to the end of the program in 2024.

The next meeting of the group will be the Asset Management Collaboration Workshop in Ottawa at the end of February.

February 6th North Kootenay Lake Services Committee meeting

- RDCK Parks staff gave a presentation on the recreation and parks budget.

February 7th Seniors meeting and lunch

Special Meeting of Council

Upcoming Meetings

February 13th Kaslo & Area D Economic Development Commission

February 14th Happy Valentines Day!



RDCK Community Sustainable Living Advisory Committee
Regular Meeting of Council

February 15th RDCK Joint Resource Recovery

February 16th RDCK Board

February 17th RDCK Budget

February 20th Family Day & Winter in the Forest





Mayors Report to Council

February 21st FCM Committee of the Whole briefing
RDCK Parcel Tax Roll Review Panel meeting
Village Budget meeting
Kaslo and Area Chamber of Commerce – due to a conflict with the Village budget meeting, I won't be able to attend.

February 22nd RDCK budget presentation – hybrid meeting (Council Chambers and via Webex)

February 23rd FCM BC Caucus
FCM Conference Planning

February 24th FCM Women's Participation in Local Government
FCM Municipal Infrastructure and Transportation Policy
North Kootenay Lake Services Committee – final budget meeting for 2023
SS Moyie 125 - Movie Night at the Langham

February 25th to March 2nd
FCM Municipal Asset Management Program – Asset Management Collaboration Workshop in Ottawa.
The workshop dates are February 27th, 28th and March 1st.

March 5th to 10th
FCM Board Meeting hosted by the Regional Municipality of Durham.
The meetings are to be held from March 7th to 9th.

Respectfully submitted,
Mayor Suzan Hewat

| | | | | |
|-------|------------------------------|--|-----------|------------------|
| KASLO | 2022 carry forward | | \$ | 94,113.45 |
| | | | | |
| | Total grants issued to date | | | 0.00 |
| | Total Available Funds | | \$ | 94,113.45 |





Summary of meetings / Ordre du jour as of January 16, 2023 / en date du 16 janvier 2023

Committee Meetings | February 15 and 21-24, 2023

Virtual meetings | Eastern Time

Réunions des comités | le 15 février et du 21 au 24 février 2023

Rencontre virtuelle | Heure de l'Est

Legend | Légende

Simultaneous interpretation | *Interpretation simultanée* =

Wednesday, February 15 | Mercredi 15 février

| | |
|----------------------------------|-------------------------------------|
| Eastern Time Heure de l'Est | Virtual Meeting Réunion virtuelle |
| 13:00 – 14:30 | Réseau Francophone |

Tuesday, February 21 | Mardi 21 février






| | |
|----------------------------------|--|
| Eastern Time Heure de l'Est | Virtual Meeting Réunion virtuelle |
| 13:00 – 13:30 | Committee of the Whole – Briefing Comité plénier – Mise-à-jour |

Wednesday, February 22 | Mercredi 22 février

| | |
|----------------------------------|--|
| Eastern Time Heure de l'Est | Virtual Meeting Réunion virtuelle |
| 10:30 – 12:00 | Finance and Audit Committee Comité des finances et d'audit <i>Closed meeting for committee members only Réunion pour les membres du comité exclusivement</i> |
| 13:30 – 15:30 | Governance Working Group Groupe de travail sur la gouvernance <i>Closed meeting for committee members only Réunion pour les membres du comité exclusivement</i> |
| 16:00 – 17:30 | President's New Board Member Orientation and Welcome Séance d'orientation pour les nouveaux membres du conseil et Mot de bienvenue de la présidente <i>By invitation only (for new Board members) / Par invitation seulement (pour les nouveaux membres du conseil)</i> |

Thursday, February 23 | Jeudi 23 février

| | |
|----------------------------------|--|
| Eastern Time Heure de l'Est | Virtual Meeting Réunion virtuelle |
| 10:30 – 12:00 | Regional Caucus Meetings (concurrent) Réunions des caucus régional (simultanées) |

| Eastern Time Heure de l'Est | Virtual Meeting Réunion virtuelle |
|----------------------------------|--|
| | Quebec Québec |
| | Atlantic Atlantique  |
| | Ontario |
| | British Columbia Colombie-Britannique |
| | Prairies and Territories Prairies et Territoires |
| 12:30 – 14:30 | Standing Committee Meetings (Concurrent) Réunions des comités (simultanées) |
| | Community Safety and Crime Prevention Sécurité et prévention de la criminalité au sein des collectivités  |
| | International Relations Relations internationales  |
| | Standing Committee Meetings (Concurrent) Réunions des comités (simultanées) |
| 15:00 – 16:00 | Standing Committee on Conference Planning Comité permanent de la planification du congrès  |
| 15:00 – 17:00 | Municipal Finance-Intergovernmental Arrangements Finances municipales et accords intergouvernementaux  |

Friday, February 24 | Vendredi 24 février

| Eastern Time Heure de l'Est | Virtual Meeting Réunion virtuelle |
|----------------------------------|--|
| 10:30 – 12:30 | Standing Committee Meetings (Concurrent) Réunions des comités (simultanées) |
| | Increasing Women's Participation in Municipal Government Comité permanent pour accroître la participation des femmes dans les gouvernements municipaux  |
| | Environmental Issues and Sustainable Development Questions environnementales et développement durable  |
| 14:30 – 16:30 | Standing Committee Meetings (Concurrent) Réunion des comités (simultanées) |
| | Social-Economic Development Développement socioéconomique  |
| | Municipal Infrastructure & Transportation Policy Infrastructures municipales et politiques des transports  |



Board of Directors Meeting | March 7-9, 2023

Hybrid meeting | Eastern Time

Réunion du conseil d'administration | du 7 au 9 mars 2023

Rencontre hybride | Heure de l'Est

Legend | Légende

Simultaneous interpretation | *Interpretation simultanée* =

HGI = Hilton Garden Inn

ACC = Ajax Convention Centre

Tuesday, March 7 | Mardi 7 mars

| Eastern Time Heure de l'est | In-person Meeting Réunion en personne | Room Salle |
|--|--|--------------------|
| 9:00 – 12:00 (to be confirmed / à confirmer) | Study Tour Visite d'études Ontario Tech University – ACE Climatic Wind Tunnel Université Ontario Tech — Soufflerie climatique ACE | |
| 10:00 – 12:00 | PTA President and ED Meeting Réunion des présidents et directeurs généraux des associations provinciales et territoriales <i>Closed meeting for committee members only Réunion pour les membres du comité exclusivement</i> | Canadian Hall, HGI |
| 13:00 – 15:00 | Rural Forum Forum rural | Canadian Hall, HGI |
| 13:00 - 16:30 | Study Tour Visite d'études Durham York Energy Centre Centre énergétique Durham York Energy Centre | |
| 15:30 – 17:30 | Anti-Racism & Equity Committee Meeting Réunion du Comité sur la lutte contre le racisme et l'équité | Canadian Hall, HGI |

Wednesday, March 8 | Mercredi 8 mars

International Women's Day / Journée internationale de la femme

| Eastern Time Heure de l'est | In-person Meeting Réunion en personne | Room Salle |
|----------------------------------|---|------------------------------|
| 8:30 – 9:30 | Breakfast Petit déjeuner | Westney Ballroom, ACC |
| 9:30 – 12:00 | Committee of the Whole Comité plénier | Bayly Kingston Ballroom, ACC |
| 12:00 – 13:00 | Lunch Dîner | Westney Ballroom, ACC |

| Eastern Time Heure de l'est | In-person Meeting Réunion en personne | Room Salle |
|----------------------------------|---|------------------------------|
| 13:00 – 14:30 | Topic to be confirmed (S/I) Sujet à confirmer 🎧 <i>Same Zoom link as above meeting / Même lien Zoom que la réunion ci-dessus</i> | Bayly Kingston Ballroom, ACC |
| 14:45 – 16:45 | Northern and Remote Forum Forum des collectivités Nordiques et éloignées | Canadian Hall, HGI |
| 17:00 – 18:00 | Executive Committee Comité exécutif 🎧 <i>Closed meeting for committee members only Réunion pour les membres du comité exclusivement</i> | Canadian Hall, HGI |
| 18:30 | Mayor's Welcome Reception & Dinner Réception et souper de bienvenue du maire | |

Thursday, March 9 | Jeudi 9 mars

| Eastern Time Heure de l'est | In-person Meeting Réunion en personne | Room Salle |
|----------------------------------|---|------------------------------|
| 8:30 – 9:30 | Breakfast Petit déjeuner | Westney Ballroom, ACC |
| 9:30 – 12:00 | Board of Directors Meeting Réunion du conseil d'administration 🎧 | Bayly Kingston Ballroom, ACC |
| 10:30 – 10:45 | Coffee Break Pause-café | Lobby Area, ACC |
| 12:30 – 13:00 | Lunch Dîner | Westney Ballroom, ACC |
| 13:00 – 15:00 | Board of Directors Meeting Réunion du conseil d'administration 🎧 <i>Same Zoom link as above meeting / Même lien Zoom que la réunion ci-dessus</i> | Bayly Kingston Ballroom, ACC |

DATE: 2023.01.23

LOCATION: Council Chambers – City Hall

TIME: 6:00 p.m.

413 Fourth Street, Kaslo

| | | |
|----------|---------|--|
| PRESENT: | Chair | Mayor Hewat |
| | Members | Councillor Bird, Deb Borsos, Elizabeth Brandrick, Liz Ross |
| | Staff | CO Allaway |
| | Public | 2 |

1. Election of Chair

The Corporate Officer called three times for nominations from the floor.

1.1 Liz Ross nominated Mayor Hewat

No other nominations were received.

1.2 The Corporate Officer confirmed Mayor Hewat as Chair of the Health Advisory Committee for 2023.

2. Call to Order

The meeting was called to order at 6:03 p.m.

3. Adoption of the Agenda

3.1 Adoption of the Agenda for the 2023.01.23 Health Advisory Committee

Moved, seconded and CARRIED

THAT the Agenda for the 2023.01.23 Health Advisory Committee Meeting be adopted as presented.

4. Adoption of the Minutes

4.1 Adoption of the Minutes for the 2022.07.18 Kaslo and Area D Health Care Select Committee

Moved, seconded and CARRIED

THAT the Minutes of the 2022.07.18 Kaslo and Area D Health Care Select Committee Meeting be adopted as presented.

5. Delegations

Nil

6. Information Items

6.1 **2022.07.28 MLA Response re: Residential Care Capacity**

6.2 **Aging Populations and Health Services in the WKBRHD (August 2022)**

6.3 **September 2022 Committee Reports**

6.4 **Healthy Workforce Institute Quarterly Best Practice Magazine Announcement**

6.5 **Interior Health Mayors & RHD Chair Roundtable Presentation (December 9, 2022)**

6.6 **2022.11.04 letter from Ambulance Paramedics of BC**

6.7 **Seniors Coordinator Report – January 2023**

Items 6.1 – 6.7 were received for information.

7. Question Period

Nil

8. Business

8.1 Health Advisory Committee Terms of Reference

The committee reviewed the Terms of Reference.

8.2 2023 Meeting Schedule

Moved, seconded and CARRIED

THAT Health Advisory Committee meetings for 2023 will be held at 6:00 p.m. on the following dates:

- ***March 13***
- ***May 15***
- ***July 17***
- ***September 25***
- ***November 20***

8.3 2023 Strategic Planning

8.3.1 Discussion regarding priorities for 2023

The following priorities were identified for 2023:

- a) Restore 24/7 health services at VCHC
- b) Promote access to remote medical appointments
- c) Improve rural access to services (Lardeau Valley)
- d) Support ambulance and community paramedicine services
- e) Monitor dental and optometry services in the community
- f) Promote availability of visiting service providers (internist)
- g) Advocate for maintaining and expanding specialist services at Kootenay Lake Hospital
- h) Advocate for additional residential care beds for VCHC
- i) Advocate for additional assisted living beds in Kaslo

8.3.2 Discussion topics for IHA

- Optometry
- Locum accommodation
- Physio space



- Residential care beds – what does IHA need to know about our community in order to follow through on the historic request? Is there a study/report required? What data do they need? Can we collaborate on gathering the required information?
- 24/7 emergency services
- How do we work with IHA towards meeting the anticipated need, so we are ready 10 years from now?
- How do we get statistics for Kaslo separated out from the Nelson data?
- Availability of bloodwork/lab services – can wait times be reduced?
- Staffing updates – has there been any progress on replacing Dr. Smit?

8.3.3 Discussion topics for MLA

- Residential care beds – what does IHA need to know about our community in order to follow through on the historic request? Is there a study/report required? What data do they need? Can we collaborate on gathering the required information?
- 24/7 emergency services – what statistics are available to support this decision? (compared to New Denver?)
- Can dialysis services be made available in Nelson?

9. Late Items

Staff is directed to request an update on local service capacity from Sara Rainford-Thomas, BC Ambulance.

10. Next Meeting

The next meeting of the Health Advisory Committee is scheduled for 6:00 p.m. on Monday, March 13, 2023 in Council Chambers.

11. Adjournment

The meeting was adjourned at 7:42 p.m.

CERTIFIED CORRECT:

Chair

Corporate Officer





Date: 2023.01.16
Time: 4:00 p.m.

Location: Council Chambers
413 Fourth Street, Kaslo

Present: CHAIR: Mayor Hewat
Members: Councillor Leathwood, Margaret Wanke, Anne Heard
Staff: CAO Dunlop, Eva Kelemen
Regrets: Councillor Leathwood
Public: 0

1. Call to Order

The meeting was called to order at 4:07 p.m.

2. Delegations

Nil

3. Addition of Late Items

Nil

4. Adoption of the Agenda

a. 2023.01.16 Kaslo Library Building Committee

Moved and CARRIED

THAT the Agenda for the January 16, 2023 Kaslo Library Building Committee (KLBC) meeting be adopted.

5. Adoption of the Minutes

a. 2022.03.21 Kaslo Library Building Committee

Moved and CARRIED

THAT the Minutes for the March 21, 2022 Kaslo Library Building Committee meeting be adopted as presented.

6. Unfinished Business

a. Library Capital Reserve Fund Bylaw – tabled.

7. Correspondence

Nil

8. Reports

a. Fundraising Report

\$677,000 raised to date. Of this, \$360,000 can be applied towards the GICB grant.

Moved and CARRIED

THAT the Kaslo Library Building Committee receive the reports.

9. New Business

- a. Committee appointment from Village

To be discussed at the January 24th Council meeting.

- b. GICB grant application – Council resolution

Moved and CARRIED

THAT a library delegation will present project budget and plans to Council on January 24.

- c. Funding opportunities through Village

Moved and CARRIED

THAT the delegation formally requests the Village to put aside \$50,000 of Canada Community Building Fund for the 2024 fiscal year to match RDCK grant.

10. Late Items

Nil

11. Public Question Period

Nil

12. Closed (in-Camera) Meeting

Nil

13. Matters Arising from Closed Meeting

Nil

14. Next Meeting

At the call of the Chair.

15. Adjourn

The meeting was adjourned at 5:20 p.m.

CERTIFIED CORRECT:

KLBC Chair

Corporate Officer

Recommendations to Council

THAT the delegation formally requests the Village to put aside \$50,000 of Canada Community Building Fund for the 2024 fiscal year to match RDCK grant.

Kaslo Administration

Subject: A message from the AKBLG President Keith Page

From: AKBLG Admin Coordinator <admin@akblg.ca>
Sent: Friday, January 27, 2023 11:23 AM
To: Administrative Coordinator <admin@akblg.ca>
Subject: A message from the AKBLG President Keith Page

Dear Elected Officials of the Kootenay Boundary,

As we begin the new year of 2023 and embark on the busy budget season, I would like to steal a moment of your attention to extend my warmest welcome to our members new and old who have been elected to serve this term. As elected representatives of the Kootenay Boundary, we all play a vital role in shaping the future of our local government and impacting the daily lives of our residents.

As members of the Association of Kootenay Boundary Local Government (AKBLG), it is our duty to support our elected members' professional development and determine resolutions for the Union of BC Municipalities (UBCM) conference.

Each year, our convention serves as a platform for members to voice their concerns and share their ideas with local peers for improving our communities and province.

As the President of AKBLG, I would like to remind you of the following upcoming events and deadlines:

Convention Dates:

Resolution submissions deadline: February 20, 2023
2023 Convention and AGM in Cranbrook: April 21-23, 2023

Professional Development Opportunities:

Local Government Leadership Academy conference in Kimberly: March 8, 9, 10, 2023

Please mark these dates in your calendar and stay tuned for further information as we approach these deadlines.

Finally, your participation and contributions are crucial to the success of our association. We ensure our member's rural perspectives have a meaningful impact on the policy direction set by the Province. And I, therefore, would strongly encourage you to consider and submit potential nominations for our governance board for this year's AGM.

We are strong together with passionate and skilled leaders around the table and it takes the effort of us all to create a future we can take pride in.

Sincerely,
Keith Page
President, Association of Kootenay Boundary Local Government



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 20, 2022**.

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.
- Resolutions may be combined with other, similar resolutions from other local governments if each local government agrees to co-sponsorship.
- All resolutions, along with any supportive background information, shall be sent to the AKBLG office BY **FEBRUARY 20, 2022**.
- Resolutions should be forwarded by email to 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, Kevin McIsaac at resolutions@akblg.ca or the AKBLG Executive Director at admin@akblg.ca. We stand ready to assist you to draft impactful resolutions.

Thank you,

Your AKBLG resolutions committee,

Kevin McIsaac (Chair), Kyle Hamilton, Susan Clovechok, Keith Page



Writing Guidelines for Resolutions

1. Structure of a Resolution

All resolutions consist of a preamble and an enactment. The preamble describes the issue and the enactment outlines the action being requested. A resolution should answer three questions:

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

Preamble

The preamble begins with "WHEREAS", and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment

The enactment begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by UBCM.

Keep the enactment as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

2. Writing Tips

(a) Address one subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is too complex for them to understand quickly.

(b) Use simple, action-oriented language and avoid ambiguous terms.

Explain the situation briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated wording or vague concepts.

(c) Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully.

Submit background information in one of the following two formats:

i. Supplementary Memo

A brief, one-page memo from the sponsor local government, which outlines the background that led to the adoption of the resolution by the council or board.

ii. Council/Board Report

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential information and submit it with the resolution.

Resolutions submitted without background information will not be considered until the sponsor has provided adequate background information.

(d) Construct a brief, descriptive title.

A title identifies the intent of the resolution and is usually drawn from the "enactment clause". For ease of printing in the Resolutions Book and for clarity, the title should be no more than three or four words.

(e) Check legislative references for accuracy.

Where necessary, identify:

- the correct legislation, including the title of the act or regulation
- the correct jurisdictional responsibility (responsible ministry or department, and whether it is provincial or federal)

(f) Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC regional districts and municipalities.



Village of Kaslo: Circulation Package for 2023.02.14

| Table of Contents | |
|-------------------|---|
| Page 2 | Kaslo & District Arena Association Minutes |
| Page 4 | RDCK Board Highlights January 2023 |
| Page 6 | Selkirk College – State of the Basin |
| Page 12 | Women Transforming Cities |
| Page 14 | Heritage BC |
| Page 29 | Community Services Recovery Fund |
| Page 34 | Kootenay Rockies Tourism – Industry News |
| Page 57 | Liquor & Cannabis Regulation Branch - Decriminalization |
| Page 60 | Transport Canada Safety and Security |
| Page 65 | BC Social Procurement Initiative |

Draft Minutes of KDAA Board meeting Dec 12, 2022, held at 7pm via Zoom in Kaslo

Present: Marty, Alicia, Joe, Josh, Conner, Rick, Damon

Regrets: Molly, Jo D, Trish

Marty Chairing, call to order 7pm with motions passed to adopt the agenda and the draft of the previous months Board meeting.

Unfinished Business:

1. Alarm System: tabled till next meeting or prior e-mail discussion

2. Safety: Incident of skater getting caught in ice machine door edge resulting in shoulder injury reported. Involving staff: Found that latch may not close door sufficiently: Practice adopted is to always use mechanical timber to ensure doors are completely closed.

3. Zero Tolerance: Advised by Damon that DF has apologized for yelling at staff. Table to next meeting to determine if written policy, signs are needed.

4. Roof of old Condenser room modification: (to prevent snow sliding from Roof onto new condenser) Josh to get on to it soon- Josh to talk with Jason and Rick this Wednesday.

5. Upstairs dressing room: Rick reports that almost complete. Some questions re walking up and down stairs in skates: More difficult imagining than doing, Stair banister to be checked to ensure solid.

Treasures report:

Alicia had sent out two reports Balance Sheet and Profit- Loss statement.

Finances appear satisfactory, only real question was professional fees which involved mainly the transportation of the two ice machines involving Vancouver and Trail

Alicia noted November hockey revenue not included.

Arena Advertising - for Arena signs have been invoiced.

Board approved \$40,000 of the \$89,000 in the KCSU account to be transferred to a 90 day nonredeemable account at greater interest rate.

Alicia advised that we were unaware that BC Gaming 50/50 monies have to be spent within a year under BC Gaming rules.

Alicia and Molly to take care of carryover from last year:

All 50/50 revenue to be expended in the season obtained.

Adopted and approved.

50/50 K jam report: Ace hardware has been exemplary in selling tickets.

More books to distribute.

Liability Insurance: \$2 million liability insurance with Village as co insured required in Arena lease obtained and paid.

Manager's report:

Damon advised that he and Brandon feel that they have got in the groove and that operation and maintenance of the arena is now smooth and efficient. This is reflected in the state of arena.

(Secretaries note- Arena maintenance training was shortened resulting in both staff being thrown into the system somewhat handicapped) Board commended staff accomplishments.

Invoicing is being digitized.

DR "reservations" for User Groups following immediately after other User Groups now working. Ice will be built up a bit more for the K-Jam.

Damon provided input re Stick and Puck time (see below)

Maintenance needed:

1. Damon reports that garage door for Olympia acting up and repair of overhead doors not in his pay grade or background. Suggest he contact Glen McRae or Joe D/Josh

2. Warning light on refrigeration leak detector: logically should be moved to the outside of the plant room. Electrician needed likely. Damon to help keep this topic current.

Staff will be away from Dec 23 to 31st.

Free Public ice time during holidays. Posted in the Pennywise

Not yet posted on our web site

Joe to help supervise the Saturday Stick and Puck, other board members needed to open /close/supervise for the other sessions.

Ladies Tournament:

A Kaslo Ladies team recently played in a tournament in Nakusp and are keen to continue. A tournament in Kaslo was hoped for this February but other tournaments have led to a request to reserve October 27-29 in 2023 for a ladies Hockey Tournament in Kaslo. Approved.

K-Jam: Rick reports

Rooster approaching limit of 96 players, organization is going well, Concession will be upstairs Work will be done to get speaker into the mezzanine, may need 50/50 ticket sellers.

Noted that public attendance is abnormally high and often older. all reminded to watch out for/report slip and fall ice in the parking areas and at entrances; have bag of ice melt salt on hand.

Staff Christmas gifts: Molly's suggestion in her email approved.

Discussions:

Stick and Puck ice time: Damon reports from his discussion with families who would normally use public skate time for stick and puck time feel Friday after Public Skate may be a better time for Stick and Puck than the present Saturday ice time. Sparse attendance at Saturday reported. Suggested that Damon could play it by ear, report via email and perhaps make changes to the schedule in a way that works best.

There was a discussion re adult ice times during the Christmas Staff break. Apparently, there was some different understandings: To be determined and disseminated through e-mail.

Other Discussion - Music via the intercom during Public Skate. To be continued until it works.

Next Meeting tentatively set for Jan 23, 2022

Motion to adjourn.



RDCK Board Highlights - January 2023

January 25, 2023

Moment of silence

The Board had a moment of silence in memory of Nelson Police Detective Wade Tittlemore who tragically passed away in an avalanche on January 9. Since the Board meeting, Nelson Police Constable Mathieu Nolet also passed away due to his injuries suffered in the incident. The RDCK Board offers their condolences to the family and colleagues of both officers.

BC Rural Health Network

Executive Director Paul Adams and Colin Moss, former RDCK Board Director and current Vice-President of the BC Rural Health Network (BCRHN) Board appeared as a delegation on behalf of the BCRHN to request the RDCK's membership in the network. The objective of the BCRHN is to advocate for rural healthcare equity and address the unique healthcare system challenges facing rural communities. Over the years, there has been a reduction in healthcare services in rural BC and BCRHN is focused on providing community based solutions for what is needed. The RDCK Board will discuss membership in the network at the February 2023 Board meeting.

Castlegar & District Community Complex arena floor replacement

The Board direct staff to prepare an Invitation to Tender for the Castlegar & District Community Complex arena floor replacement project. Staff will undertake the procurement and award the contract with the lowest valid bidder which meets all required scope. The arena floor was originally installed in 1976 and has outlived its intended life of 35-40 years. The construction process is expected to take approximately six months.

Nelson and District Community Facilities, Recreation and Leisure Services Bylaw

The Board adopted the Nelson and District Community Facilities, Recreation and Leisure Services Establishment Amendment Bylaw. This is the service bylaw for all recreation programming covering the City of Nelson, Electoral Area F and defined portions of Electoral Area E, including all facilities, parks and trails. A service review was first initiated in 2019 to address concerns related to the scope of the operations of the service. The amended bylaw prioritizes lifecycle budgeting for all RDCK facilities to ensure an asset management approach to planning for repairs, refurbishment and redevelopment. As well, the bylaw allows for the acquisition of property owned by the City of Nelson to facilitate the construction, renovation or expansion of community, recreation and leisure facilities.

Resident Directed Grant Program

Formerly known as the Community Initiatives and Affected Areas program (CIP/AAP), the Resident Directed (ReDi) grant program launched January 9, 2023 in the RDCK and applications are now being accepted until February 17, 2023. The program is funded by Columbia Basin Trust and delivered in partnership with the RDCK to support local projects that benefit public good and provide additional value to Basin communities. The granting allocation for the RDCK in 2023 is \$1,515,940.

A core component of the ReDi program is each community directs the allocation of their assigned funds. RDCK Board members will select a date for a public meeting and appoint members to a local selection committee who will consider all funding applications and make recommendations to the RDCK Board for grant awards. Staff have been directed to review options for the required community engagement meetings to be held throughout the RDCK in the spring of 2023.

Local Conservation Fund Service Establishment in Electoral Area F

Voter approval for Electoral Area F to join the Local Conservation Fund Service will be undertaken by means of Alternative Approval Process (AAP) instead of assent vote. The AAP for Electoral Area F is expected to take place sometime in 2023, and will include public

engagement about the Local Conservation Fund service. The AAP process enables local governments to directly engage citizens about a proposed bylaw. If more than 10% of the eligible electors sign and submit response forms, the RDCK may not proceed with the matter proposed in the bylaw.

Regional Invasive Species Strategy

The Board directs staff to negotiate an agreement with the [Central Kootenay Invasive Species Society](#) for development and coordination of the Regional Government Invasive Species Working Group. The goal of this group is to reduce the economic and environmental risks of invasive species in the RDCK. It will include annual training and resources for staff, developing region wide education materials, and providing expertise and consultation on the development of the program. As well, the RDCK will initiate the Good Neighbour pilot program which will support the agricultural community, specifically the adjacency concerns with regards to Ministry of Transportation right of way and abandoned private fields.

Director's Reports

RDCK Directors provide monthly reports explaining what they have been working on. [Click here](#) to read the January reports in the Board minutes (agenda item 4.5, pg. 152).

[Click here](#) to view a print-friendly PDF version.

The content on this page was last updated January 25 2023 at 3:02 PM

State of the Basin **Focus**

Stories of well-being in our region

2023 - Issue 01



Income Inequality: The Gender Income Gap

[Income](#) is understood as an important indicator of personal well-being and income inequality can affect both economic and social well-being. The gender income gap is [the difference in earnings based on gender](#). It is widely used as an indicator of gender inequality. This is also an important indicator to monitor when considering progress towards [Sustainable Development Goal 5 – Gender Equality](#).

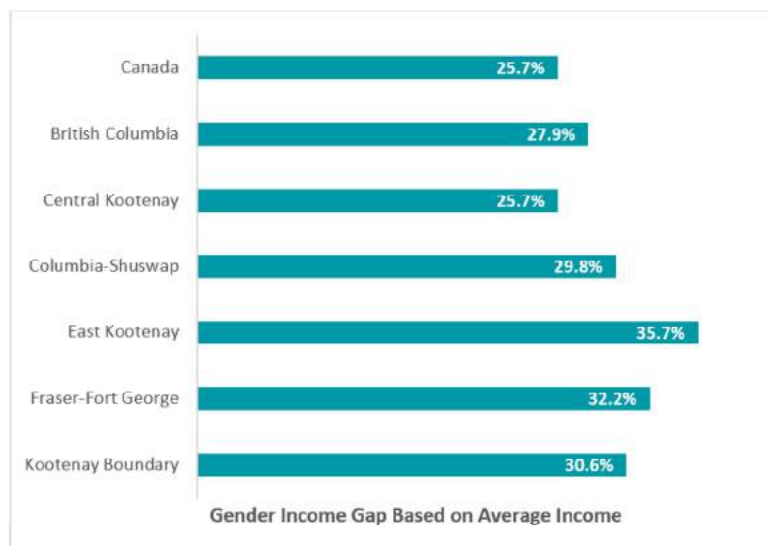
Despite more women participating in the workforce, the [gender income gap](#) is compounded by issues related to both labour force characteristics and family dynamics. Women in the workforce are more likely to have lower paying occupations or be paid less than their male counterparts doing

the exact same work. At home, women tend to have more responsibilities relating to domestic labour (i.e., unpaid housework, child rearing, and caregiving) and, therefore, end up working fewer hours.

The income gap measures the distance between men's income and women's income. For example, the gender income gap in Canada based on average income is 26%, meaning women make 74 cents for every dollar men make – an income gap of 26 cents.

What do data from the [2021 Census of Population](#) show us about the gender income gap in the Columbia Basin-Boundary Region?*

The graph below shows the income gap based on average income for all regional districts in, or partly within, the Columbia Basin-Boundary Region. The Regional District of East Kootenay has the largest gender income gap for average income (35.7%).



In the Columbia Basin-Boundary Region, data at the census subdivision level show that Elkford and Sparwood have the largest gender income gaps, based on average income. The following table shows the ten census subdivisions in our region with the largest gender income gaps. Working in trades is predominantly a male dominated occupation. In BC, in 2022, trades occupations were proportionally [93% men and 7% women](#). These trade jobs also tend to be higher paid. The

operations of Teck, with a high number of trades jobs, in relation to the locations with the largest gender income gap, may help explain why these locations have some of the highest income gaps.

| Census Subdivision | Gender Income Gap Based on Average Income |
|----------------------|---|
| Elkford | 48.2% |
| Sparwood | 48.1% |
| Kootenay Boundary B | 45.8% |
| East Kootenay A | 43.2% |
| Fraser-Fort George H | 42.6% |
| Kootenay Boundary A | 42.5% |
| Midway | 42.2% |
| East Kootenay E | 41.8% |
| East Kootenay F | 41.2% |
| Canal Flats | 41.0% |

The gender income gap is understood to be [worse for those who face multiple barriers](#) including Indigenous women, women of colour, women with disabilities, or persons who identify as 2SLGBTQI+. For example, according to a 2020 [Canadian Women's Foundation](#) report, only 16% of women and gender-diverse people with a physical disability report they are paid equally to their peers.

What can we do to close the gender income gap? Increasing the representation of women in higher paying jobs, such as [women in trades](#), is one opportunity. [Addressing some of the factors driving the gender income gap](#) may also help, such as providing affordable, good-quality childcare and addressing cultural barriers in the stereotyping of women's roles in society. Progress to [develop pay transparency legislation in BC](#) is progressing to help reduce the gender pay gap. This work is exploring multiple approaches such as minimum wage increases, \$10-a-day childcare, new skills training programs, and promoting equal pay for equal work.

To learn more about income in the Columbia Basin-Boundary region, visit the [Income Indicator](#).

** Please note that for confidentiality reasons, Statistics Canada aggregates non-binary and transgender persons into two categories of gender (men⁺ and women⁺) for locations with smaller populations, which applies to all communities in our region.*

To learn more about other indicators of well-being, please
visit the
State of the Basin website stateofthebasin.ca.

State of the Basin Updates

Check out other updated State of the Basin indicators of well-being including [Housing Stock Diversity](#), [Parks Visitation](#), [Family Characteristics](#), and [Residential Property Values](#).

New Research from Selkirk Innovates' Regional Innovation Chair

There are many benefits to transit systems, but in rural communities like those in the Kootenays face unique barriers to setting up transit systems. Understanding these barriers is a critical step to help planners and decision makers create solutions. Check out new research from Selkirk Innovates' Regional Innovation Chair in Rural Economic Development here: [Not In Service: A Typology of Barriers Facing Rural Transit Systems](#).

You're Invited to Join Info Sessions on a Modernized Columbia River Treaty

Selkirk Innovates is part of the team working with the Columbia River Treaty Local Governments Committee to understand how Columbia River Treaty Dams and Reservoirs affect community interests like recreation and flooding.

The Province of BC is hosting two virtual information sessions highlighting these efforts to integrate social and economic objectives within a modernized Columbia River Treaty.

As Canada and the United States continue negotiations to modernize the Treaty, the Canadian negotiating team, which includes Canada, B.C., and the Ktunaxa, Secwépemc, and Syilx Okanagan Nations, is exploring different ways of operating the Canadian Treaty dams to support domestic objectives for

ecosystems, Indigenous cultural values, and socio-economic interests, in addition to enabling power generation and protection from damaging floods. This work is informing Canadian negotiating positions, strategies and proposals.

Two webinars will provide details and answer questions about this work:

- January 30 at 6pm Pacific Time for Columbia River interests
- February 2 at 6pm Pacific Time for Kootenay River interests

Register today!

We want to hear from you! Your feedback matters to us.

[Click here to share your feedback!](#)



Selkirk Innovates gratefully acknowledges the support of Columbia Basin Trust.

State of the Basin Focus is a monthly e-newsletter highlighting stories of well-being in our region.

You are receiving this email because you have attended a Selkirk College event, are a Selkirk College stakeholder, or have subscribed to receive updates on the State of the Basin.

Selkirk College acknowledges the First Nations of the West Kootenay and Boundary regions on whose traditional territories we are honoured to operate: the Sn̓cayč̓kstx (Sinixt), the Syilx (Okanagan), the Ktunaxa, and the Secwépemc (Shuswap). The State of the Basin initiative also extends to the traditional territory of the Lheidli T'enneh First Nation. We are

grateful to these Nations as keepers of the lands and value their efforts to enhance resilience and well-being across the region.



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Selkirk Innovates
Selkirk College
301 Frank Beinder Way
Castlegar BC V1N 4L3

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Kaslo Administration

Subject: WTC Report Launch: The TRC Calls to Action in BC Municipalities

From: Clara Prager <clara@womentransformingcities.org>

Sent: Thursday, January 26, 2023 1:30 PM

To: Clara Prager <clara@womentransformingcities.org>

Subject: WTC Report Launch: The TRC Calls to Action in BC Municipalities

Hello, and happy new year!

I'm delighted to announce that Women Transforming Cities' report, [The TRC Calls to Action in BC Municipalities: Progress, Barriers, and Opportunities to Accelerate Implementation](#), is now live on our website. **Thank you for participating in this research!**

As it's been some time since we contacted you requesting you complete our survey (good things take time, and we didn't want to rush things to do justice to the Calls to Action), here's a **recap of this initiative**:

- Indigenous leaders have repeatedly told us that settler governments and settler-led organizations must prioritize the Calls to Action.
- Despite many Calls pertaining to municipalities, WTC found no one was tracking local governments' progress.
- Measuring progress provides an opportunity to celebrate successes, identify common challenges and find solutions to advance this critical work.

We could not have undertaken this project without your input. It was a pleasure to hear from so many mayors, councillors, CAOs, planners, and other staff from communities large and small across the province. We received responses from representatives in 47% of BC municipalities. Many of you are contributing to important initiatives to advance reconciliation.

[Read the report here.](#)

Inside the report, you'll find:

- A summary of your survey results on the state of Call to Action implementation and anonymized excerpts on the successes and challenges you face
- The top four barriers slowing progress that you and your peers identified
- Recommendations to the Province of BC, UBCM, and LGMA on how they can better support you in this work (including providing funding, clarity, and peer-learning opportunities)
- An overview of the 10 Calls to Action we identified, including why they're relevant to local government and examples of implementation from across the province
- Nine lessons learned to shape your approach to this work in the future

I know concrete **action items** are helpful, so here are a few to start with:

1. Read [the report](#) and share it with your colleagues on council or staff; **set aside time to discuss the lessons learned** and what more you could do in your municipality.
2. Send the report to your Provincial Government contacts and ask if they plan to take action on the recommendations; continue to **advocate for more Provincial support** to do this work.
3. Invest in reconciliation. As resourcing and staff capacity was the most significant barrier, **push for funding allocation** in your municipality's budget dedicated implementing the Calls to Action.

4. **Start with learning.** If you're unsure which Call to Action to pursue first, begin with #57, which involves training for public servants (and electeds!). Our research found municipalities that progressed this Call were more equipped to navigate others. See our [blog post on Indigenous-led training resources](#).

Women Transforming Cities is eager to support you in this work, whether that involves a presentation to your council, a tailored workshop on the Calls to Action, connecting you with peers who have experience leading work your municipality is interested in, or simply being a sounding board for ideas and challenges. [Schedule a virtual meeting with me to discuss how we can support your government's next steps.](#)

Once again, **thank you for contributing your time and knowledge to this research.** It has already led to positive conversations with local and provincial leaders. As Ginger Gosnell-Myers (SFU Centre for Dialogue Urban Indigenous Planning Fellow) said in the report's foreword, *"Yes, there is still a long way to go. But that's the nature of meaningful reconciliation. It will take time, investment, and involve all of us to get it right."*

With appreciation and hope for the work ahead,
Clara Prager

P.S. Reminder that you can find The TRC Calls to Action in BC Municipalities report at womentransformingcities.org/trc-calls-to-action

Clara Prager (she/her)
Campaign Lead, Women Transforming Cities
e: clara@womentransformingcities.org
w: womentransformingcities.org
p: 604-999-1949



Women Transforming Cities' work takes place primarily on the stolen ancestral territories of the Skwxwú7mesh (Squamish Nation), səlilwətał (Tsleil-Waututh Nation) and xʷməθkʷəy̓əm (Musqueam Indian Band). We acknowledge the leadership of Indigenous matriarchs, elders, and knowledge-keepers since time immemorial and seek to learn and unlearn our own colonial practices as we work in cities as sites of resistance.

Dear Mayor and Council,

We are sending you this poster to celebrate Heritage Week, which takes place on February 20-26, 2023. Heritage Week is an annual event, established by the National Trust for Canada in 1973, that encourages Canadians to learn about and advocate for the heritage in their communities.

Heritage BC is a not-for-profit that educates and builds awareness for heritage stewardship in the province, and every year we promote Heritage Week with posters, proclamations, and themed events to raise awareness for the importance of learning about our diverse heritage across the province.

As the leaders of your community, your initiative can play an important role in stewarding the heritage, both tangible and intangible, in our communities for future generations. There are a few key things that you can do to promote awareness of and advocate for heritage.

- **Declare Heritage Week through a Municipal Proclamation**
Every year, the Provincial Government and local governments across BC make proclamations for Heritage Week, signaling the importance of the stewardship of heritage in this province. If you have questions about this, please contact us.
- **Visit a Heritage Site, Museum, or Cultural Centre**
Consider a local government 'field trip' to a local heritage site, museum or heritage organization to learn more about your community's history. Your visit can have a lasting impact on a small not-for-profit, and signal the value they bring to the community as stewards of history and heritage.
- **Learn About the Basics of Local Heritage Conservation**
Local Governments have the capacity to conserve local heritage in all its forms through tools outlined in the Local Government Act. Familiarize yourself with these important tools by reading the free one-pagers on our website: heritagebc.ca/heritage-quick-studies.
- **Support and Introduce Heritage-Supporting Policies**
In 2022, we released a report on the need to seismically upgrade historic buildings in the case of an earthquake, which can pose risks both to occupants life safety and to that of the building. Read the report at heritagebc.ca/seismic-report to learn more, and consider introducing financial incentives to building conservation that are predicated on the inclusion of seismic upgrading.
- **Become a Member**
For \$100 a year, a Government Membership to Heritage BC provides all staff planners and associated committee members with free access to our on-demand and live webinars, as well as discounts for heritage workshops and our annual conference. Promoting continuing education will create a strong foundation for the protection of your community's unique heritage.

Have questions about what we do at Heritage BC? Learn more on our website, heritagebc.ca or reach out by email at info@heritagebc.ca. We would love to hear from you.

Thank you from all of us at Heritage BC!



Kirstin Clausen
Executive Director
604 417 7243
kclausen@heritagebc.ca
Greetings!

As a not-for-profit organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage.

Heritage Week is ONE Month Away!

[View this email in your browser](#)

HeritageBC



Get excited, Heritage Week is happening soon and we can't wait to celebrate heritage in all ways with you! Just this past week we sent out 2,000 posters to museums, libraries, heritage organizations, mayors, MLAs and MPs around the province to raise awareness of Heritage Week.

Our goal is to see more Heritage Week events in more communities in BC than ever before! So don't forget to submit your events and activities so that they can be included in our Heritage Week's event calendar on our website.

[Visit the Calendar of Events](#)

10 Examples of Heritage Week Activities:

- Lead a Heritage Walking Tour
- Make a Heritage Hunt or Scavenger Hunt
- Host a free lecture or cultural performance
- Hold an open house in a local heritage building
- Give a behind the scenes tour of your collections
- Host a workshop or make a take-home kit to learn about a cultural craft, practice, art, or game

- Make a Heritage Week display in your public facing space
- Host a genealogy or family history workshop
- Host a local heritage trivia night
- Invite your community to share their cultural traditions with you

[Submit An Event](#)



Raise Awareness for Heritage Week

Get your community excited about Heritage Week by putting up posters, and sharing our Heritage Week images on social media. Tag us on social media and post using the hashtag **#BCHeritageWeek** to help us get the word out.



[Download Images Here](#)

Check out some of the events already submitted!




Okaeri おかえり Return from Exile: All Paths Lead Home

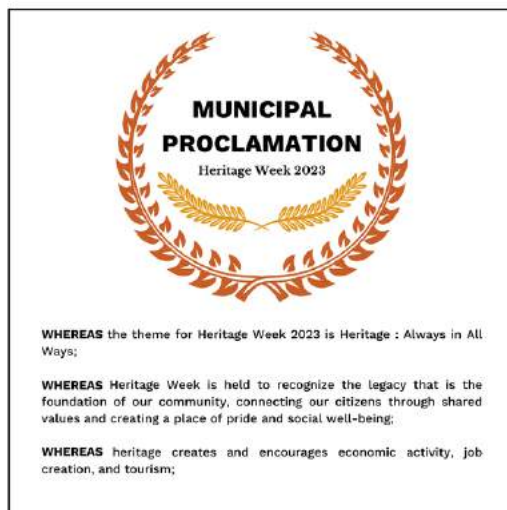
A virtual event presented by Nikkei National Museum & Cultural Centre and Vancouver Japanese Language School & Hall.



Baby Lamb Farm Tour

Presented by Ruckle Heritage Farm on Saltspring Island.

| | | |
|---|---|--|
| <p>Milk, Suitcases and Vegetables: A Stroll in Upper Mount Pleasant</p> <p>A walking tour presented by Vancouver Heritage Foundation.</p> <p>February 25 @ 10am - 12pm</p> <p>Event Details</p> | <p>February 25 @ 11am - 12pm</p> <p>Event Details</p> | <p>February 20-26 @ 9am/12pm/3pm each day</p> <p>Event Details</p> |
| <div></div> <p>BC Heritage Fairs Heritage Week Workshop</p> <p>A virtual workshop presented by BC Heritage Fairs.</p> <p>February 22 @ 10am - 11am</p> <p>Event Details</p> | | |
| <p>Can't Host an Event? Participate as an Advocate</p> | | |



Every year, the Province of BC and municipalities across the province, make proclamations declaring the celebration of Heritage Week. This is important, because it shows local communities that your civic leaders value heritage conservation – for both intangible and tangible heritage.

These proclamations are documents that Heritage BC leverages to demonstrate the value of Heritage to the Province when we communicate with them about the need for financial and political support for heritage conservation.

We've created a template so it is easy to ask your local government to make a Heritage Week Proclamation!

This year's Provincial Proclamation has not yet been issued, but [here is the one from 2022.](#)

[View our Template](#)



BECOME A MEMBER

Heritage BC is your provincial service organization supporting heritage conservation across British Columbia through education, training and skills development, capacity building in heritage planning and funding through the Heritage Legacy Fund.

Support your provincial heritage organization by becoming a member today. Membership fees start as low as \$35.

[**Become a member today!**](#)

Statement of Acknowledgement

As an organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members and all people to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage. [Learn more about whose land you live on.](#)



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The Heritage BC UPDATE

Volunteering in Heritage

The Story of Ruby Nobbs



The late Ruby Nobbs (1907 to 2001) stands as an example of dedicated heritage volunteerism.

Images provided by the Revelstoke Museum and Archives

Living her whole life in the small mountain community of Revelstoke, Ruby Nobbs dedicated her best years to the benefit of her community. She was a founding member of the Revelstoke and District Historical Association, and instrumental in helping that organization start Revelstoke Museum and Archives.

Ruby served for many years on Revelstoke's Heritage Commission, and was a member of the board of Heritage BC. Ruby is known for her two books published on Revelstoke's history, the second of which was published in 1998 when she was 91 years old and partially blind. Her commitment as a volunteer in her community and its heritage helped formed the foundation of heritage advocacy and protection as we now know it in British Columbia.

This year we have reintroduced the [Ruby Nobbs Distinguished Service](#) award. This BC Heritage Award seeks to recognize volunteers who carry the same spirit as Ruby did. **Nominate an outstanding volunteer from your community.**

[Submit a Nomination](#)



Looking for resources on volunteering, how to start a Friends' volunteer group at a

trustees, and fundraisers who contribute their time, talents and resources.
Learn more about the CFFM by visiting their [website](#), [Facebook](#) and [LinkedIn](#).



Canadian Federation of
Friends of Museums

Fédération canadienne des
amis des musées



Heritage Week Reminder

Don't forget to submit your Heritage Week events **ASAP** if you want them to be included in our public announcement on Monday, February 6th!

Once you submit your event we'll add it to our [events calendar](#) on our website.

[Submit Heritage Week Events](#)



[Submit your Nominations](#)



[Join or Renew Today!](#)

**Don't forget to KEEP VOTING in the National Trust for Canada's
Next Great Save competition**

Winner will be announced on February 23, 2023!

Last month the National Trust for Canada



community save a heritage place that matters. Four from BC made the final cut: **Duncan Train Station; Historic Hope Station; Rossland Drill Hall; Abbotsford's Turner House.**

You can vote every day! The heritage site with the most votes becomes the Next Great Save. Voting runs until February 22nd.

[Vote Today!](#)

Get Involved

Heritage for All

If you haven't yet, we encourage you to join a focus group with [Heritage for All](#). Heritage for All is a multi-year research project funded by Accessibility Standards Canada to address accessibility barriers in Canada's federally owned heritage buildings. Participants will receive an honorarium in the form of an Amazon gift card for their time.

Focus groups are scheduled for:

[February 7, Tuesday](#) at 11am-1pm (EST)
[February 15, Wednesday](#) at 1pm-3pm (EST)



Opportunities

The Heritage Branch of BC is seeking proposals for the management and operation of Historic Yale



The [Historic Yale site](#) is made up of four heritage properties which are representative of Yale's significant role in the history of British Columbia. The objective is to obtain proposals for the engaging, educational, and authentic management and operation of the site as a destination for tourism as well as a place where the local community can connect with their heritage. For [more information](#) visit [BC Bid](#).

in the news

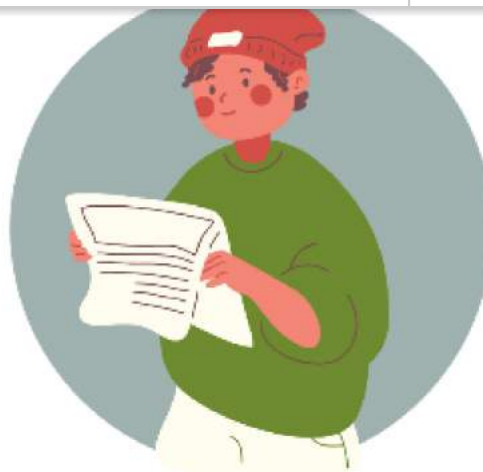
Check out these article we find interesting

Victoria Buzz - [11 ways Victorians can pay tribute to Black Heritage month](#)

Listed - [10 Black History Month events to check out in Metro Vancouver](#)

Delta Optimist - [Shipwreck explorer brings history presentation to Vancouver International Boat Show](#) (If this interests you - we also recommend you take a look at our [Submerged Heritage Cultural Map](#) on our website!)

TVO Today - [When is a museum not a museum?](#)



Connect with us on social media 



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The Heritage BC UPDATE



Take Action!

Add your Name & Give Support to the National Trust's Response to Federal Bill C-23



[Adding your name](#) to our sector's response to Bill C-23 will strengthen the six recommendations being made and offer encouragement to the Government to keep focusing on heritage. The National Trust's [response](#) is synthesized from a working group of heritage advocates from across Canada looking at the proposed [Bill-C23](#), which is an important first step by the Government of Canada towards new federal places legislation to improve protection and conservation of federally owned heritage buildings and places of historic significance. Bill C-23 impacts all of Canada's treasured historic places and it needs to be sustainable for the benefit of generations to come.

Action is needed by **January 23, 2022**.



Submit Heritage
Week Events



Submit your
Nominations



Join or Renew Today!

4 Finalists from BC announced in the National Trust for Canada's Next Great Save competition

Voting opens January 20th!



The National Trust announced 10 finalists out of over 30 shovel ready applications from across Canada for its Next Great Save competition. Out of the 10 finalists announced, we are excited 4 heritage sites from BC made the final cut: **Duncan Train Station; Historic Hope Station; Rossland Drill Hall; Abbotsford's Turner House.**

A public online vote will start from January 20 - February 22, 2023. The heritage site with the most votes becomes the Next Great Save and wins the \$50,000 cash prize from Ecclesiastical Insurance to be used to help save and revitalize the heritage place. Good luck to all the finalists. Winner will be announced on February 23, 2023.

[More Information](#)

Get Involved

Community Engagement: The Future of the Royal BC Museum

We encourage you to participate in one of 6 in-person sessions or 2 virtual sessions hosted by the Royal BC Museum as part of their community engagement to discuss the future of the RBCM. Visit the RBCM's website [for dates and to RSVP](#).

Heritage BC will be participating in the community engagement sessions and will share our submission with our membership once it is complete. We hope that the RBCM's engagement opportunity will allow the RBCM to connect meaningfully with museum and heritage advocates.

Martin Segger a Heritage BC member, cultural historian, and retired academic and museum director.

Martin [shared](#) with Heritage BC his personal response to the Royal BC Museum's call for engagement. "Local museum communities around the Province... are the true experts when it comes to dealing with the diversity of British Columbia's cultural and natural landscape, and interests of our wide and growing community of visitors to museums, historic sites, art galleries, archives, nature centres and parks. The Royal BC Museum should see itself as part of the virtuous circle of British Columbia's community of museums and heritage".

State of BC's Not-for-Profit Sector 2023 Survey



BC's not-for-profits in their advocacy efforts and our sector's ability to support the communities we serve. Fill out the survey [online](#).



Funding Opportunities



BC Family Day Grants

The BC Museums Association administers one-time Family Day mini-grants on behalf of the Province of British Columbia. [BC Family Day Grants](#) provide one-time support to local museums, art galleries, cultural institutions and First Nations communities in coordinating family-based, admission-free community activities.

Deadline: **January 30, 2023**

TD Park Grant

Apply for \$2,000 to support your vision for environmental education, sustainability and stewardship programs that help connect people to their local parks and green spaces.

Present your application by **February 20th, 2023 at 11:59 pm** local time via [online form submission](#).

In the News

Check out this article we find interesting

Global News - [Downtown Eastside SROs top Heritage Vancouver's 2022 watch list](#)



Connect with us on social media





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Subject: Community Services Recovery Fund - Apply Today!

Community Services Recovery Fund



**Canadian
Red Cross**



COMMUNITY
FOUNDATIONS
OF CANADA



**United Way
Centraide**
Canada

Hello!

Are you a non profit looking to redesign your programs and services as you recover from the pandemic? Do you know of any non profits in your community that is looking to modernize and be better prepared for new conditions? The **Community Services Recovery Fund** provides funding to support those efforts!

The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery. United Way British Columbia (UWBC) is working in collaboration with United Way Centraide Canada, the Canadian Red Cross, and Community Foundations Canada to distribute funding. This fund supports Community Service Organizations, including non-profit organizations, Indigenous Governing Bodies, and Registered Charities located across Canada.

Applications are currently open and the deadline is at 5:00 PM PST, February 21, 2023.

Please go to <https://uwbc.ca/csrf/> to see if you are eligible (please note provincial and municipal entities are ineligible for this grant) or reach out to Jenny Louie, Granting Specialists at jennyl@uwbc.ca if you have any questions. If you're not a non profit but know of an organization that would benefit, please share this email with your contacts. Thank you!

Best,
Jenny Louie

February 11 is 211 Day!

Life can be difficult, but finding help doesn't have to be. Help starts with 211. #211DayCanada

An annual day of recognition across North America, 211 Day raises awareness about the 211 service that connects people to community programs, social services, and government supports.

British Columbians can simply dial or text 2-1-1 to talk with a trained professional who will listen and help them find the right information and resources for their unique situation, whether it's housing, food, financial aid, counselling, or more. 211 is free, confidential and available 24/7, 365 days a year. Interpretation is available in over 150 languages when calling 2-1-1.

Part of a network of 211 service providers across North America, 211 British Columbia is operated by United Way BC and accredited by the Alliance of Information Referral Systems (AIRS).

Visit: bc.211.ca



A red poster with white text and graphics. On the left is a white calendar icon with the date '2 | 11 | 23' where '2 | 11' is circled. To the right, the text reads 'FEBRUARY 11 IS 211 DAY!' in large, bold, white capital letters. Below this, in smaller white text, is 'Remember, you're not alone. Help starts with 211.' In the bottom right corner, there is the 211 logo (the number 211 inside a circle with a registered trademark symbol) and the tagline 'HELP STARTS HERE' below it. To the right of the tagline is a small white icon of a hand holding a heart.

**FEBRUARY 11
IS 211 DAY!**

Remember, you're not alone.
Help starts with 211.

211[®]
HELP STARTS HERE

🔍 Looking for |

🔍 Looking for **food programs**

🔍 Looking for **financial support**

🔍 Looking for **mental health support**

Stop searching. Dial 2-1-1



Jenny Louie | she, her, hers

Granting Specialist, Community Impact & Investment

(Main) 604.294.8929 | (Direct) 604.969.8618

United Way British Columbia | Lower Mainland

4543 Canada Way, Burnaby, BC V5G 4T4

uwbc.ca | Facebook | LinkedIn | Instagram | Twitter



United Way
British Columbia

Working with communities in BC's
Interior, Lower Mainland, Central
& Northern Vancouver Island

United Way British Columbia acknowledges the homelands of the Indigenous Peoples of this place we now call British Columbia, and honours the many territorial keepers of the Lands on which we work.

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. If you received this in error, please contact the sender and delete the material from any computer.

Community Services Recovery Fund



Canadian
Red Cross



COMMUNITY
FOUNDATIONS
OF CANADA



United Way
Centraide
Canada

Fonds de relance des services communautaires



Croix-Rouge
canadienne



FONDATIONS
COMMUNAUTAIRES
DU CANADA



Centraide
United Way
Canada

Le message en français suit l'anglais

Hello,

We are pleased to announce that the **Community Services Recovery Fund** is now open for applications.

The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support Community Service Organizations, including non-profit organizations, Indigenous Governing Bodies, and Registered Charities located in Canada, as they focus on how to adapt their organizations for pandemic recovery.

United Way Centraide Canada is working in collaboration with the Canadian Red Cross and Community Foundations of Canada to distribute funding. We encourage you to read the eligibility criteria and learn about the program on the [Community Services Recovery Fund website](#). The deadline for applications is February 21, 2023 at 5:00pm PT.

Bonjour,

Nous avons le plaisir d'annoncer que la période d'admission des demandes au **Fonds de relance des services communautaires** est désormais ouverte.

Le Fonds de relance des services communautaires est un investissement de 400 millions de dollars du gouvernement du Canada pour soutenir les organismes communautaires, incluant les organismes sans but lucratif, les corps dirigeants autochtones et les organismes de bienfaisance enregistrés situés au Canada dans l'adaptation de leur organisation dans un contexte de relance post-pandémique.

Centraide United Way Canada travaille en collaboration avec la Croix-Rouge canadienne et les Fondations communautaires du Canada à la distribution des fonds. Nous vous invitons à consulter le [site Web du Fonds de relance des services communautaires](#) afin de prendre connaissance des critères d'admissibilité et d'en savoir plus sur ce programme. La date limite pour présenter une demande est le 21 février 2023 à 17 :00 HP.

Funded by the
Government of Canada's
Community Services Recovery Fund

Canada

Financé par le gouvernement
du Canada par le Fonds de relance
des services communautaires

Canada



[Submit Content](#) [Facebook](#) [Twitter](#) [Website](#)

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900-116 Albert St
Ottawa, ON K1P 5G3
Canada

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Could you be the next KRT team member?
We are hiring!!

SEEKING: Director, Destination Development & Sustainability (FTE)

As part of the Destination Management division, the Destination Development team drives partner engagement and development through leading and supporting the creation and implementation of long-term, integrated development strategies for areas within our geographic region.

Highlighting Purpose of Position & Accountabilities

- Reporting to the CEO, the Director provides leadership, directs and guides staff and resources to ensure the unit satisfies its Key Performance Indicators and meets accountabilities as well as

- Directs the development and evolution of planning processes for the creation and execution of long-range strategic destination plans and priorities.
- Initiates and builds partnerships with a broad network of government and industry officials, Canadian and provincial DMO colleagues, industry stakeholder groups to collaborate on strategic initiatives, policies, sector trends and research, and exchange best practice information.

LEARN MORE

Closing details: 5 pm mountain time / February 17, 2023

ALSO SEEKING: Bookkeeper

Kootenay Rockies Tourism is looking for an experienced bookkeeper to work 3 days per week. The bookkeeper reports directly to the CEO and is responsible for confidential and time sensitive material.

Highlighting Purpose of Position & Accountabilities

- Operate a full cycle, small business accounting system, including but not limited to daily management of accounts payable and receivables, record maintenance, payroll, provincial and federal tax compliance and chart of accounts.
- Generate and supply financial information required as outlined in the Association's shared cost agreement with Destination BC.
- Provide quarterly financial reports to the CEO and to the Board.
- Prepare year-end data for the auditor.

Closing details: Open until filled.

IMPACT CONFERENCE



The mission of the Impact Conference is to drive, inspire and demonstrate innovative and collaborative sustainable solutions for positive development across Canada.

This conference brings together a wide variety of leaders from travel and tourism, government and academia, First Nations & NGOs, to share knowledge and dive deeper into the pressing issues of sustainability and innovation.

Both Kathy Cooper and Rhiannon Paterson attended the Impact Conference in Victoria last week. Minister Popham was also in attendance and spoke passionately about her commitment to sustainability and working with the sector on strengthening the response climate change. She is hopeful for the

ministry be the 'wind at the back' of all the tourism stakeholders.

The conference, now in year five, continues to bring inspiring speakers and creative ideas to the attention of British Columbia's tourism sector.

[LEARN MORE](#)

PARTNER HIGHLIGHTS

Destination BC welcomes new Board Member - Mike Riediger

Mike resides in Nakusp and has over 20 years of experience within the BC Tourism sector. His strong background in advocacy, tourism



and marketing has led him to the role of Vice-Chair of Kootenay Rockies Tourism and formerly, the Minister's Tourism Engagement Council. He is CEO for the Kootenay Adaptive Sport Association. [READ MORE](#)



Top 10 Thought Leaders by KootenayBiz - Janice Alpine

Helping Indigenous operators to grow and thrive - Janice and her colleagues work with those who are interested in starting out in business and also alongside established

Ktunaxa Nation, they work with any Indigenous individual or Indigenous-owned business. Janice is also a KRT Board member. [READ ARTICLE](#)

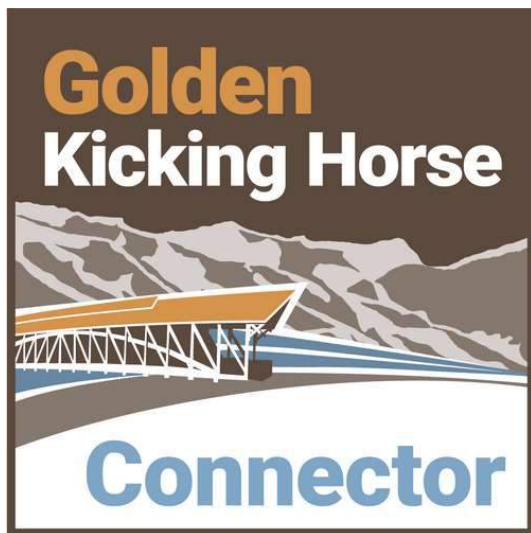
Parks Canada Invests \$13 million towards Radium Hot Springs Infrastructure

Federal officials said the repairs will increase resiliency to flooding, protect nearby fish habitats and improve visitor experience.

[READ ARTICLE](#)



New Daily Airport Shuttle and KHMR / Golden Connector



Kootenay Rockies Tourism was pleased to have helped support the launch of these two shuttles. KRT conducted a regional transportation analysis to define the opportunity for scheduled transportation services throughout the Powder Highway.

Tourism Golden saw the potential for a successful business model and

Destination Development funding for the Highway 1 planning area.

[**READ MORE ABOUT THE WINTER SHUTTLES**](#)

OPPORTUNITIES



Business Education

Destination BC has partnered with Small Business BC to provide tourism stakeholders across the province with FREE access to Small Business BC's webinars and online education to support COVID-19 recovery and help mitigate ongoing impacts. There is no charge to tourism stakeholders. Services are delivered online, by phone, email, webinar or in-person (if available).

Examples of upcoming sessions include:

Feb 14 - Blogging to Promote your Business

Feb 16 - Get Started with Email Marketing

*To access these resources,
please register online using Coupon code: DBC3034.*

[LEARN MORE](#)

**Upcoming Workshop - February 17 - in Cranbrook
and March 20 & 27 - Virtual**

Working Effectively with Indigenous Peoples Workshop

and Visitor Centres



This workshop will be presented in a customized format and is designed to build awareness of Indigenous peoples and support your organization with building relationships with Indigenous communities and businesses in BC.

[LEARN MORE](#)



Celebrate BC Heritage Week and Attract local visitors & Reach new audiences.

Heritage BC invites you to plan an event or activity that highlights heritage in your community. Whether you work with culture, arts, history, nature and wildlife, parks, experiences or run a business with a long history in your community - Heritage Week is an opportunity to highlight the history and heritage that makes your community unique.

There are many ways to participate - Make a display that highlights local

early days of your organization or share the story of a treasured tradition.

**If your Heritage Week plan involves community participation,
submit it to the Heritage Week Events Calendar.**

**During Heritage Week, use #bcheritageweek
and the Heritage Week graphic to show
how you are celebrating. Your posts will be reshared.**

MORE INFORMATION

Questions? Contact [Nathalie Picard](#), Heritage Program Coordinator

Need help uploading events?

*If you have events taking place during BC Heritage Week,
send them to Info@KootenayRockies.com
and we'll upload them for you to:*

HeritageBC.ca, KootenayRockies.com and HelloBC.com

East Kootenay Career and Job Fair

Wednesday, March 1, 2023



**COLLEGE OF
THE ROCKIES**

[Registration is Open](#)

[Career Fair Guide for Employers](#)

Questions?

CareerFair@COTR.bc.ca



Kootenay Rockies Online Imagebank



Research Data & Insights



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Kootenay Rockies Tourism (KRT) is one of British Columbia's five official Regional Destination Management Organizations (RDMO).

**The Kootenay Rockies Tourism staff are here to help
with all tourism industry services. Contact us any time:**

Kathy Cooper, CEO

Kathy@KootenayRockies.com

Wendy Van Puymbroeck

Director, Industry Development & Destination Marketing

Wendy@KootenayRockies.com

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Manager, Digital Content

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CONNECT WITH US



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PUBLIC PERCEPTIONS of BC's TOURISM INDUSTRY

**British Columbian's perceptions of the
tourism industry and its impact on the province's economy.**



**The key objectives of the Public Perceptions of
British Columbia's Tourism Industry Survey are to:**

- Determine how important the tourism industry is perceived to be to the economic well-being of local communities and British Columbia;
- Identify which industries are perceived to be the largest contributors to new jobs and economic activity in local communities and in British

industries;

- Understand the perception of the economic, social/cultural, and environmental impacts tourism plays in the province;
 - Explore residents' perceptions of the tourism industry by tourism region, age, and length of time living in British Columbia.
-

Notable Statistics for British Columbia

- BC residents overwhelmingly believe that the tourism industry plays an important role in the economic well-being of the province (94%), and their individual communities (80%);
 - All age groups, over 55 (98%), 35-54 (94%), and 18-24 (86%), believe the tourism industry is important to British Columbia's economy;
 - Over half of residents (54%) want more tourism in British Columbia in the next five years, compared to before the pandemic;
 - Most BC residents believe the positive impacts of tourism outweigh the negatives (75%) and want to see tourism continue to grow in their community (66%).
-

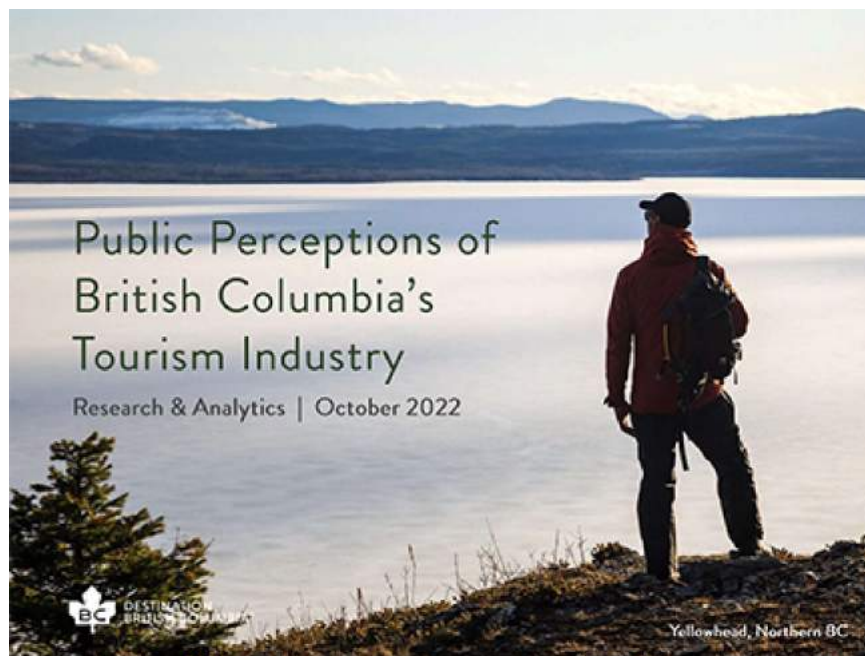
A Highlight of some Regional Results for the Kootenay Rockies

- More residents in the Kootenay Rockies region (27%) believe tourism will be the largest contributor of new jobs and economic activity in their communities in the next five years.
- Residents of the Kootenay Rockies (29%) are the most likely to say the tourism industry was the largest economic contributor to their community before COVID-19.

their community's economy.

- Residents of the Kootenay Rockies are more likely to agree that the tourism industry support local businesses in their community (80%) and that tourism brings people from diverse backgrounds and cultures into their community (79%).
- Residents of the Kootenay Rockies (66%) are more likely to believe the positive impacts of tourism in their community outweigh the negative impacts.

REVIEW FULL REPORT



REGIONAL REPORTING

STR Destination Report



Snapshot - STR Summary

BC & Regions

December 25-31, 2022

This information has a focus on Occupancy - number of occupied rooms divided by number of available rooms, the **Average Daily Rate (ADR)** represents average rental income per paid occupied room in a given period. **Revenue per Available Room (RevPAR)** is the hotel's ADR multiplied by its occupancy rate.

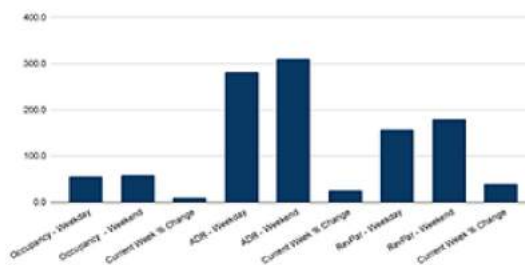
STR Summary BC & Regions

Dec 25 - Dec 31, 2022

- British Columbia had a **55.8%** occupancy from Sunday-Thursday and a **57.8%** occupancy during the weekend, up **10.2%** compared to the same week in 2019.
- British Columbia had an ADR of **\$280.96** from Sunday-Thursday and an ADR of **\$309.66** during the weekend, up **25.4%** compared to the same week in 2019.
- British Columbia had a RevPAR of **\$156.81** from Sunday-Thursday and a RevPAR of **\$178.99** during the weekend, up **38.2%** compared to the same week in 2019.

Regional STATS the Weekend of Dec 30 - Dec 31, 2022:

| | OCC | ADR | REVPAR |
|--------------------------------|-------|-----------|-----------|
| Vancouver | 66.7% | \$253.31 | \$168.91 |
| Vancouver Island | 60.9% | \$223.10 | \$135.87 |
| Whistler | 89.7% | \$1256.17 | \$1126.20 |
| Thompson Okanagan | 43.5% | \$172.35 | \$74.83 |
| Northern BC | 31.8% | \$31.75 | \$4.89 |
| Kootenay Rockies | 49.1% | \$199.28 | \$97.87 |
| Cariboo Coast/South Central BC | 29.7% | \$173.47 | \$51.52 |



Participate in the STR "STAR" report: Submit your data and receive free reports benchmarking your performance against your market. Sign up today for free here: <https://surveys.str.com/s3/Hotel-Enrollment-Form>



[Click for larger view](#)

Key Findings:

- The Kootenay Rockies occupancy rate reached 49.1% with an ADR of \$199.28 and RevPAR of \$97.87.
- BC had a 55.8% occupancy from Sunday-Thursday and a 57.8% occupancy during the weekend, **up 10.2%** compared to the same week in 2019.

during the weekend, **up 25.4%** compared to the same week in 2019.

- BC had a RevPAR of \$156.81 from Sunday-Thursday and a RevPAR of \$178.99 during the weekend, **up 38.2%** compared to the same week in 2019.

HOW-TO GUIDE - How to use the STR Report



MORE REPORTING



Destination Canada's Research shows Positive Signs of Recovery

Destination Canada launched their newest Tourism Outlook report for fall 2022, which suggests that our tourism industry will show signs of recovery to 2019 levels in 2024, one year earlier than previously estimated.

[Read the Research](#)

Statistics Show a Strong Rebound for British Columbia's Tourism Industry in 2022

PIQUE
NEWMAGAZINE

force isn't bouncing back quite as quickly. *"We picked up a lot of momentum after many of the last travel restrictions were lifted in the spring of last year and that really opened the doors to people wanting to travel,"* said Walt Judas, CEO of the Tourism Industry Association of British Columbia. [Read Article](#)



UBC Small Business Accelerator Guides to Fast-Track Your Market Research

These guides are detailed aids to help you plan and execute your secondary market research.

[View the Guides](#)

REMINDER!

New Program Aims to "Spark" Innovative Accessible Tourism Ideas

ACCESSIBLE TOURISM "SPARK" PROGRAM
MENTORSHIPS & GRANTS

WHAT WE ARE LOOKING FOR
New accessible tourism ideas for the Kootenay Rockies that enhance current accessible tourism offerings and address one or more of the following:

- Create high-quality, low impact accessible tourism experiences
- Address gaps in accessible tourism products and services
- Motivate longer stays and repeat visits
- Increase shoulder season visits and tourism spending

WHO CAN APPLY?

- Individuals 18+ who live/work in the Kootenay Rockies region
- Small businesses (up to 10 FT year round employees) based in the Kootenay Rockies region (new & existing)
- Non-profit organizations and community groups (up to 10 FT year round employees) based in the Kootenay Rockies region

SELECTED APPLICANTS WILL RECEIVE

- 3 month tourism industry mentorship
- \$3,000 "Spark" grant
- Additional partner support and resources
- Access to a support network of tourism innovators, entrepreneurs, and leaders

Apply by February 28, 2023 at TourismInnovation.ca/KRT

The logo for the Tourism Innovation Lab Kootenay Rockies. It features a stylized lightbulb icon inside a circle, with the text 'TOURISM INNOVATION LAB' and 'KOOTENAY ROCKIES' below it.

The "Spark" Mentorships & Grants Program will match selected applicants from the region with a tourism mentor, provide a \$3,000 grant and additional

development.

The goal is to find, foster and support new accessible tourism ideas, experiences and partnerships that will enhance current offers, address gaps or challenges, motivate travel and longer stays, and increase year-round visits.

[LEARN MORE](#)

Kootenay Rockies Online Imagebank



Electric Vehicle Travel



Industry Events



Professional Development



ROCKIES

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Kootenay Rockies Tourism (KRT) is one of British Columbia's five official Regional Destination Management Organizations (RDMO).

**The Kootenay Rockies Tourism staff are here to help
with all tourism industry services. Contact us any time:**

Kathy Cooper, CEO

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Finance & HR

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CONNECT WITH US



Sign up for one of the "Spark" Info Sessions

✓ MENTORSHIPS ✓ GRANTS ✓ COMMUNITY



**Accessible Tourism
"SPARK" PROGRAM
INFO SESSIONS**

Kootenay Rockies

Tuesday, January 31
11:30 AM PST

Monday, February 13
4:00 PM PST

Register at
TourismInnovation.ca/KRT

Presented by



DESTINATION
BRITISH COLUMBIA®



TOURISM
INNOVATION
LAB
KOOTENAY ROCKIES



DESTINATION
BRITISH COLUMBIA™

A new program aimed at sparking and supporting innovative accessible tourism ideas in the Kootenay Rockies tourism region was launched by local and provincial tourism partners.

The "Spark" Mentorships & Grants Program will match selected applicants from the region with a tourism mentor, provide a \$3,000 grant and additional partner support to help take their new tourism ideas to the next level of development.

The goal is to find, foster and support new accessible tourism ideas, experiences and

Applications are encouraged from entrepreneurs, small businesses and non-profit organizations based in the Kootenay Rockies region (application deadline, February 28, 2023). Following a review process, five finalists will be invited to a virtual Pitch Session where three winners will be selected.

The Kootenay Rockies Accessible Tourism “Spark” Program is presented by Destination British Columbia in collaboration with the Kootenay Rockies Tourism, and the Tourism Innovation Lab.

ACCESSIBLE TOURISM “SPARK” PROGRAM

MENTORSHIPS & GRANTS

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TOURISM INNOVATION LAB
KOOTENAY ROCKIES

LEARN MORE ABOUT THE “SPARK” PROGRAM

Destination BC Media Relations

Email: Media.Relations@DestinationBC.ca

Alex Berlyand, BC Programs Coordinator, Tourism Innovation Lab

Phone: 844-455-0325 #2

Email: Outreach@TourismInnovation.ca

SOCIAL MEDIA

Kootenay Rockies Tourism

LinkedIn: [@Kootenay-Rockies-Tourism](https://www.linkedin.com/company/@Kootenay-Rockies-Tourism)

Twitter: [@KootRocks](https://twitter.com/KootRocks)

LinkedIn: [@DestinationBritishColumbia](#)

Twitter: [@DestinationBC](#)

Tourism Innovation Lab

Facebook: [@tourisminnovationcanada](#)

Instagram: [@tourisminnovationcanada](#)

Twitter: [@tourinnovation](#)

About Kootenay Rockies Tourism:

As the Regional Destination Management Organization (RDMO) for the southeast corner of British Columbia, Kootenay Rockies Tourism works in partnership with the provincial DMO, Destination BC, to grow the tourism economy in the region. We help deliver on both Destination BC's corporate strategy and the Ministry's Strategic Tourism Framework. Some of the pillars of both of these include Destination Development, Travel Trade & Travel Media, Touring & Exploring Marketing and Industry Development. Learn more at [KRTourism.ca](#).

About Destination BC:

Destination British Columbia (Destination BC) is a Provincially funded, industry-led Crown corporation that supports a strong and competitive future for BC's tourism industry through a combination of global marketing, destination development, industry learning, cooperative community-based programs, and visitor servicing. Destination BC's programs help to improve the visitor experience, support businesses and communities across the province, and strengthen BC's worldwide reputation as a destination of choice. For more information about Destination BC's programs and services, please visit:

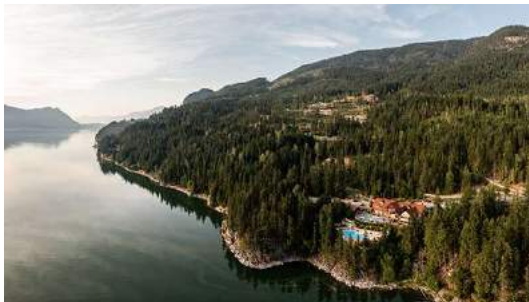
[DestinationBC.ca](#).

About the Tourism Innovation Lab

The Tourism Innovation Lab is a non-profit initiative created to find, foster and support new tourism ideas, experiences and partnerships, to cultivate and propel collaborations between the tourism and tech sectors, and to build a community of tourism innovators, idea makers and entrepreneurs.

Launched in Ontario in 2018, the Lab and its "Spark" Mentorships & Grants Program are expanding to new regions across Canada. The Tourism Innovation Lab is a program of Hackforge and has a BC home base in Squamish. Learn more at [TourismInnovation.ca](#).

Industry Events



Kootenay Rockies
Online Imagebank

Professional Development



Research
Data & Insights



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Finance & HR

Accounting@KootenayRockies.com

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Kaslo Administration

Subject: Decriminalization and what this means for licensees
Attachments: FAQ - Decriminalization FINAL.pdf

From: LCRB Liquor Policy LCRB:EX <LCRBLiquorPolicy@gov.bc.ca>
Sent: Thursday, January 26, 2023 2:21 PM
Subject: Decriminalization and what this means for licensees

Hello,

I am writing today with an update on B.C.'s decriminalization of people who use drugs, and what this means for liquor licensees.

As you may know, B.C. is preparing to decriminalize the personal possession of small amounts of certain drugs. This means that starting **January 31, 2023**, adults will not be subject to criminal charges for the personal possession of small amounts of certain illegal drugs, and the drugs will not be seized. The decriminalization of people who possess illegal drugs for personal use is a critical step in B.C.'s fight against the toxic drug crisis. Further information is available at: <https://www2.gov.bc.ca/gov/content/overdose/decriminalization>

To inform liquor licensees and answer any questions they may have, we have sent them the attached FAQ.

If you have any questions, please email LCRBLiquorPolicy@gov.bc.ca.

Sincerely,

David Hume
General Manager and Assistant Deputy Minister
Liquor and Cannabis Regulation Branch
Ministry of Public Safety and Solicitor General



FAQ – Decriminalization

Overview

What does '[decriminalization](#)' mean?

Health Canada has granted the Province of B.C. an exemption from s. 4(1) of the Controlled Drugs and Substances Act until January 31, 2026.

This means that starting January 31, 2023, adults in B.C. will not be subject to criminal charges for the personal possession of small amounts of certain illegal drugs.

The total amount of illegal drugs must be 2.5 grams or less. This includes opioids, crack and powder cocaine, methamphetamine and MDMA.

The trafficking of these drugs or the possession of quantities above these limits remains illegal and subject to criminal charges.

This exemption from prosecution for possession does not mean that the possession of narcotics is permitted in all contexts or that the consumption of drugs cannot be regulated or controlled under other legal authority (including provincial legislation or municipal by-laws).

Why is B.C. decriminalizing the possession of certain illegal drugs?

The decriminalization of people who possess illegal drugs for personal use is a critical step in B.C.'s fight against the toxic drug crisis.

It will help reduce the barriers and stigma that prevent people from accessing lifesaving supports and services. Substance use is a public health matter, not a criminal justice issue.

Licensed Establishments

What does this mean for licensees?

As restaurants, bars and liquor manufacturers are private businesses, licensees retain the right to refuse service and set house rules governing their establishments. This

includes prohibiting patrons from possessing or consuming any illegal drugs within their premises.

Further, the Liquor Control and Licensing Act continues to prohibit licensees from admitting intoxicated patrons, allowing patrons to become intoxicated, and allowing intoxicated patrons to remain in the licensed establishment. This includes intoxication from narcotics.

What if an individual is found using drugs on a business' property?

If a licensee observes drug use, the licensee may request that the individual(s) leave the premises. Additionally, police retain legal authority, under the Trespass Act, to remove people from these premises where the latter have not complied with an establishment's request that they leave. Public intoxication – whether by drugs or alcohol – remains illegal.

Under the Liquor Control and Licensing Act (LCLA), police may issue a ticket to a person who is intoxicated, including by the effect of illegal drugs, in a public place (which includes a bar or restaurant).

What resources are available if patrons possess/use illegal drugs?

If open drug use is occurring in an establishment or if unlawful activities are taking place, you may ask the person to cease the activity or to depart. If they do not comply, police can remove people from the establishment under the authority of the provincial Trespass Act.

Trespass laws allow licensees to refuse entry, or require patrons to leave their establishments, including when the licensee determines it is necessary to maintain the safe operation of the establishment and to comply with licence terms and conditions.

However, adults who are removed by police and found in personal possession of illegal drugs that add up to a combined total of 2.5 grams or less will not be subject to criminal charges, and the drugs will not be seized. Instead, they will be offered information about health and social supports, including local treatment and recovery services, if requested.



Transport Canada
Safety and Security

Transports Canada
Sécurité et sûreté

Received January 24, 2023

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Ottawa, ON K1A 0N8

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250-353-2311 x201

La version française suivra

SUBJECT: *Use of pleasure craft as commercial passenger vessels*

Dear Villiage of Kaslo,

In recent years, the emergence of online platforms and mobile applications which allow pleasure craft owners to list their vessels for rent, have made it easier for vessel owners to turn their underutilized assets into revenue generators. However, as with short-term property rental and ride sharing services (e.g., Airbnb, Uber, etc.), not all operators of these new small businesses are familiar with the laws and regulations governing them, in particular when the boat is rented with captain and crew.

Safety is Transport Canada's main priority. Transport Canada has no doubt that the safety of the vessels operated by users of these platforms, and the people on board them, is also considered a high importance by the operators of these services. However, to ensure all vessels being used through these sites are in compliance with applicable laws and regulations appropriate for their usage, Transport Canada Marine Safety and Security is undertaking enhanced outreach to help all owners and operators of these vessels become, or remain, safe and fully compliant with Canadian laws and regulations.

Our initial review of the vessels listed on these online platforms available to rent in Canada showed that while most are licensed as pleasure craft, many appear to be operating as commercial passenger vessels instead (please refer to the definitions in the attached document). As you are aware, the regulations, safety requirements and liability significantly differ from pleasure craft to commercial passenger vessel operations. Transport Canada will be working to help the owners and operators of these vessels understand and become familiar with these key differences, but we would also like to raise the differences with local municipality's such as yourself, so you have easy access to materials highlighting the applicable rules and requirements.

To this end, please find attached a document outlining key regulatory differences between these vessel types. Transport Canada has already forwarded these to owners of vessels listed on online platforms so they may understand their responsibilities to comply with Canadian laws and their applicable regulations. Transport Canada has developed the [Safe Boating Guide](#) to assist owners and operators remain in compliance with applicable regulations and to provide safe operating guidelines for vessels that are rented and operated as pleasure craft. Transport Canada has also developed two additional guidance instruments that would be helpful to the operators of vessels which are carrying passengers for hire.

These instruments are as follows:

- [The Small Commercial Vessel Safety Guide - TP 14070 E](#)
- [The Small Vessel Compliance Program \(SVCP\)](#)

Furthermore, Transport Canada has included a link to our website ([Transport Canada Website](#)) which will provide additional information to anyone using these online platforms in Canada. This information will help raise awareness and understanding of responsibilities when Canadians are choosing to rent a vessel.

Transport Canada is taking this opportunity to provide you with information in respect to our actions in response to this issue and looks forward to working together as necessary to keep our waterways safe for all boaters. Please contact, Michele Fung/Elaine Shen, Manager | Boating Safety Officer, at 604-612-2279 | 604-666-2681, or michele.fung@tc.gc.ca | elaine.shen@tc.gc.ca, should you have any questions regarding our response to this topic or require additional information.

Yours sincerely,

Nathalie Godin

Manager of Flagstate, Compliance & Enforcement (AMSDF)

Transport Canada / Government of Canada

Nathalie.godin@tc.gc.ca / Tel: (343) 571-4597



What do you need to know

In Canada, vessels are defined and regulated by how they're used. This can make it hard to know if a vessel is a pleasure craft or not, since many vessels can be used for both work and fun.

What's a pleasure craft?

- Any vessel used only for fun (cruising, water sports, sport fishing), or hanging out with family and friends
- Includes vessels used to hunt or fish for your personal use (subsistence living) or daily activities (like taking your pleasure craft to work or school)

If you're using the vessel for **anything** other than just fun, it's a non-pleasure craft. This means that you need to follow the non-pleasure craft rules in the *Canada Shipping Act, 2001* and related regulations.

You **can** hire a captain or crew to operate a pleasure craft, but only if you use it for fun. Regardless of whether you own or rent your pleasure craft, **you're the only person who can hire and fire a captain and crew** of the pleasure craft.

What's a non-pleasure craft?

- Any vessel used for anything other than just having fun

If you're using a vessel for something other than just for fun, you must follow the non-pleasure craft rules in the *Canada Shipping Act, 2001* and related regulations.

Your vessel is considered a non-pleasure craft if you use it for activities such as:

- guided fishing and hunting trips
- carrying passengers for trips or transport
- workboats
- commercial fishing

Who's a passenger, who's a guest?

Canadian law defines a:

- "guest" as someone on a pleasure craft, but doesn't own or rent the pleasure craft
- "passenger" as someone on a non-pleasure craft that isn't the master, crew, or working on the vessel

Pleasure crafts can only carry guests, and people carried on board are not considered guests if you make money or profit off them. If you're taking friends or family out on your pleasure craft for fun and they split the cost of the fuel with you, they are still considered guests and the vessel is still a pleasure craft.

Examples of renting and hiring pleasure craft

| Situation | Why is the vessel a “pleasure craft”? |
|--|---|
| You rent or hire a vessel from a company or owner and only use it for fun. No master or crew are hired. | You only use the vessel for fun. Canadian law is based on how you use the vessel, not how you rented or hired it. |
| You rent or hire a vessel from a company or owner and only use it for fun. You hire a master or crew to help operate the vessel. The captain or crew have no links to the rental company or vessel owner. | The company or person you rented/hired the vessel from isn't operating the vessel. As such, you have full control of hiring and firing decisions made regarding the captain and crew. |

Examples of renting and hiring non-pleasure craft

| Situation | Why is the vessel a “non-pleasure craft”? |
|--|---|
| You rent or hire a vessel from a company or owner and use it to transport workers to and from a worksite. | You're using the vessel for a business activity. |
| You rent or hire a vessel from a company or owner just for fun and are told you must hire a captain or crew that is either: <ul style="list-style-type: none"> • the vessel's owner, or • chosen from a list given to you by the company or owner | <p>You don't have full control of the vessel as the owner, master or crew have operational control of the vessel.</p> <p>In these situations, the vessel is considered a non-pleasure vessel, specifically a “passenger-carrying vessel” or “passenger vessel”.</p> |

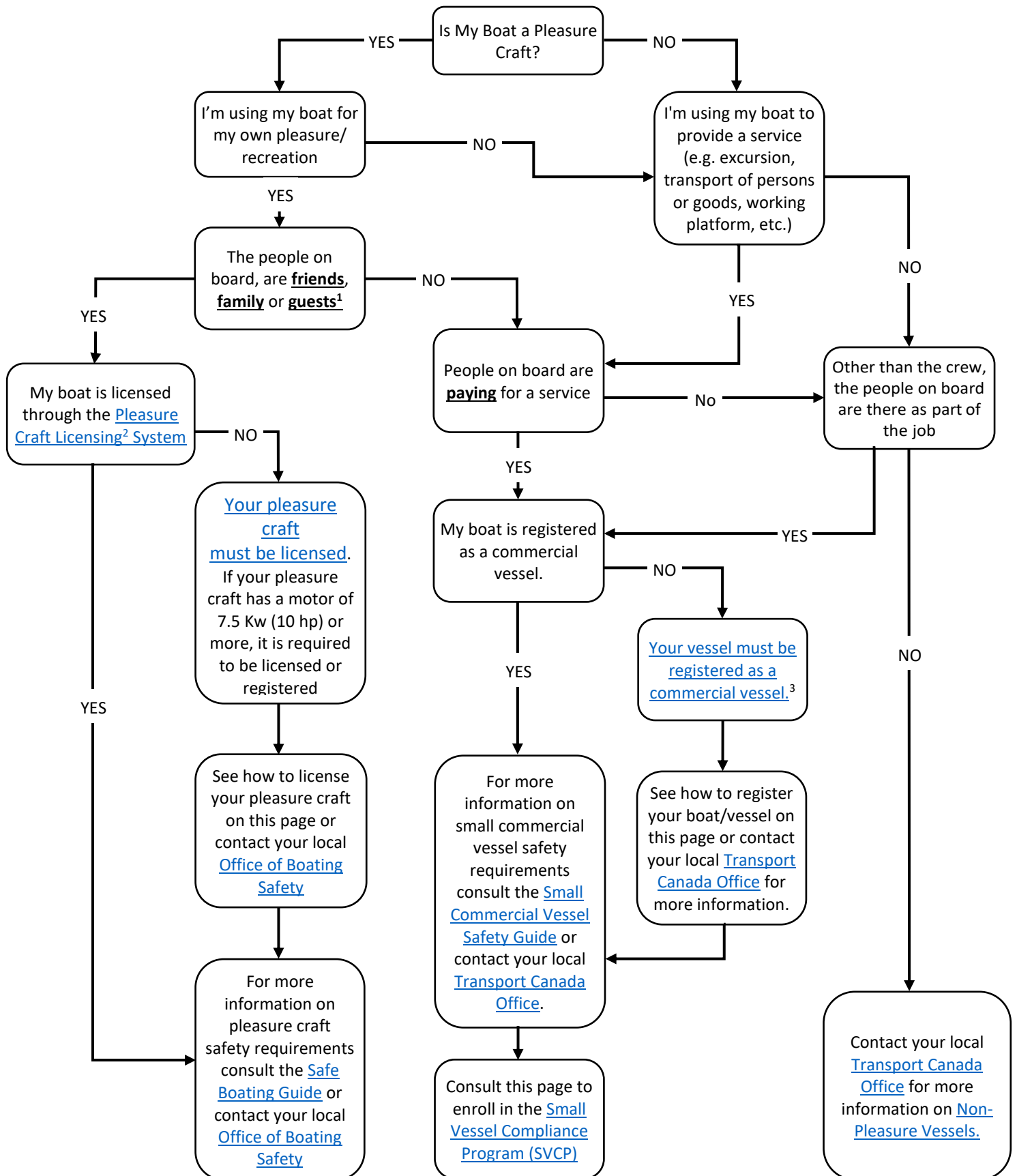
For more information, please contact your regional Transport Canada Marine Safety Office or visit our website:

Pleasure craft

<https://tc.canada.ca/en/marine-transportation/marine-safety/office-boating-safety>

Non-pleasure craft

<https://tc.canada.ca/en/marine-transportation/vessel-inspection-certification/vessel-inspection-certification>

Is my boat a pleasure craft or non-pleasure craft?

1 Guests are people carried on board a vessel used exclusively for pleasure and without remuneration or any object of profit.

2 A pleasure craft license has a combination of letters and numbers that do not begin with C, for example 50E12345, 13K12345, BC123456

3 Exempted Classes of Vessels are listed in Part 1, Section 1.1 of the [Vessel Registration and Tonnage Regulations](#).

BCSPI News | Announcing New Co-Chairs, BCSPI Member, Case Study, and More!



January 2023 News & Updates

- [Welcoming New BCSPI Co-Chairs](#)
- [New Member: Thompson Rivers University](#)
- [New Case Study: Nanaimo Mattress Recycling](#)
- [Social Procurement Training for Elected Officials](#)
- [New Core Social Procurement Training](#)
- [Purchasing Power: How Can Procurement Help Address Poverty?](#)
- [BCSPI Member Portal](#)
- [BCSPI Member gathet Regional District Social Procurement Featured in News](#)
- [Newfoundland and Labrador Social Procurement Summit Shares Recap Report](#)

Welcoming New BCSPI Co-Chairs

Please join the BCSPI team in welcoming our two new Steering Committee Co-Chairs: Vickey Brown (left), Mayor, [Village of Cumberland](#), and Jenna Stoner (right) Councillor, [District of Squamish](#).

We would also like to recognize the support given to the initiative from the outgoing Co-Chairs. Thank you to Karen Elliott, Former Mayor, [District of Squamish](#), and Colleen Evans, Former Councillor, [City of Campbell River](#).

New Member: Thompson Rivers University



REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: February 8, 2023

SUBJECT: Kootenay Lake Historical Society – Request for Funding for SS Moyie

PURPOSE: To consider a request for funding from the Kootenay Lake Historical Society, to support the restoration of the SS Moyie.

OPTIONS:

Recommendation is indicated in **bold**. Implications are in *italics*.

1. **Provide \$6,500 towards repairs. *The Village will contribute to the project.***
2. Provide an alternate amount of funding. *The Village will contribute to the project.*
3. Do not provide funding. *The KLHS will be advised to seek funding elsewhere.*
4. Refer back to staff for further review and report.

RECOMMENDATION:

THAT the Village of Kaslo approve an application for \$6,500 of Community Development funding for repairs to the SS Moyie.

ANALYSIS:

- A. Background:** The SS Moyie is owned by the Village and operated by the Kootenay Lake Historical Society (KLHS). A major restoration project is underway to complete the weather envelope rehabilitation of the ship, including repairs to the decks, stairs, railings, and roof sections. Funding has been secured for Phases 1 & 2 and is currently being sought for Phase 3 of the project.
- B. Discussion:** The SS Moyie is Kaslo's #1 tourist attraction and this work is required in order to ensure the integrity of the heritage asset and the safety of visitors to the site.
- C. Attachments:**
 - 2023.02.06 letter from KLHS Secretary Elizabeth Scarlett
 - Phase 3 Project Description & Grant Summary
- D. Financial Implications:** The Village provided \$10,000 towards Phase 1 in 2021, and a further \$20,000 in 2022 towards Phase 2. The Village is being asked to contribute \$6,500 (2.5%) towards the \$260,000 project budget. Community Development funds are available and can be used for this purpose.
- E. Corporate Priority:** Nil
- F. Communication Strategy:** Nil

CAO Approval: [Date approved by CAO]

Kootenay Lake Historical Society

324 Front Street
P.O. Box 537
Kaslo, B.C. Canada, V0G 1M0
T: 250-353-2525
Email: ssmoyie@klhs.bc.ca

www.klhs.bc.ca



2023 February 6

Mayor & Council
PO Box 576,
Kaslo, BC V0G 1M0

Dear Mayor Hewat and Council,

The Kootenay Lake Historical Society has found that they were unable to complete all the rehabilitation work on the SS Moyie last summer as they found more rot in the hand rails and deck supports than expected as well as a need for rehabilitation of other safety features.

We estimate the cost of this Phase III to be \$260,000. We have applied to Parks Canada for \$130,000 in their cost sharing program. We are applying to other sources to raise most of the matching funding and need \$13,000 to complete it. We ask that the Village of Kaslo and Area D/RDCK consider sharing this amount \$6,500 each.

We have included detailed information on the need for this work and estimated costs to complete it. We plan to complete this work in the spring so that the ship can receive visitors during the celebration of her 125th anniversary.

We thank you for your consideration.

Sincerely,

Elizabeth A. Scarlett

Elizabeth Scarlett, Secretary.



National Cost-Sharing Program For Heritage Places (Parks Canada)

SS Moyie Safety Upgrades and Infrastructure Rehabilitation Phase III

Submitted by:

Kootenay Lake Historical Society
324 Front Street – PO Box 537
Kaslo, BC V0G 1M0

January 6, 2023

Project Description and Rational

This project focuses on Safety Upgrades; the concerns became apparent during the recent Phase II Weather Envelope Rehabilitation and Infrastructure work to maintain the integrity of the ship.

Phase II is scheduled to be completed in March, April, and May this year. The late finish into 2023 is due to safety concerns not only to the public but also the workers. These safety concerns were discovered during Phase II and had to be temporarily rectified.

Work areas have been divided into Zones each having a description of work and a cost estimate. The cost estimate is attached as a separate document.

| Table of Zone contents: | Page |
|--|------|
| Zone 1 - Hand Railings and Upper Deck Supports | 2 |
| Zone 2 - Foredeck Replacement | 3 |
| Zone 3 - Add Joists to Reinforce Aft Cover | 4 |
| Zone 4 - Electrical upgrades to Code (Contracted) | 5 |
| Zone 5 - Revitalise Capsulated Asbestos Piping and Machinery | 6 |
| Zone 6 - Paint the Exterior Steel Hull | 7 |
| Zone 7 - Repair, Scrap, Clean Men's Saloon and Wheelhouse Floors | 8 |
| Zone 8 - Stabilization of Stack | 9 |
| Zone 9 - Replace Deteriorated Drainage Downspouts | 10 |
| Zone 10 - Repair Four Freight Doors | 11 |
| Zone 11 - Replace Ship's Whistle Air Compressor | 11 |
| Zone 12 - Miscellaneous Items | 12 |

National Cost-Sharing Program For Heritage Places (Parks Canada)

Zone 1 Hand Railings and Upper Deck Supports

During the Phase II when removing and installing the toe-kicks the upper deck and handrail spindles were found to be rotten at the joint of the handrails. As the joints were rotten temporary rails and supports had to be installed. See pictures below. The replacement of the spindles per the original profile of the era requires shipping a sample to a large 14ft long woodturning lathe in Langley BC. It is estimated that 24 will have to be produced.



Examples of rotten spindles to railing connections



Example of the full length spindle supports and temporary supports

National Cost-Sharing Program For Heritage Places (Parks Canada)

Zone 2 - Foredeck Replacement

The Foredeck is of tongue and groove construction that is open to the weather it has deteriorated allowing water to infiltrate into the coal bunker and boiler front below. Once replaced, the foredeck will be treated with linseed oil and coats will be applied in the future as necessary. Currently this foredeck has been used as a work area for Phase II.



Foredeck tongue and groove construction

National Cost-Sharing Program For Heritage Places (Parks Canada)

Zone 3 - Add Joists to Reinforce Aft

The Aft deck tongue and groove decking cover was replaced and re-canvassed. Although it is covered it is an exposed deck above the passenger deck. It receives the heavy winter snow load and the joists need to be stabilized. The reinforcement of the joists is to be done in a manner not to detract from the original appearance of the architecture.



Aft deck temporary starboard and port deck supports

National Cost-Sharing Program For Heritage Places (Parks Canada)

Zone 4 - Electrical upgrades to Code (Contracted)

With the electrical code requirements for site power during Phase II, it was necessary to install a new electrical panel, using of Teck cable and GFCI plugs at strategic locations to reduce the hazard of using long extension cords for construction power. The plan is to capitalize on these electrical materials and reuse them on the ship to replace the existing wiring 14/2 & 12/2 for standard non GFI outlets. Currently there are only a limited number of power outlets requiring at times long extension cords to be used. The new plugs are to be placed in discrete locations so as not to distract from the ship's character. As the ship is subject to dampness and cold weather and the of GFCI plugs are weatherproof, this will reduce the possibility of electrical shocks, hazards from poorly connected/maintained extension cords and reduce fire hazard risks. This electrical work is to be done by a Certified Electrical Contractor.



GFCI plugs distributed around the work areas and new construction electrical panel to be reused

National Cost-Sharing Program For Heritage Places (Parks Canada)

Zone 5 Revitalise Capsulated Asbestos Piping and Machinery

All the steam piping, header, boiler, and two steam engines have encapsulated asbestos once used for insulating these steam components. Although asbestos is all encapsulated and painted yellow there is a need to revitalise the paint. An asbestos consultant will be contacted to review and to advise on the repainting requirements. To note; although safe, visitors are advised not to touch any of the yellow piping.



Steam engine and header piping

National Cost-Sharing Program For Heritage Places (Parks Canada)

Zone 6 - Paint the Exterior Steel Hull

The exterior steel clad covering of the wooden hull is weather beaten and water stained and is in need of a re-paint, especially this year for the 125th Anniversary with dignitaries coming from all parts of Canada.



Bow and stern of the hull needing new paint

National Cost-Sharing Program For Heritage Places (Parks Canada)

Zone 7 - Repair, Scrape, Clean Men's Saloon and Wheelhouse Floors

When the SS Moyie was refurbished in 1953 “Battleship” linoleum 8/4 AA Gauge Brown was installed in the Men’s Saloon, entrance and walkways to the dining area. Prior to this time the floors were originally bare tongue and groove wood with a linseed oil coating. As the linoleum has deteriorated having major tripping hazards, cracks and splits, and is in decomposed condition, it has been decided to remove the linoleum, then scrape and clean the floor to the authentic condition prior to 1953, coated with linseed oil as per the original. It must be noted, the linoleum was checked to be free of any asbestos; the bonding fibres are a woven jute mat.



Linoleum Men’s Saloon and entrance flooring

National Cost-Sharing Program For Heritage Places (Parks Canada)

Zone 8 - Stabilization of Stack

Although difficult to see in the picture the smoke stack has a slight lean to port. The condition is not expected to be serious but attention is required to check the reasoning for the lean and integrity of the stack base where it sits on the boiler. The lean was noticed and more pronounced when scaffolding would not fit squarely around when erected to paint the stack in 2022 Phase II. We need to slowly adjust the guy wires and check the superstructure where they pass below into the freight deck where they are attached. To check the superstructure for deterioration it requires removing a portion of wood paneling. Maybe the lean has gone unnoticed in the past and is not hopefully an issue. We have not allowed for a major repair at this time as it would require a substantial large crane to support the stack during any restoration.

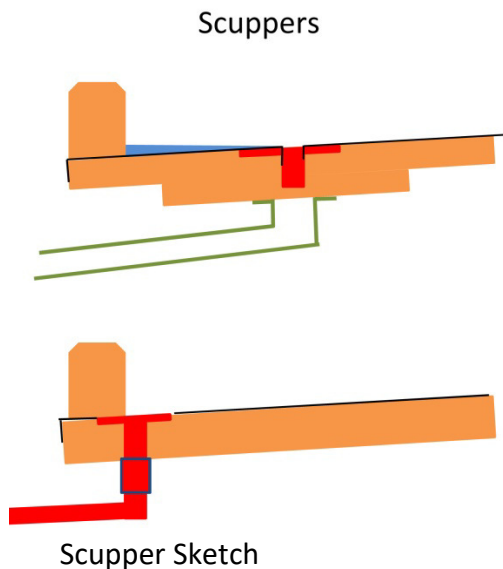


The red line is superimposed and is square to the horizontal line of the top deck which is level.

National Cost-Sharing Program For Heritage Places (Parks Canada)

Zone 9 - Replace Deteriorated Scuppers and Downspouts

The lead scuppers are not connected to the downspouts and were found to be one of the major contributions of water leaking under the canvas and the cause of rotten deck areas. The replacement of the scuppers and downspouts was unexpected and not considered in Phase II. The original lead scuppers were not connected to the downspouts (See scupper sketch). In the top example the red lead scupper is not connected to the downspout causing water to infiltrate under the canvas rotting the deck. The plan is to replace the lead scuppers with marine quality scuppers and connect new downspouts directly to the scupper see the lower example.



Downspout not connected to the lead scupper



Downspout not connected to open drain lead scupper.
The condition of the canvas is prior to its replacement

National Cost-Sharing Program For Heritage Places (Parks Canada)

Zone 10 - Repair Four Freight Doors

The two forward and the two starboard freight doors are heavy. They use rollers on a slide track. The tracks have become distorted with some rollers having flat spots making the doors difficult to open and close. Also the doors often jump the tracks. The repairs are simple but require significant strength to remove, repair and replace.



Starboard side and forward freight doors.

Zone 11 - Replace Ship's Whistle Air Compressor

The air compressor and air receiver were donated by CPR some 33 years ago to provide compressed air to sound the ship's whistle. CPR also changed the whistle's orifice to allow air to sound the whistle in place of steam. The sound of the whistle has become an icon for the Village of Kaslo and the donation of \$5 is required to sound the whistle. Without available parts, the old Swan air compressor had a non-sustainable make-shift repair last summer. As there is no record of the air receiver that operates at 100 psig having been inspected, as required by the BC Boilers Branch, it is proposed to purchase a new compressor mounted on a new certified air receiver so the historic iconic whistle sound can continue to be heard in Kaslo and is a joy to all visitors.



National Cost-Sharing Program For Heritage Places (Parks Canada)

Zone 12 - Miscellaneous Items

Miscellaneous items are consumables i.e. screws nails, saw blades, Hard Hats, clamps, glue etc.

SS Moyie Safety Upgrades and Infrastructure Rehabilitation Phase III

SS Moyie Phase III Project Estimate Summary

Submitted 2023-01-06

| | | |
|---|----|-------------------|
| Materials | \$ | 74,273.00 |
| Material GST/PST | \$ | 7,055.94 |
| Labour | \$ | 113,331.75 |
| Payroll Burden | \$ | 8,499.88 |
| Electrical Contract | \$ | 18,600.00 |
| Course of Construction Insurance | \$ | 2,500.00 |
| Advertising | \$ | 3,500.00 |
| Project Estimate | \$ | 227,760.57 |
| Class A estimate contingency +10 -15% * 14.2% | \$ | 32,239.43 |
| Project Total | \$ | <u>260,000.00</u> |

Grant Contributors Phase III

| | | | |
|--|--------------|-------------------|-------------------------------|
| Columbia Basin Trust | \$100,000.00 | 38.5% | Application Submitted Jan 9th |
| Village of Kaslo | \$6,500.00 | 2.5% | Application Submitted Feb 6th |
| Regional District of Central Kootenay "D" | \$6,500.00 | 2.5% | Application Submitted Feb 6th |
| Heritage BC | \$17,000.00 | 6.5% | Application Submitted Jan 9th |
| National Cost-Sharing Program (Parks Canada) | \$130,000.00 | 50.0% | Application Submitted Jan 6th |
| | <u>\$</u> | <u>260,000.00</u> | <u>100%</u> |

* Class "A" Engineering estimate/Class "C" Canadian Institute of Quantity Surveyors

Project Manhour Details

Construction

| | | | | | |
|---|----------------|-----------|-----|-----------|--------------|
| Planned Timing | May - Sep 2023 | | | | |
| Unskilled Labour ^{Note 4} | \$ | 24.00 /hr | 1.5 | 474 hours | \$ 17,070.89 |
| Skilled Labour | \$ | 32.00 /hr | 1 | 474 hours | \$ 15,174.13 |
| Leadhand | \$ | 50.00 /hr | 1 | 474 hours | \$ 23,709.57 |
| Working Foreman | \$ | 55.00 /hr | 1 | 474 hours | \$ 26,080.53 |
| Safety /Interpretive guides ^{Note 2} | \$ | 16.00 /hr | 2 | 474 hours | \$ 15,174.13 |
| Students ^{Note 1} | \$ | 17.00 /hr | 2 | 474 hours | \$ 16,122.51 |

Construction Manpower Summary

| | | | |
|-----------------------|-----------|--|-----------------------------|
| Labour based on | 1 Skilled | 1.5 unskilled | 1 Effective Students |
| Non productive labour | 2 | 6 hr/d | Safety /Interpretive guides |
| Work hours per day | 8.0 | 5 day week | 40.0 hrs/week |
| Paid work hours | 2845 | | |
| Productivity hours | 2371 | 5.05 effective employees | 12.0 weeks |
| | | Project Duration | 2.8 Months |
| | | Productivity Correction ^{See Note 5} | 3.5 Months |

Notes:

- 1 These students will have to be trained to the unskilled level before they play an active roll in the estimated construction manhours. 50% effective in productivity
- 2 Safety/Interpretative Guides are to interpret the restorations and safely direct visitors around construction areas. Non productive work
- 3 All positions will be open to indigenous, gender neutral, and unskilled peronei looking for a career opportunity.
- 4 Unskilled labour productivity is 70% effective
- 5 Productivity correction is the necessity to plan work around daily ship visitors

Area Work Descriptions

| Hand Railings and Upper Decking Supports Zone 1 | | Materials/Expenses | | Labour hours | W/Days | Sub totals | Totals |
|---|---------|--------------------------|--------------|----------------------------|---------------------|---------------------|--------------|
| Forward Port side | | | | | | | |
| | | Remove existing | 55.0 ft | \$ - | 16.0 | 2.0 | |
| | | Turning supports | 5.0 | \$ 102.0 | \$ 510.00 | | |
| | | Re build and replace | 60.0 ft | \$ 2,400.00 | 180.0 | 22.5 | |
| | \$ 3.00 | Paint | 60.0 ft | \$ 180.00 | 9.0 | 1.1 | |
| Aft Port side | | | | | | | |
| | | Remove existing | 55.0 ft | \$ - | 16.0 | 2.0 | |
| | | Turning supports | 4.0 | \$ 102.0 | \$ 408.00 | | |
| | | Re build and replace | 55.0 ft | \$ 2,100.00 | 180.0 | 22.5 | |
| | \$ 3.00 | Paint | 55.0 ft | \$ 165.00 | 9.0 | 1.1 | |
| Forward Starboard side | | | | | | | |
| | | Remove existing | 55.0 ft | \$ - | 16.0 | 2.0 | |
| | | Turning supports | 7.0 | \$ 102.0 | \$ 714.00 | | |
| | | Re build and replace | 60.0 ft | \$ 3,060.00 | 200.0 | 25.0 | |
| | \$ 3.00 | Paint | 60.0 ft | \$ 180.00 | 10.0 | 1.3 | |
| Aft Starboard side | | | | | | | |
| | | Remove existing | 55.0 ft | \$ - | 16.0 | 2.0 | |
| | | Turning supports | 8.0 | \$ 102.0 | \$ 816.00 | | |
| | | Re build and replace | 55.0 ft | \$ 2,750.00 | 200.0 | 25.0 | |
| | \$ 3.00 | Paint | 55.0 ft | \$ 165.00 | 10.0 | 1.3 | |
| Disposal | | | | \$ 600.00 | 16.0 | 2.0 | |
| Transporting turned supports (Contracted) | | | 24.0 total | \$ 2,100.00 | | | |
| | | Materials | \$ 16,148.00 | | | \$ 16,148.00 | |
| | | Labour hours / Work Days | | | 878.0 | 109.8 | |
| | | Labour cost | | | \$ 41,552.87 | \$ 41,552.87 | |
| | | | | GST/PST Materials-Expenses | 9.5% | \$ 1,534.06 | |
| | | | | | Total Zone 1 | <u>\$ 59,234.92</u> | \$ 59,234.92 |

SS Moyie Safety Upgrades and Infrastructure Rehabilitation Phase III

Foredeck Replacement Zone 2

| | | Materials/Expenses | Labour hours | W/Days | Sub totals | Totals |
|-----------------------|----------|----------------------------|---------------------|--------|---------------------|--------------|
| Removal of Decking | | 1500.0 sqft \$ - | 32.0 | 4.0 | | |
| Repair supports | | \$ 500.00 | 24.0 | 3.0 | | |
| Replace decking | \$ 20.00 | 1500.0 sqft \$ 18,750.00 | 140.0 | 17.5 | | |
| Linseed Oil two coats | \$ 80.00 | 4 gals \$ 320.00 | 24.0 | 3.0 | | |
| Disposal | | \$ 800.00 | 10.0 | 1.3 | | |
| | | | | | | |
| | | Materials | | | \$ 20,370.00 | |
| | | Labour hours / Work Days | 230.0 | 28.8 | | |
| | | Labour cost | \$ 10,885.15 | | \$ 10,885.15 | |
| | | | | | | |
| | | GST/PST Materials-Expenses | 9.5% | | \$ 1,935.15 | |
| | | | | | <u>\$ 33,190.29</u> | \$ 33,190.29 |
| | | | Total Zone 2 | | | |

Add Joists to Reinforce Aft Deck Cover Zone 3

| | | Materials/Expenses | Labour hours | W/Days | Sub totals | Totals |
|----------------|---------|----------------------------|---------------------|--------|--------------------|-------------|
| Prepare joists | | 200.0 ft \$ 700.00 | 32.0 | 4.0 | | |
| Install joists | Misc | \$ 150.00 | 40.0 | 5.0 | | |
| Paint | \$ 3.00 | 200.0 ft \$ 600.00 | 16.7 | 2.1 | | |
| | | | | | | |
| Clean up | | | 3.0 | 0.4 | | |
| | | | | | | |
| | | Materials | | | \$ 1,450.00 | |
| | | Labour hours / Work Days | 91.7 | 11.5 | | |
| | | Labour cost | \$ 4,338.28 | | \$ 4,338.28 | |
| | | | | | | |
| | | GST/PST Materials-Expenses | 9.5% | | \$ 137.75 | |
| | | | | | <u>\$ 5,926.02</u> | \$ 5,926.02 |
| | | | Total Zone 3 | | | |

Electrical up grades to Code (Contracted) Zone 4

| | | Materials/Expenses | Labour hours | W/Days | Sub totals | Totals |
|--|--|----------------------------|---------------------|--------|---------------------|--------------|
| Re-use Teck cable and Plugs purchased for Phase I & II | | 200.0 ft \$ - | 140.0 | 17.5 | | |
| Misc materials | | \$ 2,000.00 | 24.0 | 3.0 | | |
| | | | | | | |
| Clean up | | | 4.0 | 0.5 | | |
| | | | | | | |
| | | Materials | | | \$ 2,000.00 | |
| | | Labour hours / Work Days | 168.0 | 21.0 | | |
| | | Labour cost | \$ 16,380.00 | | \$ 16,380.00 | |
| | | | | | | |
| | | GST/PST Materials-Expenses | 9.5% | | \$ 190.00 | |
| | | | | | <u>\$ 18,570.00</u> | \$ 18,570.00 |
| | | | Total Zone 4 | | | |

SS Moyie Safety Upgrades and Infrastructure Rehabilitation Phase III

Revitalise Capsulated Asbestos Piping and Machinery Zone 5

| | Materials/Expenses | Labour hours | W/Days | Sub totals | Totals |
|--------------------------|----------------------------|---------------------|--------|---------------------|--------------|
| Inspection third party | \$ 2,800.00 | 32.0 | 4.0 | | |
| Patch as required | \$ 4,000.00 | 80.0 | 10.0 | | |
| Paint | \$ 140.00 | 32.0 | 4.0 | | |
| Clean up | | 8.0 | 1.0 | | |
| | | | | | |
| Materials | <u>\$ 6,940.00</u> | | | \$ 6,940.00 | |
| Labour hours / Work Days | | 152.0 | 19.0 | | |
| Labour cost | | \$ 7,193.66 | | \$ 7,193.66 | |
| | GST/PST Materials-Expenses | 9.5% | | \$ 659.30 | |
| | | Total Zone 5 | | <u>\$ 14,792.95</u> | \$ 14,792.95 |

Paint the Exterior Steel Hull Zone 6

| | Materials/Expenses | Labour hours | W/Days | Sub totals | Totals |
|--------------------------|----------------------------|---------------------|--------|---------------------|--------------|
| Clean and prepare | 750.0 sqft \$ 300.00 | 80.0 | 10.0 | | |
| Prime coat | 750.0 sqft \$ 200.00 | 64.0 | 8.0 | | |
| Finish coats | 750.0 sqft \$ 350.00 | 128.0 | 16.0 | | |
| | | | | | |
| Materials | <u>\$ 850.00</u> | | | \$ 850.00 | |
| Labour hours / Work Days | | 272.0 | 34.0 | | |
| Labour cost | | \$ 12,872.87 | | \$ 12,872.87 | |
| | GST/PST Materials-Expenses | 9.5% | | \$ 80.75 | |
| | | Total Zone 6 | | <u>\$ 13,803.61</u> | \$ 13,803.61 |

Repair, Scrape, Clean Men's Saloon and Wheelhouse Floors Zone 7

| | Materials/Expenses | Labour hours | W/Days | Sub totals | Totals |
|------------------------------------|----------------------------|---------------------|--------|--------------------|-------------|
| Remove worn broken linoleum | 1025.0 ft \$ 300.00 | 20.0 | 2.5 | | |
| Scrap clean of glue | 1025.0 ft \$ 60.00 | 32.0 | 4.0 | | |
| Prepare for linseed oiling | 1025.0 ft \$ 60.00 | 24.0 | 3.0 | | |
| Linseed oil floors as per original | 1025.0 ft \$ 200.00 | 20.0 | 2.5 | | |
| Disposal | \$ 300.00 | 5.0 | 0.6 | | |
| | | | | | |
| Materials | <u>\$ 920.00</u> | | | \$ 920.00 | |
| Labour hours / Work Days | | 101.0 | 12.6 | | |
| Labour cost | | \$ 4,780.00 | | \$ 4,780.00 | |
| | GST/PST Materials-Expenses | 9.5% | | \$ 87.40 | |
| | | Total Zone 7 | | <u>\$ 5,787.39</u> | \$ 5,787.39 |

SS Moyie Safety Upgrades and Infrastructure Rehabilitation Phase III

| Stabilization of Stack Zone 8 | | Materials/Expenses | Labour hours | W/Days | Sub totals | Totals |
|---|----------------------------|--------------------|---------------------|-------------|---------------------|--------------|
| Check integrity of stack base | | \$ 300.00 | 16.0 | 2.0 | | |
| Inspect guy wire through hull connections | | | 12.0 | 1.5 | | |
| Adjust guy wires | | | 24.0 | 3.0 | | |
| Remove and replace inspection paneling | | \$ 300.00 | 16.0 | 2.0 | | |
| Tentative repairs (Estimate) | | \$ 1,500.00 | 80.0 | 10.0 | | |
| Paint | | \$ 60.00 | 8.0 | 1.0 | | |
| Clean up | | | 4.0 | 0.5 | | |
| | Materials | <u>\$ 2,160.00</u> | | | \$ 2,160.00 | |
| | Labour hours / Work Days | | <u>160.0</u> | <u>20.0</u> | | |
| | Labour cost | | \$ 7,572.28 | | \$ 7,572.28 | |
| | GST/PST Materials-Expenses | | 9.5% | | \$ 205.20 | |
| | | | Total Zone 8 | | <u>\$ 9,937.47</u> | \$ 9,937.47 |
| Replace Deteriorated Scuppers and Downspouts Zone 9 | | Materials/Expenses | Labour hours | W/Days | Sub totals | Totals |
| Remove old lead scuppers/hardware and pack for disposal | | \$ 1,500.00 | 24.0 | 3.0 | | |
| Place new scuppers and downspouts piping | | \$ 3,000.00 | 72.0 | 9.0 | | |
| Paint | | \$ 120.00 | 24.0 | 3.0 | | |
| Clean up | | \$ 60.00 | 6.0 | 0.8 | | |
| | Materials | <u>\$ 4,680.00</u> | | | \$ 4,680.00 | |
| | Labour hours / Work Days | | <u>126.0</u> | <u>15.8</u> | | |
| | Labour cost | | \$ 5,963.17 | | \$ 5,963.17 | |
| | GST/PST Materials-Expenses | | 9.5% | | \$ 444.60 | |
| | | | Total Zone 9 | | <u>\$ 11,087.76</u> | \$ 11,087.76 |

| Miscellaneous Items Zone 12 | | | | |
|--|----|----------|----------------------------|-------------|
| Hand tools / consumables | 1 | lot | \$ | 1,500.00 |
| Hard Hats | 15 | \$ | 25.00 | \$ 375.00 |
| Use Village toilet facilities cleaning | 3 | \$ | 100.00 /month | \$ 300.00 |
| Latex free gloves - 100 per box | 10 | \$ | 30.00 | \$ 300.00 |
| Hand Sanitizer | 40 | \$ | 10.00 | \$ 400.00 |
| Face Masks (50/box) | 20 | \$ | 23.00 | \$ 460.00 |
| Eye and hearing protection | 40 | \$ | 7.00 | \$ 280.00 |
| | | | | |
| | | 22423.25 | \$ | 3,615.00 |
| | | | GST/PST Materials-Expenses | 9.5% |
| | | | | \$ 343.43 |
| | | | Total Zone 12 | \$ 3,958.43 |
| | | | | \$ 3,958.43 |



REQUEST FOR COUNCIL DECISION

PREPARED BY: Catherine Allaway, Corporate Officer

DATE: February 8, 2023

SUBJECT: Kaslo Jazz Etc Society – 2023 Event Requests

PURPOSE: To consider requests relating to the proposed 2023 Jazz Fest event and identify any conditions that must be met.

OPTIONS:

1. Allow the request(s)
2. Deny the request(s)
3. Issue conditional approval(s)
4. Refer back to staff for further review and report.

RECOMMENDATION:

See below for specific recommendations regarding each request.

ANALYSIS:

- A. **Background:** Kaslo Jazz Fest has been held at the end of July/beginning of August on a floating stage in Kaslo Bay since 1992 although Covid restrictions forced a hiatus in 2020 and 2021. The event returned in 2022 with reduced ticket numbers and organizers are seeking Council's permission to hold events in 2023, 2024 and 2025. They are proposing to expand the event from 3 days to 4 days.

For any of the individual requests presented Council may choose to grant the request, deny the request, or grant approval in principle, subject to specified conditions being met. Council may also choose to delay a decision on any matter, to allow further information to be gathered. Council is permitted to make a decision relating to topics covered by a delegation at the same meeting, although Council's standard practice (unless matter is time-sensitive) is to defer a decision so that the material presented can be thoroughly considered.

- B. **Discussion:**

Additional Day

RECOMMENDATION: THAT the Village of Kaslo approve expanding the Kaslo Jazz Etc Summer Music Festival from a three-day to a four-day event.

Discussion: Historically, the event has been held on the Friday-Saturday-Sunday of the August long weekend. Organizers are hoping to extend the event to include the holiday Monday, beginning in 2023. The programming on Monday will end at 9 p.m. and the organizers expect that the expanded event will attract more visitors and increase profitability. They would like a prompt decision, so that they can commence advertising. Increasing the festival length by one day may have unanticipated impacts on the community.

Three Year Term

RECOMMENDATION: THAT the matter of a multi-year term agreement between the Village of Kaslo and the Kaslo Jazz Etc Society be deferred until after a debrief of the 2023 event.

Discussion: A request for a three-year term was received in 2019, and again in 2022. Last year Council decided to postpone a decision until after the debrief for the 2022 event. Mitigation strategies have been identified for most concerns raised, but the matters of access to the boat launch and boat club parking remain outstanding. Increasing the festival length by one day may have unanticipated impacts on the community. If the festival length is going to increase, staff recommends delaying a decision on multi-year events until after a debrief of the 2023 event.

Staff recommends referring the following matters to the 2023.03.14 Council Meeting to allow for reflection on the material presented by the delegation, and to permit further dialogue with stakeholders regarding contentious issues:

RECOMMENDATION: THAT the consideration of the remaining requests from the Kaslo Jazz Etc Society be referred to the 2023.03.14 Council Meeting.

Camping (Arena-Riding Club)

Discussion: Since lands at the Arena/Riding Club have been leased to other organizations, their consent should be secured before making any further assignment of rights for the subject lands. Prior to making a decision, Council may choose to request detailed plans for staffing and operating the facilities. A Temporary Use Permit may be required.

Kaslo Bay Road Closure

Discussion: The proposed road closure will improve public safety by restricting the number of vehicles that have access to the area during periods of heavy use. However, this does limit access to the public boat launch and boat club facilities. Several requests have been received for continued access to the public boat launch over the course of the holiday weekend. Staff recommends deferring a decision on this topic until stakeholder consultation can occur.

Park Rental (Extended Hours)

Discussion: The proposed hours for the Friday-Sunday event are unchanged from 2022; the Monday programming is slated to end at 9 pm and does not require permission for extended hours.

Noise Bylaw Exemption

Discussion: The proposed hours for the event are unchanged from 2022. The Monday programming is slated to end at 9 pm and does not require a noise bylaw exemption.

Banner

Discussion: Past events have seen Kaslo's name blocked by the banners which is undesirable and should be avoided. If affixing the banner to existing signs can not be done in a manner that complements rather than blocks the existing signs, alternate means of display should be considered. There were no problems in 2022.

Beer Garden

Discussion: The Kaslo Jazz Etc. Society wishes to hold a Beer Garden fundraiser as part of the 2022 Jazz Fest event. Financial reporting from 2022 is required. No further public consultation is required.

Kaslo Bay Road – Dust Control

Discussion: Jazz Fest is requesting maintenance in Kaslo Bay Park that exceeds the level of service that has been budgeted (and staffed) for. These expenses should be borne by the event organizers. Work will be completed as crew time allows. Rough cost estimates can be provided in advance of the work being done.

Portable Toilets (use at Kaslo Bay Campground July 27-Aug 3)

Discussion: The toilets can be rented at the per unit cost of \$70/week. A damage deposit of \$500 applies to the first unit, plus \$105 for each additional unit. The toilets must be returned in clean condition and all waste must be disposed of by the organizers. The Village's sewer system may not be used for disposal of waste.

Kaslo Shipyard Parking

Discussion: The organizers have requested that these spaces be designated from August 2-8 however the event runs from August 4-7. Staff does not recommend reserving the spaces for patrons on days when no event is taking place.
Vehicle access to the public boat launch and boat club facilities has raised public concern. .
Staff recommends deferring a decision on this topic until stakeholder consultation can occur.

Trees (limb/remove, esp. cottonwoods)

Discussion: Jazz Fest is requesting maintenance in Kaslo Bay Park that exceeds the level of service that has been budgeted (and staffed) for. These expenses should be borne by the event organizers. Work will be completed as crew time allows. Rough cost estimates can be provided in advance of the work being done.

C. Attachments:

- Letter dated 2022.02.06 from Paul Hinrichs
- Special Event Permit Application
- Noise Bylaw Variance Application
- Beer Garden Licence Application

D. Financial Implications: The applicable fees are as follows:

| Kaslo Jazzfest Fees & Charges (from Bylaw 1271) | | | | |
|---|-----|----------|----------|---|
| | Qty | Charge | Amount | |
| Rental, Kaslo Bay Park | 7 | \$ 150 | \$ 1,050 | Event days plus setup and tear down while they need exclusive use of park |
| Large Event Fee | 4 | \$ 1,000 | \$ 4,000 | 3-day event |

| | | | | |
|------------------------|---|--------|-----------------|--|
| Temporary Use Permit | 1 | \$ 500 | \$ 500 | To allow camping in areas where it is not normally permitted (Arena Ave) |
| Street Closure Permit | 1 | \$ 20 | \$ 20 | Kaslo Bay Road |
| Portable Toilet Rental | 3 | \$ 70 | \$ 210 | |
| | | | \$ 5,780 | |

If multiple Temporary Use Permits (TUPs) are required, applicable fees will increase.

There may be additional charges that apply, as outlined below:

| Other Variable Fees & Deposits | | | | |
|---|-----|---------|---------|--|
| | Qty | Charge | Amount | |
| Damage Deposit | 1 | \$ 250 | \$ 250 | This fee is per facility, refundable |
| Portable Toilet Deposit | | \$ | \$ 710 | For 3 units, refundable |
| Cleaning Services | 1 | At Cost | At Cost | Jazzfest is responsible for cleaning but Village may charge for services if any additional cleanup is required |
| Village Crew Time & Equipment | 1 | At Cost | At Cost | Depends on what Jazzfest requests, such as site preparation, extra beach cleanup, tree trimming |
| Vendor Event Business Licenses | 20 | \$ 10 | \$ 200 | Assuming 20 vendor booths in Kaslo Bay Park, payable by organizer |
| Other Mobile Vendors | 1 | \$ 25 | \$ 25 | Vendors, such as food trucks, located outside the park, payable by vendor, each |

E. **Corporate Priority:** Nil

F. **Communication Strategy:** Decisions will be communicated to the applicant.

CAO Approval: [Date approved by CAO]



KASLO JAZZ ETC. SOCIETY

#S-30170

T (250) 353-7577 F (250) 353-7577
Box 1293, Kaslo, B.C., Canada, V0G-1M0

kaslojazzfest.com
info@kaslojazzfest.com

Feb 6, 2023

Ian Dunlop, CAO
Village of Kaslo

Dear Ian,

Re: Use of Kaslo Bay Park for the annual Kaslo Jazz Etc Summer Music Festival 2023-25

Installation of production equipment for the 30th Annual Kaslo Jazz Etc Festival in Kaslo Bay Park will begin on July 24th 2023 and every effort will be made to have the park left in better condition than found for August 13th 2023. During pre **and post**-production time, the park and Kaslo Bay Park Rd will remain open to the public. Beginning at 8am Wednesday **Aug 2nd** 2023, we request exclusive use of Kaslo Bay Park, and permission to close Kaslo Bay Park Road to non-festival **and non-emergency** vehicle traffic.

We are requesting the following for a term of three years (2023/2024/2025):

1. **Approval to add the Holiday Monday to our programming (2pm - approx 9pm)**
2. **Renewal of the agreement for camping on municipal lands – The Riding Club, The Arena, as well as the grounds between The Arena & Riding Club. KJES will facilitate the operation of these campgrounds with partnership from regional NPO's who will operate the campgrounds directly as fundraisers.**
3. **Closure of Kaslo Bay Park Rd from the cenotaph to Kaslo Bay Park entrance and designating the road as a NO PARKING ON ROADWAY - TOW AWAY ZONE from 8am the Wednesday prior through 8am the Tuesday after the festival.**
4. **An extension of the park use rental for an additional 3 hours (until 12am) for the Friday, Saturday & Sunday of festival operation. Please see attached noise bylaw variance request for 2023, and apply same conditions to 2024 and 2025.**
5. **Continued support by the Village crew on park clean-up, maintenance and improvements.**
6. **Request to add a Kaslo Jazz Etc Festival banner to the 'Welcome to Kaslo' signs on the highways over the August long weekend.**

Proud organizers of the Kaslo Jazz Etc. Summer Music Festival, held every August Long Weekend

For 2023, we also request:

7. Beer Garden license for **Aug 4 – 7, 2023**. See attached application.
8. Assistance with dust control on Kaslo Bay Park Rd
9. **Rental** of Village of Kaslo portable toilets for Kaslo Bay Campground, as in previous years, from Wednesday, **August 2nd** until Wednesday, August **9th**.
10. Permission to reserve the ten (10) "Kaslo Shipyard Company" parking spaces on Kaslo Bay Park Rd. from Wednesday, **August 2nd** to **Tuesday, August 8th** to be used for Accessible / Mobility impaired patron parking.
11. Tree maintenance immediately prior to the festival for patron safety. Anything that can be done to prevent falling cottonwood branches in Kaslo Bay Park is appreciated.

As indicated in this letter and our various applications, you will notice that we are considering a 4 day festival this year by adding a shorter day on the Monday. As it is a holiday in BC and our event sold out in record time in 2022; we believe this is an appropriate way to sustain the festival through these challenging economic times without increasing daily attendance and still maintain similar attendance and operating hours as 2022. By adding a 4th day, this will allow more people to experience the festival, ease the burden on local businesses who are sometimes short staffed on the holiday Monday, and also allow us to remain more financially viable.

In addition, we have asked property owners of both South Beach and "Jazzlo Bay" to provide letters of intent to work with the Festival over the next three years. You will find a signed copy from Quality Property Inc (South Beach) attached to these documents, and we will forward the copy from Terra Investments (Jazzlo Bay) as soon as it arrives.

As part of our commitment to enhancing Kaslo Bay Park, KJES is pleased to provide approximately 100 hours of volunteer labor towards improving the park environment.

The KJES recognizes that the Kaslo Jazz Etc. Summer Music Festival puts extra demand **on the Village of Kaslo's resources** such as sewer system usage, garbage pick-up, and by-law enforcement. The KJES **acknowledges the impact of this event on the residents, stakeholders, and the environment** and gladly supports an appropriate permit fee as required by the Village.

Sincerely,



Paul Hinrichs,
Executive Director

"Special Event" means any publicly advertised event, open to the general public and conducted within a Park which attracts or is intended to attract participants or spectators, except weddings, christenings and group picnics.

Pages 1 and 2 of this form can be used for a basic park rental.

Page | 1

Special Event Permit
(Section 8)

Permit No. _____

APPLICATION FOR SPECIAL EVENT PERMIT/PARK RENTAL

Name of Applicant: Paul Hinrichs
(the "Applicant")

On behalf of (may be same as Applicant): Kaslo Jazz Etc Society
(the "Permittee")

Address of Applicant and Permittee: P.O. Box 1293 - Kaslo

Telephone Number: 250 505 5880 Fax Number: _____

Nature of Event or Activity: 30th Annual Kaslo Jazz Etc Festival
(the "Event")

Number of Participants (Estimated): 2000

Date(s) of the event: Aug 4-7, 2023

Time: From: 2 a.m./p.m. to 12 a.m./p.m.

Location of Event: KASLO BAY PARK
(the "Permit Area")

The Permittee hereby applies to the Village of Kaslo (the "Village") for permission to hold the Special Event in the Permit Area on the date and at the time specified above.

In consideration of the issuance to the Permittee of a permit for the Event, the Permittee agrees that the terms and conditions set out on the following pages form part of this Permit, and agrees to fully comply with and be bound by these terms and conditions.

THE APPLICANT HAS READ AND UNDERSTOOD THE TERMS AND CONDITIONS AND AGREES THAT THEY WILL BE OBSERVED BY THE PERMITTEE, ITS OFFICERS, EMPLOYEES, SERVANTS, AGENTS, LICENSEES AND INVITEES.

VOK INITIALS _____

PERMITEE INITIALS [Signature]

The applicant warrants and represents that it has the power, authority and capacity to enter into this agreement on behalf of the Permittee and to bind the Permittee with its signature.

The return of this application to the Applicant, signed on behalf of the Village of Kaslo will constitute the issuance of a Permit for the Event.

Page | 2

Dated this 6 day of Feb, 2023.

Signed, Sealed and Delivered by the)
Applicant ON BEHALF OF)
the Permittee in the)
presence of:)

Charmaine Lynch)
Witness)

P.O. Box 743 - KASLO)
Address)

Propel Studios)
Occupation)

[Signature])
Signature of Applicant)

Paul Hinrichs)
Applicant's Printed Name)

THIS PERMIT IS HEREBY ISSUED ON THE TERMS AND CONDITIONS SET OUT BELOW.

VILLAGE OF KASLO, by its authorized signatory,

_____,
CHIEF ADMINISTRATIVE OFFICER

VOK INITIALS _____

PERMITEE INITIALS [Signature]

TERMS AND CONDITIONS OF SPECIAL EVENTS PERMIT

Specific Terms and Conditions (to be completed by the CAO or Deputy Clerk)

Page | 3

Term of Permit

2. This permit shall be valid only for the date and time set out on the application unless the Permittee is granted an extension, in writing, by the Village. ✓

Insurance

3. If required by the Village, the Permittee shall obtain and maintain comprehensive general liability insurance including, without limitation, coverage for indemnity provided herein, with an insurer and on terms satisfactory to the Village, including that the Village be a named insured. Prior to the issuance of this Permit, if so required, the Permittee shall deliver to the Village evidence, in a form satisfactory to the Village, that the Permittee has obtained comprehensive general liability insurance with coverage of not less than \$2,000,000 per accident or occurrence, including \$2,000,000 for the bodily injury, death, property damage, economic loss and all other loss and damage affecting any persons or property arising out of or in any way connected with the Event for which this Permit is issued. ✓
\$2 million

Indemnity

4. The Permittee hereby releases, indemnifies and saves harmless the Village and its officers, servants, agents, employees and others from and against all costs, losses, damages, compensation, claims, demands, actions, judgements and expenses, including actual legal expenses of every kind, description and nature whatsoever, in any way connected with or arising from the Event, in whole or in part, including but not limited to, any death or injury to persons or property loss or damage resulting from any acts or omissions of the Permittee, its directors, officers, employees, agents, contractors, subcontractors and others, or that would have not occurred but for the use or occupation of the Permit Area by the Permittee. ✓

5. The Permittee shall conduct the Event in the Permit Area only and no other lands or premises may be used by the Permittee for the Event. ✓

6. The permission granted to the Permittee in this Permit to use the Permit Area for the Event is personal and cannot be assigned, conveyed, transferred or alienated in any way to another individual, organization or corporation without the prior written consent of the Village. ✓

7. The Permittee shall use the Permit Area with care and in a manner that does not unreasonably interfere with or detract from the general public's enjoyment of the Permit Area. The Event shall be conducted in a manner which is compatible with public health, welfare, safety and recreation. ✓

VOK INITIALS _____

PERMITEE INITIALS _____



8. At all times that the Event is in progress, two designated competent and trustworthy representatives of the Permittee must be present and responsible for the conduct of the Event in accordance with the terms and conditions of this permit. ✓

9. The Permittee, or its designated representatives, shall advise all attendees of the Event that they must adhere strictly to the terms and conditions of this Permit. ✓ Page | 4

10. The Permittee shall leave all lands, buildings, structures, equipment and other property in a neat, clean, tidy and undamaged condition. Failure to do so may result in a fee being levied for maintenance and repair. The Permittee, or its designated representatives, shall immediately report any damage to the Village. ✓

11. The Permittee shall ensure that persons attending the Event conduct themselves in an orderly manner and promptly comply with any reasonable instruction of any representative of the Village in respect of the conduct of the Event. ✓

12. The Permittee represents and warrants that the event shall not include any violence, crime or disorderly conduct. ✓

13. The Permittee shall comply with all applicable laws, including all bylaws, rules and regulations of the Village. ✓

14. If alcohol is to be served at the Event, the following terms and conditions apply:

(a) the Permittee shall obtain a special occasion liquor licence; ✓

(b) The Permittee shall comply with all provisions of the British Columbia Liquor Control and Licensing Act and regulations as amended; ✓

(c) if the Event is to continue past dusk, the Permittee shall ensure that the area is properly illuminated by artificial lights.

15. The Permittee shall ensure that all vehicles are parked only in designated parking areas. ✓


16. The Permittee must conduct the Event so as not to interfere with normal traffic flow on roadways within the Park. No roadway closures shall be permitted except as set out in this Permit. ✓

17. The Park Operator or other person designated by the Village may revoke this permit without notice and without payment of any damages if the Permittee does not comply with the terms and conditions of this permit or with any applicable legislation. ✓

18. The Permittee must conduct the Event as described herein and shall not deviate from this description or the terms and conditions of this Permit. ✓

19. This Permit shall endure to the benefit of and be binding on the parties hereto and their respective heirs, executors, administrators, successors and permitted assigns. ✓

VOK INITIALS _____

PERMITEE INITIALS 

Mayor and Council
Village of Kaslo
Box 576
Kaslo, BC VOG 1M0
or Email admin@kaslo.ca

VILLAGE OF KASLO
SCHEDULE A

APPLICATION TO VARY NOISE ABATEMENT BYLAW 1079

All applications must be received by the Village of Kaslo 30 days in advance of date proposed for any variance

Date: February 6th 2023

Name of Applicant: Kaslo Jazz Etc Society (KJES)

Mailing address: PO Box 1293

Authorized contact: Paul Hinrichs
Telephone Number: 250 505 5880
Email: info@kaslojazzfest.com

Bylaw section # variance requested:

2. Without limiting in any way Section 1 of this Bylaw, persons are specifically prohibited from carrying out the following activities within the boundaries of the Village of Kaslo that disturb or are liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public:

- (i) the use of any instrument or any device for the production or amplification of sounds, between ten

o'clock PM and eight o'clock AM, in or upon private premises or any public place; and

Dates requested:

- Aug 4 - 7, 2023
- Aug 2 – 5, 2024
- Aug 1 – 4, 2025

Maximum variance permitted is 3 hours.

*Requesting a variance of 2 hours (10pm-12am) per evening.

Reasons for variance:

To increase revenue for the Kaslo Jazz Etc Festival through (a.) ticket sales and (b.) onsite vendor sales, thereby securing the (c.) continued existence of the event and (d.) all related economic and cultural benefits to the community of Kaslo.

(a.) Later festival running time will appeal to a more diverse audience demographic.

(b.) It will also allow vending to continue during peak sales times, which will allow the festival to capitalize indirectly through vendor's fees, as well as directly through merchandise and alcohol sales.

(c.) The festival saw a decrease in revenue for several years, which seriously threatened the ability of KJES to continue providing this event. The Society has been taking measures to mitigate this trend, with some success. The financial losses were severe, but getting better as previous festivals have sold out, and KJES is confident that the festival will continue to show continued greater success. In order to ensure the sustainability of the event, KJES must aggressively pursue all opportunities for generating income.

Remaining open for two additional hours in the evening when onsite sales are at their peak will substantially improve KJES's ability to meet operating costs for the festival. This is not the only avenue KJES is pursuing to increase revenue generation, but it is a significant and necessary one.

(d.) A successful festival is good for Kaslo. While the extra operating hours on festival grounds may detract partially from sales in Kaslo's downtown establishments, KJES urges all affected parties to consider what the loss of this event would mean for the community and the businesses within it.

Supporting documentation attached:

Financial reports:

2020

2021

Authorized signatory (Signature):

A handwritten signature in blue ink, consisting of a large, stylized 'S' followed by a series of loops and a long horizontal stroke extending to the right.

SCHEDULE "A"
To Bylaw 1052

VILLAGE OF KASLO
BEER GARDEN LICENCE APPLICATION

NAME OF ORGANIZATION: KASLO JAZZ Etc Society

NAME OF APPLICANT: Paul Hinrichs

OFFICIAL POSITION: Exec. Director

HOME ADDRESS: PO Box 1271- AINSWORTH, BC

TELEPHONE: HOME: _____ WORK: _____ CELL: 250 505 5880

APPROXIMATE NUMBER OF PEOPLE ATTENDING: 2000

COMMUNITY PROJECT OR CHARITABLE AGENCY TO RECEIVE NET PROCEEDS:

KJES.

NAME OF EVENT: 30th Annual Kaslo Jazz Etc Festival

TIME & DATE(S) OF EVENT: Aug 4-7, 2023 / 2pm-11pm

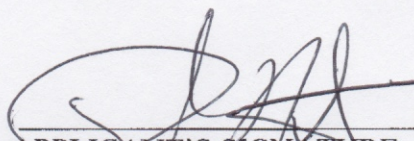
LOCATION OF EVENT: KASLO BAY PARK

CIVIC ADDRESS: 224 KASLO BAY PARK RD

NAMES OF CONTROLLERS: cloë Bayeux-Holland

☒ PROOF OF LIABILITY INSURANCE ATTACHED

SKETCH OF SITE (on reverse side of this form)



APPLICANT'S SIGNATURE

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

VILLAGE OF KASLO
BEER GARDEN REGULATIONS

The minimum standards for a Beer Garden are as follows:

1. Adequate fencing and type of fencing as determined by the issuing authority (RCMP) will be no lower than 5 feet in height. ✓
2. Entry and exit points must be controlled during hours of operation by a responsible adult representing the holder of the licence to ensure that beer and wine are not taken out or passed out of the garden over the fencing. ✓
3. Beer and wine are to be served in plastic or paper containers only. ★ *stainless steel*
4. Suitable washroom and any other related facilities requested by the Village are to be provided. A letter from the appropriate authority must accompany your application for a Liquor Licence indicating you have satisfied this requirement. ✓
5. The sketch of the designated Beer Garden area must be included in the application form. ✓
6. Food must be available at all times. ✓
7. The sponsoring organization will supply sufficient personnel to provided adequate security to police the function. ✓
8. Prior to opening the Beer Garden to the public, a request must be made to the RCMP to have an officer on duty inspect the facility to ensure it meets all physical requirements. ✓
9. Dates issued and not used for whatever reason must be returned to the Village of Kaslo for redistribution. ✓

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS.

ACKNOWLEDGED: _____

(Applicant)

INSPECTED BY: _____

(RCMP, Kaslo Detachment)

DATE: _____

TIME: _____

VILLAGE OF KASLO
BEER GARDEN LICENCING APPLICATION REGULATIONS

Beer Garden licencing is for use by leagues, groups, organizations or societies who wish to use municipal or private facilities, or areas not enclosed, for the purpose of selling beer and wine for public functions.

All applicants must abide by the rules and regulations as set forth by the Province of British Columbia and the Village of Kaslo.

1. Each applicant must:

- (a) Be a bona fide organization, complying with the Liquor Distribution Act;
- (b) Include the municipality as an additional named insurance on the organization's liability insurance policy for a sum not to be less than Two Million (\$2M) Dollars;
- (c) Complete all application forms in all respects and submit to the municipality on the approved application form thirty (30) clear days in advance of the event, and;
- (d) Submit financial reports to the municipality within 60 days of the event and clearly indicate where funds are used. Failure to comply may result in refusal of licencing in subsequent years.

2. Minimum standards for the enclosed Beer Garden area are as follows:

- (a) Adequate fencing and type of fencing as determined by the RCMP will be no lower than five (5) feet in height.
- (b) Entry and exit points must be controlled during hours of operation by a responsible adult representing the holder of the licence to ensure that beer and wine are not taken out or passed out of the garden over the fencing.
- (c) Beer and wine are to be served in plastic or paper containers only. *★ Stainless Steel*
- (d) Suitable washroom and any other related facilities requested by the municipality are to be provided. A letter from the appropriate authority must accompany your application for a Liquor Licence indicating you have satisfied this requirement.
- (e) Food must be available at all times.
- (f) The sponsoring organization will supply sufficient personnel to provide adequate security as determined by the RCMP to police the function.
- (g) Prior to opening the Beer Garden to the Public, a request must be made to the RCMP to have an officer on duty inspect the facility to ensure that it meets all physical requirements.
- (h) Dates issued and not used for whatever reason must be returned to the municipality for redistribution.

3. Upon approval, a Beer Garden Licence must be obtained from the Liquor Distribution Branch, and approved by the RCMP at least 14 clear days before the event.

4. It is the sponsoring organization's responsibility to ensure that no minors are permitted entry to the Beer Garden, and to check the identification of persons of questionable age and deny them admission if identification is not satisfactory. *★ Open Site License*

5. Proceeds of the function should be for charitable or public purposes. Any profit accrued shall not be used by the organization to improve its own well being.



REPORT FOR INFORMATION

PREPARED BY: Ian Dunlop, CAO

DATE: February 7, 2023

SUBJECT: Library New Building Project

PURPOSE: To provide information on the Library Building Project in anticipation of the Village submitting a grant application for the building's construction.

SUMMARY: The Kaslo & District Public Library Association has been pursuing their dream of constructing a new purpose-built library in downtown Kaslo for several years. This report provides an update on the design and costing of the project, details of the new grant opportunity, fundraising and financial commitments, and project risks.

RECOMMENDATION:

That Council directs staff to submit an application to the Canada Green and Inclusive Buildings Fund towards construction of a new Kaslo & District Public Library building.

ANALYSIS:

A. Discussion:

Detailed design drawings and a class B cost estimate for the new Library building were completed last year in anticipation of a future grant opportunity that could fund construction. The Library used their own funds, acquired through fundraising and other grants, to complete the design work. Having these shows the grant funder that the project has been well thought out and has less risk of cost overruns and delays.

Under the Library Act, a Public Library Association (PLA) cannot own large capital assets including land or buildings. The Village and Library already partnered on acquiring the land for the site of the new library on Front Street at the corner of Fifth Street. The land was acquired thanks to a grant from Columbia Basin Trust and the Library's fundraising efforts to pay the Village back for the \$300,000 acquisition. The building project will also be completed in partnership with the Village and the Library. The Village is the owner of the project, will own the land and building, and lease the building back to the Library to cover the operating and capital renewal costs.

This Library project was included in the 2022-2026 5-year financial plan in anticipation of grant funding, with construction starting in 2024. Of course, the project won't go ahead without substantial grant funding. Raised funds can be used to leverage large grants by providing the applicant's matching funds. For example, \$1 contributed by the applicant from fundraising/donations can leverage \$3 to \$4 in funding from capital grant programs.

An application to the Investing in Canada Infrastructure Program (ICIP) was submitted in 2020. The grant application was turned down, largely because the funds raised to that date were insufficient. The Library has since worked hard to fundraise and several very generous donations have been received. The Village has not made a direct financial contribution other than initially

funding the land acquisition (since reimbursed) and staff time and resources in-kind towards supporting the project planning and donation/reserve fund management.

The Library issued a request for proposals for architectural services to develop the design drawings and cost estimate. Carscadden Stokes McDonald Architects Inc was the successful proponent. The Library used a portion of their raised funds towards the cost. The design includes high standards for sustainability, energy efficiency and climate, which are important considerations for the large capital grant programs.

The Green and Inclusive Community Buildings grant is a federal program that would cover 60% of the project costs, including costs to date (eg. design drawings, class B estimate) other than land acquisition. The earlier ICIP program would have funded up to 73.3% of costs but excluding any costs to the date of the grant award.

B. Attachments:

Green and Inclusive Community Buildings Applicant Guide
Project Budget Detail
Design Drawings and Cost Estimate Report

C. Financial Implications:

The Library Building Project is included in the 2022-2026 Financial Plan with an estimated cost of \$4.1 million. The current estimate is \$4.5 million, which includes a cost escalation for inflation over the past year. With the land acquisition and setting some money aside for future capital renewal, the total project cost is \$4.9 million.

| | |
|---|------------------|
| Total funds raised towards the project to date: | \$863,670 |
| Potential GICB grant (60%) | \$2,460,000 |
| Potential grants from others (CBT, BC, and foundations) | \$1,050,000 |
| Potential Canada Community Building Fund (RDCK & Village) | \$100,000 |
| Donations and fundraising by Library over next 2 years | \$250,000 |
| Interest on invested funds | \$15,000 |
| <i>Shortfall needed from other sources</i> | <i>\$161,330</i> |

*Potential grants are unconfirmed, but confirmation is expected by the time GCIB is announced.

The Village, as owner of the project and the future capital asset, will be taking on the financial risk of the project, including the shortfall if other sources of revenue are not identified. There is also the risk of cost overruns due to unexpected conditions and inflation. The Village also assumes the future risks associated with operating, maintaining and renewing the building if the Library is unable to do so, or the Library's core funding through the Regional District of Central Kootenay and provincial library grants are insufficient. The Village would not be able to dispose of the building through sale or lease to another party for at least 6 years from the date of completion as a requirement of the GCIB grant.

The Village does have tools and financial resources to cover a shortfall or unanticipated costs. The Village can borrow money can be borrowed on a short-term basis (5 years or less) without elector approval. Drawing from capital reserve funds is also permitted for eligible expenditures. The funds include the Canada Community Building Fund, Buildings Fund, Climate Action Fund (if directed towards energy efficiency costs), and Contingency Reserve. Borrowing can be recovered through taxation if the Library's efforts to fundraise on an ongoing basis fall short.

The Library will be taking on a significantly higher overhead cost to operate the new library building than in its current location in the basement of City Hall. Even with the improved energy efficiency of the building, it is 4 times the size. The Library is aware that they will need to cover operations, maintenance and capital renewal costs and contribute a minimum of \$10,000 towards a reserve fund to cover those future costs. The Library's ability to raise funds through tax requisition is limited by the RDCK service agreement and bylaw. The Library's current 5 year financial plan does not incorporate costs for the new library.

Risks are mitigated through contingencies built into the project budget and the Village being the owner of the building and therefore in control of the construction procurement and management. But there is an obligation to meet the energy efficiency and accessibility requirements of the GICB program, so any cost-cutting measures like using less expensive building materials that have lower energy ratings would not be acceptable to the program and could jeopardize the funding.

Overall, the risks are manageable. The cost for professional project/construction management is also included in the project budget so it is not burdensome on Village staff capacity. If the other grants are confirmed, the amount to be raised through future fundraising is also low risk. Another consideration is the strength of the Class B cost estimate and level of detail in the design drawings, which includes engineering analyses for plumbing, HVAC, electrical and structural design, which all provide a high level of confidence that the project has been well thought-out, tailored to the requirements of the GICB program, and thereby minimizes risks.

D. Corporate Priority:

Supporting the construction of a new library is identified as one of Council's strategic priorities for capital projects in the 2021 Corporate Strategic Plan.

E. Communication Strategy: To be determined if the grant application is successful.

Ian Dunlop, CAO

Green and Inclusive Community Buildings

Applicant Guide

Version Date: December 2022



Infrastructure
Canada

Canada

What is the objective of the Green and Inclusive Community Buildings Program?

The Green and Inclusive Community Buildings (GICB) Program is a national merit-based program with the objective of improving the availability and condition of community buildings in Canadian communities experiencing higher needs and who are currently underserved. At the same time, the Program helps to stimulate the economy while creating good job opportunities and aligning to the goals of Canada's strengthened climate plan.

The Program advances the Government's climate priorities by improving energy efficiency, reducing GHG emissions, and enhancing the climate resilience of community buildings.

How does the Program work?

The Government of Canada announced up to \$1.5 billion in federal funding over five years to establish the GICB Program. The Program support retrofits, repairs or upgrades of existing publicly-accessible community buildings and the construction of new publicly-accessible community buildings that serve underserved and high-needs communities across Canada.

Community buildings are non-commercial community-oriented structures and spaces that provide open, available, and accessible community services to the public. With this Program, the Government of Canada is making investments to improve the availability and condition of community buildings – in particular in areas with populations experiencing higher needs – while also making the buildings more energy efficient, lower carbon, resilient, and high performing.

The Program focuses on publicly accessible community buildings with a recognition that these structures and spaces are at the heart of community vitality: they are the places where Canadians gather, access essential services, and learn and play. The quality, availability and location of these spaces – along with the services that they sustain – play a meaningful role in fostering inclusion in society and combating systemic inequities.

How does this Program fit in with Canada's fight against climate change?

The GICB Program is part of Canada's strengthened climate plan, which was introduced in December 2020 as the Healthy Environment and a Healthy Economy. The Program supports the first pillar of the plan by improving the places where Canadians live and gather – which will cut pollution, make life more affordable and create thousands of jobs in construction.

Funding through this Program will build and adapt community buildings to reduce carbon emissions, advance best practices to implement GHG mitigation measures, foster awareness and alignment to green building standards nationally and internationally, and encourage best practices in building design for climate change resilience. Investments in the repair and construction of community buildings will generate employment and community development opportunities, helping communities to recover from the economic impacts of COVID-19.

Who can apply to the GICB Program?

Funding under the GICB Program is provided directly by Infrastructure Canada to recipients at the local community level.

Eligible applicants include:

- A municipal or regional government established by or under provincial or territorial statute
- A provincial or territorial government
- A public sector body that is established by or under provincial or territorial statute or by regulation or is wholly-owned by a province, territory, municipal or regional government, including, but not limited to:
 - Municipally-owned corporations (e.g. autonomous organizations owned by municipalities, used to produce or deliver local public services outside the local bureaucracy, such as water management, economic development or tourism agencies)
 - A provincial or territorial organization that delivers municipal services (e.g. community health services)
 - Any other form of local governance that exists outside of the municipality description (e.g. local service districts)
- Federally or provincially incorporated not-for-profit organizations and registered charities
- Indigenous recipients
 - Indigenous Governing Body, including the following:
 - A band council within the meaning of section 2 of the [Indian Act](#)
 - A First Nation, Inuit or Metis government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between His Majesty the King in right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation
 - A First Nation, Inuit or Metis government that is established by or under legislation whether federal or provincial that incorporates a governance structure
 - A federally or provincially incorporated not-for-profit organization whose primary mandate is to serve Indigenous peoples (e.g. Friendship centres, aboriginal women's associations)
 - Not-for-profit Indigenous development corporations

Ineligible applicants include, but are not limited to:

- Commercial and for-profit organizations
- Individuals and private citizens
- Federal entities, including federal Crown corporations

To be considered eligible for funding, applicants must demonstrate that they have the required authority to undertake the project on the building/asset or land.

Please Note:

- The **Primary Contact** must be directly affiliated with the applicant organization and duly authorized to submit an application.
- The **Secondary Contact** may be a third party engaged to support in the completion of an application (as applicable).

What kinds of projects are eligible for funding?

The GICB Program funds two types of projects:

- **Retrofits, repairs and upgrades to existing community buildings.** Retrofits are changes to an existing building/asset that seek to renovate, upgrade, or repair aspects of the building/asset in a manner that improves environmental outcomes. Retrofits must be to a facility that is fully accessible to the public and that will provide non-commercial services to the community. For a detailed description of retrofit projects and their conditions for eligibility, see the section below "[Retrofits - Applying for funding for retrofits, repairs and upgrades to existing buildings.](#)"
- **The construction of new community buildings.** New builds must be of a building/asset that is open and fully accessible to the public and that will provide non-commercial services to the community. For a detailed description of new build projects and their conditions for eligibility, please see the section below "[New builds - Applying for funding for the construction of new community buildings.](#)"

To be eligible for funding, retrofitted and new buildings must be in areas with underserved populations experiencing higher needs and be the site of programming and/or activities that demonstrably serve these populations.

Types of projects and funding streams

The GICB Program has two main funding streams: a continuous, non-competitive intake for small and medium retrofits, and a scheduled, competitive intake process for large retrofits and new builds.

Continuous intake stream for small and medium **retrofit projects** across Canada.

- **Small retrofit projects** are those that range in size from \$100,000 to \$249,999 in total eligible costs.
- **Medium retrofit projects** are those that range in size from \$250,000 to \$2,999,999 in total eligible costs.

Scheduled competitive intake for **large retrofits** and **new buildings** across Canada.

- **Large retrofit projects** are those that range in size from \$3,000,000 to \$25,000,000* in total eligible costs.
- **New build projects** are those that range in size from \$3,000,000 to \$25,000,000* in total eligible costs.

* Projects in excess of \$25,000,000 may be considered on a case-by case basis.

A minimum of \$150 million will be allocated on a distinctions-basis to Indigenous projects being led by and for Indigenous populations and communities. Indigenous applicants are encouraged to apply for projects of all types and sizes.

How do I apply?

Applications will be accepted **until February 28, 2023 at 15:00 (Eastern Time)** through Infrastructure Canada's online and accessible application portal. Applicants who are unable to apply through the portal are asked to reach out to the GICB Program team at gicbp-pbcvi@inf.gc.ca

Eligible applicants must submit a separate application for each project they wish to have considered for funding.

In case of multiple applications from a single applicant, applicants must provide ranking information regarding the priority of each project.

How is the size of my project determined?

The size of a project is based on total eligible costs. This figure is lower than total project costs because certain expenses will not be reimbursed by Infrastructure Canada (e.g., land, lease of building, staff salaries, maintenance and operations, etc.)

*Please refer to the sections **What costs are eligible?** and **What costs are ineligible?** to determine the federal contribution for your project and the balance of funds your organization will need to secure for your project.*

*The maximum federal contribution amount approved is described in the section entitled **How much of my costs will this program cover?** Any cost increases or overruns for the project will be the responsibility of funding recipients.*

Continuous intake stream

Applicants with **small and medium retrofit projects** to existing community buildings ranging in total eligible cost from \$100,000 to \$2,999,999 are accepted on a continuous basis **until February 28, 2023 at 15:00 (ET)**.

The selection of projects for funding is based on eligibility criteria and the achievement of a minimum merit threshold as well as the availability of funding. For more details on eligibility and merit criteria for the continuous intake stream, please see "[How will my application for retrofit funding be evaluated?](#)"

Scheduled intake stream

Applications for **large retrofit projects** to existing community buildings or **new community building projects** with total eligible costs ranging from \$3 million to \$25 million* are accepted through a scheduled, competitive intake process **until February 28, 2023 at 15:00 (ET)**.

* Projects in excess of \$25,000,000 may be considered on a case-by case basis.

The selection of projects for funding is based on eligibility criteria and the competitive evaluation of all applications using merit criteria. For more details on eligibility and merit criteria for the scheduled intake stream, please see "[How will my application for retrofit funding be evaluated?](#)" and "[How will my application for funding for a new building project be evaluated?](#)"

What are the minimum requirements for buildings?

The following are required for projects of all types, sizes and streams:

- The building/asset must be a non-commercial community-oriented structure or space that provides open, available, and publicly-accessible community services.
- The building/asset must be located in an area with underserved populations experiencing higher needs and be the site of the publicly-accessible programming and/or activities that demonstrably serve these populations.
- The building/asset must be an eligible asset type.
- At least two-thirds of the building/asset's floor space must be used for publicly open and accessible services. Please see section below on [Mixed-Use Buildings](#).
- The applicant must have authority over the building/asset either as the owner or have secured an agreement with the asset owner for a minimum of 6 years, to carry out the project. (**Note:** Asset ownership will be confirmed for all approved projects through the provision of a signed proof of ownership, a declaration or written authority that the applicant has permission from the owner to undertake the project.)
- Applicants must award contracts in a way that is fair, transparent and competitive. If you have or are planning to award non-competitive contracts (sole source) as part of your project, you must receive authorization from the Government of Canada for these costs to be deemed eligible for federal reimbursement. See section below on [Non-competitive Procurement \(Sole Sourcing\)](#).
- The project must be implemented no earlier than April 1st, 2021, and completed no later than March 31st, 2026.
- Applications for completed projects will not be considered for funding.
- The applicant must submit their building's structural information, energy profile, and GHG emissions using the RETScreen® Expert software (retrofits only).
- The project must not lead to an increase in the building's operational GHG emissions (retrofits only).
- Applicants for new construction projects must demonstrate that a climate risk assessment was conducted and mitigation measures are identified for the project. For retrofit projects, applicants must demonstrate that climate data was examined to identify the risks and associated mitigation measures for the project.
- The applicant must commit to securing the necessary capital to proceed if approved for federal funding.
- The applicant must attest to the manner in which the project conforms to relevant building and construction laws and regulations. This includes the completion (or planned completion) of an environmental assessment, as well as public and Indigenous consultation as may be required by federal and provincial/territorial governments.
- The applicant must attest to the manner in which the project aligns with building standards and codes that apply to the jurisdiction of the existing building and, as applicable, those set out in the section entitled "[What are the required construction standards for new buildings?](#)"
- All new build project applicants must attest that the project will, at a minimum, meet the highest published accessibility standard(s) – as defined in the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) (or its most recent version) or relevant provincial or territorial building codes, or municipal by-laws.

What are the specific application requirements?

Retrofits - Applying for funding for retrofits, repairs and upgrades to existing buildings

What kinds of buildings can be retrofitted?

The GICB Program provides funding towards retrofits, repairs, and upgrades to the space of a community building that is accessible to the public and provides a community service.

The expansion or addition of 30% or greater of an existing building's footprint* is considered a new build project. Projects involving the demolition of over 30% of an existing building's footprint are also considered new build projects. Projects involving the demolition and/or rebuilding of under 30% of an existing building's floor space and reconstruct/renovate/rebuild up to 30% of the building's baseline footprint are considered retrofit projects.

* A building's footprint provides the outline of a building drawn along the exterior walls, with a description of the exact size, shape, and location of its foundation. Floorspace is the surface area of the floor(s) in a building.

The following community buildings/assets are eligible for retrofit projects:

- Community, culture and recreation facilities (e.g. community centres, public sports and recreation facilities; cultural buildings; libraries; child and youth centres; community adult learning centres; seniors activity centres)
- Community health and wellness facilities (e.g. food safety and security, community food storage facilities, greenhouses and food banks; community health centres; addictions and mental health centres; rehabilitation centres, etc.)
- Indigenous health and social infrastructure facilities (e.g. short-term medical recovery facilities, long-term care facilities/elders lodges, family violence and homeless shelters)
- Indigenous education facilities (e.g. schools, universities and colleges, early childhood and daycares)

What kinds of buildings cannot be retrofitted?

The following types of buildings cannot be funded under the GICB Program:

- Administrative buildings
- Hospitals, police, fire, paramedic/ambulatory stations, long-term care facilities (except Indigenous facilities specified as eligible)
- Daycare centres (except Indigenous facilities specified as eligible)
- Shelters (except Indigenous facilities specified as eligible)
- Religious facilities (places operating for religious worship, training or study; places administering or promoting organized religious activities)
- Multi-unit housing and hospices
- Schools and post-secondary facilities, including their recreational facilities (except Indigenous facilities specified as eligible)
- Projects to be undertaken in a federally-owned building
- Public Works buildings and associated facilities (utilities, water treatment plants, etc.)

What types of retrofit measures are eligible?

Eligible retrofits must include **green** retrofit measures, and, where applicable, must include measures that increase the overall **accessibility and/or safety** of the building.

Green retrofit measures and requirements

Green retrofit measures are those that renovate, upgrade, and/or repair aspects of a physical building in a way that improves environmental outcomes.

In order to be eligible for funding consideration, all retrofit projects are encouraged to achieve at least 25% in energy efficiency improvements compared to the building's baseline energy consumption. Projects with greater energy efficiency improvements will receive a higher score and are more likely to be selected for funding.

Projects that demonstrate the ability to achieve greater GHG emission reductions relative to the building's baseline will receive a higher score.

Examples of retrofit measures could include:

- Sealing with caulking or spray foam
- Adding insulation
- Upgrading lighting systems
- Replacing window glazing
- Updating low-flow faucets with sensors and automatic shut-offs
- Installing sub-metering
- HVAC upgrades
- Implementation of new operating mechanisms such as:
 - An energy management system
 - Building automation system
 - Sensors
 - Control equipment
 - Metering equipment
- Related communication systems to support above renovations

Other examples of retrofits can include but are not limited to:

- Significant reconfigurations to the interior for the purpose of energy savings
- Roof replacement
- Climate resilience retrofits
- Adding or rearranging windows to increase interior sunlight
- Renewable energy retrofits
- Solar PV array
- Wind turbines
- Geothermal exchange systems

Applicants are encouraged to consider including retrofit measures that will increase the resilience of the building to climate change impacts. For example, projects located in a high wind area might consider using wind resistant material or design, and projects located in areas with high risks of flooding may consider flood-resilience design elements.

While resiliency measures and improvements are not required for a project, applicants must demonstrate that they have considered future potential climate impacts on their project, and the current resilience of the asset to those potential impacts.

Accessibility and/or safety retrofit measures and requirements

Retrofit measures that increase an eligible building's accessibility and/or safety are eligible for funding under the GICB Program, as long as the project **also** meets the green retrofit measures criteria (e.g., ambitious energy efficiency improvements).

Please consider the [definitions](#) of "disability" and "barriers" per the [Accessible Canada Act](#) (2019) in your application.

- **Barrier:** means anything—including anything physical, architectural, technological or attitudinal, anything that is based on information or communications or anything that is the result of a policy or a practice—that hinders the full and equal participation in society of persons with an impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment or a functional limitation.
- **Disability:** means any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society.

Accessibility measures within retrofits or renovations can include, but are not limited to the following:

- Wheelchair ramps for accessibility
- Visual fire safety devices
- Firm, slip resistant floor finishes, with no glare or busy patterns
- Widened doorways
- Washroom renovations for wheelchair access
- Automated doorways
- Tactile walking surface indicators
- Installing screen readers
- Assistive listening and communication enhancement technologies
- Constructing a universally designed space
- Smooth, ground level entrances without stairs
- Surface textures that require low force to traverse on level, less than 5 pounds force per 120 pounds rolling force
- Single-hand operation with closed fist for operable components including fire alarm pull stations
- Auditory output redundant with information on visual displays
- Visual output redundant with information in auditory output
- Choice of language on speech output
- Ramp access in swimming pools
- Instruction that presents material both orally and visually
- Labels in large print and/or braille on equipment control buttons

Retrofit projects that intend to include improved accessibility measures are encouraged to meet the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) (or its most recent version) or relevant provincial or territorial building codes, or municipal by-laws.

What kinds of retrofit measures are ineligible?

The following measures and activities are **ineligible** under the GICB Program:

- Electricity and/or energy production, transmission, and distribution
 - Electricity production for sale on the market(except in jurisdictions that require energy to be sold back to the grid)
 - Transmission and distribution infrastructure (district energy)
- Low-emission fuels
 - Fuel transportation infrastructure
 - Production of low emissions fuels for sale on the market
- Research, Development and Demonstration (RD&D)
 - Any RD&D projects aimed at demonstrating the effectiveness of a product or technology used as part of the project must conclude prior to the application. Any concurrent RD&D activities cannot be included in the project scope and costs. Exceptions may be given to certain technologies at the discretion of INFC.

How will my application for retrofit funding be evaluated?

Continuous and Scheduled intake (Small/medium retrofits & Large retrofits)

- Small/Medium retrofit projects with total eligible project costs between \$100,000 and \$2,999,999 are evaluated on a continuous basis, with projects needing to meet or exceed a minimum merit score threshold in order to be granted funding.
- Large retrofit projects with total eligible project costs between \$3,000,000 and \$25,000,000 are evaluated on a competitive basis, with projects being scored and ranked against one another.

Retrofit projects that meet all mandatory eligibility criteria are evaluated based on the strength of the application and will receive a merit score in relation to the following criteria:

Located in and demonstrate the ability to serve one or more communities with high needs:

Projects that provide greater benefits to high need communities will receive a higher score.

Increased accessibility: Projects that increase accessibility and projects that commit to including accessibility elements that meet the highest standards for accessibility will receive a higher score.

GHG Reductions: Projects that demonstrate the ability to achieve greater GHG emission reductions relative to the buildings baseline will receive a higher score.

Energy Savings: Projects that will achieve at least 25% in energy efficiency improvements compared to the building's baseline energy consumption, as calculated with the RETScreen Expert software, will receive a higher score.

Climate resiliency and adoption of best practices: Projects that demonstrate strong climate resiliency considerations and measures will receive a higher score. Applicants must consult climate data to identify climate risks relevant to their project/building location. Projects that provide clear, reasonable and accurate detail for why climate resiliency is already addressed/ not within the scope of the project will not be subject to this criterion and will be assessed relative to other project merits.

Confidence in delivery/risk: Applicants who can demonstrate strong project risk identification and propose practical mitigation measures will receive a higher score. Other factors considered under this criterion include: outcomes of community consultation(s) undertaken, permits identified/obtained, phase of the project's design.

New builds - Applying for funding for the construction of new community buildings

The construction of new community buildings is eligible under the GICB Program in cases where construction will fill a missing or distinct gap in a service requirement of high needs communities where critical community infrastructure is lacking.

What kinds of buildings can be newly constructed?

Eligible new buildings construction projects must be facilities that are accessible to the public and that provide a community service. They include the following:

- Community, culture and recreation facilities (e.g. community centres; libraries, public sports and recreation facilities; cultural buildings; child and youth centres; community adult learning centres; seniors' activity centres)
- Indigenous health and social infrastructure facilities (e.g. community health centres, long-term care facilities/elders' lodges, family violence and homeless shelters)
- Indigenous education facilities (e.g. schools, universities and colleges, early childhood and daycares)

All new building projects must be planned to be completed within the timeframe between April 1, 2021 and March 31, 2026.

What types of new buildings are ineligible?

The following types of buildings cannot be funded under the GICB Program:

- Community health and wellness facilities (e.g. Community health centres, community greenhouses, etc.) except Indigenous facilities specified as eligible.
- Administrative buildings
- Hospitals, police, fire, paramedic/ambulatory stations, long-term care facilities (except Indigenous facilities specified as eligible)
- Daycare centres (except Indigenous facilities specified as eligible)
- Shelters (except Indigenous facilities specified as eligible)
- Religious facilities (places operating for religious worship, training or study; places administering or promoting organized religious activities)
- Multi-unit housing and hospices
- Schools and post-secondary facilities, including their recreational facilities (except Indigenous facilities specified as eligible)
- Projects to be undertaken in a federally-owned building
- Public Works buildings and associated facilities (utilities, water treatment plants, etc.)

What are the required construction standards for new buildings?

On June 21, 2022 the Canada Green Building Council (CAGBC) introduced the latest version (v3) of its Zero Carbon Building (ZCB) Design Standard. In accordance with the requirements set by the CAGBC, all buildings in Canada seeking the ZCB-Design Standard certification must register and certify the design of their building under the new ZCB-Design Standard v3.

All applications for New Build projects under the GICB Program's second scheduled intake will be required to meet the ZCB-Design Standard v3. Exceptions to this requirement will be granted if a project was registered with the CAGBC's ZCB-Design Standard v2 prior to the September 29, 2022 deadline for version 2.

New construction projects will be required to meet the minimum standards below.

Built to be net-zero carbon

- A net-zero carbon building means a highly energy efficient building that produces onsite, or procures, carbon-free renewable energy or high-quality carbon offsets in an amount sufficient to offset the annual carbon emissions associated with building materials and operation without the need for a transition plan.
- An attestation letter from a qualified registered professional (i.e. a professional engineer, architect or certified engineering technologist etc.) that verifies that the project is designed to meet the Zero Carbon Building Design Standard V3 without the need for a net-zero carbon transition plan is required. The attestation letter is intended to provide the required level of assurance that the project will be able to obtain ZCB-Design V3 certification.

OR

Built to be net-zero-carbon-ready

- A net-zero-carbon-ready building is one that has been designed and built to a level of performance such that in accordance with a transition plan it will, i.e. with the addition of solar panels or other renewable energy technologies, achieve net-zero performance in carbon emissions.
- An attestation letter from a qualified registered professional (i.e. a professional engineer, architect or certified engineering technologist etc.) that verifies that the project is designed to meet the Zero Carbon Building Design Standard V3 with a transition plan is required. The transition plan for achieving net-zero-carbon performance is also required as part of the application.

OR

Be exempt from net-zero-carbon and net-zero-carbon-ready and built to the highest standard

- Applicants from remote and/or Northern communities, (including all communities in the territories and typically [climate Zone 8](#) - communities with more than 7000 Heating Degree Days, as identified in the 2017 National Energy Code of Canada for Buildings) may seek an exemption to the net-zero requirement for new builds if the project is in a location where standards cannot be met due to geographical or logistical constraints.
- In cases where an applicant is seeking an exemption, their new building must be built to a 'high efficiency standard,' that will allow the building's energy performance to exceed the [2017 National Energy Code of Canada for Buildings](#), or the provincial or territorial code (where the project site is located), whichever code is the higher standard.
- An attestation letter from a qualified registered professional (i.e. a professional engineer, architect or certified engineering technologist etc.) that verifies that the building is designed to exceed the energy performance of the 2017 National Energy Code of Canada for Buildings (or the newest energy code published) or the provincial or territorial code (where the project site is located), whichever code is the higher standard, is required. The specific design measures being implemented for the building are also required as part of the application.

What other criteria does my new building project need to meet?

Climate resiliency

To be eligible for funding, new building projects must demonstrate they have conducted a climate risk assessment and identify measures mitigating all medium and high risks. The data sources used in the risk assessment must be cited, and explanations provided for identified climate risks.

For instance, new buildings in areas prone to flooding or wildfires, should take into account the effects these events can have on the building and should include resiliency measures in their building's design to mitigate the risks that these events will pose to the building and to the community.

How will my application for funding for a new building project be evaluated?

All new build projects will be evaluated on a competitive basis, with projects being scored and ranked against one another.

New build projects that meet all mandatory eligibility criteria are evaluated based on the strength of the application and will receive a merit score in relation to the following criteria:

Located in and demonstrates the ability to serve one or more communities with high needs: Projects that provide greater benefits to high needs communities will receive a higher score.

Accessibility. All new build projects must meet the highest published accessibility standard(s) – as defined in the [Canadian Standards Association's Technical Standard Accessible Design for the Built Environment \(CAN/CSA B651-18\)](#) (or its most recent version) – or relevant provincial or territorial building codes, or municipal by-laws.

Zero carbon design standard: Projects that are designed to meet net-zero carbon performance without the need for a transition plan will receive a higher score. Applicants may seek an exemption from this requirement, however the project will receive a lower score.

Climate resiliency and best practices adoption: Projects that demonstrate strong climate resiliency considerations and mitigation measures will be scored higher. Applicants that consult and cite climate data sources to identify climate risks relevant to their building/location will receive a higher score.

Confidence in delivery/risk: Projects that demonstrate a strong risk assessment and mitigation measures will receive a higher score. Factors considered under this criterion include the amount of information provided in the budget, outcomes of any community consultation(s) undertaken, whether permits have been identified/obtained, and the internal capacity to manage and deliver the project.

Additional Information

How much of my costs will this program cover?

The GICB Program will provide funding up to the following limits of total eligible project costs.

| Table 1: Project cost share, by project type and size | | |
|---|---|---|
| Total Eligible Project Cost | General program (up to % max from program) | In the territories and for Indigenous communities* (up to % max from program) |
| Retrofits up to \$9,999,999 | 80% | 100% |
| Retrofits costs \$10,000,000 + | 60% | 100% |
| New builds up to first \$9,999,999 of costs | 60% | 100% |
| New build costs \$10,000,000 + | 50% | 100% |

*All Indigenous eligible recipients as defined in the terms and conditions of this program are eligible for up to 100% federal stacking.

The maximum amount permitted from all Government of Canada sources is 100% of eligible costs.

The maximum amount permitted from Canadian governments combined (including municipal, provincial and territorial) is 100% of eligible costs.

Note:

- **Applicants are responsible for considering Inflation when deciding on project costs for projects.**
- The application of the maximum level of funding provided by the program towards eligible costs will be implemented on a marginal dollar value basis whereby the total eligible project costs up to the first \$9,999,999 will have the higher maximum % funding rate applied and for every dollar above \$10,000,000 the lower % rate applied. For example: a retrofit project with \$12,000,000 in eligible costs would be provided a maximum of $\$9,999,999 \times .80 + \$2,000,001 \times .60 = (\$7,999,999.20) + (\$1,200,000.60) = \$9,199,999.80$ in funding from GICB towards eligible costs.

Special Consideration: Applicants are responsible for considering Government of Canada funding program eligibility criteria and funding limits as project costs cannot necessarily be stacked or duplicated across multiple programs.

If you have applied for, or have received funding from any other Infrastructure Canada program, you are advised to email us at gicbp-pbcvi@infcc.gc.ca.

When will I know if my project has been selected for funding?

Applicants are able to track the status of their application using the online application portal. Once a decision has been made on project funding, Infrastructure Canada will notify successful and unsuccessful applicants of the outcome of the process. If a project is approved for funding, Infrastructure Canada will contact the project's primary contact and indicate next steps for moving forward with a funding agreement. This notification does not necessarily guarantee that federal funding will be provided. Funding may be subject to certain conditions, such as the completion of an environmental impact assessment, regulatory authorizations/permits, or consultations with Indigenous Peoples.

How will I receive funding – as a grant or as a contribution?

Funding amounts are determined based on an assessment of the recipient's planned activities and budget submission, previous financial performance and the capacity of the recipient to achieve results.

The type of funding received (grant or contribution) is determined based on the type of project and the amount of funds being requested.

In general, funding is provided as a grant for small retrofit projects seeking \$100,000 to \$249,999. In some cases, retrofit projects under \$250,000 may be funded through contribution agreements.

Funding is provided as a contribution for all projects above \$250,000.

What is the maximum amount payable under this program?

The maximum amount allocated to any **retrofit** project under this program is \$250,000 in grant funding and \$25 million in contribution funding.

Larger retrofits and new build projects (above \$25 million in total eligible costs) may also be considered in cases where the federal investment can be effectively delivered by March 31, 2026, either to complete the project or bring the project to a next phase of funding for completion where the investments are secured.

What costs are eligible?

Eligible costs are those considered by Infrastructure Canada to be direct and necessary for the successful implementation of an eligible project. Eligible expenditures for both grant funding and contribution funding under the GICB Program are as follows:

- costs that are incurred between April 1, 2021, and March 31, 2026
- costs to build, renovate, expand or improve fixed capital assets and community buildings
- fees paid to professionals, technical personnel, consultants and contractors specifically engaged for the purpose of the renovation, expansion or improvement work or new builds of eligible infrastructure, including planning and energy audit costs
- costs of environmental assessments, monitoring and follow up activities as required by the *Impact Assessment Act* or equivalent legislation

- costs associated with a public announcement and official ceremony or of required temporary or permanent signage that includes the cost of creation and posting of signage
- costs for the purpose of Indigenous consultation/engagement activities
- other costs that are considered to be direct and necessary for the successful implementation of the project and that are approved in advance by the Government of Canada
- salaries, wages and other incremental costs (i.e. materials or equipment) of the recipient provided that:
 - the recipient confirms and substantiates that it is not economically feasible to tender a contract
 - the costs are incurred and directly in respect to the work that would have been subject of the contract, and
 - costs are approved in advance and are included (in a contribution agreement)

Applicable to Indigenous and not-for-profit recipients only:

- legal fees (excluding those related to litigation) up to the amount specifically identified within contribution agreement.

What costs are ineligible?

Ineligible costs include:

- project costs incurred prior to April 1, 2021, or after March 31, 2026
- services or work that is normally provided by the recipient or a related party
- salaries and other employment benefits of any employees of the recipient except as outlined above in Eligible Project Expenditures
- in-kind contributions (goods or services)
- taxes, such as GST and HST, for which the recipient is eligible for a tax rebate and all other costs eligible for rebates
- cost of leasing of equipment by the recipient except for as indicated in eligible costs above
- legal fees (except as specifically indicated as eligible for Indigenous, non-government and not-for-profit recipients)
- purchase or lease of real property (land or building), or any interest therein, and related costs
- collateral on mortgage financing and payment of interest charges
- structural renovations not specific to the project
- costs related to marketing activities and business promotion
- costs for activities intended to directly influence/lobby governments
- travel costs for recipients (except costs that are necessary for the successful implementation of the project)
- operations and maintenance costs, and
- other costs not specifically related for the project.

How will I be reimbursed for eligible project costs?

Contributions

Eligible project costs can be reimbursed to the recipient if a contribution agreement is signed by Infrastructure Canada and the recipient, and once all application payment conditions have been met.

Under a contribution agreement, costs must first be incurred by the recipient, and if deemed eligible, will then be reimbursed at the prescribed percentage of the federal contribution.

Grants

Funding will be provided at the signature of the grant agreement between INFC and the recipient. Infrastructure Canada reserves the right to hold back a portion of grant funding to be released once all reporting conditions have been met.

RETScreen® software requirements

About RETScreen®

Developed by Natural Resources Canada (NRCAN), the software is free to download and works as a comprehensive 'decision support tool' for energy efficiency, renewable energy and cogeneration project feasibility analysis, as well as ongoing energy performance analysis.

A completed RETScreen® Assessment provides an overview of a building's current or baseline energy consumption, fuel consumption, energy cost savings, GHG emissions reductions, and the financial viability and risk analysis of a proposed project.

All retrofit projects applying for funding under the GICB Program **are required to** submit their building's structural information, energy profile, and GHG emissions using the RETScreen® Expert software.

Applicants are required to enter information regarding their building and project into RETScreen® including: site location, building characteristics, current or baseline energy consumption, proposed measures, project costs, etc.

Please consult [Using RETScreen for your GICB application with Infrastructure Canada](#) to complete your draft RETScreen. Applicants are encouraged to consult Natural Resources Canada at RETScreen@nrcan-rncan.gc.ca for advice and clarification prior to submitting their RETScreen Assessment.

New build projects may create a RETScreen profile for their building(s) as well, but it is **not required**.

For more information, please visit the [RETScreen Capacity Building Page](#).

Non-competitive Procurement (Sole Sourcing)

Are non-competitive procurement processes (“sole-source” contracts) allowed?

All contracts must be awarded in a way that is fair, transparent and competitive. When non-competitive contracts are necessary for the implementation of a project, Infrastructure Canada's approval of the contract as an eligible expenditure is required before the signature of the contract.

The Minister of Intergovernmental Affairs, Infrastructure and Communities may approve projects involving non-competitive contracts that:

- have an estimated value below \$40,000 for construction or goods contracts, or \$100,000 for service contracts; or
- are with a public sector entity; or
- can only be performed by one person or entity; or
- are with an Indigenous organization and or governing body and there is a benefit to an Indigenous community.

If you are seeking a non-competitive procurement process outside of the Minister's delegation cited above, Infrastructure Canada will need to seek approval from the Treasury Board of Canada (TB). Obtaining Treasury Board approval is a lengthy and resource intensive process that may take several months and will require a strong rationale for the non-competitive procurement process as well as more complex and in-depth information requirements.

Mixed Use Buildings

Community buildings often serve multiple purposes and can include uses that are not eligible as stand alone buildings. For example, a community centre could include a portion of its space for a daycare, or a building could also provide some offices for administrative use but also include a majority of the space for a community hall. As noted above, at least two-thirds of the building or asset's floor space must be used for publicly open and accessible services in order to be eligible. This permits some flexibility in determining eligibility of mixed use buildings.

Note that the amount of funding requested may be adjusted to account for the amount of space that is used for publicly open and accessible services. Furthermore, some types of buildings remain ineligible (e.g., hospitals, police, fire, paramedic/ambulatory stations, schools and post-secondary facilities).

Environmental assessments

An Environmental Assessment ensures that project impacts are carefully reviewed before a federal department or agency recommends whether a proposed project may proceed. Depending on where the project is located and the potential for adverse effects, an environmental impact assessment may be required prior to undertaking construction activities.

Applicants are responsible for providing information to determine whether their project may require an impact assessment under the federal [Impact Assessment Act \(IAA\)](#), or an environmental assessment under Modern Treaties or Northern Regimes.

If you are unsure of the legislative responsibilities, please consult the appropriate provincial or territorial government for environmental assessment requirements and the Impact Assessment

Agency of Canada's (IAAC's) [website](#) for the basics of federal IA requirements. Under the IAA, projects may be designated (s.8) or may be subject to requirements if they are on federal lands (s.82). **EA requirements must be met for a project to proceed.**

Duty to consult

The Government of Canada may have a legal duty to consult with, and if applicable, accommodate, Indigenous Peoples when it contemplates conduct that might adversely impact Indigenous or treaty rights. These rights include, but are not limited to, the right to hunt, fish, and practice traditional activities and ceremonies. Infrastructure Canada will assess potential impacts of projects on these constitutionally protected Indigenous and treaty rights to ensure that those affected are properly notified, consulted and, where required, accommodated.

While the duty to consult is an obligation that rests with the Crown, the Government of Canada will expect funding recipients under the GICB program to carry out certain procedural aspects of consultation on a proposed project, where appropriate (e.g. providing notification letters to, and organizing consultation sessions with, Indigenous communities that will be affected by the proposed project).

Reporting and audit requirements

All recipients of grant funding and contribution funding must provide reports to Infrastructure Canada. The terms of reporting requirements will be set out in project funding agreements. These may include any of the following: annual and final reports, status and progress updates, financial reports and evaluation reports. Annual and final reports will include, at minimum, information regarding the implementation progress of the retrofit or new building project and details of project funding and their management.

Recipients undertaking projects with total eligible project costs of \$10,000,000 and above will be required to report on Community Employment Benefits (CEB) to provide public reporting on the employment and procurement opportunities achieved with a range of target groups (e.g., apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, recent immigrants, small-sized, medium-sized and social enterprises) as detailed in the [CEB General Guidance](#). The framework for CEB has been designed to encourage recipients to consider measures to increase access for specified groups to employment through their projects while ensuring compliance with all trade obligations. Recipients with projects below this threshold are also invited to report on these targets, but are not required to do so.

Reports on progress toward climate-focused objectives can be created through the RETScreen Expert software by inputting the building's new energy consumption information into the building's profile. At minimum, the report should include the building's net energy savings and net GHG emission reductions. Exact requirements regarding eligibility to hire an external third party to conduct reporting on behalf of the recipient(s) will be included in the contribution agreements with recipients. Infrastructure Canada will monitor approved projects to ensure that funds are used in accordance with the terms and conditions of the grant or contribution agreement.

Recipients may be required to conduct and submit one audit over the course of the contribution agreement, carried out by an independent third party. Infrastructure Canada will reserve the right to review and audit recipients as deemed necessary.

Endorsement

In order for Infrastructure Canada to provide funding, projects must be duly authorized or endorsed by a resolution of Council, Band or Board of Directors, as applicable. The resolution must be received before a grant or contribution agreement can be executed.

Disposal of assets

If at any time within six (6) years from the date of completion of the project, the recipient of project funding under the GICB Program sells, leases, encumbers or otherwise disposes of, directly or indirectly, any asset funded, in whole or in part, with the financial assistance contributed under the terms of the program, the recipient will have the responsibility to inform Infrastructure Canada and the recipient may be required, at Infrastructure Canada's discretion, to repay the federal government contribution in full or in part. Grant agreements and contribution agreements will include clauses on the disposal of asset period.

Privacy and Confidentiality

The information provided by an applicant in their application and under any other form will be used by the Government of Canada for the review, evaluation and selection of applications under the Green and Inclusive Community Buildings Program, that is administered and managed by Infrastructure Canada, and/or for confirming past federal funding sought by the applicant.

Federal government institutions are bound by the requirements of the [Access to Information Act](#) and the [Privacy Act](#), as well as the [Library and Archives Canada Act](#). These laws apply to the use, disclosure and retention of information (such as personal, confidential or other) under the control of federal government institutions.

Applicants should note that Infrastructure Canada may consult and share the information provided in applications with other federal government institutions or other organizations for the purpose of assisting Infrastructure Canada with project review and evaluation, determining eligibility under other federal government programs, and confirming past federal funding sought by an applicant. Infrastructure Canada may also use and disclose the information to external experts (e.g., scientific, technical, financial, marketing, or commercialization), hired by the Government of Canada under contract with confidentiality obligations, for the purpose of assisting Infrastructure Canada with project review and evaluation and/or determining eligibility under other federal government programs.

In submitting an application, applicants are consenting to such uses, sharing and disclosures of the information for the purposes described above. Applicants are invited to clearly identify in their application the provision of any information that contains trade secrets, is confidential or that if disclosed, could reasonably be expected to result in material financial loss or gain to, or to prejudice the competitive position of, a third party, or, to interfere with contractual or other negotiations of a third party, as outlined in section 20 of the *Access to Information Act*. Once a funding agreement is signed, the name of the successful applicant, location, date of approval, the funding amount, and the project description may be proactively disclosed to the public.

Any questions?

If you have any questions about the Green and Inclusive Community Buildings Program that were not answered by this guide, please contact the GICB Program team at gicbp-pbcvi@inf.gc.ca.

Version date: December 2022



ARCHITECTURAL DESIGN REPORT FOR

PROJECT TITLE

Kaslo & District Public Library
Architectural Design for a New Library in Kaslo

PREPARED FOR

Kaslo & District Public Library
413 Fourth Street
Box 760
Kaslo BC
Eva Kelemen, LIBRARY DIRECTOR

DATE + DELIVERABLES

August 2, 2022



August 2, 2022

Kaslo & District Public Library
413 Fourth Street
Box 760
Kaslo BC

Eva Kelemen, LIBRARY DIRECTOR

Dear Eva,

Re: Kaslo & District Public Library – Architectural Design for a New Library in Kaslo

Please find enclosed for your review our Design Report for the Kaslo & District Public Library.

The consultant team would like to thank you and your team for your direction and comments throughout the process of preparing the report. We are pleased to have had the opportunity to work with you.

Yours truly,

Glen Stokes PARTNER ARCHITECT AIBC

CONTENTS

| | |
|-------------------------------------|-----------|
| 1. Introduction | 2 |
| Project Background | |
| Project Team | |
| 2. Review and Analysis | 4 |
| Information Gathering | |
| Site | |
| Program | |
| 3. Schematic Design Concepts | 12 |
| 4. Preferred Option | 14 |
| 5. Design Standards | 18 |
| 6. Heritage Standards | 20 |
| 7. Costing | 24 |
| 8. Next steps | 27 |
| 9. Appendices | 29 |

INTRODUCTION

Project Background

The Kaslo and District Public Library (KDPL) is pursuing a new 5,000 square foot building to replace the undersized and aging facility currently located in City Hall. The new project will be an opportunity to expand the collection, make a fully accessible building, allow for new community program spaces, construct a community facility that may be used in the event of emergencies; and construct an environmentally sensitive and sustainable building.

Previously a feasibility study was conducted in 2018 that was further developed into conceptual plans in 2020 and submitted as part of an Investing in Canada Infrastructure Program grant application which, unfortunately, was unsuccessful.

In late 2021, Carscadden Stokes McDonald Architects and Structural, Mechanical, Electrical, and Quantity Surveyor Consultants were retained to further the design of the new library building and obtain a more precise Class B cost estimate, both to be incorporated into subsequent grant applications.

The refined design in this project is to include the development of a green energy design with the prospect of a net carbon zero building to position the project favourably in future grant applications, including the potential of transitioning to 100% renewable energy by 2050. In addition, the new Library will have a heritage-style façade that reflects the architectural history of Kaslo's downtown core per local bylaw.

In general, this project includes;

- Review and refinement of the 2020 Conceptual Design including layout and appearance,
- Detailed drawings including engineering systems,
- A Class B Estimate for the design; and,
- Identification and cost estimates for sustainability options.

Project Team

To achieve the project's goals, an experienced team of professionals was assembled:

| | |
|------------------------|---|
| Architecture | Carscadden Stokes McDonald Architects Inc Glen Stokes ARCHITECT AIBC Sarah Sako, ARCHITECT AIBC |
| Structural Engineering | Read Jones Christoffersen Ltd. Engineers |
| Mechanical Engineering | AME Group |
| Electrical Engineering | O'M Engineering |
| Quantity Surveying | LTA Consultants Inc |

The consulting team was assisted by the contributions of the planning group who gave their time, energy, and guidance in this process and in the preparation of this report. Key participants include:

| | |
|-------------------------|--|
| KDPL Planning Committee | Anne Heard, KDPL Board Chair Eva Kelemen, Library Director Chris Temple, Community Representative Lynn van Deursen, Community Representative Margaret Wanke, Community Chair |
|-------------------------|--|

In addition, support has been provided by the following;

Kaslo & District Public Library (KDPL),
The Village of Kaslo,
Private Donor,
Community Fund of North Kootenay Lake Society (CFNKLS); and,
Kootenay Savings Community Fund.

REVIEW AND ANALYSIS

Information Gathering

This study started with the Information Gathering phase including review of existing documents, review of the work completed in 2018 and 2020, and a Sustainability and Feedback Workshop which offered the opportunity for the Planning Committee, KDPL Board and Village of Kaslo Library Building Committee members to provide input.

The following important documents were made available for review:

- New Library Vision and Conceptual Design, January 2021.
- Village of Kaslo Building Design Guidelines, 1991
- KDPL Conceptual Design by Richard Hunter Architect, December 14, 2020
- LTA Consultants KDPL Class D Conceptual Estimate, September 28, 2020
- Kaslo Library Lot Elevation Drawings from LiDAR, undated

A Sustainability and Feedback workshop was completed with the purpose to review the aspects of sustainability and review existing schematic design feedback for the new Kaslo & District Public Library.

The Key Themes from the workshop included a goal to target sustainability options that make sense and have real world benefits including;

- Utilizing low embodied carbon materials,
- Implementing a high-performance building envelope; and,
- Considering zero carbon energy systems.

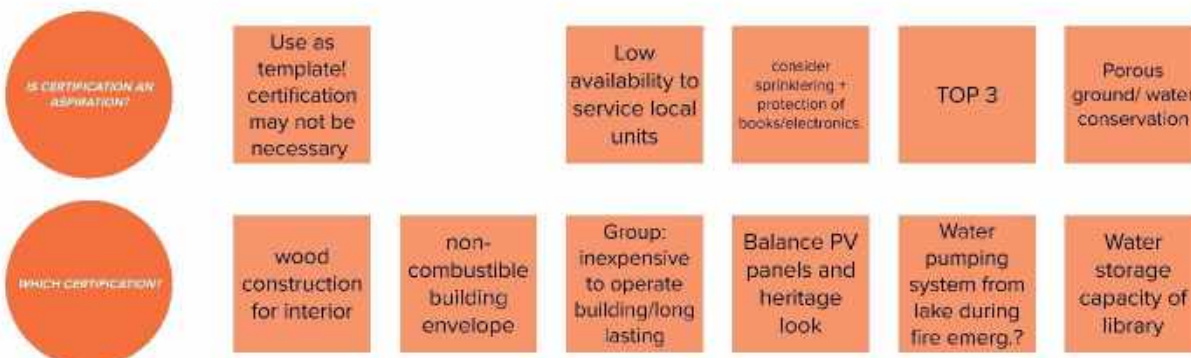
In addition, potential strategies and elements to be considered included;

- Adding a sprinkler system for fire safety,
- Adding emergency backup power,
- Creating a Community Cooling Centre,
- Creating a Fresh Air Centre; and,
- Identifying locally sourced materials and labour.

Some of the feedback was collected in a virtual pin-up board including below.

Sustainability Standards & Certification

| | BC Step Code (Step 1) | Green Globes | Salmon Safe | LEED  | CaGBC – Zero Carbon  | PassivHaus (equal to Step 4) | Living Building Challenge |
|---|---|---|---|--|---|---|--|
| Description | BC Building Code with improved air-tightness and option for more efficient building systems | Rating system that supports sustainability improvements and operational savings | Certification program supporting land management practices that protect salmon and Pacific watersheds | Rating system that supports holistic approach for more resource-efficient, healthy and resilient buildings | Pathway to balance building carbon footprint throughout its lifecycle (construction & operation) | Sustainability standard focused on minimizing a building's operational energy footprint | Most advanced standard with emphasis on site, water, health, energy, material, equity and beauty |
| Objectives | Reduced carbon; water & energy use conservation | Energy use & water conservation | Climate & habitat resiliency | Energy use & water conservation | Reduced carbon; regenerative energy & use conservation | Energy use conservation | Reduced carbon; water & energy use conservation |
| Features / Project Enhancements | Air tight envelope; improved envelope and/or systems (electrified) | Water efficient fixtures; electrified systems; low embodied carbon materials | Low leaching building materials and storm management control | Water efficient fixtures; electrified systems; green roofs; material recycling | Electrified systems; regenerative systems (e.g. solar panels, geothermal, earth tube) | HP envelope & insulation; HP windows; electrified systems | HP envelope; Regenerative/passive systems (e.g. solar panels, green roof) |
| Energy Modeling | Required for building permit | Not required | Not required | Required for certification | Required for certification | Required for certification | Required for certification |
| Certification Cost | \$0 | +\$5k – 25k | +\$5k – 25k Based on project size | +\$25k – 50k | +\$5k – 20k Based on project size | +\$5k – 25k Based on project size | +\$5k – 25k Based on project size |
| Relative Project Cost (% of construction budget) | 0% | 1 – 3% | 1 – 5% | 2 – 5% | 5 – 8% | 8 – 10% | 20 – 50% |
| GICB Program Qualification | Certification not required for GICB application | Certification not required for GICB application | Certification not required for GICB application | Certification not required for GICB application |  Aligns with GICB objectives - certification not required | Certification not required for GICB application | Certification not required for GICB application |



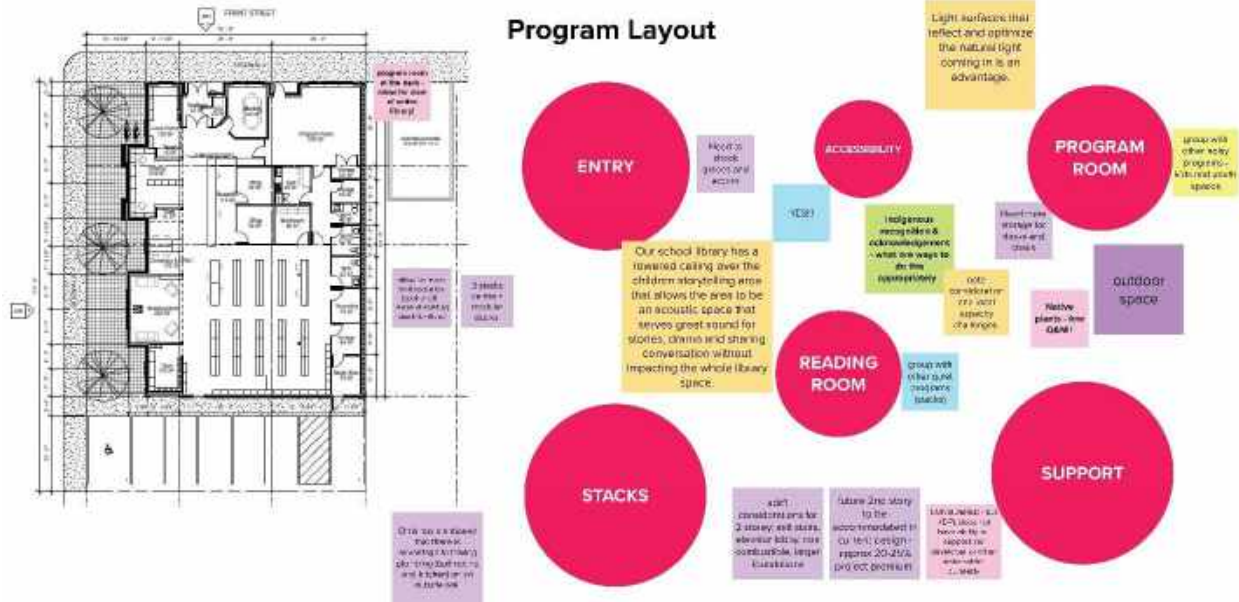
Sustainability Objectives & Project Enhancements

| | Water Efficient Fixtures | Low Embedded Carbon Materials | High Performance Building Envelope | Photovoltaic Solar Panels | Geothermal Heating / Earth Tube | Green Roof & Landscaping | Rainwater Collection & Reuse | Zero Carbon Electrified Systems | Non-Combustible Construction | Sprinklers | back up power |
|---|---|--|---|---------------------------------------|---|--|--|---|--|---|--|
| Description | Plumbing fixtures requiring low water requirement | Material with low carbon footprint (complete lifecycle) | Improved air tightness and insulation reduce energy loss and use | Utilize sun to supplement energy draw | Utilize ground to pre-heat & cool air/water and reduce energy use | Tool for passive building cooling & manage site water | Collection of rain and/or grey water for reuse of non-potable uses | Fully electric heating cooling and ventilation system | Utilize non-combustible construction to mitigate threat of wildfires | Allow for sprinkler system sprinklers to mitigate threat of wildfires | |
| Objectives | Water conservation | Reduced carbon | Energy use conservation | Regenerative energy | Regenerative energy & conservation | Energy use conservation & climate resiliency (flooding) | Water conservation | Reduced carbon & energy use conservation | Climate resiliency (wildfire) | Climate resiliency (wildfire) | exterior system? dry system to interior? |
| Features / Program Enhancements | Low flow toilets & fixtures, composting toilets | Wood-frame construction; greater use of local building materials | Increased insulation; fixtures; high performance windows (triple glazing) | PV panels | Geothermal lines; Earth tube | Green roof; exterior landscape elements (e.g. Bioswales) | Gray water collection tanks; reuse system for toilets and/or maintenance | Electrified HVAC (e.g. heat pump and/or fans) | Concrete and/or steel stud construction | Wet or dry sprinkler system | |
| Capital Costs *specific to KDPL project | +\$0 | +\$0 (wood frame construction) | +\$75K (envelope) + \$50K (windows) | +\$30K | +\$100K | +\$75K | +\$75K | +\$25K | +\$300K | +\$25K | |
| Operational Savings | TBC | TBC | TBC | TBC | TBC | TBC | TBC | TBC | cladding - spark fire mitigation FIRE SAFE BC | TBC | |
| GICB Program Qualification | Beneficial to application | Asset to application | Asset to application | Option for 0-Carbon ready | Option for 0-Carbon ready | Beneficial to application | Beneficial to application | Asset to application | Beneficial to application | Beneficial to application | |

| | | | | | | |
|--|---|---|---|---|--|--|
| Which objectives or enhancements are priority? | Starred elements | Budget v. Priority. May cut short long term savings | Consider alternate materials (hardi plank) | brick might not be essential to maintaining heritage look | low embodied carbon material | already electric-based community |
| funds pending | Rain water tanks sprinkler system if power outage during fire/etc.? | Is there a sprinkler system for exterior to consider? | Plan for standard sizing = low waste | SD does not currently include interior sprinkler system | exterior fit of bldg to heritage of village | envelope tight! well insulated |
| exterior sprinklers | Starred items! | High Performance Envelope | Normal sprinkler system hooked up to municipal water supply. INTERIOR | back up water supply for fire protection | ZERO Carbon - Ready - roof ready to receive PV | Emergency back up power! |
| | community cooling centre | maintain fresh air capability during power outage | FRESH AIR CENTRE | Water storage in basement? | base = \$3.5m p. budget. | power failures 4 - 12 hours/ occasionally 2 days |

2 Existing Schematic Design Feedback





Site

The proposed site is located in the Village of Kaslo at the intersection of Front St and 5th St. Currently the lot is empty, however, there has been a history of one building (1897(?) – 1967) on this site. The site is located within the boundary of the Downtown Heritage Area Revitalization Plan and is subject to the Village of Kaslo's Building Design Guidelines.

This is a cornerstone location in the village anchoring one end of the Heritage Area and will be an important continuation of the pedestrian scaled streetscape as well as seen from many directions including towards downtown from 5th St.

Regulatory factors include a 4.5 meter rear yard set-back and a corner setback on 5th and Front Streets.

In general, the building is proposed to be located to accommodate additional space on Front St to allow for consistent street frontage, some additional space for sidewalk and benches, some additional space to accommodate the grade along Front St which drops from the corner of Front and 5th Streets, and to ensure accessibility.

A section of land on 5th Street was identified to accommodate about 12' additional space to allow for a west facing plaza with some sun/rain protection.

The lane side of the building was located to accommodate on-site parking from the lane with direct access to the secondary entry.

To address both Front and 5th Streets, the building features a corner entry. The corner entry is a common heritage feature and recalls the entry of the previous building on this site.



Program

Through an iterative process of reviewing the existing building and stakeholder input, a preferred program of spaces, was developed and graphically presented.

It was determined that the future facility would include the following:

Library Functions

| | |
|-----------------|----------|
| Library Stacks | 1,200 SF |
| Adult Reading | 150 SF |
| Teen | 150 SF |
| Children | 270 SF |
| Local History | 100 SF |
| Computer & OPAC | 125 SF |
| Drop Box | 25 SF |

Program Spaces

| | |
|--------------|--------|
| Program Room | 500 SF |
| Meeting Room | 150 SF |
| Storage | 80 SF |

Administration

| | |
|----------------------|--------|
| Reception | 175 SF |
| Copy | 25 SF |
| Office 1 | 100 SF |
| Office 2/ Worksroom | 150 SF |
| Storage | 175 SF |
| Staff Room / Kitchen | 100 SF |

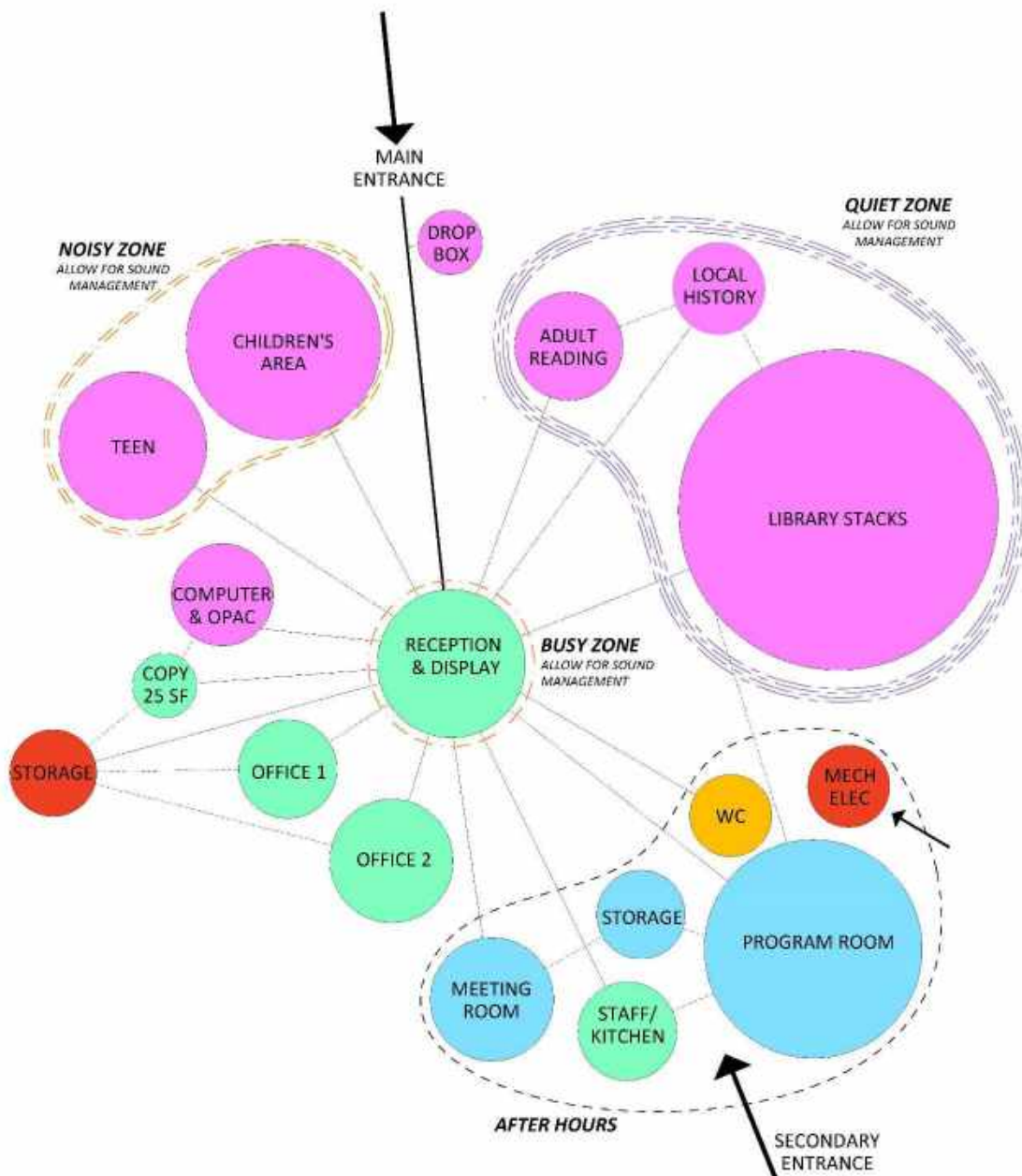
Service Spaces

| | |
|------------|-------|
| Mechanical | 35 SF |
| Electrical | 60 SF |

Washrooms

| | |
|-------------------------|-------|
| Universal Washroom (HC) | 50 SF |
| Universal Washrooms x2 | 55 SF |

Below is an adjacency diagram which illustrates key relationships between the room.



SCHEMATIC DESIGN CONCEPTS

Based on the program, site analysis and Sustainability and Feedback Workshop, a series of concept options were developed and refined in an iterative process with the Planning Committee. Key decisions points of consensus developed during this phase.

Layout Strategies

- Locate the “human” spaces at the perimeter to allow for access to natural light and connections between the Village public realm and the users of the Library.
- The administration and stacks are located internally as direct access to windows are not required. Allow for borrowed natural light to be accessed for these spaces.
- Allow for after hours areas to be separately accessed and also allow the library to be secured. The after hours spaces are to include the Meeting Room, Program Room, Kitchen, and Washrooms appropriate for community uses if the library is not open.
- Target about 12’ clear ceilings in the library stacks area and 9’-6” in the after hours area and reading areas. These heights allow for an open and inviting area with a practical use of materials and structures.
- Use non-combustible, cost effective, and available materials like Hardi-plank style cementitious cladding to replicate clap-board style cladding with low maintenance and fire resistant qualities.
- Utilize locally available wood construction that could be undertaken by a range of local contractors to reduce risk and cost of the project.
- Include an overhang colonnade similar to other buildings in Kaslo to offer rain and sun protection.

Heritage and Appearance Strategies

- Respect the heritage recommendations of the Village of Kaslo Building Design Guidelines
- Utilize horizontal detailing with parapets, cornice details, entablature details, and window trim to emphasize the heritage detailing of western wood buildings.
- Design large “storefront” style windows on Front Street and tall “residential” style windows on Fifth Street to offer a variety in appearance.

Sustainability Strategies

- Design a baseline building which represents a practical intersection of cost and sustainability
- Use locally available, low carbon materials such as wood.
- Accommodate future photovoltaic arrays on the roof for future upgrades.
- Accommodate high performance filters to accommodate respite during wild fires.
- Design the envelope and windows to meet current energy codes including ASHRAE 90.1 2016.
- Allow for upgrades in the pricing to elevate the building to be CaGBC Net Carbon Zero certifiable, Passive House equivalent, and 100% renewable energy compliance.

Cost Control Strategies

- Price a **Base Building** design that is cost effective and meets the goals of the Planning Committee and Village.
- **Option 1** for a cost to increase the wall insulation to R-24 which will meet CaGBC Zero Carbon Certification and Passive House standards.
- **Option 2** for a cost to increase the floor slab insulation to R-24 which will meet CaGBC Zero Carbon Certification and Passive House standards.
- **Option 3** for a cost to increase the roof insulation to R-40 which will meet CaGBC Zero Carbon Certification and Passive House standards.
- **Option 4** for a cost improve the windows to triple glazed vinyl which will meet CaGBC Zero Carbon Certification and Passive House standards.
- **Option 5** for a cost to add photovoltaic panels to match 5% of the energy requirements that will meet CaGBC Zero Carbon Certification.
- **Option 6** for a cost to add photovoltaic panels to match 100% of the energy requirements that will meet 100% Renewable Energy goals.
- **Option 7** for a cost to add wet sprinklers and fire alarm for building safety.
- **Option 8** for a cost to add CATV, security and access control.
- **Option 9** for a cost to hire an energy consultant to prepare an energy model and documentation required for a grant.
- **Option 10** for a cost to hire an energy consultant to prepare an energy model and documentation required for CaGBC Zero Carbon Certification.

PREFERRED OPTION

The new library building comprises a single storey structure with a total gross floor area of approximately 5,000 square feet. Planning for the library includes open stacks area, adult reading nook, children's area, teen area, computer area, office space, program room, meeting room, administration spaces, washrooms, and associated ancillary spaces.

The building sub-structure will comprise traditional perimeter and interior standard cast-in-situ concrete strip and pad footings, with a reinforced concrete slab on grade. The building superstructure will comprise a combustible wood decking supported by glulam beams and wood joists and interior wood framed walls.

The exterior envelope will be clad in cementitious materials, with a standard 2 ply SBS insulated roof membrane. Windows will be wood double-glazed units. The interior spaces will include paint, resilient flooring such as marmoleum, and a combination of painted drywall ceilings, acoustic ceiling systems with wood slats, and t-bar ceilings in service spaces.

Ideally, site development work will include new concrete sidewalks to the north and west elevations for the property, with asphalt paving at the rear of the building accessed from the lane. Site improvements include exterior features, landscaping and full site servicing. It is assumed that the site is serviced from existing municipal services and that the existing site has good bearing capacity.

Floor Plan



Conceptual Renderings



View from Front Street



View of entrance from intersection of Front and 5th Streets



View from 5th Street



View of Secondary Entrance

DESIGN STANDARDS

Several standards have been targeted in this design for KDPL. It is recommended to review these standards before completing the Contract Documents in the next steps to evaluate their potential and ensure that the steps required to achieve the standards are implemented.

Code Standards

The Preferred Option base building has been designed to meet or exceed the standards found in the Building Codes applicable to the jurisdiction of the Village of Kaslo. These standards are applicable to all new projects within the Province of British Columbia excluding Vancouver, Federal Lands and First Nations Lands.

- BC Building Code 2018
- National Building Code 2015

Sustainability Standards

The base Preferred Option base building has been designed to meet or exceed the sustainability and energy requirements for new projects in British Columbia including.

- BC Building Code Part 10 – Energy Efficiency
- ASHRAE 90.1
- Step 1 of the Step Code and Part 8 of the NECB as per table 10.2.3.3.-B of BCBC

In addition, with Sustainably Enhanced Options, the following standards can be targeted. These standards focus on reducing carbon and increasing energy performance that parallel national standards and initiatives. These standards are achieved through enhanced envelope design and insulation and supplemental on-site energy generation through photovoltaic panels.

- CaGBC Net Zero Carbon Design Standard
- Passive House Standard (equivalent or certification)
Note that *certification* will require additional cost allowances not included in this report.
- 100% renewable energy to comply with the West Kootenay 100% Renewable Energy Plan

Accessibility Standards

The Preferred Option base building has been designed to meet the following standards and will be completely accessible and inclusive for all abilities and genders.

- BC Building Code 2018 Part 3.8 – Accessibility

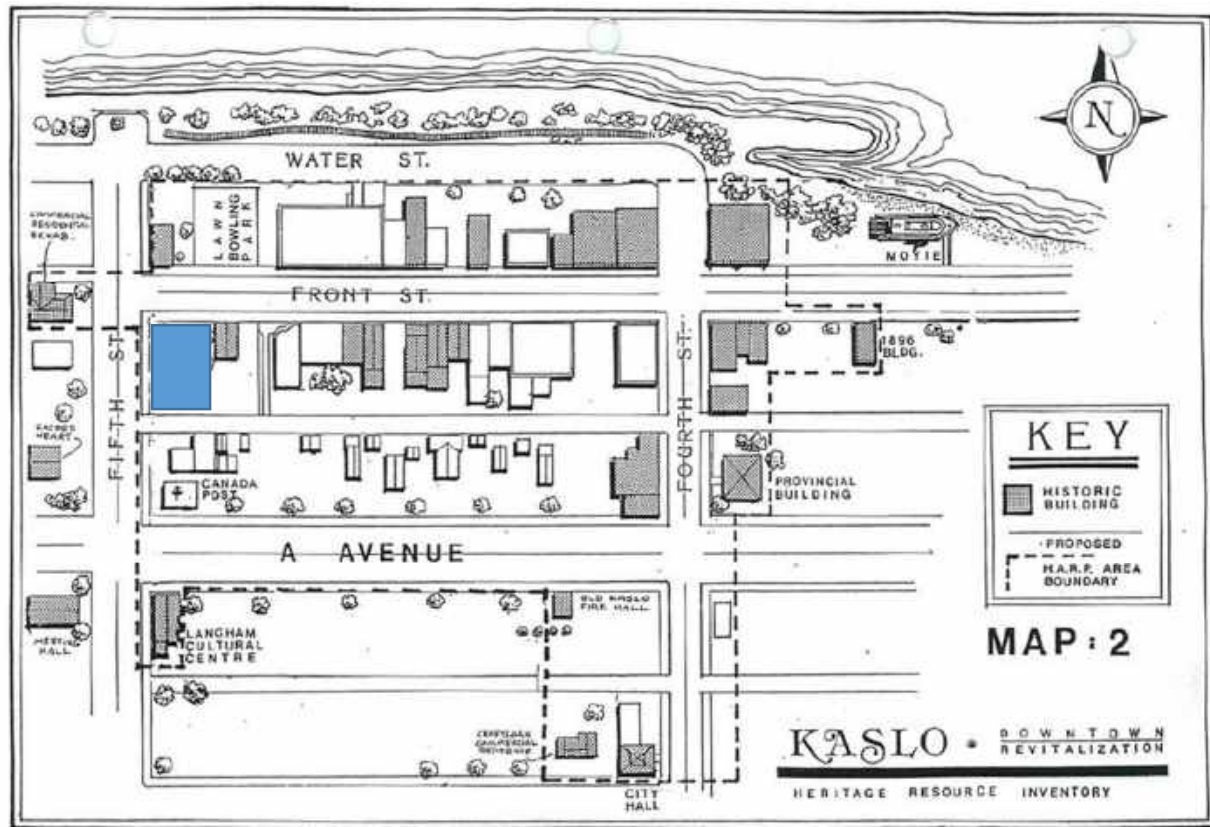
Impacts on the Environment

The Preferred Option base building has been designed to be address climate resilience, fire resilience, flooding resilience and social resilience including the following features

- An option for photovoltaic panels to provide annual 100% renewable energy for net energy independence. (Note that supplemental energy would be required under heavy loads or during low daylight times of year)
- Connection for temporary or portable generator located in the lane parking for emergency power and, with the photovoltaics noted above, energy independence.
- Fire and wildfire resiliency with noncombustible cladding and roof membrane and option for internal wet sprinkler system and fire alarm. In addition, high performance filters are added to provide respite and reduces smoke exposure inside during wildfire season.
- Flood resilience with all construction above natural grade and a concrete slab on grade and concrete sub structure for durability and resilience.
- Temperature resilience with high performance heating and air conditioning system with HRV (heat recovery ventilator) to offer heating and cooling environments for the public during extreme temperatures.
- Secondary entrance and community rooms for use outside library hours for community amenity and social resilience.

HERITAGE STANDARDS

The proposed project is located within the boundary of the Downtown Heritage Area Revitalization Plan and is subject to the Village of Kaslo's Building Design Guidelines.



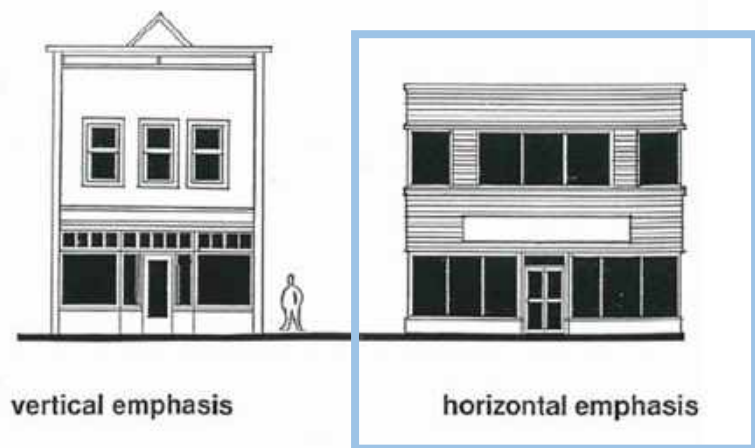
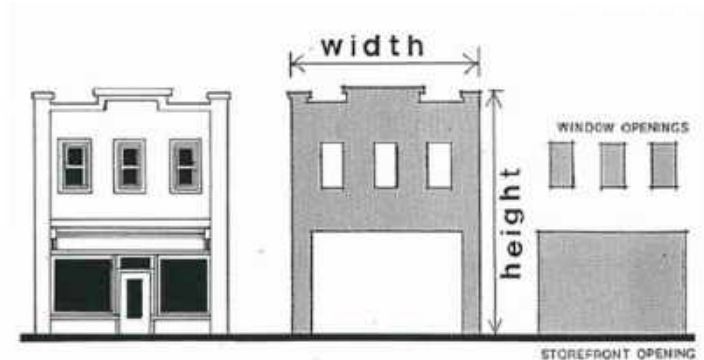
Excerpt from the Village of Kaslo's Building Design Guidelines.

The Guidelines apply to the following elements of heritage;

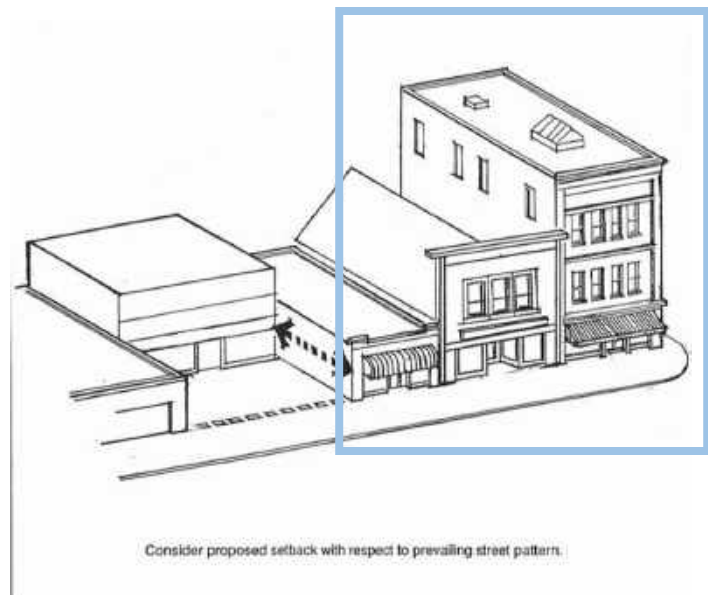
- massing and setback;
- scale and proportion;
- walls, windows and skyline;
- materials;
- wall openings;
- ornamentation;
- cornices and roof profiles; and,
- colour.

Below are some examples of these heritage elements with supplemental illustrations from *the Village of Kaslo's Building Design Guidelines*

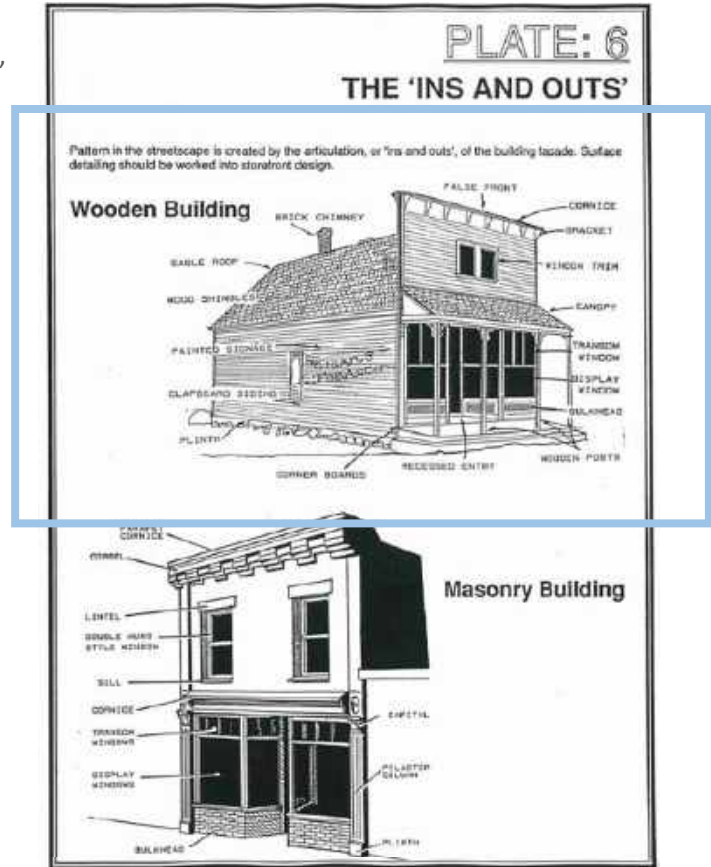
To address **massing and proportion**, the massing is proposed to be one storey with "false front", and the proportion is planned to be horizontal as shown



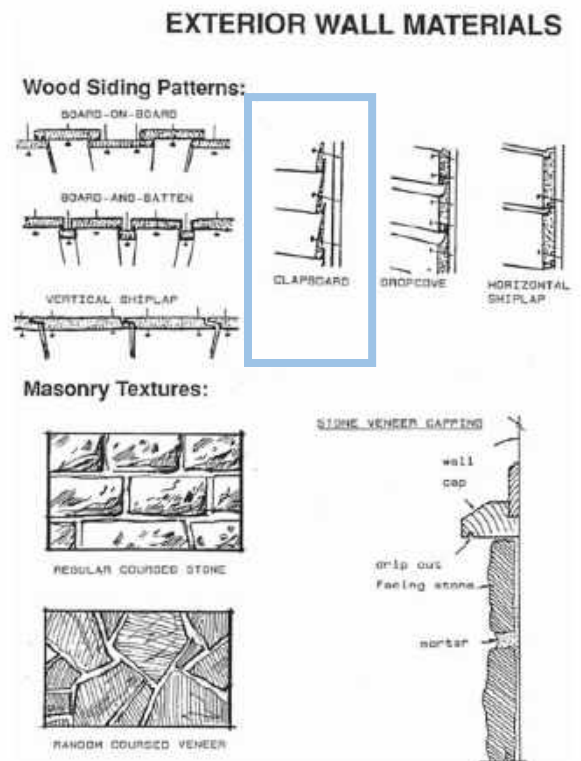
The **setback** on Front St will generally match the prevailing setback of neighboring buildings to create a consistent street wall.



As the library will be one storey and wood construction, the details of the “**wooden building**” are used as inspiration



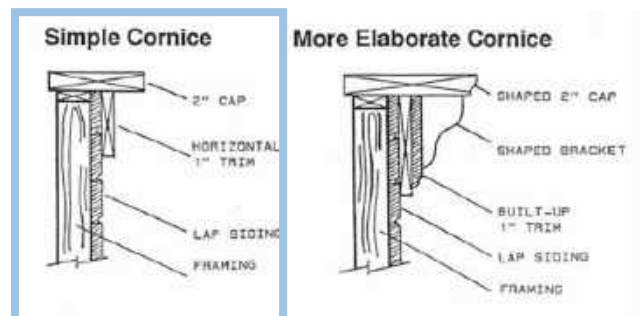
Respectful, cost effective, locally available, and fire resistant Hardie Panel is proposed with **clapboard** style appearance.



Larger storefront style **windows** are proposed for Front St and tall, narrow windows are proposed for Fifth - offering a variety in detail and a facade respectful of each street.

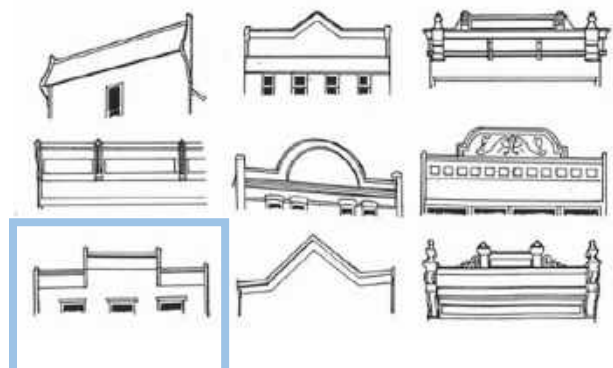


A **cornice** typical of heritage buildings is proposed.



Building Profiles

Roofline or building profiles similar to those illustrated below were once common in the historic downtown. In cases of renovation to existing buildings where the roofline does not follow traditional patterns, these fronts may be constructed and attached to create period style.



COSTING

Upon completion of the Design Development report, Class B costing was completed by LTA Consultants. A Class B Estimate has a level of accuracy of +/- 10% - 15% 18 times out of 20.

For the purposes of the cost estimate, a **Base Project** cost was developed which included the minimum building design and cost appropriate for this project.

The **Base Project** costs were determined as below.

| | |
|---|--------------------|
| Net Building Cost <i>(The cost for the contractor to build the building alone)</i> | \$2,672,000 |
| Site Development Cost <i>(The cost for the contractor to building the site works around the building)</i> | \$275,000 |
| Estimated construction Cost if Tendered in June 2022 <i>(The total tender price for the construction of the building)</i> | \$2,947,000 |
| Escalation Contingency Allowance <i>(A Contingency Reserve for escalation in costs until September 2023)</i> | \$611,000 |
| Estimated construction Cost in September 2023 <i>(The total tender price for the construction of the building)</i> | \$3,558,000 |
| Estimated Soft Costs <i>(The costs for consultants and permits)</i> | \$335,000 |
| Estimated Total Project Costs in September 2023 <i>(The total project costs excluded tax)</i> | \$3,894,000 |

Note that Soft Cost Allowance includes Architectural, Structural, Mechanical, Electrical, Civil, Geotechnical, and Environmental consultants; of which, Geotechnical and Environmental are recommended to be contracted directly with the Owner.

Sustainability and Energy Modelling Consultants are included in Alternative Price 10 on the following page.

Included in the estimate were the following Alternative Prices, each of which can be added to the Base Cost as desired for the purposes of project planning and grant applications. Each of these prices includes incremental contingency reserves and soft costs to be able to be added to the Estimated Total Project Cost in September 2023.

These Alternative Prices each match the Project Enhancements identified in this project.

An example of a Sustainably Enhanced Option accommodating CaGBC Zero Carbon Certification, Passive House Standard, and 100% renewable Energy is highlighted.

Also note, italicized, is a soft cost for energy modelling that would be recommended if required for a grant application.

| | |
|---|-----------------|
| Alternative Price #1 – Increase Exterior Wall Insulation Values. | \$56,000 |
| Alternative Price #2 – Increase Floor Insulation Values. | \$51,000 |
| Alternative Price #3 – Increase Roof Insulation Values. | \$41,000 |
| Alternative Price #4 – Improve Windows. | \$83,000 |
| Alternative Price #5 – Photovoltaics – 2 Panels / 5% energy recovery | \$16,000 |
| Alternative Price #6 – Photovoltaics – 40 Panels / 100% energy recovery | \$110,000 |
| Alternative Price #7 – Wet Sprinklers and Fire Alarm System. | \$63,000 |
| Alternative Price #8 – CATV, Security, Access Control, and Intrusion Systems. | \$91,000 |
| <i>Alternative Price #9 – Energy Consultant for GIBC Grant Application.</i> | <i>\$15,000</i> |
| Alternative Price #10 – Energy Consultant for CAGCB Net Carbon Zero Model. | \$65,000 |

For example, the Total Project Cost for a Sustainably Enhanced Option would include

| | |
|--|--------------------|
| Estimated Total Project Costs in September 2023 | \$4,300,000 |
| + Alternative Prices 1, 2, 3, 4, 6, and 10 | |

Estimate Basis

Pricing for this project is based upon an opinion of current June 2022 standard construction industry market costs for this size and type of institutional project in Kaslo, BC. It has been assumed that the project will be procured on a fixed stipulated 'lump sum' contract basis, from a competitive bidding field of at least four competent General Contractors. It has also been assumed that a competitive bidding field of at least three competent sub-contractors for each trade will tender for the work and that there will be no 'sole source' bids. This class 'B' design development estimate attempts to establish a fair and reasonable price for the proposed work and is not intended to be a prediction of 'low bid'.

Escalation

In the Class B Cost Estimate, it is noted that due to the Covid-19 Pandemic and market conditions there has been considerable volatility in construction materials leading to significant inflation for certain products over the past two years. In particular, lumber and associated manufactured products, structural steel, rolled steel (steel studs), insulation, drywall, glass, plastics, and other resin based products. These price increases are related directly to the global Covid-19 shut-downs during the Pandemic, winter storm related damages in the southern United States, high domestic demand in North America triggered by economic stimulus spending, as well as the recent rise in energy prices driven by world demand and the current conflict in Europe. It is anticipated that these conditions will continue for the foreseeable future and that the potential for inflationary pressure on construction materials will continue. This has resulted in sub-trades and suppliers being unable to hold pricing for certain products beyond a short period of time.

For this reason, escalation to September 2023 was identified for the purpose of the cost estimate. The market volatility would make escalation estimates impractically inaccurate beyond that date.

Contingency Reserves

A Design Contingency Allowance of 5% has been included in this estimate. This allowance is a reserve of funds in the Construction Estimate to cover unforeseen items during the design phase that do not change the project scope. This allowance is ultimately absorbed into the designed and quantified work as more detailed information becomes available and is, therefore, normally reduced to zero at the tender stage.

An Escalation Contingency Allowance of 22% has been included in this estimate. This allowance is a reserve of funds in the Construction Estimate to cover price increases in construction costs due to changes in market conditions between the date the estimate is prepared and the date the tender is called (assumed September 2023).

A Construction Contingency of 5% is included in this estimate. This allowance is a reserve of funds in the Construction Estimate to cover unforeseen items during the construction period which will result in Change Orders. This contingency is not intended to cover changes in the scope of the work.

NEXT STEPS

Next steps will include fund raising and grant applications, completing the construction ready documents and drawings; and choosing a project delivery method that is suitable for this project.

It is recommended that the Village and KDPL Planning Committee target upcoming funding and grant opportunities. The contents and supporting documents of this report should be sufficient for the purposes of grant applications including the Class B Estimate. As requested, an Energy Consultant might be engaged to add any required modelling info to a grant application.

The work in this report represents the completion of Schematic Design and Design Development. The remaining phases of a project include Contract Documents, Bidding and Negotiations, and Contract Administration summarized below.

Contract Documents:

This step includes preparation of drawings and specifications that will be used by the contractor to carry out the work. As a result, this step is often referred to as working drawings, which form part of the construction contract and take on legal significance. The drawings and specifications are a means to communicate detailed technical information and requirements and the basis of a legal contract. They will also be used to submit a Building Permit to the authorities having jurisdiction for permission to build.

In this step, the Client / owner / operator will meet once or twice a month as necessary to approve or direct the design solutions and check that the project continues to meet owner requirements. Typically, this step will include cost estimates at specified intervals, and the owner's directions and approvals at these intervals will be sought.

Bidding and Negotiations:

This step is also referred to as construction procurement. The architect and design team will assist in obtaining bids and in awarding and preparing the construction contracts. Often working closely with the Client's purchasing department the architect will analyze bids after opening and make a recommendation in light of owner's parameters on awarding the project.

Contract Administration:

The architect and design team "look out for the client's interest" during construction through services called contract administration. This process is needed to ensure the contractor and owner are fulfilling their respective roles and obligations as outlined in the construction contract (CCDC-2). The architect will represent and provide advice to the client, document changes and meetings, review progress and submittals, and issue monthly certificates for payment in the amount owing the contractor by the owner all as defined in the contract as roles of the consultant.

The owner will provide direction to the design team on changes, authorize payments, and importantly, make prompt decisions. Representation at biweekly construction meetings is typical.

There are many potential construction delivery methods and the most common are summarized below.

Design-Bid-Build

Most projects follow this traditional method of project delivery in which the owner engages an architect to design, prepare contract documents and tender to general contractors for a “Stipulated Price Contract”. Advantages include its wide use, clear role definition, and price certainty upon award.

Design-Build

In this method, the owner contracts with only one firm to provide both design and construction services. While there are numerous variations on this theme, the method provides for price certainty and allows for market ingenuity. Advantages might include both speed of delivery and price certainty, and the downside is that design and quality control shifts from the owner and architect to the builder.

Construction Management (at Risk)

Construction Management is a broad term, but generally means a construction manager (CM) is added to the team at an early stage, offers specialized knowledge to the owner, and oversees schedule, costs, and technology. Because the addition of the CM fee is at the project’s front end, this approach is most commonly used on large, complex projects. The CM does not replace the owner but is acting as an agent for the owner. An advantage might include the speed of delivery. The downside is often that the full cost is not known until the project is complete.

Alternately, a CM at Risk can be employed wherein Construction Manager is engaged during design who then becomes a General Contractor with a contract similar to Design-Bid-Build.

For the KDPL project, the relative small scale of the project, price certainty upon award, and the current aggressive construction industry suggests that **Design-Bid-Build** might be the best approach.

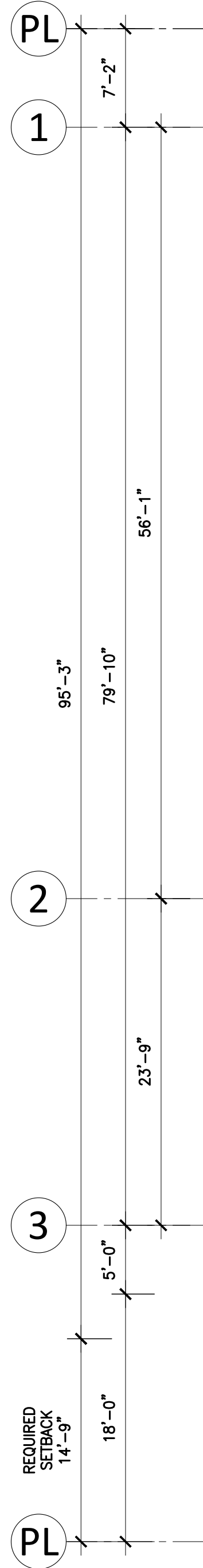
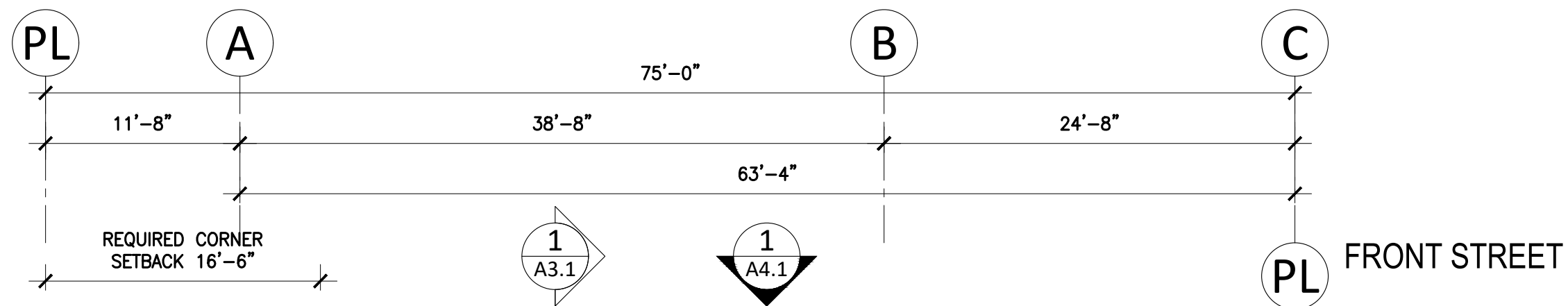
APPENDICES

The appendices include technical reports and drawings for Architectural, Structural, Mechanical and Electrical disciplines. The documents are coordinated as it relates to cost estimate breakdowns and represent the completion of 100% Design Development.

In addition, the Class B Estimate is included which summarizes the estimates for the technical documents.

- A. Architectural Design Development Drawings
- B. Structural Design Development Report and Drawings
- C. Mechanical Design Development Report and Drawings
- D. Electrical Design Development Report and Drawings
- E. Class B Estimate

DOORS
ALL DOORS ARE WOOD.
EXTERIOR DOORS ARE PAINTED
INTERIOR DOOR ARE STAINED
VESTIBULE AND ACCESSIBLE WASHROOM DOORS INCLUDE
MOTORIZED OPENERS AND ACCESSIBLE BUTTONS
ALL DOORS WITH INSTITUTIONAL HARDWARE INCLUDING SCHLAGE
LEVERS AND LOCKSETS, AND CLOSERS



APPROXIMATE LOCATION AND QUANTITY OF EXISTING TREES

APPROXIMATE LOCATION OF EXISTING OVERHEAD POWER LINE

CORNER LOT REGULATIONS;
NO VISUAL OBSTRUCTION MORE THAN 1M (3.3') WITHIN HATCHED AREA

OPPORTUNITY FOR AWNING OR CANOPY
ref: HERITAGE GUIDELINES

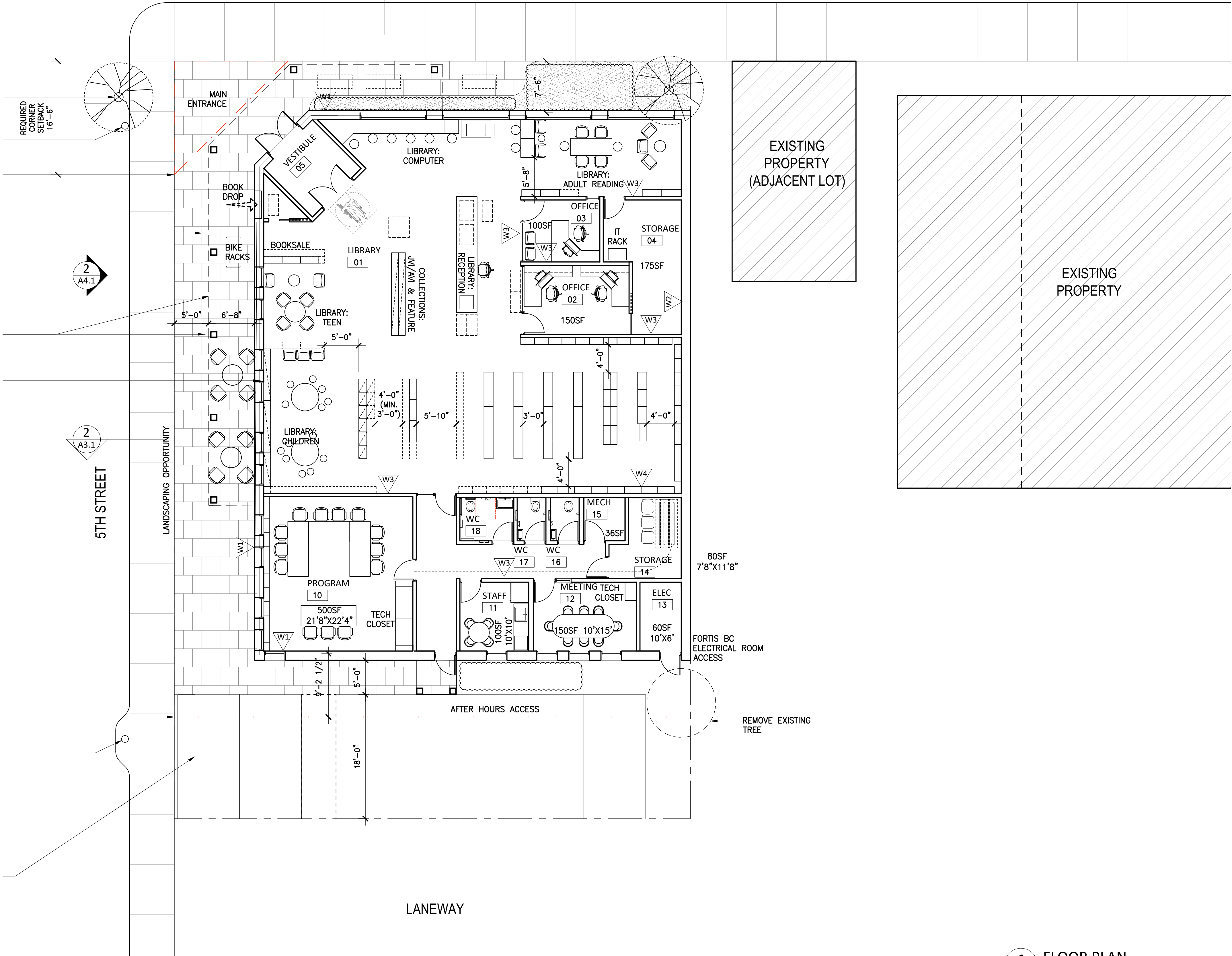
OPPORTUNITY FOR LANDSCAPING AND SEATING ALONG 5TH STREET

OPPORTUNITY WINDOW SPACING & RHYTHM
ref: HERITAGE GUIDELINES

SETBACK REQUIREMENT
4.5M (14.75')

APPROXIMATE LOCATION OF EXISTING SIDEWALK LIGHTING

ALLOWS FOR PARKING AREA AT LANEWAY



1 FLOOR PLAN
1/8" = 1'-0"



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ISSUED FOR 100% DD 07 JULY 2022
ISSUED FOR 95% DD 25 MAY 2022
ISSUED FOR 100% SD 28 APRIL 2022

REVISIONS

Carscadden

PROJECT ADDRESS

LOT C FRONT ST.,
KASLO, BC

JOB TITLE

KASLO & DISTRICT
PUBLIC LIBRARY

SHEET TITLE

FLOOR PLAN

DRAWN

STS

CHECKED

GS

JOB NO.

2161

DATE

JANUARY 2022

SCALE

1/8" = 1'-0"

SHEET SIZE

ANSI D (22'x34")

OWNER'S REFERENCE INFORMATION

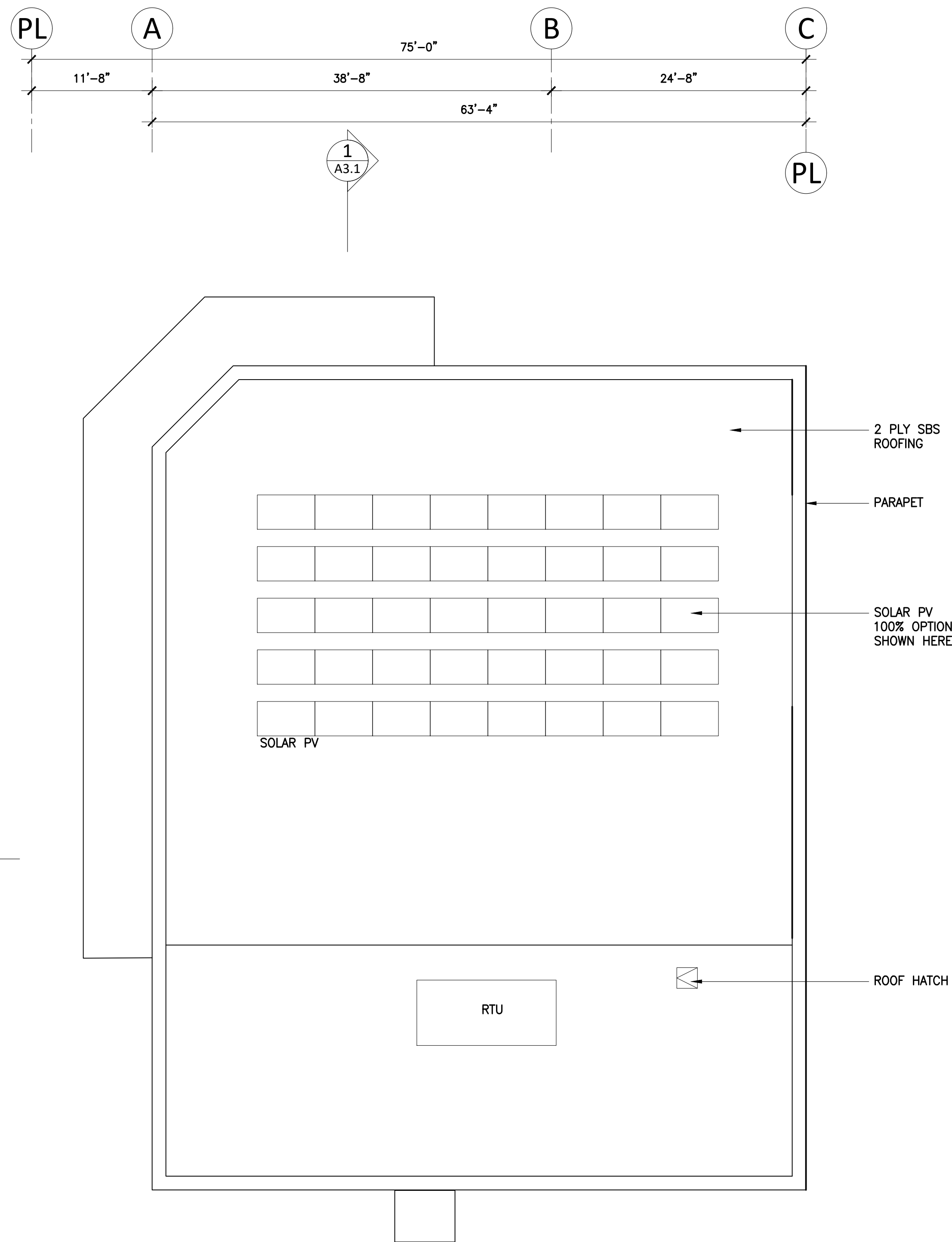
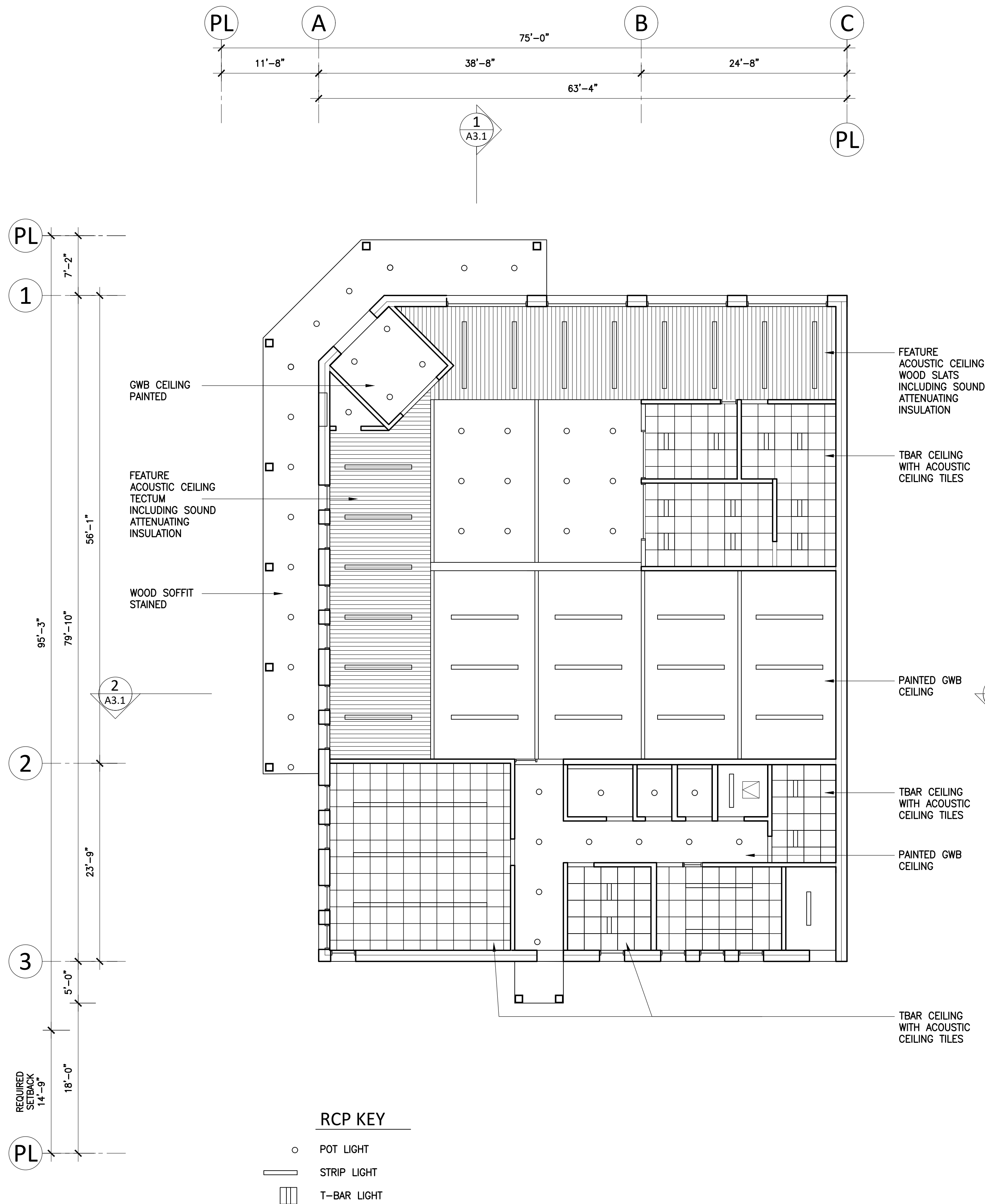
SHEET

A2.1

PROJECT
NORTH

ACTUAL
NORTH

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REVISIONS
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SHEET TITLE
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STS GS

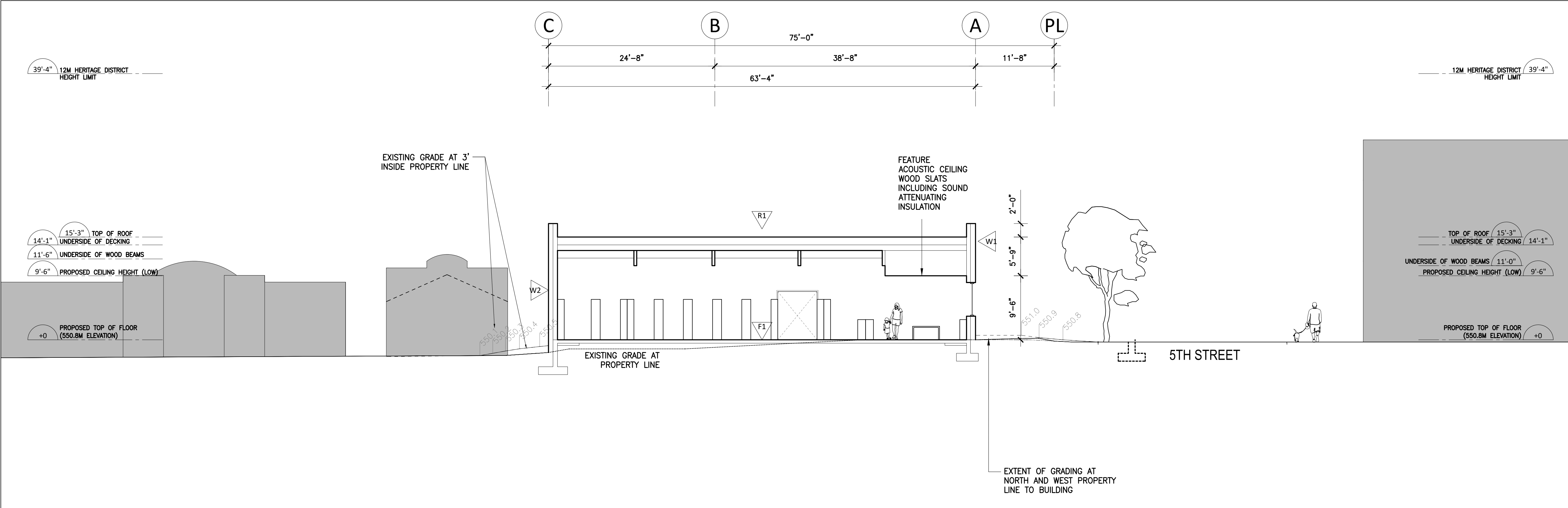
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2161 JANUARY 2022

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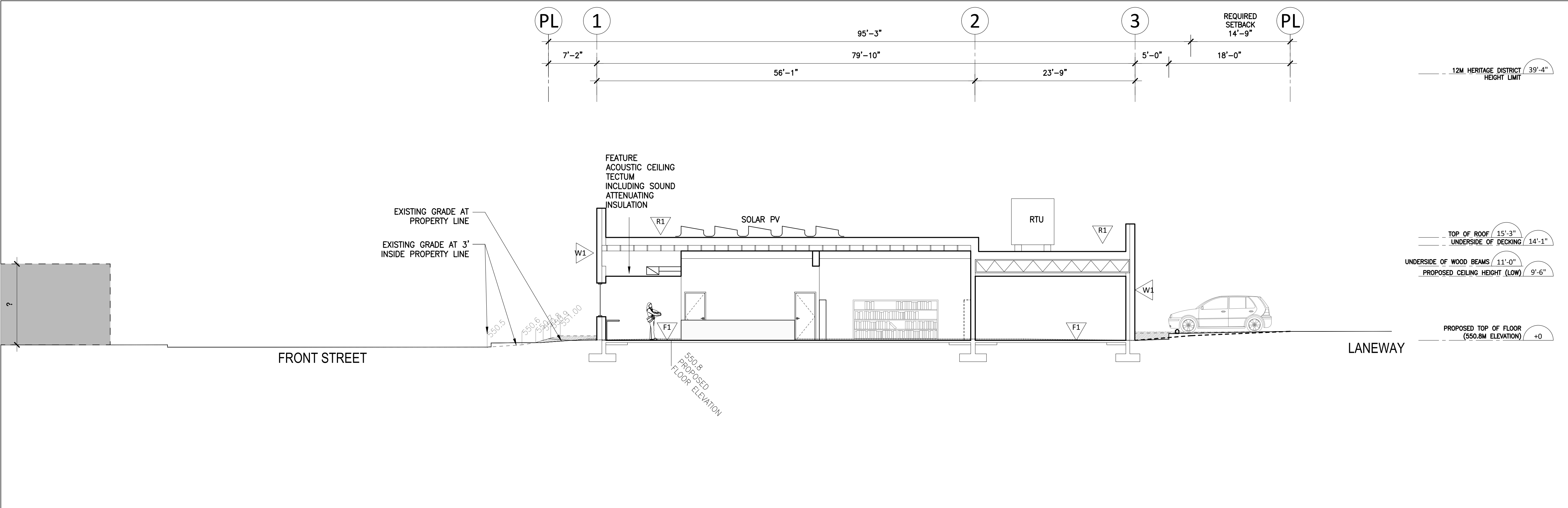
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SHEET **A2.2** PROJECT NORTH ACTUAL NORTH

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1 SECTION



2 SECTION



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