

VILLAGE OF RADIUM HOT SPRINGS

AGENDA

REGULAR COUNCIL MEETING OF JULY 10TH, 2019.

PRESENT:

1. ORDER:

2. ADDITIONS TO AGENDA:

3. MINUTES:

- (a) Council meeting minutes from June 26th, 2019.

4. DELEGATIONS:

- (a) Sergeant Darren Kakuno policing report.
- (b) Jane Thurgood Sagal and Jacqueline Wagner library annual report.
- (c) Wendy Booth and Laurie Klassen: CV Community Foundation “On the Table” program.

5. COMMITTEE REPORTS:

6. UNFINISHED BUSINESS / BUSINESS ARISING FROM THE MINUTES:

- (a) Emergency preparedness plans.

7. BYLAWS:

8. MISCELLANEOUS CORRESPONDENCE & REPORTS:

9. NEW BUSINESS:

- (a) Development Permit for Signage No. 155, 2019.

10. SUNDRY MATTERS & QUESTIONS:

11. NOTICE OF COMMITTEE, SPECIAL & CLOSED MEETINGS:

12. ADJOURNMENT:

VILLAGE OF RADIUM HOT SPRINGS

REGULAR COUNCIL MEETING MINUTES FROM JUNE 26TH, 2019.

PRESENT: Mayor Clara Reinhardt, Councillors Shudra, Logan and McCauley, Isaac MacDonald, Patrick Tolchard, and Mark Read.

Regrets: Councillor Gray.

1. ORDER: Mayor Reinhardt brought the meeting to order at 7:29 p.m.

2. ADDITIONS TO AGENDA:

Resolved, that we approve the agenda with the addition of a CanFor update from Isaac MacDonald.

(Moved by Councillor McCauley) Carried.

3. MINUTES:

Resolved, that we approve the Council meeting minutes from June 12th, 2019, as circulated.

(Moved by Councillor Logan) Carried.

4. DELEGATIONS:

Resolved, that we approve the operation of Segway tours on the Sinclair Creek trails, by 'Scootin' Kootenay Tours', including the approval of temporary sandwich boards at the trailheads for information purposes.

(Moved by Councillor Logan) Carried.

Isaac MacDonald provided an update of CanFor operations within BC and at the Radium Mill. Isaac discussed the current challenges facing the industry and he explained the temporary curtailments that have occurred. Isaac also noted the historic, current and planned upgrades for the Radium Mill.

5. COMMITTEE REPORTS:

Councillor Shudra provided a Columbia Wetlands Stewardship Partnership update noting that the group is reviewing a new draft strategic plan. Dale also advised that Parks Canada will hold an upcoming meeting to discuss signage within Radium Hot Springs. Councillor McCauley will attend.

6. UNFINISHED BUSINESS / BUSINESS ARISING FROM THE MINUTES:

Resolved, that we table the discussion regarding emergency preparedness plans to the next meeting.

(Moved by Councillor Logan) Carried.

7. MISCELLANEOUS CORRESPONDENCE & REPORTS:

Council discussed Minister meeting requests at UBCM. Mayor Reinhardt will work with staff to finalize the details of these requests.

8. NEW BUSINESS:

Resolved, that we approve the 2019 Annual Report.

(Moved by Councillor McCauley) Carried.

Resolved, that where wages are reimbursable by Emergency Management BC in emergency situations, staff working overtime related to the event be paid their normal overtime wage or salary rate for the overtime hours worked.

(Moved by Councillor Logan) Carried.

VILLAGE OF RADIUM HOT SPRINGS

Regular Council Meeting Minutes from June 26th, 2019.

9. SUNDRY MATTERS & QUESTIONS:

Councillor McCauley raised concerns regarding truck parking should the TransCanada construction project result in complete highway closures, with traffic rerouting through Radium Hot Springs.

Councillor Shudra related the suggestion that we prebuild the ice rink to allow for future ice surface refrigeration. It was agreed that we would not pursue these upgrades, at this time.

The need for upgrades to the Village website was discussed. Staff will add this item for budget consideration in 2020.

Mayor Reinhardt noted her attendance at the following:

- The Columbia Lake Recreation Centre opening;
- The local National Indigenous People's Day celebration, and;
- The Army Cadet parade held in Golden.

Mayor Reinhardt also provided an update on recent discussions with the Shuswap First Nation regarding the proposed Invermere to Radium Hot Springs connector trail. There is support to move the proposal forward, pending resolution of certificate of possession issues, trespassing concerns, and trail routing.

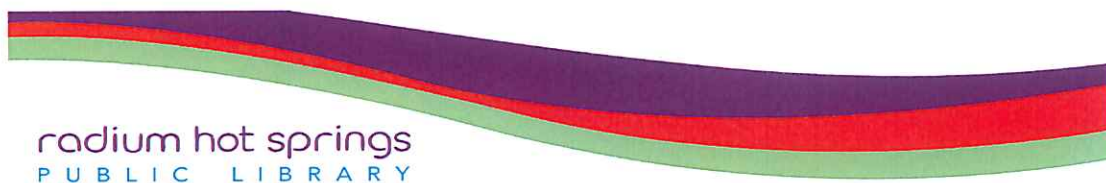
10. ADJOURNMENT:

The meeting adjourned at 9:03 p.m.

HEREBY CERTIFIED CORRECT:

Mayor Clara Reinhardt

Clerk Mark Read



2018 Annual Report to the Community

Message from Board Chair

2018 was a year of growth for our Library. In July, we moved into our new location in the Radium Hot Springs Centre. With this move, we increased our space and our open hours.

We also hired a new Library Director, Jacqueline Wagner, effective July 1, to work with our current Library Director, Jane Jones. With increased staff, space, and open hours, our programming increased significantly.

To support this increase, the Library tripled our grant requests and increased our donor base. Through the contributions of our dedicated supporters to the Library and the Library's endowment fund, we more than tripled our donations received.

We are grateful to our donors and to the annual joint fundraising efforts with the Fire Hall and the Radium Rotary Community Garden. We also appreciate the Horsethief Creek Pub for their Give Back Sunday program as the Library has benefited from this program for the last three years.

With funding from the Columbia Basin Trust, the Library was provided with the assistance of a fundraising consultant to assist with the development of a fundraising plan. This plan will provide an initial focus for the Library for 2019.

Jane Thurgood Segal

S.T.E.A.M Program

Our new facility, along with an increase in funding, gave our Library the ability to adjust our programs to better suit the needs of our community. This year the library added several new programs to our roster.

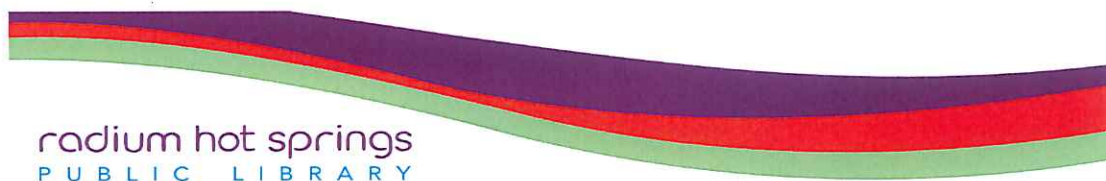
In September 2018, the Library launched its first ever S.T.E.A.M program. This program encourages children to develop an interest in Science, Technology, Engineering, Art and Math at a young age. S.T.E.A.M quickly became a crowd favourite, and because of its tremendous success, it was established as a monthly program at the Library.

Thanks to funding from both the Panorama Foundation and Kootenay Library Federation we were able to purchase S.T.E.A.M equipment and supplies to initiate and sustain our program.

Author Visits

In 2018, we hosted two talented authors at the Radium Library. In October, Vancouver author Michael Kluckner stopped by our library to give an illustrated talk on his latest graphic novel - *Julia*.

In December, local author Maureen Thorpe came to the library to promote her new book *Tangle of Time*.



Online Databases

Our online databases are updated on an annual basis and are designed to reflect the needs of our community. Our Library website serves as a directory for these online resources. These resources provide equitable and direct access to essential information from credible sources.

Our patrons can use our website to obtain legal assistance, discover their ancestry, sign out ebooks and eAudiobooks, request interlibrary loans, research health concerns, locate homework help resources, search for magazines and newspapers and explore travel guides—to name a few!

Little Free Library



Can you find this Little Library in Radium Hot Springs? Through partnerships, Columbia Basin Alliance for Literacy (CBAL) built this “library” and the Village of Radium Hot Springs installed it.

Endowment Fund

The Library Board established an endowment fund in June 2017 with the Columbia Valley Community Foundation. The purpose of the fund is to provide support for the Library and its programs.

Through contributions, the fund reached \$1,100 in 2017. Due to an anonymous matching donor in 2018, the fund reached \$3,900. When the fund reaches \$10,000, the Library will receive annual interest payments to enhance its programming.

Please consider donating to the Endowment Fund. Donations may be made online at:

<http://valleyfoundation.ca/donate-now/>

2018 Donors

The Radium Hot Springs Public Library is grateful to the donors who chose to support the Library in 2018.

Reader (\$5 - \$99)

Justin Tegart (via United Way)
Jill Logan

Bookworm (\$100 - \$249)

Allan Leslie & Marilyn Gayle
Karen Sharp
Clara Reinhardt

Booklover (\$250 - \$499)

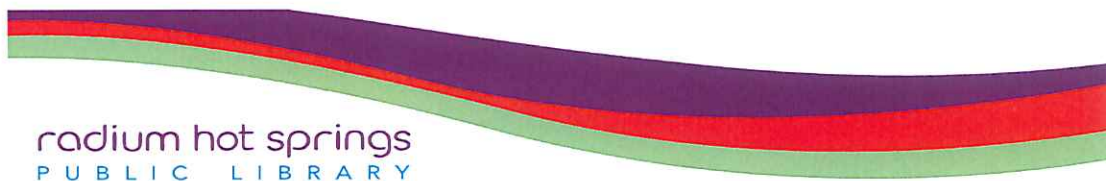
Gerry George (via Canada Helps)
Ron & Donna Verboom
Jane Thurgood Sagal

Scholar (\$500 - \$999)

Anonymous

Visionary (\$2,000+)

Tom Symington



2018 Library Team

Staff

Library Director: Jane Jones/Jacqueline Wagner

Relief Library Director: Jan Campbell

RHSPL Board of Trustees

Chair: Jane Thurgood Sagal

Vice-Chair: Joanne Steedman,
RDEK Representative (Area G)

Treasurer: Linda Forbes/Donna Verboom

Trustee: Jill Logan

Trustee: Stephanie Schroeder

Recording Secretary: Tom Symington,
RDEK Representative (Area F)

Village Council Representative: Ron Verboom



Website: radium.bc.libraries.coop

facebook.com/RadiumPublicLibrary

2018 Stats-at-a-Glance

New registrations: 135

Active cardholders: 357

Children & youth cardholders: 42

Active cardholders/% of population: 22.34%

In-person visits: 3,400

Website and catalogue page views: 6,976

Wifi use: 6,752

Print titles added: 618

Print titles in collection: 6,163

Circulation of print materials: 3,165

Circulation of e-book/eAudiobooks: 47,409

Circulation of children's materials: 1,254

Circulation per hour open: 50.06

Total circulation: 51,612

Interlibrary items lent: 298

Interlibrary borrowed from others: 183

Hours open per week: 11 (January - June)

28 (July - December)

Number of volunteers: 29

Volunteer hours: 873.25

2018 Financial Summary

Revenue

Village of Radium: \$ 32,912.00

RDEK: \$ 25,379.00

Provincial Grants: \$ 12,268.00

Other Grants: \$ 20,985.00

Fundraising: \$ 2,021.00

Donations: \$ 3,608.00

General: \$ 549.00

TOTAL \$ 97,722.00

Expenses

Library Admin: \$ 32,494.00

Wages & Benefits: \$ 41,496.00

Office Services: \$ 19,353.00

Programs & Services \$ 1,513.00

TOTAL \$ 94,856.00

Surplus of \$2,866.00 to be dedicated to
Library priorities for 2019.

Non-Profit Advisors (NPA) Program Follow-up

(Updated June 2019)

1. Planning & Direction - Strategic Planning Recommendation (Completed)

The Library could benefit from a strategic planning session facilitated by a consultant in the coming months to clearly articulate and document Library operational and programming goals and objectives, with clear timelines and tasks. The session could involve an environmental scan component and spend time looking specifically at how program evaluation fits into the overall planning process, as well as on organizational structure. The session should include strategies for monitoring and measuring success of strategic plan implementation; this may include a twice-yearly Board review of the plan.

Activities

- i. Contract consultant - April/May 2017
- ii. Meet with consultant - June/July 2017
- iii. Revise strategic plan - Sept - Dec 2017
- iv. Conduct online survey - Jan/Feb 2018
- v. Hold community consultation - April 2018
- vi. Develop final report - May 2018

2. Material Resources (Completed)

The Library could pursue targeted funding for new furnishings as part of a larger fundraising plan (see Recommendation #4), in anticipation of the move to the new library space.

Activities

- i. Apply for CVCF grant (\$2500.00 received) - Oct 2017
- ii. Apply for Pano grant (\$5000.00 received) - Nov 2017
- iii. Apply for CBT grant (\$9513.09) - Dec 2017

3. Human Resources (In Progress)

(a) Succession Planning

The Library will benefit from having an emergency short-term succession plan in place to address unexpected absences of the Director. Up to date job descriptions, accessible files and documented policies and procedures, as well as a designated officer to take on a temporary role, will be key to this process. The Library also should develop a longer term Succession Plan to prepare for the integration of new leadership in the future.

Activities

- i. Board discussion - June 2017
- ii. Board decision - August/September 2017
- iii. Budget for succession plan - October 2017
- iv. Advertise for new library director - May 2018
- v. Short-term succession plan in place to address absences of Director - July 2018
- vi. Advertise for library assistant - Nov 2018
- vii. Procedure manual developed (see also Recommendation #6a) - Fall 2018

- viii. Assistant Library Director (11 hrs/week) and Library Assistant (3 hrs/week) hired to begin January 1, 2019 - Dec 2018
- ix. Performance and Development Plan developed for Library Director - January 2019
- x. Policy manual updated - May 2019
- xi. Develop job descriptions for Assistant Library Director and for Library Assistant based on KSAs in original ad - August 2019
- xii. Develop performance and development plan for Assistant Library Director and for Library Assistant - August 2019
- xiii. Discuss longer-term succession plan for Library Director role - date TBD

(b) Volunteer Management (in Progress)

The Library has a strong volunteering component in its operations. Attracting and retaining key and/or skilled volunteers is a knack that can be developed. Review suggested resources.

Activities

- Library director has updated volunteer list and related forms, along with coordinating volunteers for crafts and STEAM programming (July - October 2018)
- Library director is in process of coordinating a Friends of Library group (Nov 2018)
- Library Director to purchase the book “The Good, the Bad, and the Unfriendly” as a resource for developing a Friends of the Library group (June 2019)
- Board to discuss criteria for Friends of the Library group based in information found in “The Good, the Bad, and the Unfriendly” (August 2019)

4. Financial Management - Funds and Sources (In Progress)

The Library does not have a broad and diverse funding based. It may wish to engage a Fundraising Consultant to develop both a fundraising plan and other strategies to increase operations and program funds.

Activities

- i. Board discussion - June 2017
- ii. Board decision - May 2018
- iii. Budget for fundraising consultant (NPA grant) - August 2018
- iv. Fundraising consultant hired - October 2018
- v. Initial fundraising meeting - November 2018
- vi. Fundraising plan developed - December 2018
- vii. Follow-up activities in relation to fundraising plan; fundraising to be standing item on monthly board meeting agendas for 2019 and 2020 - January 2019
- viii. Ad hoc committee to be formed to support fundraising efforts - August 2019

5. Legal/Risk Management

The Library has strong legal and risk management, backed by the Village, but might want to consider a risk management exercise to support operations. The Library could create Risk Management Policies and review them on an annual basis.

Activities

- i. Board discussion - June 2017
- ii. Budget for risk management exercise (NPA grant?) - October 2019
- iii. Engage in risk management exercise - 2020

6. Administration/Management (One in Progress and three Completed)

(a) Operations Manual (Completed)

The Library generally is well-managed, but may want to change its structure in light of the move next year. It could consider developing an operations manual to orient new staff and volunteers to the Library.

Activities

- i. Develop Operations Manual - Fall 2018
- ii. Update Operations Manual as required

(b) Structure (In Progress)

Reallocation of staff and volunteer resources to expand library operations

Activities

- i. Support new Library Director in designing programs and aligning resources - both human and financial - Fall 2018
- ii. Hire Assistant Library Director and Library Assistant - December 2018
- iii. Develop volunteer list to use as base for Friends of the Library - 2019
- iv. Ensure sufficient number of volunteers to support library open hours and activities - December 2019

(c) Knowledge Management (Completed)

The Library should develop a perpetual calendar with key dates such as Board meetings, Library filing, grant reporting deadlines, etc. This calendar could be reviewed at each Board meeting.

Activities

- i. First draft developed - April 2017
- ii. Second draft developed - June 2017
- iii. Perpetual calendar reviewed and updated (as required) at monthly Board meeting

(d) Policy (Completed - Continue Bi-Annual Review Process)

The Library has an extensive policy manual; however, the Library could consult resources to address any gaps that may exist.

Activities

- New policies developed to support new services in the library (July - Dec 2018)
- Continue to update manual and develop new policies as need arises

7. Governance (In Progress)

The current Library Trustees are experienced and competent, and the Board's self-evaluation work is commendable. Developing Board committees (with short-term mandates) that incorporate new volunteers into the Library could also function as a Board Member prospecting exercise.

Activities

- Include community member in initial fundraising meeting with consultant (Nov 2018)
- Develop ad hoc committees as required

**8. Community Relations - memberships, communications, donor/funder relations
(Continue Community Relations efforts)**

Activities

- Continue developing “swag” items (i.e., new book bags were purchased in 2018)
- Continue leveraging social media (i.e., Library Director has initiated monthly newsletter in 2018)
- Profile donor possibilities (e.g., endowment fund, monthly/annual donations, charitable bequest donations in wills, grants, targeted asks) - see also Recommendation #4 Financial Management.

VILLAGE OF RADIUM HOT SPRINGS

DEVELOPMENT PERMIT FOR SIGNAGE NO. 155 , 2019.

1. Pursuant to Section 920 of the *Local Government Act*, the Council of the Village of Radium Hot Springs has, by resolution, issued a Development Permit to:

Husky Oil Operations Limited
 707 – 8th Avenue SW
 Calgary, AB
 T2P 3G7 (the "Permittee")

This Development Permit is issued subject to compliance with all of the bylaws of the Village of Radium Hot Springs applicable thereto, except as specifically varied or supplemented by this Permit, and it applies only to those lands owned by the permittee within the Village of Radium Hot Springs and currently legally described as:

PID #013-451-421
 Lot 2, Plan NEP 2508,
 District Lot 2580, Kootenay Land District,
 Except Plan 4750.

2. This Development Permit is issued specifically to allow the placement of the following back lit signage:

- 1) One existing canopy fascia perimeter sign refaced to Esso standard;
- 2) Two existing free standing signs refaced to "Esso" and "Travel Centre".

The general form and character of the canopy fascia sign permitted shall be as per the drawings shown in 'Schedule A', attached to and forming part of this permit.

3. The following existing backlit signage shall remain unchanged:

- 1) One free standing restaurant sign (fork, knife, spoon);
- 2) Building fascia perimeter sign ("Restaurant" x 2);
- 3) "Food Store" sign on wall of building;
- 4) "Restaurant" sign on wall of building, and
- 5) "Lotto!" sign on wall of building.

4. The said lands and sign structures shall be developed generally in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit shall form a part hereof. In the event of a conflict, the provisions of this Permit prevail over any provisions of Sign Regulation Bylaw No. 284, 2004.

5. If the Permittee does not commence the development permitted by this Permit within 6 months of the date of this Permit, the permit shall lapse.

PERMIT ISSUED THIS ____ DAY OF _____, 2019.

 CLERK

THE CONDITIONS OF THIS PERMIT ARE HEREBY ACKNOWLEDGED BY THE PERMITTEES:

VILLAGE OF RADIUM HOT SPRINGS SCHEDULE 'A' DEVELOPMENT PERMIT NO. 155, 2019.

