

**VILLAGE OF RADIUM HOT SPRINGS**

**AGENDA**

**REGULAR COUNCIL MEETING**

**COUNCIL CHAMBERS**

**7:30 PM, WEDNESDAY, JUNE 22nd, 2022**

**Zoom info:**

**Meeting ID: 882 123 4110**

**Passcode: Radium**

**Dial in: 1-204-272-7920**

**Meeting ID: 882 123 4110**

**Passcode: 600461**

**PRESENT:**

**1. ORDER:**

**LAND ACKNOWLEDGEMENT:**

**2. ADDITIONS TO AGENDA:**

**3. MINUTES:**

- a) Adoption of Minutes from Regular Council Meeting held on June 8<sup>th</sup>, 2022

***Recommended Resolution:***

That the Village of Radium Hot Springs Council adopts the Regular Council Meeting minutes from June 8<sup>th</sup>, 2022, as presented.

**4. DELEGATIONS:**

**5. COMMITTEE REPORTS:**

**6. UNFINISHED BUSINESS / BUSINESS ARISING FROM THE MINUTES:**

**7. BYLAWS:**

- a) Report to Council – CAO Bergles – Bylaw No. 479, 2022 Business Licence Amendment

***Recommended Resolution:***

That Council gives first, second and third reading to *Business Licence Regulation Bylaw No. 244, 2001 – Amendment Bylaw No. 479, 2022*, as presented.

## 8. MISCELLANEOUS CORRESPONDENCE & REPORTS:

- a) Report to Council – CAO Bergles – 2022 Village of Radium Hot Springs Annual Report – January 1 – December 31, 2021

***Recommended Resolution:***

That the Village of Radium Hot Springs Annual Report January 1, 2021 to December 31, 2021, be adopted.

- b) Report to Council – CAO Bergles – Council Meeting Summer Meeting Schedule

***Recommended Resolution:***

That the Village of Radium Hot Springs Council adopts the 2022 summer meeting schedule, as follows: July 13<sup>th</sup> and August 10<sup>th</sup>.

- c) Report to Council – CAO Bergles – Council Code of Conduct and Council/Administration Protocol Policy

***Recommended Resolution:***

That the Village of Radium Hot Springs Council adopts the Council Code of Conduct as presented; and

That the Village of Radium Hot Springs Council adopts the Council/Administration Protocol Policy, as presented.

- d) Report to Council – CAO Bergles – Appointment of Alternate Voting Delegates for MIABC AGM held at the UBCM Convention in September

***Recommended Resolution:***

That the Village of Radium Hot Springs Council, in accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement (RIEA), appoints Councillor Dale Shudra and Councillor Mike Gray as alternates, to vote the Village's interests at this year's Municipal Insurance Association's AGM, held on Tuesday, September 13<sup>th</sup>, in conjunction with the 2022 UBCM Convention.

- e) Report to Council – CAO Bergles – Forster Creek Intake and Sedimentation Pond Improvements – Pre-Design Work Program contract award

***Recommended Resolution:***

That Council authorize staff to enter into a contract with Urban Systems Limited Forster Creek Intake and Sedimentation Pond Improvements – Pre-Design Work

Program for a value of \$131,900.

- f) Report to Council – CAO Bergles – Canfor Notice and Referral to Municipalities for proposed harvest

***Recommended Resolution:***

That the Canfor Notice and Referral dated June 6, 2022 be received for information;

And That Council directs staff to submit the following comments \_\_\_\_\_ (if applicable).

- g) Report to Council – CAO Bergles – Appointment of Jill Logan as Corporate Officer

***Recommended Resolution:***

THAT Council resolve to appoint Jill Logan as Corporate Officer for the Village of Radium Hot Springs;

AND THAT Council resolve to appoint Adrian Bergles Deputy Corporate Officer for the Village of Radium Hot Springs.

- h) Report to Council – Bylaw Officer Kent Kebe – May 2022 Report

***Recommended Resolution:***

That the Village of Radium Hot Springs Council accepts the May 2022 Bylaw Activity Information Report, as presented by Bylaw Officer Kebe.

**9. NEW BUSINESS:**

**10. ROUNDTABLE:**

**11. NOTICE OF COMMITTEE, SPECIAL & CLOSED MEETINGS:**

Resolution to go ‘in camera’ to discuss labour relations under section 90 of the *Community Charter*.

**12. ADJOURNMENT:**

**VILLAGE OF RADIUM HOT SPRINGS**

**MINUTES**

**REGULAR COUNCIL MEETING**

**COUNCIL CHAMBERS**

**WEDNESDAY, JUNE 8th, 2022 at 7:30pm**

**COUNCIL PRESENT:** Mayor Reinhardt, Councillors Logan, Shudra, Gray  
**Regrets:** Councillor McCauley

**STAFF PRESENT:** CAO Adrian Bergles, Clerk Jill Logan

**PUBLIC PRESENT:** 5 (Columbia Valley Pioneer reporter via Zoom)

**1. ORDER:** Mayor Reinhardt brought the meeting to order at 7:30 p.m.

**LAND ACKNOWLEDGEMENT:**

Mayor Reinhardt acknowledged the First Nation's heritage for the lands upon which this meeting is being held.

**2. ADDITIONS TO AGENDA:**

Resolved, that there are no additions to the Agenda.  
(Moved by Councillor Gray)

Carried

**3. MINUTES:**

a) Resolved, that the Village of Radium Hot Springs Council adopts the Committee of the Whole Meeting minutes from May 24<sup>th</sup>, 2022, as presented  
(Moved by Councillor Shudra)

Carried

b) Resolved, that the Village of Radium Hot Springs Council adopts the Regular Council Meeting minutes from May 25<sup>th</sup>, 2022, as presented.  
(Moved by Councillor Gray)

Carried

**4. DELEGATIONS:**

No delegations.

**5. COMMITTEE REPORTS:**

- Mayor Reinhardt attended Columbia Valley Recreation Planning Initiative meetings.



6. UNFINISHED BUSINESS / BUSINESS ARISING FROM THE MINUTES:

None.

7. BYLAWS

- a) Resolved, that the Village of Radium Hot Springs Council adopts “ *OCP Amendment Bylaw No. 474, 2022*”.  
(Moved by Councillor Gray) Carried
- b) Resolved, that the Village of Radium Hot Springs Council adopts “ *Zoning Amendment Bylaw No. 475, 2022*”.  
(Moved by Councillor Logan) Carried
- c) Resolved, that the Village of Radium Hot Springs Council adopts “ *Election, Assent, and Mail Ballot Voting Bylaw No.478, 2022*”.  
(Moved by Councillor Gray) Carried

8. MISCELLANEOUS CORRESPONDENCE & REPORTS:

- a) Resolved, that Council of the Village of Radium Hot Springs receives the letters from Premier John Horgan and Minister Nathan Cullen regarding the 2022 UBCM Convention Meeting requests, for information; and  
(Moved by Councillor Logan) Carried

Resolved, that Council of the Village of Radium Hot Springs instructs staff to initiate meeting requests with the following Ministries: Ministry of Public Safety and Ministry of Transportation and Infrastructure.  
(Moved by Councillor Gray) Carried

- b) Resolved, that Council of the Village of Radium Hot Springs receives the 2022 AKBLG Resolutions, for information.  
(Moved by Councillor Shudra) Carried

**Councillor Gray recused himself at 7:37pm**

- c) Resolved, that Council of the Village of Radium Hot Springs adopts the Tourism Radium Mobile Vendors Policy, as presented, with the recommendation that Tourism Radium’s ‘Market Polices’ document clarifies that market space priority be given to Radium-based businesses.  
(Moved by Councillor Logan) Carried

**Councillor Gray returned at 7:43pm**

- d) Resolved, that pursuant to Section 58(1) of the *Local Government Act* Adrian Bergles be appointed Chief Election Officer for conducting the 2022 general local election and assent voting with power to appoint other election officials as required for the administration and conduct of the 2022 general local election; and
- Resolved, that Emily Mitchell be appointed Deputy Chief Election Officer for the 2022 general local election  
(Moved by Councillor Gray) Carried
- e) Resolved, that the Village of Radium Hot Springs Council receives CAO Bergles’ e-mail communication regarding the Village’s Flood and Turbidity Response plan, for information.  
(Moved by Councillor Gray) Carried
- f) Resolved, that the Village of Radium Hot Springs Council will work with Village staff to plan an Open House event on July 11<sup>th</sup>, 2022.  
(Moved by Councillor Gray) Carried
- g) Resolved, that the Village of Radium Hot Springs Council instructs staff to prepare and send a letter to the Ministry of Transportation regarding a resident’s request for a turning lane off Highway 95 onto Prospector Avenue.  
(Moved by Councillor Gray) Carried

**9. NEW BUSINESS:**

None

**10. ROUNDTABLE:**

- Resolved, that the Committee of the Whole meeting be held on June 16<sup>th</sup>, 2022 at 1pm.  
(Moved by Councillor Gray) Carried
- CAO Bergles provided an update on his recent attendance at the Resort Municipality Conference in Rossland, and further advised that the 2023 conference will be held in Radium Hot Springs.
- Pioneer Reporter Haley Grinder asked for clarification on the mobile vendor fees at the Market on Main.

**11. NOTICE OF COMMITTEE, SPECIAL & CLOSED MEETINGS:**

None

**12. ADJOURNMENT: 8:05 p.m.**

HEREBY CERTIFIED CORRECT:

\_\_\_\_\_  
Mayor Reinhardt

\_\_\_\_\_  
Clerk, Jill Logan

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|                        |   |
|------------------------|---|
| Meeting Type and Date: | Meeting – June 22, 2022   |
| From:                  | Adrian Bergles, Chief Administrative Officer  |
| Prepared By:           | Adrian Bergles, Chief Administrative Officer  |
| Subject:               | <b>Bylaw No. 479: Business License Amendment</b>  |
| Recommendation:        | That Council gives first, second, and third reading to<br>“Business Licence Regulation Bylaw No. 244, 2001 --<br>Amendment Bylaw No. 479, 2022” |

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|  |  |   |
|--|--|---|
| Request for Decision <input checked="" type="checkbox"/> | Department Report <input type="checkbox"/> | Information Report <input type="checkbox"/> |
|--|--|---|

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**Implications of Recommendation:**

|                   |   |
|-------------------|---|
| Asset Management: | N   |
| Financial:        | N   |
| OCP:              | N   |
| Policy:           | Y: Tourism Radium Mobile Vendors Policy, Business Licence Bylaw |
| Strategic Plan:   | N   |

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**SUMMARY INFORMATION**

At the May Committee of the Whole Meeting staff was asked to develop a bylaw amendment to allow limited operations of Mobile Vendors within the Village of Radium Hot Springs.

*Business Licence Regulation Bylaw No. 244, 2001 -- Amendment Bylaw No. 479, 2022* does that by adding a definition of Mobile Vendors and restricting Mobile Vendors, essentially to private land, with owner written permission, on non-residential zoned land within the Village.

One (or two) – off festivals are considered via an exemption clause.

And limited ability for Mobile Vendors to operate on public land are considered in this amendment, specifically:

Following ‘policy’ of the Village -- the *Tourism Radium Mobile Vendors Policy*;

and at the ‘overflow’ parking lot at the southwestern-most corner of the Main Park with permission of the Village.

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### **OPTIONS FOR COUNCIL**

- a) Read the bylaw amendment as presented (recommended)
- b) Table the bylaw amendment
- c) Instruct staff to make further changes to the bylaw amendment

Respectfully submitted:

Adrian Bergles, Chief Administrative Officer

**Village of Radium Hot Springs**

**Bylaw No. 479, 2022**

**Business Licence Amendment Bylaw**

A bylaw to amend "Business Licence Regulation Bylaw No. 244, 2001".

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**WHEREAS** the Village of Radium Hot Springs wishes to allow limited operations of Mobile Vendors within the Village of Radium Hot Springs.

**NOW THEREFORE** the Council of the Village of Radium Hot Springs, in an open meeting, enacts as follows:

1. This Bylaw shall be cited for all purposes as: "Business Licence Regulation Bylaw No. 244, 2001 -- Amendment Bylaw No. 479, 2022".
2. That Village of Radium Hot Springs Business Licence Regulation Bylaw No. 244, 2001 be amended by:

(a) Division 1 – Definitions, Section 1.01. Add definition of "Mobile Vendor":

"Mobile Vendor" means a canteen or fruit seller using a cart, or a mobile business operating from a motor vehicle or a trailer designed and constructed to be pulled by a motor vehicle on a highway.

(b) Division 2 – General Regulations. Add the following:

**Exemptions**

2.03 (5) A Business Licence is not required for Mobile Vendors operating on private property with a non-residential zone designation at a festival less than 72 hours in duration, and provided that not more than two festivals are hosted per property owner/operator per year.

(c) Division 3 – Regulations of Businesses: Delete Section 3.13 **Mobile Stores and Mobile Restaurants** and replace with the following:

**Mobile Vendors**

**3.13**

- (1) Notwithstanding door to door sales, no person shall offer for sale any goods or merchandise on the highways or sidewalks within the boundaries of the Village of Radium Hot Springs.
- (2) A Mobile Vendor may operate on private property with a non-residential zone designation subject to permission of the property owner. Written evidence of this owner's permission as well as approval of the Provincial Authority having jurisdiction for

health inspections, if applicable, shall be submitted with the application for a Business Licence.

- (3) All mobile vendors shall comply with all applicable provincial and municipal bylaws, policies, and regulations.
- (4) All Mobile Vendors shall provide proof of valid motor vehicle insurance if applicable and requested.
- (5) Notwithstanding sections 3.10 and 3.13 (1) of this bylaw, Mobile Vendors may be allowed in the following public lands only belonging to the Village of Radium Hot Springs and under the following conditions:
  - (a) On the municipal highway directly adjacent to 7556 Main Street East in compliance with all applicable Village of Radium Hot Springs enactments established by bylaw or policy, as may be amended from time to time;
  - (b) in the southwestern-most public parking lot at 4863 Stanley Street, subject to written permission of the Bylaw Officer or designate of the Village of Radium Hot Springs. Approval of the Provincial Authority having jurisdiction for health inspections, if applicable, shall be submitted with the application for a business licence;
  - (c) Subject to all Village of Radium Hot Springs enactments established by bylaw or policy.

READ A FIRST, SECOND, and THIRD TIME this \_\_\_\_ Day of June, 2022.

RECONSIDERED AND ADOPTED this \_\_\_\_ Day of July, 2022.

\_\_\_\_\_  
Mayor Clara Reinhardt

\_\_\_\_\_  
Corporate Officer Jill Logan

Hereby certified a true copy of Business Licence Regulation Bylaw No. 244, 2001 -- Amendment Bylaw No. 479, 2022:

\_\_\_\_\_  
Corporate Officer Jill Logan

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Meeting Type and Date: Meeting – June 22, 2022  
From: Adrian Bergles, Chief Administrative Officer  
Prepared By: Adrian Bergles, Chief Administrative Officer  
Subject: Village of Radium Hot Springs Annual Report January 1, 2021 to December 31, 2021

Recommendation: That the Village of Radium Hot Springs Annual Report January 1, 2021 to December 31, 2021 be adopted

Request for Decision ☒ Department Report ☐ Information Report ☐

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**Implications of Recommendation:**

Asset Management: N  
Financial: N  
OCP: N  
Policy: Y: Legislation – *Community Charter*  
Strategic Plan: N

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**SUMMARY INFORMATION**

Per Section 98 of the *Community Charter*, before June 30<sup>th</sup> of each year Council must:

- Prepare an annual report
- Present the report at a public meeting
- Make the report available for public inspection at least 14 days prior to the public meeting

The Annual Report has been on the Village website since May 19 and was included in emails to the community from Tourism Radium. No comments or submissions were received from the public.

Respectfully submitted:

Adrian Bergles, Chief Administrative Officer

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Photo: Mitch Winton

# VILLAGE OF radium hot springs

Annual Report -- January 1 to December 31, 2021

P.O. Box 340, 4836 Radium Blvd., Radium Hot Springs, BC, V0A 1M0

[www.radiumhotsprings.ca](http://www.radiumhotsprings.ca)



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## Mayor and Council



From left: Councillors Tyler McCauley and Mike Gray; Mayor Clara Reinhardt; Councillors Dale Shudra and Todd Logan

Council consists of Mayor Reinhardt and four Councillors who are elected for a four-year term, which will end in October, 2022. The community has the opportunity to provide input to Council on such issues as: annual budgets and taxation rates and development and community needs. Council's powers are exercised through the adoption of resolutions, bylaws, and setting of policy.

Council meetings are regularly scheduled for the second and fourth Wednesday of each month (Council typically only meets once each in the months of July and August). Meetings are held in Council chambers at 4836 Radium Blvd., Radium Hot Springs, BC. Over the past year or so, virtual attendance via Zoom has become a possibility for Councillors and members of the public.

The public can ask questions of Council regarding items on the agenda during the public question period near the end of the meeting. If a member of the public wishes to speak to Council about other items, arrangements can be made by contacting the Village office [village@radiumhotsprings.ca](mailto:village@radiumhotsprings.ca)

2021-2025 Financial Plan Policy Statement

The *Community Charter* requires that municipalities provide explicit policy and objective statements as part of the financial plan that relate specifically to the proportions of revenue proposed to come from the various funding sources, the distribution of property taxes among property classes, and the use of permissive tax exemptions.

- 1. It is the objective of Council to operate an efficient and self-sufficient municipality while maintaining a well-serviced, safe, and livable community. Our focus is providing for maximum efficiency with minimal taxation, while also making provision for future infrastructure and service needs.
- 2. With respect to the proportions of revenue proposed to come from the various funding sources the following applies:
  - (a) The assessed values for the residential and commercial tax classes saw a market change of 5.67% and -5.45% respectively. Major Industry saw a market decrease of -2.12%. There will be an additional tax increase added to the rates to raise revenue for the overall general operational costs as well as a 1% increase to be placed into new capital reserves. Additional revenues will also come from the new construction of the prior year.
  - (b) The revenue from water and sewer parcel taxes will primarily be used to finance existing capital debt, new capital projects, operations, and to maintain or build reserves for future purposes.
  - (c) The Village supports an approach based on fee for service and supports provincial regulation that ties fees to the actual cost of providing a service. For this reason, demand for services largely dictates projected fee revenues.
  - (d) Revenue from other services is largely dependent on grants and transfers from senior governments. The municipality will pursue such funding whenever the programs advance municipal goals. We will support provincial objectives, often attached as funding conditions, in any way that compliments or advances municipal policy or direction.
  - (e) The municipality will borrow when necessary, to achieve our objectives, while being cognizant of the additional costs imposed by borrowing, and of how these costs get transferred to the future users of infrastructure financed through borrowing.

Table one: proportions of total revenue (operating)

| Revenue Source          | % Total Revenue |
|-------------------------|-----------------|
| Property value taxes    | 27.0%           |
| Parcel taxes            | 15.1%           |
| User fees and charges   | 16.6%           |
| Proceeds from borrowing | 0%              |
| Other sources           | 37.2%           |
| Reserves & Surplus      | 4.1%            |
| TOTAL                   | 100%            |



3. With respect to the distribution of taxes among property classes:

Council is satisfied that the existing tax distribution equitably shares the tax burden amongst classes in relation to the services used, while considering the classes of property that have revenue producing potential. The following table represents the gross tax revenue by sector, not the relationship between tax rates.

Table two: distribution of property tax revenue

| Property class     | % Property Value Tax |
|--------------------|----------------------|
| Residential (1)    | 68.87%               |
| Utilities (2)      | 1.10%                |
| Major Industry (4) | 12.23%               |
| Business (6)       | 16.22%               |
| Managed Forest (7) | 0.01%                |
| Rec/Non-Profit (8) | 1.57%                |
| TOTAL              | 100.00%              |

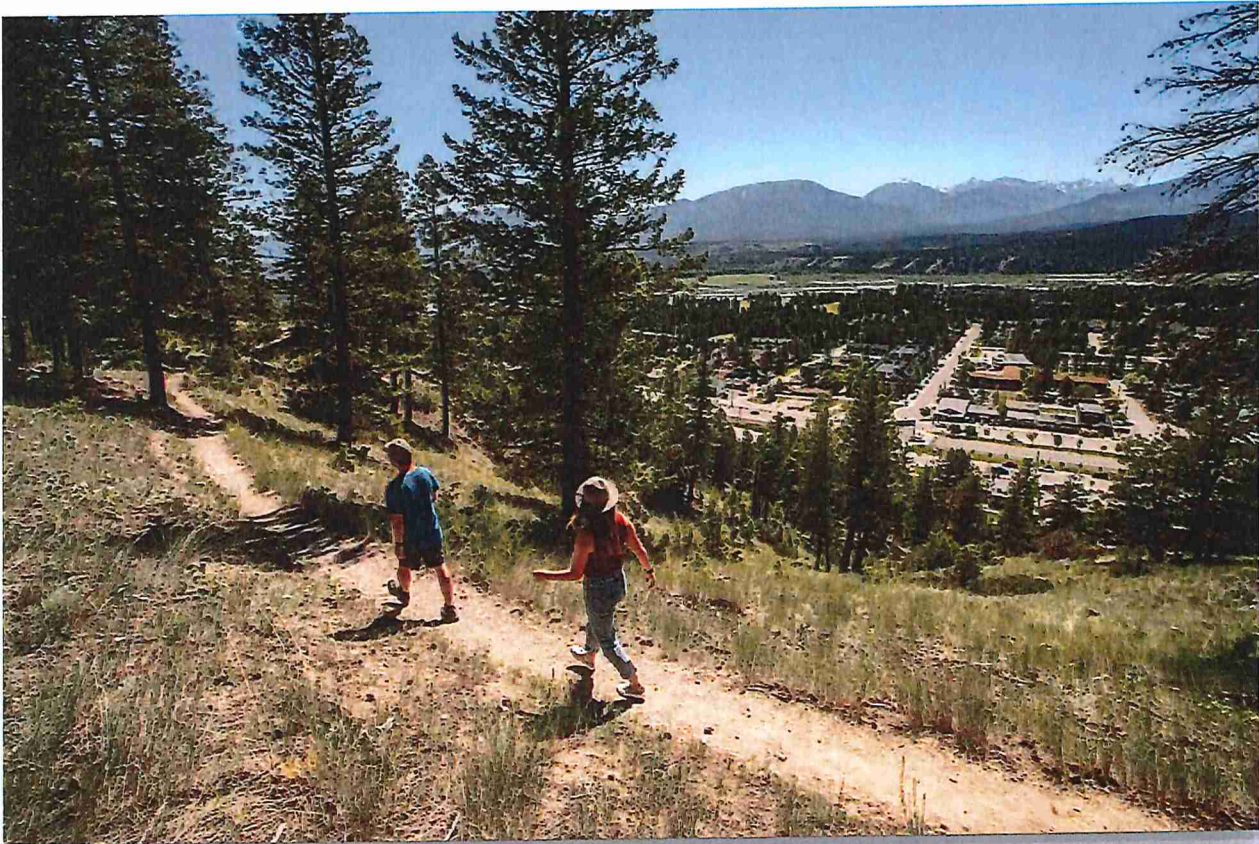


Photo: Mitch Winton



**Statement of Property Tax Exemptions**

The *Community Charter* allows Council, by bylaw, to exempt certain classes of property from municipal taxation. This is typically for lands held by charitable and philanthropic organizations or not for profit corporations.

For taxes imposed in 2021, the Village provided a tax exemption for the lands owned by the Roman Catholic Church, under bylaw No. 461, 2020. The amount of municipal taxes that would have been imposed on this property was \$6,600.

**Small Community Grant Funding**

In 2021 the Village of Radium Hot Springs received \$179,837 in BC Small Community Grant Funding.

Small community grants are unconditional grants for British Columbia municipalities to assist them in providing basic services. The grant is available to municipalities with populations up to approximately 19,000.

Grant amounts are based on a formula that incorporates a base amount, population and assessment values.

**Development Cost Charges**

\$0 was received in water development cost charges in 2021 leaving a year-end balance of \$ 1,710 in the fund with \$603,990 spent in 2021 (this money was spent on water treatment system improvements – a third water filtration ‘train’). The beginning balance was \$603,990 with the fund earning \$ 1,710 in interest.

\$0 was received in sewer development cost charges in 2021 leaving a year-end balance of \$22,001 with \$0 spent in the year. The beginning balance was \$21,673 with the fund earning \$ 328 in interest.



*At left: New water filtration train in the Village of Radium Hot Springs’ Water Treatment Plant. This third train improves water filtering capacity and system capacity, simultaneously reducing the operational burden on Village staff. Ongoing investments to the Village’s water utility are required to ensure this key Village resource is protected from the effects of more frequent extreme weather events.*

## Report on Municipal Services and Objectives

### 2021 Highlights

- The Village of Radium Hot Springs is one of the fastest growing municipalities in the province, with 1,339 residents (up 72.55% from 2016) per the 2021 Canadian Census
- Re-write of the Village's zoning bylaw initiated
- Village's Housing Needs Report initiated
- Spray Park constructed in Downtown Park, to be commissioned in 2022
- Fire Truck Pumper purchased, likely delivery in 2023
- The roundabout horns (pictured on the cover of this report) installed in March
- Short Term Rental bylaws and regulation adopted
- After 37 years former Fire Chief Dixon retires and new Chief Carr named
- New Bylaw Enforcement Official hired
- 3<sup>rd</sup> water filtration train installed at the Water Treatment Plant
- New Public Works building under construction
- New information kiosk at Village-run Columbia River-pull out initiated
- Tree Canada grant awarded to purchase trees for the Sewage Treatment Plant
- Village staff continues to administer the Columbia Valley Recreation Planning Initiative -- a collaborative committee developing local and regional recreation plans to assist Recreation Sites and Trails BC resolve recreation-based conflict issues on Crown land through stakeholder consultation and discussion
- November 2021: the 2022 Municipal Regional District Tax application approved by the Ministry to go to 3%. Effective August, 2022 Tourism Radium to begin administering the program

## 2022 Goals and Objectives

- Municipal Election to be held October, 2022
- New staff hired to meet the needs of the growing community: CAO; Public Works Working Foreman; Public Works Operators; A Parks Labourer; Administrative and Emergency Response Support; and Corporate Officer are all among the changes
- Central park access and accessibility improvements to be continued. “Reunion Grove” fire pit area to be completed
- New Village Zoning Bylaw adopted
- Village’s Housing Needs Report adopted
- Active Transportation Plan adopted
- Adventure Radium summer programming for youth planned to return after two-year hiatus because of Covid19
- New LED lighting on the Highway 95 pathway to North Radium
- Village’s new spray park commissioned
- New banners to be installed on light poles on Main Street and Highway 93
- BC Hydro Re-greening grant awarded to purchase trees for Park Drive East
- Columbia River pull-out Kiosk to be completed
- New Village North Highway Monument to be installed
- Directional Signage within the community to be installed
- Flag pole to be installed outside of Village Office
- Upgrading water connections from main line to property line on Blakely Place with plans to address connections on Rivercrest Road in 2023.

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Meeting Type and Date: Meeting – June 22<sup>nd</sup>, 2022  
From: Adrian Bergles, Chief Administrative Officer  
Prepared By: Jill Logan, Senior Administrative Assistant  
Subject: Council Meeting Summer Schedule

Recommendation: That the Village of Radium Hot Springs Council adopts the 2022 summer meeting schedule as follows: July 13<sup>th</sup> and August 10<sup>th</sup>.

Request for Decision ☒ Department Report ☐ Information Report ☐

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**Implications of Recommendation:**

Asset Management: Y/N  
Financial: Y/N  
OCP: Y/N  
Policy: Y/N  
Strategic Plan: Y/N

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**SUMMARY INFORMATION**

In past years, Council has elected to adopt a summer schedule for Council meetings, and meetings have been reduced to one per month for July and August. This schedule has typically been decided upon at a council meeting in June.

If Council chooses to reduce the scheduled meetings for July and August, staff seek a resolution on this matter.

**OPTIONS FOR COUNCIL**

- a. Adopt summer meeting schedule, as presented
- b. Set different meeting dates
- c. Meet in July and August as per Regular Council Meeting schedule

Respectfully submitted:

Jill Logan  
Senior Administrative Assistant

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Meeting Type and Date: Meeting – June 22, 2022  
From: Adrian Bergles, Chief Administrative Officer  
Prepared By: Adrian Bergles, Chief Administrative Officer  
Subject: Council Code of Conduct and Council / Administration Protocol Policy

Recommendation: That Council adopts the Council Code of Conduct as presented; and  
  
That Council adopts the Council/Administration Protocol Policy as presented

Request for Decision ☒ Department Report ☐ Information Report ☐

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**Implications of Recommendation:**

Asset Management: N  
Financial: N  
OCP: N  
Policy: Y: Council Code of Conduct and Council / Administration Protocol Policy  
Strategic Plan: N

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**SUMMARY INFORMATION**

At the May 25, 2022 Council resolved to have Staff Prepare a Council Code of Conduct.

A Code of Conduct (CoC) based on the template prepared by the Local Government Management Association and the Union of BC Municipalities is presented for Council's consideration.

The CoC is based on the foundational principles of responsible conduct, specifically: Integrity; Respect; Accountability; and Leadership and Collaboration, as defined.

Further staff has developed a Council / Administration Protocol Policy which seeks to:

- a) Establish a framework to clarify the roles of Council and Administration;
  - b) Set out communication standards between Council and Administration;
-

- c) Establish a regime of protocol for regulating relations and communication between Council and Administration;
- d) Promote sound working relations between Council and Administration; and
- e) Guide both administrative and operational interaction between Council and Administration.

It is suggested that both of these policies help clarify the roles and responsibilities of Council and, further, that the Council / Administration Protocol Policy outlines the above as well as the roles and responsibilities of Administration. They are both strongly recommended policies of Council and should assist future Council members and staff better understand their respective responsibilities.

#### **OPTIONS FOR COUNCIL**

- a) Adopt both policies as presented (recommended)
- b) Adopt the Council Code of Conduct only
- c) Adopt the Council / Administration Protocol Policy only
- d) Adopt neither policy

Respectfully submitted:

Adrian Bergles, Chief Administrative Officer

# Council Code of Conduct

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## Introduction

As local elected representatives ("Members"), we recognize that responsible conduct is essential to providing good governance for the Village of Radium Hot Springs. We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration. In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

## How to Apply and Interpret this Code of Conduct

This Code of Conduct applies to the Members of the Village of Radium Hot Springs. It is each Member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public. Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by Members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the Village, the common law and any other legal obligations which apply to Members individually or as a collective council or board.

## Foundational Principles of Responsible Conduct

- a) ***Integrity*** – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
- b) ***Respect*** – means having due regard for others' perspectives, wishes and rights; it also means displaying esteem to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes, and rights of others and an understanding of the role of the local government.
- c) ***Accountability*** – means an obligation and willingness to accept responsibility or to account for one's actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.
- d) ***Leadership and Collaboration*** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal

through collective efforts. Conduct under this principle is demonstrated when a council or board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

## Standards of Conduct

**Integrity:** Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff, and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council or board.
- Members will follow through on their commitments, correct errors in a timely and transparent manner and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings

**Respect:** Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, experiences and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes verbal slurs such as racist remarks, unwanted physical contact, or other aggressive actions that are harmful or threatening.

**Accountability:** Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council or board.
- Members will listen to and consider the opinions and needs of the community in all decision making, and allow for appropriate opportunities for discourse and feedback.

- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

**Leadership and Collaboration:** Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government, including considering the different interests of the people who make up the community.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, Members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

**Reference to other Policies:**

- Council / Administration Protocol Policy
- Other policies as amended or adopted

## Council / Administration Protocol Policy

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### Intent

The Council for the Village of Radium Hot Springs wishes to ensure clear, transparent, effective communication within the Village. In order for the effective management and operation of the municipality, Council and Administration must have a clear understanding of their respective roles and responsibilities, as well as a comprehensive framework that guides their interaction with one another.

### 1. Purpose

1.1 This policy will:

- a) Establish a framework to clarify the roles of Council and Administration;
- b) Set out communication standards between Council and Administration;
- c) Establish a regime of protocol for regulating relations and communication between Council and Administration;
- d) Promote sound working relations between Council and Administration;  
and
- e) Guide both administrative and operational interaction between Council and Administration.

### 2. Definitions

- 2.1 **Administration** – means the employees of the Village of Radium Hot Springs.
- 2.2 **Chief Administrative Officer (CAO)** – means the individual appointed by Council to the position of CAO as per the *Community Charter* Section 147, or designate of the CAO. The CAO is the head of Administration.
- 2.3 **Citizen** – a person of the Village of Radium Hot Springs, entitled to enjoy its privileges.
- 2.4 **Communications** – under sections 6 and 7 means correspondence or communication from both written and unwritten sources, including but not limited to letters, emails, voicemail messages and phone calls.
- 2.5 **Councillor** – means any member of Council except the Mayor.



- 2.6 **Council** – means the duly elected officials for the Village of Radium Hot Springs also known as the Mayor and Councillors.
- 2.7 **Mayor** – means the chief elected official of the Village of Radium Hot Springs.
- 2.8 **Protocol** – means both written and unwritten conventions, ethics, and/or rules of interaction and communication between Council and Administration.
- 2.9 **Village** – means the Village of Radium Hot Springs.
- 2.10 **When Appropriate** – when referenced in sections 6 and 7 includes, but is not limited to, situations that are politically sensitive or situations when Council requests to be CC'd on correspondence.

### 3. Municipal Governance Framework

- 3.1 The Council constitutes the political component of the Village, while the Administration constitutes an administrative and operational arm of the Village.
- 3.2 The legal responsibilities, functions and powers of the Council and Administration are both inter-dependent and interrelated. The statutory powers of Council and Administration are set out in the *Community Charter* Sections 114 and 147 respectively.
- 3.3 Council is led by the Mayor who is the Chief Elected Official as defined in the *Community Charter* Section 116 (2).
- 3.4 Administration is led by the Chief Administrative Officer as defined in the *Community Charter* Section 147.

### 4. Roles and Responsibilities

- 4.1 The Mayor coordinates Council decisions, acts as Council spokesperson, facilitates the Council/Administrative interface, and performs the duties of the Chief Elected Official as per the *Community Charter* Section 116 (2).
- 4.2 Council provides direction, makes strategic priority decisions, represents the public interest, and performs the duties of a Councillor as per the *Community Charter* Section 115.
- 4.3 Council is responsible to hire, supervise, and, if required, the terminate the

CAO. Council has one employee: the CAO.

- 4.4 The CAO coordinates the organization's systems, manages organizational resources, facilitates the Administrative/Council interface, and performs the duties of Chief Administrative Officer as outlined in the *Community Charter* Section 147.
- 4.5 The CAO is responsible for the hiring, managing, and, if required, the termination of all employees of the Village.
- 4.6 Administration implements Council's directions and the corporate business plan, provides decision-making advice, and communicates Citizen needs under the direction of the CAO.

## 5. General Protocol

- 5.1 Council and Administration will treat each other with respect and dignity. The Conduct of Council and Administration will meet acceptable social standards and contribute to a positive work environment.
- 5.2 The Mayor will advise the Councillor and/or Council when a Councillor's activities are affecting Administration's performance.
- 5.3 Council will deal with the performance concerns of the Administration by communicating them through the Mayor to the CAO.
- 5.4 The CAO will provide information to all of Council when deemed appropriate in responding to a request from one member of Council.
- 5.5 Administration will advise the CAO if a request for information from a member of Council will create a significant impact on performance/workload.

## 6. Communication

- 6.1 The CAO will forward correspondence directed to Council without delay.
- 6.2 Administration will follow up on external communications that come as a request for service as soon as practicable and normally within one business day.
- 6.3 The CAO will coordinate and direct the Administration regarding the action and response to be taken by Administration to written or verbal communications. The CAO will also coordinate these action and responses



with Council when appropriate.

- 6.4 Notwithstanding section 7, the Mayor will, when appropriate, coordinate and advise the members of Council regarding the action and response to be taken by members of Council to verbal or written communications received.
- 6.5 Council will provide direction to the CAO through a resolution of Council.
- 6.6 Council has a responsibility to make information requests of Administration with the following understanding:
  - a) Information that is readily available to the public can be requested from the appropriate member of Administration directly.
  - b) All other information requests will be directed to the CAO.
- 6.7 When approached by a member of Administration with an operational issue or concern, Council shall encourage the employee to use appropriate channels within the organization. Depending on the nature of the request, these channels may include the employee talking with their supervisor or the CAO.

## **7. Citizen Communication**

- 7.1 Council will direct requests from citizens for services or information to Administration via the CAO.
- 7.2 The CAO will coordinate actions and responses and will inform Council of the outcome of the request(s) when appropriate.
- 7.3 A member of Council may choose to respond to requests for information from a citizen that is routine in nature where information is readily available to the public. Such responses shall be shared with the Mayor and the CAO.
- 7.4 Administration and Council are representatives of the Village of Radium Hot Springs in all Citizen communications, including electronic communication via social media.

## **8. Organizational Tools**

- 8.1 The following organizational tools contribute to a successful working relationship between Council and Administration:
  - a) Reports to Council regarding Administration's activities.

- b) Project Summaries to Council which provide the information required for decision making.
- c) Clear and concise direction to Administration through resolutions made at Council meetings.
- d) A clear understanding of Administration's role, activities, and capacity.
- e) An up-to date organizational chart which shows a clear chain of command and indication of who has duties in which areas.
- f) The current Council Procedure Bylaw provides the framework for parliamentary procedure, current legislation, and the specific governance preferences of Council.
- g) A corporate strategic planning process which implements the strategic direction set by Council.

## **9. Success Indicators**

9.1 The following are indicators of the success of this policy:

- a) Excellent customer service.
- b) Flexibility in organizational hierarchy to deal with urgent matters.
- c) No direct supervision of Administration by individual members of Council.
- d) A clear chain of command.
- e) High employee satisfaction.
- f) Achievement of corporate priorities.
- g) Timely communication, both internal and external.
- h) An informed and engaged Council.

**Meeting Type and Date:**

Meeting – June 22, 2022

**From:**

Adrian Bergles, Chief Administrative Officer

**Prepared By:**

Jill Logan – Senior Administrative Assistant

**Subject:**

**MIABC AGM – Alternate Voting Delegates**

**Recommendation:**

That the Village of Radium Hot Springs Council, in accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement (RIEA), appoints Councillor Dale Shudra and Councillor Mike Gray as alternates, to vote the Village's interests at this year's Municipal Insurance Association's AGM, held on Tuesday, September 13<sup>th</sup>, in conjunction with the 2022 UBCM Convention.

Request for Decision ☒ X

Department Report ☐

Information Report ☐

**Implications of Recommendation:**

Asset Management: N

Financial: N

OCP: N

Policy: Y: Legislation

Strategic Plan: N

**SUMMARY INFORMATION**

The Municipal Insurance Association of BC's (MIABC's) 35th Annual General Meeting is scheduled to take place on Tuesday, September 13<sup>th</sup> from 4-5pm in Whistler, in conjunction with the UBCM convention.

Currently, Mayor Reinhardt is listed as a voting delegate, and Councillor Tyler McCauley is listed as the alternate. In order to change and/or add a delegate and/or alternate, MIABC requires a resolution from council. As Councillors Gray and Shudra are attending this meeting, it is recommended that they be added as alternates (two alternates are allowed).

**Options for Council**

Accept resolution as presented

Amend resolution

Respectfully submitted:

Jill Logan, Senior Administrative Assistant

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**Meeting Type and Date:** Meeting – June 22, 2022  
**From:** Adrian Bergles, Chief Administrative Officer  
**Prepared By:** Adrian Bergles, Chief Administrative Officer  
**Subject:** **Forster Creek Intake and Sedimentation Pond Improvements – Pre-Design Work Program contract award**

**Recommendation:** That Council authorize staff to enter into a contract with Urban Systems Limited Forster Creek Intake and Sedimentation Pond Improvements – Pre-Design Work Program for a value of \$131,900

Request for Decision ☒ Department Report ☐ Information Report ☐

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**Implications of Recommendation:**

**Asset Management:** Y – Water system improvements  
**Financial:** Y – Budgeted Capital Project Planning Funds  
**OCP:** Y – Ongoing Improvements to Water System  
**Policy:** N –  
**Strategic Plan:** N

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**SUMMARY INFORMATION**

The attached workplan is provided to for Council’s consideration. It is a workplan for predesign and permitting work related to needed upgrades to the Village’s Water Treatment Utility.

The attached workplan contemplates the required permitting and pre-design for a second water intake at Forester Creek as well as a second settling pond at the Village’s water treatment compound.

These capital works are required as extreme weather is more frequently causing high turbidity and limiting the village’s ability, at times, to provide high-quality treated water. The works will also simplify the work of public works staff as there will be additional capacity added to the system: specifically the possibility of closing and servicing one water intake on Forster Creek while the other is cleaned / serviced and another settling pond providing additional time for water to rest and settle out, as well as increasing water treatment capacity.

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It should be noted that this is not a design for the projects. These will come more into focus after the pre-design work is completed. Additional funds will be required for design in the future.

An Investing in Canada Infrastructure Grant has been applied for for these works – it remains outstanding. This grant application was made with support from Urban Systems.

**OPTIONS FOR COUNCIL**

- a) Authorize staff to award the pre-design work to Urban Systems (recommended)
- b) Do not authorize staff to proceed with pre-design work.

Respectfully submitted:

Adrian Bergles, Chief Administrative Officer

June 13, 2022

File: 1227.0057.01

Village of Radium Hot Springs  
4836 Radium Blvd  
Radium Hot Springs, BC V0A 1M0

Attention: Adrian Bergles, CAO

RE: FORSTER CREEK INTAKE AND SEDIMENTATION POND IMPROVEMENTS – PRE-DESIGN WORK  
PROGRAM

## 1.0 INTRODUCTION

Urban Systems Ltd. (Urban) is pleased to have the opportunity to provide this work program to the Village of Radium Hot Springs (Village) to complete the preliminary design for the proposed Forster Creek intake and sedimentation pond improvements. These improvements are intended to add climate resiliency to the Village's existing water treatment infrastructure and help address early spring high-turbidity events that the Forster Creek intake has been experiencing.

## 2.0 PROJECT BACKGROUND

Climate change is suspected to be a key factor contributing to higher nephelometric turbidity unit (NTU) readings than the raw-water historic average. Silt and sand have been present in the early spring melt waters in the last three to five years. These materials were not previously observed in the operating life of the intake dating back to 1981.

The sand and silt material are short circuiting the existing settling pond at levels that are impacting the production capacity of the conventional sand filters due to more frequent backwashing. Additional backwashing has not prevented the need for water-quality advisories. The Village has issued water quality advisories about once a year during the last three to five years.

Operations personnel have reported challenges with silt build up in the side channel for the existing intake. When the intake is opened, plumes of silt are suspended and drawn into the system. In low-flow conditions, the silt buildup inside the intake channel can be higher than the flow in Forster Creek. Additionally, a log jam upstream is releasing organic matter (leaves, sticks) that clogs the intake screen. These require cleaning which causes a water-supply shutoff/service interruption during the cleaning process.

The preferred improvements recommended by Urban include an additional raw water intake and an additional settling pond. A second intake and settling pond would ensure the water supply to the Village continues uninterrupted if one intake and/or settling pond is taken offline for cleaning and maintenance. Such maintenance activities are likely to become more frequent with increased sediment and debris transport during freshet flows. Fortunately, maintenance can be completed in the winter or early summer when inflows typically do not require settling.



## Scope of Services

### 3.0 WORK PROGRAM/NEXT STEPS

Based on recent discussions, we understand the Village would like to engage Urban Systems in the pre-design of an additional raw water intake at the Forster Creek intake site and an additional settling pond at the existing settling pond site respectively. It was discussed that these facilities may need to be implemented in two separate projects depending on the outcome of the Investing in Canada Infrastructure Program (ICIP) grant application (submitted February 2022). If grant funding is received, both the intake structure and settling pond will proceed. If no funding is received, or only partial funding for the intake structure, the intake portion will proceed with grant and/or City provided funds. Additional options will need to be explored to fund the advancement of the pond

Proposed improvements at both sites requires Indigenous consultation, archaeological assessments, and regulatory permitting in advance of any exploratory investigations. Such investigations will in turn will inform design activities. It is expected these three lead-time items will require nine months to a year to be processed and receive permits. Additional required permitting for the dam structure and water license for the settling pond may take more than a year. In the meantime topographical surveys can be completed to continue to direct design and consultation activities.

The following work program outlines our understanding of the required scope of work and associated fee estimate to complete each of the tasks outlined below.

#### Task 1.1 – Indigenous Communities Consultation Support

Indigenous communities' consultation is a requirement of the recent funding application. Regulatory approvals from provincial and/or federal government agencies also require Indigenous communities consultation. In addition, Indigenous community members are active participants in all archaeological work in the province.

Consultation with indigenous communities will be led by the Village. Urban will support the Village in the engagement process by preparing information/materials and participating in meetings with stakeholders as requested.

#### Task 1.2 – Archaeological Overview Assessment (AOA) and Preliminary Field Reconnaissance (PFR)

Nupqu Resource Limited Partnership has provided a cost estimate to conduct an Archaeological Overview Assessment (AOA) including a Preliminary Field Reconnaissance (PFR) for the project area. The results of this work will determine next steps which may include shovel testing as a part of an Archaeological Impact Assessment (AIA). A permit from the BC Archaeology Branch is required prior to any shovel testing. The timelines for acquiring permits from Archaeology Branch is 6 to 8 months. It is important to initiate the AOA/PFR work as soon as possible to avoid delays for conducting geotechnical investigations and initiating any AIA work.

Task 1.3 – Regulatory Permitting

The project will need to follow the applicable legislation for the location. Urban will assist with the coordination, completion, and communication of the necessary applications. The following regulatory applications are anticipated to be needed: Application fees are not included in this work program.

| Legislation                           | Permit Type  | Timeline  | Project         |
|---------------------------------------|--|---|-----------------|
| <i>Migratory Birds Convention Act</i> | No permit required for this project if there is no harm to migratory birds. This can be achieved through adhering to published timing windows or active nest surveys.  | Not applicable  | Intake/<br>Pond |
| <i>Species at Risk Act</i>            | No permit is anticipated for this project as it is not located on federal land. However, if aquatic species at risk or migratory bird species at risk are found to be present in Forster Creek, then a permit may be required. | Not anticipated   | Intake/<br>Pond |
| <i>Fisheries Act</i>                  | If works are in or near Forster Creek, then a Request for Review submission will be required.  | Design drawings required.<br><br>Responses are often received within two (2) months of submission. Note that if an Authorization is deemed necessary by Fisheries and Oceans Canada (DFO), then timelines would be longer, and an off-setting plan would be required. | Intake          |
|                                       | Scientific Licence to Collect Fish may be required if worksite isolation is necessary  | Up to four months   | Intake          |
| <i>BC Water Sustainability Act</i>    | Amendment to Water Licences required under the Water Sustainability Act to include any new infrastructure  | May be in excess of one (1) year.<br><br>Drawings are required.   | Intake/<br>Pond |
|                                       | A new water licence specific to the new settling pond may be required  | May be in excess of one (1) year.<br><br>Drawings are required.   | Pond            |
|                                       | Owners are required to inspect and maintain their dams, and ensure they meet current engineering standards.<br><br>We expect the proposed structure to have a dam height less than 7.5 m and a volume between 10,000           | May be in excess of one (1) year.<br><br>Drawings are required.   | Pond            |



| Legislation                  | Permit Type  | Timeline   | Project         |
|------------------------------|--|--|-----------------|
|                              | <p>and 30,000 m³. Such a structure would not be considered a "minor dam" but would be exempt from Part 3 of the BC DSR. This structure will need to be included as part of the Water Licence amendment.</p> <p>Under such a classification, the dam owner would be responsible to:</p> <ol style="list-style-type: none"><li>Determine, and annually review, the dam failure consequence and comply with the requirements for the determined consequence classification. Any annual revisions must be submitted to the Dam Safety Officer for acceptance.</li><li>Properly inspect, maintain, and repair their dam, and prevent unauthorized use.</li><li>Designate one owner (if multiple) to manage dam records and information.</li><li>Obtain independent expert advice pertaining to issues respecting their dam structure.</li></ol> <p>If the consequence rating is deemed significant, high, very high or extreme, Part 3 of the DSR will be triggered. This would require the completion of an Operation, Maintenance and Surveillance Manual, Dam Emergency Plan and possibly an inundation study. The cost for the above-mentioned studies/reports are not included in this workplan.</p> |  |                 |
| Land Act                     | Any infrastructure or investigations on provincial Crown land require a land tenure.   | May be in excess of 1 year<br>Management plan is required. | Intake/<br>Pond |
| Forest Act                   | An Occupant Licence to Cut trees on provincial Crown land is required. A Registered Professional Forester is required to conduct an assessment of merchantable timber. This application is not included in this cost estimate.   | Six (6) Months   | Pond            |
| BC Wildlife Act              | Scientific Fish Collection Permit may be required if worksite isolation is necessary.  | Up to four (4) months                                      | Intake          |
| BC Heritage Conservation Act | If an AIA is required, then a permit will be required.   | To be determined by professional archaeologist             | Intake/<br>Pond |

Urban personnel will complete a site visit to determine habitat values of the existing site. Observations to include fish habitat around the intake structure and inlet channel, as well as the age and structure of the trees around the site. These observations will inform the regulatory approval process.

#### Task 1.4 – Geotechnical Investigation, Survey and Electrical Design Coordination

As soon as the temporary land tenure permit is received, Urban will coordinate a geotechnical assessment of the site with SNC Lavalin. The assessment will review subsurface conditions that will affect the dam parameters, such as the material suitability for berm construction, groundwater table depth and soil parameters. Urban will coordinate and provide additional information as required.

For the intake site, a survey of the existing intake structure and creek channel, along with available as-builts, will be required to inform the design process. For the pond site, a topographical survey will be required to confirm the volumes of the existing and proposed ponds as they relate to the Dam Safety Authority and to determine the overall site design and facility layout. It is our understanding that Urban will coordinate the survey work. Both the Village and Urban have partnered with Global Raymac Land Surveying on previous Village initiatives and we propose to utilize their services for this project. We advise that the surveys be completed concurrently to reduce coordination costs.

Urban will coordinate the preliminary electrical design of the settling pond system by Ready Engineering, which will include an assessment of the available electrical supply in the area, at the site and new pond control system requirements and provide drawings and details laid out in the report. Urban will coordinate and include all required information to submit a pre-design drawing package and a capital cost estimate with the pre-design report. There is no requirement for electricity at the intake site related to the proposed improvements and no provision has been made.

#### Task 1.5 – Pre-Design Report, Drawings and Cost Estimate

As part of the pre-design, a report, drawings and cost estimate will be submitted to the Village. Urban will create a Class 'C' cost estimate (25% contingency + 15% engineering) for budgetary purposes, which will include engineering and construction costs. Urban will compile a draft report with the background information and analysis and provide recommendations to be reviewed by the Village. Along with the report, the design team will develop preliminary drawings. The drawing package will include a civil site plan, PRV building layout, a P & ID, electrical single line diagram and electrical layout. A draft table of contents for the pre-design report has been included below.

##### Pre-Design Report Table of Contents

- 1 – Background Information
- 2 – First Nation Consultation
- 3 – Archaeological Overview Assessment and Preliminary Field Reconnaissance
- 4 – Regulatory Requirements
- 5 – Dam Safety Regulations

- 5.1 – FLNRORD Dam Safety Plan Submission Reporting Requirements
- 5.2 – Dam Inundation Study
- 5.3 – Dam Safety Regulatory Approval Coordination
- 6 – Geotechnical Investigation
- 7 – Design Criteria
- 8 – Functional Concept Development
- 9 – Electrical Power Requirements
- 10 – Structural
- 11 – Capital Cost Estimates
- 12 – Long-term Operation Plan

3.0 FEE ESTIMATE AND SCHEDULE

Our estimated cost to complete this work (including disbursements and excluding GST) are outlined in the flowing table.

| Task      | Reorder   | Fees      |
|-----------|---|-----------|
| Task 1.1  | Indigenous Communities Consultation Support (upon request)                          | TBD       |
| Task 1.2  | Archeological (AOA & PFR)   | \$12,500  |
| Task 1.3  | Regulatory Permitting   | \$27,700  |
| Task 1.4* | Geotechnical Investigation, Topographical Survey and Electrical Design Coordination | \$55,100  |
| Task 1.5  | Pre-Design Report, Drawings and Cost Estimate                                       | \$36,600  |
| Total     |   | \$131,900 |

\*Geotechnical investigation priced for bore holes. Can be reduced from \$35,653 to \$23,025 if test pits are sufficient. Electrical cost estimate: \$6,000. Survey cost estimated to be \$6,420.

We are prepared to begin work on this assignment once approval is provided in writing by the Village. We anticipate that the work will take approximately 12 months to complete but is pending regulatory approvals.

We look forward to working on this planning exercise with The Village. If you have any questions, please call the undersigned.

DATE: June 13, 2022  
ATTENTION: Adrian Bergles, CAO

FILE: 1227.0057.01

PAGE: 7 of 7

Sincerely,

URBAN SYSTEMS LTD.



Robyn Conway, P.Eng  
Project Engineer

Reviewed by,

URBAN SYSTEMS LTD.



Rob Mogentale, A.Sc.T  
Client Lead

Enclosure

Work program accepted by:

HLM

Date

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**Meeting Type and Date:** Meeting – June 22, 2022  
**From:** Adrian Bergles, Chief Administrative Officer  
**Prepared By:** Adrian Bergles, Chief Administrative Officer  
**Subject:** **Canfor Notice and Referral to Municipalities for proposed harvest**

**Recommendation:** **THAT the Canfor Notice and Referral dated June 6, 2022 be received for information and;**

**AND THAT Council directs staff to submit the following comments \_\_\_\_\_ (if applicable).**

**Request for Decision** ☒ **Department Report** ☐ **Information Report** ☐

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**SUMMARY INFORMATION**

The Village has received the attached notice and referral for proposed harvest blocks.

Staff reached out to Canfor and received maps, also attached.

Council has the option to receive the referral only or to direct staff to submit comments or concerns for Canfor as well.

Respectfully submitted:

Adrian Bergles, Chief Administrative Officer

Public Notice

As part of Canfor’s Forest Stewardship Council Certification and Sustainable Forest Management Plan, the public is invited to comment on the updated forest development proposals in the areas listed below.

Forest License A19040/K1W/A94545 - Elko/Sparwood/Cranbrook

| Area   | Landscape Unit/ Location |
|--|--------------------------|
| West and Main Alexander creek area   | C20/Alexander            |
| Cherry Lake, Caven/Gold/Bloom creek area                                   | C10/Bloom-Caven          |
| Cotton creek/Sundown area  | C01/Moyie                |
| Yahk river/Bloom creek area  | C09/ Yahk                |
| Linklater, Kookanusa, Meadow creek area                                    | C37/Linklater            |
| Commerce Creek Area  | C18/East Flathead        |
| Teepee/Plumbob Road junction   | C36/Mayook               |
| Cabin/Howell creek area  | C16/West Flathead        |
| McCool creek area  | C24/ Lower Elk           |
| Cranbrook Mountain area  | C30/ Cranbrook           |
| Upper Round Prairie Area   | C21/East Elk River       |
| Lower Binguay/Crossing creek area  | C23/West Elk River       |
| West Fork, Dewar Upper St-Mary's area                                      | C32/Upper St-Mary's      |
| Lazy Lake Road area  | C33/ Wasa                |
| Contact Paul Picard, RPF @ 250-402-3681 or email at paul.picard@canfor.com |                          |

Forest License A20212/A20214/A94264 - Creston

| Area   | Landscape Unit/ Location |
|--|--------------------------|
| Mahon and Cold creeks  | K03/Hawkins              |
| Contact Paul Picard, RPF @ 250-402-3681 or email at paul.picard@canfor.com |                          |

Forest License A18978- Canal Flats

| Area   | Landscape Unit/ Location |
|--|--------------------------|
| Buhl Creek   | I02 / Buhl/Bradford      |
| Skookumchuck Lookout   | I03 / Skookumchuck       |
| Lussier River  | I05 / Lussier/Coyote     |
| Kootenay Bypass  | I10 / Nine Mile          |
| South Whitetail Mt.  | I12 / Doctor/Fir         |
| Kootenay FSR North/Fenwick Creek   | I19 / Fenwick            |
| Contact Brian Feeney, RFT @ 250-347-6655 or email at brian.feeney@canfor.com |                          |

Forest License A18979- Radium

| Area   | Landscape Unit/ Location |
|--|--------------------------|
| Toby Benches   | I18 / Invermere          |
| Lower Cochran Creek  | I21 / Cochran            |
| Ravenshead   | I24/Pedley               |
| Grotto   | I28 / Horsethief         |
| North Steamboat Mountain   | I29 / Steamboat          |
| Multiple locations, Dunbar Lakes Area  | I32 / Dunbar             |
| Contact Brian Feeney, RFT @ 250-347-6655 or email at brian.feeney@canfor.com |                          |

Tree Farm License 14- Parson

| Area   | Landscape Unit/ Location  |
|--|---------------------------|
| Bobbie Burns/Vowel Creek   | I34 / Bobbie Burns        |
| Upper Spillimacheen  | I37 / Upper Spillimacheen |
| Twelve Mile Lower Benches  | I38 / Twelve Mile         |
| Contact Brian Feeney, RFT @ 250-347-6655 or email at brian.feeney@canfor.com |                           |

Please contact the appropriate Planner at the numbers listed above to arrange a mutually agreeable time to review the plans. Comments received by July 15<sup>th</sup>, 2022 will be considered in the planning and harvesting phases.

## **Kootenay Region**

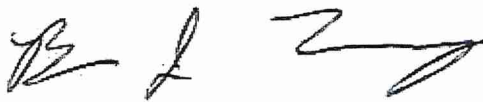
June 6, 2022

Dear Sir or Madam:

Canfor is providing an opportunity for tenure holder, user/focus groups, and members of the general public to comment on proposed forest development activities within the East Kootenay operating area. The public participation process is part of Canfor's Forest Stewardship Council (FSC) certification and Public Participation strategy.

The purpose of the public participation strategy is to implement the process of receiving and responding to a wide range of public input to forest planning and provide the information on forestry operations to the local communities. Canfor staff will consider any new information provided through public participation and, where applicable, incorporate improvements to existing environmental, economic, and social performance.

The areas of proposed development are outlined in the attached advertisement. If you would like to review, please contact the appropriate Canfor representative as indicated on the attached notice. Comments received prior to July 15<sup>th</sup>, 2022 will be considered prior to final plan preparation.

A handwritten signature in black ink, appearing to read "Brian Feeney".

Brian Feeney, RFT  
Planning Supervisor – Kootenay Woodlands North  
Office: 250-347-6655 Cell: 250-344-1039  
[brian.feeney@canfor.com](mailto:brian.feeney@canfor.com)

A handwritten signature in blue ink, appearing to read "Paul Picard".

Paul Picard, RPF  
Planning Supervisor – Kootenay Woodlands South  
Office: 250-426-9254 Cell: 250-402-3681  
[paul.picard@canfor.com](mailto:paul.picard@canfor.com)

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**Meeting Type and Date:** Meeting – June 22, 2022  
**From:** Adrian Bergles, Chief Administrative Officer  
**Prepared By:** Adrian Bergles, Chief Administrative Officer  
**Subject:** **Jill Logan to be appointed Corporate Officer for the Village of Radium Hot Springs**

**Recommendation:** **THAT Council resolve to appoint Jill Logan as Corporate Officer for the Village of Radium Hot Springs;**

**AND THAT Council resolve to appoint Adrian Bergles Deputy Corporate Officer for the Village of Radium Hot Springs**

**Request for Decision** ☒ **Department Report** ☐ **Information Report** ☐

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**Implications of Recommendation:**

**Asset Management:** N  
**Financial:** Y: Budgeted staff wages  
**OCP:** N  
**Policy:** N  
**Strategic Plan:** N

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**SUMMARY INFORMATION**

Jill Logan has been promoted to Corporate Officer of the Village of Radium Hot Springs – pending a Council resolution making her an officer of the organization.

Her promotion is contingent upon this resolution and will take effect June 23, 2022.

Ms. Logan has served the Village of Radium Hot Springs for almost 20 years.

Respectfully submitted:

Adrian Bergles, Chief Administrative Officer

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**Meeting Type and Date:** Council Meeting – June 22, 2022  
**From:** Bylaw Enforcement Officer - KEBE  
**Prepared By:** Kent G Kebe  
**Subject:** MAY 2022 - Bylaw Enforcement Report

**Recommendation:** That the Village of Radium Hot Springs Council accept the May 2022, Bylaw Activity Information Report as presented by Bylaw Officer Kebe.

**Request for Decision** ☐      **Department Report X**      **Information Report** ☐

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**Implications of Recommendation:**

**Asset Management:** Y/N  
**Financial:** Y/N  
**Policy:** Y/N  
**Strategic Plan:** Y/N

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**SUMMARY INFORMATION**

This report is a summary of bylaw work done by Bylaw Officer, Kebe, during the month of May 2022, that he has accomplished along with his other duties associated with his position. (Fire Inspections, Animal control, Columbarium, STR and Business licence, signage)  
A current updated complaint tracking data base has been created for tracking and reporting purposes for bylaw department and informational reports going forward.  
Bylaw officer Kebe has now been in this position 11 months and is enjoying his role on team Radium, performing the separate roles associated to the position of the Village of Radium Hot Springs Bylaw, protective service, and animal control officer.

**OPTIONS FOR COUNCIL**

- 1- Accept Bylaw activity information report for May 2022 as submitted by Bylaw Officer Kebe.

Respectfully submitted:  
Kent G Kebe  
Bylaw Enforcement and Protective Services

|                             |        | Type   |                |     |       |         |      | Outcome Notes | Tickets issued if applicable<br>Warning - ##  | Resolution Date   | File open/cl used |
|-----------------------------|--------|--|----------------|-----|-------|---------|------|---------------|---|-------------------|-------------------|
| Tracking Number             | Date   | Brief Description  | Animal Control | STR | Bylaw | Parking | Fire | Other         |   |                   |                   |
| 2022-05-001                 | 03-May | Cats at large  | x              |     |       |         |      |               | Kent emailed reply  | n/a               | 03-May closed     |
| 2022-05-002                 | 03-May | Garbage at Gas station   | x              |     |       |         |      |               | Kent talked to business, garbage was cleaned up                                     | n/a               | 04-May closed     |
| 2022-05-003                 | 13-May | Signs  |                |     | x     |         |      |               | Signed removed, discussed with Owner  | n/a               | 13-May closed     |
| 2022-05-004                 | 21-May | Camping in Village (above Hwy #95)                               |                |     | x     |         |      |               | Kent talked to the campers, and campers have moved                                  | n/a               | 24-May closed     |
| 2022-05-005                 | 20-May | STR - garbage, fire pit hazard                                   |                | x   |       |         |      |               | In process, conclusion is homeowner will be changing location of fire pit, garb n/a | n/a               | June On going     |
| 2022-05-006                 | 24-May | Garbage at south Radium Motel                                    | x              |     |       |         |      |               | Called and written warning, garbage cleaned up that day                             | n/a               | 24-May closed     |
| 2022-05-007                 | 24-May | Injured Bird north radium RVR                                    | x              |     |       |         |      |               | Bird picked up, arrangements made with Little Mittens in Golden                     | n/a               | 24-May closed     |
| 2022-05-008                 | 10-May | Needless idling, exhaust and noise in Parking lot                |                |     | x     |         |      |               | Kent spoke w/ complaintant  | n/a               | 10-May closed     |
| 2022-05-009                 | 05-May | Unslightly complaint against main street West business           |                |     | x     |         |      |               | Business was notified   | n/a               | 05-May closed     |
| 2022-05-010                 | 27-May | Garbage on ground, used deepfry oil stored outside               |                |     | x     |         |      |               | Verbal communication & warning ticket   | Warning - 020-460 | 28-May closed     |
| 2022-05-011                 | 27-May | Barbage bin not secure   |                |     | x     |         |      |               | Verbal communication & warning ticket   | Warning - 021-460 | 28-May closed     |
| 2022-05-012                 | 12-May | Parking on Pioneer Ave under no parking sign                     |                |     |       | x       |      |               | Warning notice left on vehicle, owner called and resolved issue                     | Warning - 016-460 | 12-May closed     |
| 2022-05-013                 | 13-May | Parking @ N end of Pioneer, blocking road                        |                |     |       | x       |      |               | Warning notice left on vehicle  | Warning - 019-460 | 13-May closed     |
| 2022-05-014                 | 09-May | Camping at River Takeout   |                |     |       | x       |      |               | Verbal communication & camper agreed to leave                                       | n/a               | 09-May closed     |
| 2022-05-015                 | 05-May | Fuel spill (diesel) d/t hole drill in fuel tank prior to filling |                |     |       |         |      | x             | Business & vehicle owner worked together to clean up spill                          | n/a               | 05-May closed     |
| 2022-05-016                 | 04-May | Ht-man lift was towed from north radium, owner called upset      |                |     |       | x       |      |               | Discussion re: towed on orders from MOTI  | n/a               | 04-May closed     |
| 2022-05-017                 | 03-May | German Shepard barking and lunging                               | x              |     |       |         |      |               | No Action - Plans already in place for dog to be relocated                          | n/a               | 03-May closed     |
| 2022-05-018                 | 03-May | Van parked on Forsters, impeding traffic                         |                |     |       | x       |      |               | Warning notice left on vehicle, and vehicle moved                                   | Warning - 018-460 | 03-May closed     |
| 2022-05-019                 | 01-May | 2 empty lots have become rest stop.                              |                |     | x     |         |      |               | Spoke with owners of property & they will come up with a plan                       | n/a               | 01-May closed     |
| Insert rows above this line |        |  |                |     |       |         |      |               |   |                   |                   |
| Total                       |        |  | 9              | 2   | 13    | 5       | 1    | 2             |   |                   |                   |
| May only totals             |        |  | 9              | 2   | 13    | 5       | 1    | 2             |   |                   |                   |
| June only Totals            |        |  | 4              | 1   | 5     | 0       | 1    | 1             |   |                   |                   |