

VILLAGE OF RADIUM HOT SPRINGS

AGENDA

REGULAR COUNCIL MEETING

COUNCIL CHAMBERS

7:30 PM, WEDNESDAY, DECEMBER 14TH, 2022

**Zoom info: <https://zoom.us/>
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:

*We would like to acknowledge that we are meeting on the traditional and unceded territory of the
Ktunaxa and Secwepemc peoples.*

2. APPROVAL OF AGENDA:

Recommended Resolution:

That Council adopts the Agenda, as presented.

3. MINUTES:

- a) Adoption of Minutes from the Regular Council Meeting held on November 23rd, 2022

Recommended Resolution:

That Council adopts the Regular Council Meeting minutes from November 23rd,
2022, as presented.

4. DELEGATIONS:

- a) Columbia River Valley Rural Roots Society – Katherine Bonell

Recommended Resolution:

That Council allows the Rural Roots Early Learning Centre to continue to operate

through the Rural Communities Early Childhood Institute under the same lease agreement conditions it has with the Columbia River Valley Rural Roots Society, until the lease ends in June, 2023.

b) Columbia Valley Recreation Planning Initiative – Clara Reinhardt & Adrian Pery

c) Tracy Flynn – East Kootenay Climate Hub

5. COMMITTEE REPORTS:

6. UNFINISHED BUSINESS / BUSINESS ARISING FROM THE MINUTES:

7. BYLAWS:

a) **Report to Council** – CAO Bergles – Bylaw No. 486, 2022 Council Procedure Bylaw

Recommended Resolution:

That Council gives 2nd and 3rd reading to “Council Procedure Bylaw No. 486, 2022”, as presented.

8. MISCELLANEOUS CORRESPONDENCE & REPORTS:

a) BCSPCA letter from Sarah Herring - Government Relations Officer, dated November 30, 2022

Recommended Resolution:

That Council receives the correspondence, for information.

b) Community Futures East Kootenay letter from Tracey Whiting and Sean Campbell, dated December 6, 2022

Recommended Resolution:

That Council receives the correspondence, for information.

c) RDEK Report from Mayor Gray

Recommended Resolution:

That Council receives Mayor Gray’s RDEK Report for December 7-9, 2022, for information.

9. NEW BUSINESS:

- a) **Report to Council** – CAO Bergles - Appointment of Director of Finance Karen Lillejord, CPA as Treasurer

Recommended Resolution:

That Council resolves to appoint Director of Finance, Karen Lillejord, CPA, as Treasurer for the Village of Radium Hot Springs.

- b) **Report to Council** – CAO Bergles - Appointment of Jill Logan as Head for the purposes of *Freedom of Information and Protection of Privacy Act*

Recommended Resolution:

That Council resolves to appoint Jill Logan as Head for the purposes of *Freedom of Information and Protection of Privacy Act*, for the Village of Radium Hot Springs.

- c) **Report to Council** – CAO Bergles – Flag Policy

Recommended Resolution:

That Council adopts the Village of Radium Hot Springs' Flag Policy, as presented

- d) **Report to Council** – CAO Bergles – Building Inspection Services Contract with District of Invermere

Recommended Resolution:

That Council receives the memo on Building Inspection Services Contract with District of Invermere, for information.

- e) **Report to Council** – CAO Bergles – Water & Sewer Capacity memo

Recommended Resolution:

That the “*Water & Sewer Capacity under buildout per zoning bylaw*” memo from Urban Systems, dated November 24, 2022, be received for information.

- f) **Report to Council** – Corporate Officer Logan - DTSS Grad 2023 Fundraising Committee request for waiving of rental fees – Hannah Kendler and Tourism Radium

Recommended Resolution:

That Council waives the rental fees for Brent's Shack and the kitchen on December 29 & 30th, 2022, for the DTSS Grad 2023 fundraising event.

- g) **Report to Council** – CAO Bergles – Grant Application to Columbia Basin Trust Small Community Wildfire Readiness Support Program in Support of Village of Radium Hot Springs Fire Brigade

Recommended Resolution:

Resolved, that Council supports the application to the Columbia Basin Trust Small Community Wildfire Readiness Support Program for \$15,000 towards purchase of an enclosed trailer to support wildfire training and response.

- h) **Report to Council** – Corporate Officer Logan - Cancellation of December 28th Regular Council Meeting

Recommended Resolution:

That Council cancels the December 28th Regular Council Meeting.

- i) **Report to Council** – CAO Bergles – Village Office closure over Christmas period

Recommended Resolution:

Resolved, that the report on the closure of the Village of Radium Office over the Christmas period be received, for information.

- j) **Report to Council** – Corporate Officer Logan - New Year's Eve/Village birthday celebration

Recommended Resolution:

Resolved, that the Village proceed with the New Year's Eve/Birthday party celebration from 2:30pm to 4:30pm at Brent's Shack.

10. ROUNDTABLE:

11. NOTICE OF COMMITTEE, SPECIAL & CLOSED MEETINGS:

12. ADJOURNMENT:

VILLAGE OF RADIUM HOT SPRINGS

MINUTES

REGULAR COUNCIL MEETING

COUNCIL CHAMBERS

WEDNESDAY, NOVEMBER 23rd, 2022 at 7:30pm

COUNCIL PRESENT: Mayor Gray, Councillors Shudra, Palashniuk, Collin and Ferguson-Huston

STAFF PRESENT: CAO Adrian Bergles, CO Jill Logan (scribe)

PUBLIC PRESENT: 2 in the gallery

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

LAND ACKNOWLEDGEMENT:

Mayor Gray acknowledged that Council is meeting on the traditional and unceded territory of the Ktunaxa and Secwepemc peoples.

2. ADDITIONS TO AGENDA:

Resolved, that the Agenda is adopted, as presented.

(Moved by Councillor Palashniuk, Seconded by Councillor Ferguson-Huston) Carried

3. MINUTES:

Resolved, that the Village of Radium Hot Springs Council adopts the Regular Council Meeting minutes from November 9th, 2022, as presented.

(Moved by Councillor Shudra, Seconded by Councillor Ferguson-Huston) Carried

4. DELEGATIONS:

None

5. COMMITTEE REPORTS

None

6. UNFINISHED BUSINESS/ BUSINESS ARISING FROM THE MINUTES:

None

7. BYLAWS

- a) Resolved, that "*Council Procedure Bylaw No. 486, 2022*" receive first reading with the following amendments:
- i) Regular Council meetings will normally be held the 2nd and 4th Mondays of each month;
 - ii) Regular Council meetings will begin at 4pm and end by 6:30pm. If an extension of the meeting is required it must be by resolution;
 - iii) COTW meetings will normally be held the 2nd Monday of each month, beginning at 1:30pm and ending by 3:30pm;
 - iv) Agenda Items will be accepted up to 10:00am on the Wednesday prior to the meeting, and the Agenda will be sent out by 4:00pm on the Wednesday prior to the meeting date;
 - v) if the regular COTW meeting date falls on a statutory holiday, the meeting will be held the next business day;
 - vi) "Question Period" is renamed as "Question Period on Agenda Items" and is limited to a maximum of 10 minutes; and

that Council instructs staff to proceed with public notice of the proposed "*Council Procedure Bylaw No. 486, 2022*", as per section 94 of the *Community Charter*.

(Moved by Councillor Ferguson-Huston, Seconded by Councillor Palashniuk) Carried

8. MISCELLANEOUS CORRESPONDENCE & REPORTS:

- a) Resolved, that Council receives the September and October 2022 cheque registers, for information.
(Moved by Councillor Ferguson-Huston, Seconded by Councillor Palashniuk) Carried
- b) Resolved, that Council receives Fire Chief Carr's Fire Department Report to November 19, 2022, for information.
(Moved by Councillor Collin, Seconded by Councillor Ferguson-Huston) Carried
- c) Resolved, that Council endorse the 2022-2024 Resort Development Strategy, approved by the Province of British Columbia on November 16, 2022, as developed by the Village of Radium Hot Springs and Tourism Radium.
(Moved by Councillor Collin, Seconded by Councillor Shudra) Carried
- d) Resolved, that Council receives the RDEK Director Training & Inaugural Committee & Board Meeting Report prepared by Mayor Gray, for information
(Moved by Councillor Ferguson-Huston, Seconded by Councillor Collin) Carried
- e) Resolved, that Council receives AKBLG Call for Resolutions and Writing Guideline For Resolutions, for information.
(Moved by Councillor Palashniuk, Seconded by Councillor Shudra) Carried

- f) Resolved, that Council receives the BC RCMP Elected Officials Guide, for information.
(Moved by Councillor Shudra, Seconded by Councillor Ferguson-Huston) Carried

9. NEW BUSINESS:

None

10. ROUNDTABLE:

- Councillor Shudra expressed his appreciation for the council orientation workshop.
- Mayor Gray enjoyed the process of going through the council orientation workshop.

11. NOTICE OF COMMITTEE, SPECIAL & CLOSED MEETINGS:

None

12. ADJOURNMENT at 8:06p.m.

(Moved by Councillor Palashniuk, seconded by Councillor Shudra) Carried

HEREBY CERTIFIED CORRECT:

Mayor Gray

Jill Logan, Corporate Officer

DELEGATION REQUEST FORM

Please note that the information you provide and/or attach is for distribution at an open meeting of the Village Council and as such, becomes public information.

Delegates are provided 10 minutes to make their presentation to Council, after which Council members may ask questions or comment on the information presented. Council is unable to discuss personal information where property owners are named.

*Requests to appear as a Delegation before Council must be received in the Village office by **10am** on the Friday prior to the Council Meeting.*

Name of Delegation (or presenter): _____ Katherine Bonell _____

Name of Organization (if applicable): Columbia River Valley Rural Roots Society and Rural Communities Early Childhood Institute

Date of Council Meeting you wish to attend: December 14, 2022

Daytime phone number: 250-427-5560

Mailing Address: 4549 Rushmere Road Module 5 Compartment 15 Invermere, BC V0A 1K4

Your purpose in addressing Council:

To determine whether the Mayor and Council of the Village of Radium Hot Springs will let the Rural Roots Early Learning Centre continue to operate out of gym at the Radium Elementary School by a private operator under the same lease agreement conditions it has with the Columbia River Valley Rural Roots Society until the lease agreement ends in June 2023.

I would like to bring the Rural Roots Early Learning Centre under my wing as early as possible in the New Year and turn it into a demonstration school for entry level early childhood educators. Continuing to operate the Rural Roots Early Learning Centre in Radium at a non-profit rental rate from January to June 2023 provides the financial footing I need to keep the Rural Roots Early Learning Centre in the Village of Radium Hot Springs.

I am the Founder and Senior Executive Officer of the Rural Communities Early Childhood Institute. Although my website needs to be updated, you can access information about my company at <http://rceci.ca>. Once the Rural Roots Early Learning Centre is under my wing, I plan to convert my institute into a private career college and request permission from the Province of BC to offer the 1000-hour early years certificate program I developed to support the Province in its efforts to address the crisis in early learning and child care.

The proposed action requested from Council:

Approve a motion that allows the Rural Roots Early Learning Centre to continue to operate through the Rural Communities Early Childhood Institute under the same lease agreement conditions it has with the Columbia River Valley Rural Roots Society until the lease ends in June 2023.

Email completed Form to: cao@radiumhotsprings.ca

Or Fax to: 250-347-9068

Meeting Type and Date:

Meeting – December 14th, 2022

From:

Adrian Bergles, Chief Administrative Officer

Prepared By:

Jill Logan, Corporate Officer

Subject:

Delegation – Rural Roots Society

Recommendation:

That Council resolves to allow the Rural Roots Early Learning Centre to continue to operate through the Rural Communities Early Childhood Institute under the same lease agreement conditions it has with the Columbia River Valley Rural Roots Society, until the lease ends in June, 2023.

Request for Decision ☒ X

Department Report ☐

Information Report ☐

Implications of Recommendation:

Asset Management: N

Financial: Y: continuation of non profit rental rate

OCP: N

Policy: N

Strategic Plan: N

SUMMARY INFORMATION

Columbia River Valley Rural Roots Society has a lease to operate a daycare in the Radium Gym until June, 2023. The daycare pays the “continuous or multiple day use - non-profit” rate of \$15/day under this lease, and has exclusive use of the gym. The daycare currently has 6 children, representing 5 families.

Kathy Bonell, the director of the non-profit Columbia River Valley Rural Roots Society, plans to transition the current non profit daycare into a private early learning centre. Ms. Bonell is asking that the non profit daily rate remain in place until the lease expires in June, 2023.

As per the Village’s Facility Rental Rates & Policy for the Radium Gym, the daily rental rate for a private enterprise (continuous or multiple day use) is \$30/day.

Due to the lack of daycare space in the Columbia Valley and in Radium, and to provide stability for the families that have children registered in this daycare, it is recommended that the rental fees remain unchanged until the lease expires. If the lease is renewed, a new rental fee arrangement can be reviewed.

Options for Council:

1. Allow the Rural Roots Early Learning Centre to continue to operate through the Rural Communities Early Childhood Institute under the same lease agreement conditions it has with the Columbia River Valley Rural Roots Society, until the lease ends in June, 2023 (recommended).
2. Instruct staff to adjust the rate to reflect the Rental Rates & Policy for the Radium Gym.

Respectfully submitted:

Jill Logan
Corporate Officer

DELEGATION REQUEST FORM

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Requests to appear as a Delegation before Council must be received in the Village office by 10am on the Friday prior to the Council Meeting.

Name of Delegation (or presenter): Adrian Pery and Clara Reinhardt

Name of Organization (if applicable): Columbia Valley Recreation Planning Initiative co-chairs

Date of Council Meeting you wish to attend: Dec 14

Daytime phone number: 250.347.7706

Mailing Address: Box 461 Radium Hot Springs V0A1M0

Your purpose in addressing Council:

At the Invitation of Mayor Gray, we will provide an overview of who we are, what we have accomplished, and what the future holds.

The proposed action requested from Council:

no action required other than continued interest

Email completed Form to: cao@radiumhotsprings.ca

Or Fax to: 250-347-9068

Or mail or drop off: PO Box 340, 4836 Radium Blvd. Radium Hot Springs, BC V0A 1M0

Disclaimer: All correspondence submitted to the Village of Radium Hot Springs will form part of the public record and will be published when this matter is before Council or a Committee of Council. The Village considers the author's address relevant to Council's consideration of this matter and will disclose this personal information. However, the author's phone number and email address are not required and may be omitted if the author does not wish this personal information disclosed.

DELEGATION REQUEST FORM

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Delegates are provided 10 minutes to make their presentation to Council, after which Council members may ask questions or comment on the information presented. Council is unable to discuss personal information where property owners are named.

Requests to appear as a Delegation before Council must be received in the Village office by 10am on the Friday prior to the Council Meeting.

Name of Delegation (or presenter): Tracy Flynn

Name of Organization (if applicable): East Kootenay Climate Hub

Date of Council Meeting you wish to attend: December 14

Daytime phone number: 250-341-5964

Mailing Address: taflynn@shaw.ca

Your purpose in addressing Council:

Introduction to the East Kootenay Climate Hub

The proposed action requested from Council:

None

Email completed Form to: cao@radiumhotsprings.ca

Or Fax to: 250-347-9068

Or mail or drop off: PO Box 340, 4836 Radium Blvd. Radium Hot Springs, BC V0A 1M0

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Meeting Type and Date: Meeting – December 14th, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Jill Logan, Corporate Officer
Subject: Council Procedure Bylaw No. 486, 2022

Recommendation: That the Village of Radium Hot Springs Council gives second and third reading to “*Council Procedure Bylaw No. 486, 2022*”

Request for Decision ☒ Department Report ☐ Information Report ☐

Implications of Recommendation:

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

SUMMARY INFORMATION

Council Procedure Bylaw No. 486, 2022 received first reading, with amendments, on November 23rd. Those amendments included:

- After Council amendment to meeting dates – the Inaugural Council Meeting date was changed from the 1st Tuesday of November to the 1st Monday of November (or 2nd Monday, if needed) – **see page 2;**
- Council amendment - Regular Council meetings will occur the 2nd and 4th Monday of each month, at 4pm – **see page 2;**
- Council amendment - Regular Council meetings will end by 6:30pm, unless by resolution – **see page 3;**
- Council amendment - COTW meetings will be held the 2nd Monday of each month, at 1:30pm and will end by 3:30pm – **see page 10;**
- Council amendment - If the COTW meeting date falls on a statutory holiday, the meeting will be held the next business day – **see page 10;**
- After Council amendment to meeting dates - Agenda Items will be accepted up to 10:00am on the Wednesday prior to the meeting – **see page 8;**

- After Council amendment to meeting dates - The Agenda will be sent out by 4pm on the Wednesday prior to the meeting – **see page 9**;
- After Council amendment - Question Period has been renamed to Question Period: On Agenda Items, and is limited 10 minutes unless extended by resolution – **see page 9**.

As per the *Community Charter*, notice of the intention to announce a new Council Procedure Bylaw was provided in the CV Pioneer newspaper on December 1st and 8th.

Pending adoption of this bylaw on January 11th, 2023, the proposed Regular and COTW meeting schedules are attached to this report.

OPTIONS FOR COUNCIL

- a. Give second and third reading to the bylaw, as presented (recommended);
- b. Give second and third reading to the bylaw, with additional amendments;
- c. Instruct staff to further revise the bylaw and bring it back to Council for further discussion.

Respectfully submitted:

Jill Logan
Corporate Officer

VILLAGE OF RADIUM HOT SPRINGS

BYLAW NO. 486, 2022

A bylaw to establish the rules of procedure for council and meetings,
pursuant to the *Community Charter*.

The Council of the Village of Radium Hot Springs, in open meeting assembled, **HEREBY ENACTS AS FOLLOWS:**

SECTION 1. INTRODUCTION

1.0 This bylaw may be cited as the “*Council Procedure Bylaw No.486, 2022*”.

Definitions:

1.1 In this bylaw,

“Chief Administrative Officer” means the Chief Administrative Officer for the Village;

"Committee" means a standing, select, or other committee of Council, but does not include Committee of the Whole;

“Committee of the Whole” means the entire membership of Council when sitting as a Committee;

“Corporate Officer” means the Corporate Officer for the Village;

“Council” means the Council of the Village of Radium Hot Springs;

“Council Chambers” means the chambers meeting room located in the Village Office;

“Live Stream” means a live, publicly streamed broadcast;

“Mayor” means the Mayor of the Village of Radium Hot Springs;

“Meeting” includes Committee of the Whole, Committees and Council, but does not include meetings that are closed to the public in accordance with the Community Charter;

“Public Notice Posting Place” means the notice board located in the foyer of the Village Office;

“Village” means the Village of Radium Hot Springs;

“Village Office” means the Village Office located at 4836 Radium Boulevard, Radium Hot Springs, BC;

“Village Website” means the information resource found at an internet address provided by the Village.

Application of rules of procedure

- 1.2 The provisions of this bylaw govern the proceedings of Council, Committee of the Whole and all Committees, as applicable.
- 1.3 In cases not provided for under this bylaw, the Robert's Rules of Order, current edition, apply to the proceedings of Council, and its Committees, to the extent that those Rules are:
 - a) applicable in the circumstances; and
 - b) not inconsistent with provisions of this bylaw or the *Community Charter*.

SECTION 2. COUNCIL MEETINGS

Inaugural Meeting

- 2.0 Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election, provided that that date allows sufficient time for the required legislative time periods involved in a contest of an election or judicial recount. If required, the first Council meeting will be held on the second Monday in November.

Quorum of Council

- 2.1 The Council of the Village of Radium Hot Springs shall consist of a Mayor and four Councillors. The quorum shall consist of three Council members present.
- 2.2 If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in section 2.0, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

- 2.3 All Council meetings must take place within Council Chambers except when Council resolves to hold meetings elsewhere. Any reference to time means the Mountain Time zone.
- 2.4 Regular Council meetings must:
 - a) be held on the second and fourth Monday of each month;

b) begin at 4:00 p.m.;

c) be adjourned by 6:30 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time; and

d) unless resolved otherwise by Council, be held only once in the months of July, August and December, with those meetings taking place on the second Monday of July, August and December.

2.5 When a regularly scheduled meeting falls on a statutory holiday, a meeting shall be held on the next regular business day or otherwise scheduled by resolution of Council.

2.6 Regular Council meetings may:

a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and

b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given two days' written notice.

Notice of Council meetings

2.7 In accordance with section 127 of the *Community Charter* [notice of council meetings], Council must prepare annually, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public by posting notice at the Public Notice Posting Place.

2.8 In accordance with Section 127 of the *Community Charter*, Council must give notice annually of the time and duration that the schedule of regular Council meetings will be available according to Section 94 of the *Community Charter* [requirements for public notice].

2.9 Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice to the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of special meetings

2.10 Except where notice of a special meeting is waived by unanimous vote of all Council members under section 127(4) of the *Community Charter* [notice of council meeting], a notice of the date, hour and place of a special Council meeting must be given at least 24 hours prior to the meeting by:

a) posting the notice at the Public Notice Posting Place and Village Website; and

b) providing a copy of the notice to each Council member via email or leaving one copy of the notice in the Council member's tray at the Village Office.

- 2.11 The notice under subsection 2.10 must describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.

Electronic Meetings

- 2.12 Council is hereby authorized to conduct its regular council meetings by means of electronic or other communication facilities.
- 2.13 A regular council meeting may only be conducted by means of electronic or other communication facilities where Council has, at least 72 hours in advance of the regular council meeting, passed a resolution directing that the regular council meeting be conducted by means of electronic or other communication facilities.
- 2.14 Where Council has directed that a regular council meeting be conducted by means of electronic or other communication facilities, the regular council meeting must be conducted by means of electronic or other communication facilities, and notice must be given to the public that the regular council meeting is to be held by means of electronic or other communication facilities by posting the notice on the Public Notice Posting Place at least 48 hours in advance of the meeting.
- 2.15 For the purposes of subsection (2.14), the notice must satisfy the requirements of section 128(2)(b)(i) of the *Community Charter* [electronic regular council meetings].
- 2.16 Council is hereby authorized to conduct its special council meetings by means of electronic or other communication facilities.
- 2.17 A special council meeting may only be conducted by means of electronic or other communication facilities where either the Mayor has directed that the special council meeting be conducted by means of electronic or other communication facilities or Council has directed that the next regular council meeting be conducted by means of electronic or other communication facilities.
- 2.18 Where the Mayor has directed that a special council meeting be conducted by means of electronic or other communication facilities, or Council has directed that the next regular council meeting be conducted by means of electronic or other communication facilities, the special council meeting must be conducted by means of electronic or other communication facilities, and notice must be given in accordance with sections 127 and 128.1(2)(b) of the *Community Charter*.
- 2.19 A committee is hereby authorized to conduct its meetings by means of electronic or other communication facilities.
- 2.20 A committee meeting may only be conducted by means of electronic or other communication facilities where Council or the committee has, at least 72 hours in

advance of the committee meeting, passed a resolution directing that the committee meeting be conducted by means of electronic or other communication facilities.

- 2.21 Where the Council or a committee has directed that a committee meeting be conducted by means of electronic or other communication facilities, the committee meeting must be conducted by means of electronic or other communication facilities, and notice must be given to the public that the committee meeting is to be held by means of electronic or other communication facilities by posting the notice on the Public Notice Posting Place at least 48 hours in advance of the meeting.
- 2.22 For the purposes of subsection 2.21, the notice must set out the way in which the committee meeting is to be conducted by means of electronic or other communication facilities.
- 2.23 If the visual and audio or audio electronic or other communication equipment loses the connection or the connection is disrupted during the course of the meeting, the Corporate Officer will note this in the minutes and if this disruption results in the loss of a quorum, the meeting shall dissolve and the issue under discussion at the time of the loss of communication shall be raised at the next meeting.
- 2.24 Provided that conditions set out in subsection 128 (2) of the *Community Charter* [electronic meetings and participation by members] are met, a member of Council or a Council Committee who is unable to attend at any Council meeting or a Council Committee meeting, as applicable, may participate in the meeting by means of electronic audio or other communication facilities.
- 2.25 The member presiding at a special or regular Council, or special or regular Council Committee meeting must not participate electronically.

Live Streaming of Council Meetings

- 2.26 Public meetings of Council held in Council Chambers may be live streamed via Zoom or other electronic platforms. Any meeting or portions of meetings that are closed to the public in accordance with sections 90 and 92 of the *Community Charter* will not be broadcast. Meetings will not be recorded and saved.
- 2.27 It is intended that the standard camera position will only provide vision of the members of Council and staff who are present at the meeting and those members of the public who are addressing Council at the meeting.
- 2.28 There may be situations where due to technical difficulties the live streaming will not be available. If such circumstances occur, the Mayor or Chairperson will advise those present that live streaming is not available. In the event the technical difficulties are not identified during the meeting, this information will be displayed on the Village Website.
- 2.29 The official record of the Meetings shall be the written minutes.

SECTION 3. DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

- 3.0 Annually, Council must designate a member to act as Deputy Mayor when the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant.
- 3.1 If both the Mayor and the member designated under section 3.0 are absent from a Council meeting, the members present must choose a Councillor to preside at the meeting.
- 3.2 The member designated under section 3.0 or chosen under section 3.1 has the same powers and duties as the Mayor in relation to the applicable matter.

SECTION 4. COUNCIL PROCEEDINGS

Community Charter Provisions

- 4.0 Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [Open Meetings] and Division 2 of Part 5 [Council Proceedings].

Attendance of public at meetings

- 4.1 Except where the provisions of section 90 of the *Community Charter* [meetings that may or must be closed to the public] apply, all Council meetings must be open to the public.
- 4.2 Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in accordance with section 92 of the *Community Charter* [requirements before meeting is closed].
- 4.3 This section applies to all meetings of the bodies referred to in Section 93 of the *Community Charter* [Application of rules to other bodies], including without limitation:
 - a) Committee of the Whole;
 - b) Standing and select committees; and
 - c) Parcel tax roll review panel.
- 4.4 Despite Section 4.1, the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 3 may expel or exclude from a Council meeting a person in accordance with section 133 of the *Community Charter* [Expulsion from meetings].

Minutes of meetings to be maintained and available to public

- 4.5 Minutes of the proceedings of Council must be:
 - a) legibly recorded in a minute book;

- b) include the place, date and time of the meeting;
- c) include the names of the Council member or members in attendance;
- d) certified as correct by the Corporate Officer; and
- e) signed by the Corporate Officer and the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.

4.6 Subject to subsection 4.7, and in accordance with section 97(1)(b) of the *Community Charter* [other records to which public access must be provided], minutes of the proceedings of Council must be open for public inspection at the Village Office during its regular office hours.

4.7 Subsection 4.6 does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter* [meetings that may or must be closed to the public].

Calling meeting to order

4.8 As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with subsection 3 must take the Chair and call such meeting to order.

4.9 If a quorum of Council is present but the Mayor or the Councilor designated as the member responsible for acting in the place of the Mayor under subsection 3 do not attend within 15 minutes of the scheduled time for a Council meeting:

- a) the Corporate Officer must call to order the members present; and
- b) the members present must choose a member to preside at the meeting.

Adjourning meeting where no quorum

4.10 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:

- a) record the names of the members present, and those absent; and
- b) adjourn the meeting until the next scheduled meeting.

Conduct of proceedings at a meeting of council

4.11 It shall be the duty of the Mayor:

- a) to open the meeting of Council by taking the chair and calling the members order;
- b) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings and to announce the result;
- c) to decline to put to vote motions which infringe the rules of procedure;
- d) to restrain the members, within the rules of order, when engaged in debate;
- e) to enforce on all occasions the observance of order and decorum among the members;
- f) to call by name any member persisting in breach of the rules of order of the Council, thereby ordering him/her to vacate the Council Chamber;
- g) to authenticate, by his/her signature when necessary, all bylaws, resolutions and minutes of the Council;
- h) to inform the Council, when necessary or when referred to for that purpose, on a point of order or usage;
- i) to represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
- j) to ensure that the decisions of Council are in conformity with the laws and bylaws governing the activities of the Council;
- k) to terminate the meeting when the business is concluded; and
- l) to adjourn the meeting without question in the case of grave disorder arising in the Council Chamber.

Agendas

- 4.12 Prior to each Council meeting, the Corporate Officer must prepare an Agenda setting out all the items for consideration at that meeting.
- 4.13 The deadline for submissions to the Corporate Officer of items for inclusion on the Council meeting Agenda shall be 10:00 a.m. on the Wednesday prior to the meeting.

- 4.14 The Corporate Officer must make the Agenda available to the members of Council and the public no later than 4:00 p.m. on the Wednesday prior to the meeting.
- 4.15 Council must not consider any matters not listed on the Agenda unless a new matter for consideration is properly introduced as a late item pursuant to subsection 4.19.
- 4.16 The Agenda may be delivered in paper or electronic format.

Order of proceedings and business:

- 4.17 The Agenda for all regular Council meetings shall contain the following matters in the order listed:
- a) Call to Order
 - b) Land Acknowledgment
 - c) Adoption of Agenda
 - d) Adoption of Minutes
 - e) Delegations
 - f) Reports to Council
 - g) Correspondence to Council
 - h) New Business
 - i) Bylaws
 - j) Question Period: On Agenda Items
 - k) Special and Closed Meetings (In Camera)
 - l) Adjournment
- 4.18 For the purpose of Agenda Item (j) - Question Period: On Agenda Items – the question period is limited to a total of 10 minutes unless extended by resolution.

Late Items

- 4.19 An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council prior to adoption of the Agenda.
- 4.20 If the Council makes a resolution under subsection 4.19, information pertaining to the late items must be distributed to the members.

Delegations

- 4.21 In order to address Council, delegations must provide written application on a prescribed form before 10:00 a.m. on the Wednesday prior to the meeting. Approved delegations must limit their address to Council to 10 minutes unless a longer period is agreed to by unanimous vote of those members present. No more than six delegations will be scheduled per council meeting.

- 4.22 Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- 4.23 The Corporate Officer may refuse to place a delegation on the Agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

SECTION 5. BYLAWS

- 5.0 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- 5.1 In accordance with Section 135 of the *Community Charter* [requirements for passing bylaws], Council may give two or three readings to a proposed bylaw at the same Council meeting.
- 5.2 Despite the general requirement that third reading and adoption not occur during the same meeting, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
- 5.3 After a bylaw is adopted and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village records for safekeeping.

SECTION 6 – COMMITTEE OF THE WHOLE

- 6.0 At any time during a council meeting, Council may by resolution go into Committee of the Whole. Otherwise, Committee of the Whole meetings will take place on the 2nd Monday of each month, at 1:30 p.m., at the Village Office. The meeting will end by 3:30 p.m. When a regularly scheduled Committee of the Whole meeting falls on a statutory holiday, a meeting shall be held on the next regular business day or otherwise scheduled by resolution of Council.
- 6.1 In addition to subsection 6.0, a meeting, other than a standing or select Committee meeting, to which all members of Council are invited to consider but not to decide on matters of the Village's business, is a meeting of Committee of the Whole.

Notice for Committee of the Whole meetings

- 6.2 Subject to subsection 6.0, a notice of the date, hour and place of a Committee of the Whole meeting, along with information about the topics to be discussed, must be given at least 24 hours prior to the meeting by:
- a) posting the notice at the Public Notice Posting Place and Village Website; and

b) providing a copy of the notice to each Council member via email or leaving one copy of the notice in the Council member's tray at the Village Office.

- 6.3 Subsection 6.2 does not apply to a Committee of the Whole meeting that is called, in accordance with section 6.0, during a Council meeting for which public notice has been given under subsection 2 of the bylaw.

Minutes of Committee of the Whole meetings to be maintained and available to public

- 6.4 Minutes of the proceedings of the Committee of the Whole meeting must be:
- a) legibly recorded;
 - b) certified as correct by the Corporate Officer;
 - c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted; and
 - d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter* [other records to which public access must be provided].

Presiding members at Committee of the Whole meetings and Quorum

- 6.5 Any Council member may preside in Committee of the Whole.
- 6.6 The members of Council attending a meeting of Committee of the Whole must appoint a presiding member for the meeting.
- 6.7 The quorum of Committee of the Whole meeting is the majority of Council members.

Points of order at meetings

- 6.8 The presiding member must preserve order at Committee of the Whole meetings and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and debate

- 6.9 The following rules apply to Committee of the Whole meetings:
- a) motion is not required to be seconded;
 - b) a motion for adjournment is not allowed;
 - c) a member may speak any number of times on the same question; and

- d) a member must not speak longer than a total of 10 minutes on any one question.

Voting at meetings

- 6.10 Votes at a Committee of the Whole meetings must be taken by a show of hands if requested by a member.
- 6.11 The presiding member must declare the results of voting.

Reports

- 6.12 Committee of the Whole meetings may consider reports and bylaws only if:
 - a) they are printed and the members each have a copy; or
 - b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- 6.13 The Committee of the Whole meeting's reports to Council must be presented by the Corporate Officer or designate.

SECTION 7. STANDING AND SELECT COMMITTEES

Duties of standing and select committees

- 7.0 Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - a) matters that are related to the general subject indicated by the name of the Committee;
 - b) matters that are assigned by Council; and
 - c) matters that are assigned by the Mayor.

- 7.1 Select Committees must consider, inquire into, report and make recommendations to Council about the matters referred to the committee by the Council. Select Committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different time and date.

Schedule of committee meetings

- 7.2 At its first meeting after its establishment, a Standing or Select Committee must establish a regular schedule of meetings.

- 7.3 The chair of the Standing or Select Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

Notice of committee meetings

- 7.4 Subject to subsection 7.5, after the Standing or Select Committee has established the regular schedule of meetings, a notice of the date, hour and place of the Committee meetings must be given by:
- a) posting the notice at the Public Notice Posting Place and Village Website; and
 - b) providing a copy of the notice to each member of the Committee by email.
- 7.5 Where revisions are necessary to the annual schedule of Committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place and Village Website which indicates any revisions to the date, time and place or cancellation of a Committee meeting.
- 7.6 The chair of a Committee must cause a notice of the day, time and place of a meeting called under section 7.1 to be given to all members of the Committee at least 24 hours before the time of the meeting.

Attendance at committee meetings

- 7.7 Council members who are not members of a committee may attend the meetings of the committee.

Minutes of committee meetings to be maintained and available to public

- 7.8 Minutes of Committee meetings must be:
- a) legibly recorded;
 - b) certified as correct by the Corporate Officer;
 - c) signed by the chair or other member presiding at the meeting; and
 - d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter* [other records to which public access must be provided].

Quorum

- 7.9 The quorum for a committee is a majority of all of its members.

Conduct and debate

- 7.10 The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless as otherwise provided in this bylaw.
- 7.11 Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- 7.12 A motion made at a meeting of a committee is not required to be seconded.

Voting at meetings

- 7.13 Council members attending a meeting of a committee of which they are not a member must not vote on a question.

SECTION 8. GENERAL

- 8.0 If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- 8.1 This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter* [public notice].
- 8.2 The Village of Radium Hot Springs Council Procedure Bylaw No. 439, 2017 is hereby repealed.
- 8.3 This bylaw comes into full force and effect upon the date of final passage.

Read a first time this 23rd day of November, 2022.

Read a second and third time this day of December, 2022.

Reconsidered and adopted this day of January, 2023.

Mayor Mike Gray

Jill Logan, Corporate Officer

Hereby certified as a true copy of Bylaw No. 486, 2022.

Date

Jill Logan, Corporate Officer

VILLAGE OF RADIUM HOT SPRINGS

NOTICE

2023 REGULAR COUNCIL MEETINGS

With the exception of the January 11th, meeting, which will be held on Wednesday at 7:30pm, Regular meetings of Council will be held on the second and fourth Mondays of every month, except in July, August, and December. When the Regular meeting falls on a statutory holiday, it will be held the next business day.

January 11th - 7:30pm

January 23rd

February 13th and 27th

March 13th and 27th

April 11th and 24th

May 8th and 23rd

June 12th and 26th

July 10th

August 14th

September 11th and 25th

October 10th and 23rd

November 14th and 27th

December 11th

The above meetings commence at 4:00 p.m. and are held in the Council Chambers, 4836 Radium Boulevard, Radium Hot Springs. The entrance to the Council Chambers is located at the west end of this building. The meetings are also available virtually through Zoom.

An agenda is available from the Corporate Officer on the Wednesday afternoon prior to the regular meeting or by accessing our website at www.radiumhotsprings.ca.

Certified as true copy of the Notice posted.

JILL LOGAN, CORPORATE OFFICER

VILLAGE OF RADIUM HOT SPRINGS

NOTICE

2023 COMMITTEE OF THE WHOLE COUNCIL MEETINGS

Committee of the Whole Meetings will be held the 2nd Monday of every month, beginning in February. When the COTW Meeting falls on a statutory holiday, the meeting will be held the next business day.

February 13th

March 13th

April 11th

May 8th

June 12th

July 10th

August 14th

September 11th

October 10th

November 14th

December 11th

The above meetings commence at 1:30pm and end by 3:30pm and are held in the Council Chambers, 4836 Radium Boulevard, Radium Hot Springs. The entrance to the Council Chambers is located at the west end of this building. The meetings are also available virtually through Zoom.

An agenda is available from the Corporate Officer on the Wednesday afternoon prior to the meeting or by accessing our website at www.radiumhotsprings.ca.

Certified as true copy of the Notice posted.

JILL LOGAN, CORPORATE OFFICER

PROVINCIAL OFFICE

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Village of Radium Hot Springs
Via email

November 30, 2022

Dear Mayor and members of Council,

On behalf of the British Columbia Society for the Prevention of Cruelty to Animals (BC SPCA), I'd like to congratulate you on your recent election success. As **two-thirds of British Columbians are pet owners**, and many more are animal and wildlife lovers, your constituents are keen to know how you will work to create more humane communities.

As you may know, the BC SPCA has been committed to protecting and enhancing the quality of life for domestic, farm and wild animals in British Columbia for over 125 years. We operate **42 facilities and provide a range of important community services** across the province, including emergency response for pets displaced by natural disasters, compassionate pet boarding for victims of interpersonal violence, curriculum-based education programs for youth, pet food banks and low cost spay/neuter and other veterinary services. To learn more about what we accomplished last year, please see our [2021 Annual Report](#).

Are you also aware of the evidence-based advocacy, policy and legislative work done by BC SPCA animal welfare experts? Our teams have contributed to recent provincial changes in rodenticide use and mink farming, reforms to national standards for animals used in research and farm animals, and advancing bills to end cetacean captivity and animal fighting. At the local government level, we have helped dozens of local and First Nation governments adopt **humane animal bylaws**.

We greatly value local government's important role in animal welfare and have support and resources to help your Council adopt enhanced animal-related bylaws for your community. Our [new bylaw search tool](#) provides examples of **progressive, BC SPCA-recommended bylaws** from communities across B.C., and we are happy to answer bylaw questions from your Council and staff.

In anticipation of this year's local government election, we surveyed BC SPCA supporters and members of the public to determine their priorities for local government action on six key animal welfare issues that you can act on or influence. We heard loud and clear that advocating to the province for pet-friendly housing was their top priority: **out of the 13,865 unique survey responses that we received from B.C. residents, an incredible 9,921 people ranked increasing the availability and affordability of pet-friendly housing as a number one priority.**

The inability to find pet-friendly housing is the primary reason that adult animals are surrendered to the BC SPCA, and accounts for almost 25 per cent of cat and dog surrenders every year. Over the past eight

years, we have taken in more than 11,000 animals whose families could not find pet-friendly housing (and this doesn't include the animals surrendered to other organizations or rehomed privately)! This doesn't just affect the BC SPCA or the animals who are surrendered. Research has shown that **pets improve our mental, physical and psychological health** and that their unconditional love, comfort and friendship is a lifeline for many people – particularly the most vulnerable.

The pandemic and the current housing crisis have intensified the importance of pets as members of many families, and heightened the heartbreaking decisions that must be made when pet-friendly housing cannot be found. Through our outreach and compassionate boarding programs, we know that many people choose to stay in inappropriate housing, go without housing or stay in abusive situations in order to keep their pets with them.

The other animal welfare issues included in the survey also received strong public support province-wide and are key to making our communities and province a more humane place for all of us:

Animal Welfare Issue	# of Top Priority Responses*
Advocating to the province for more pet-friendly housing	9,921
Creating bylaws to keep exotic animals in the wild	4,421
Restricting private use of fireworks to protect people and animals	3,825
Providing safe, accessible public parks and trails for dogs	3,812
Reducing human/wildlife conflicts with wildlife feeding bylaws	3,737
Humanely controlling rodents by ending the use of all poisons on local government property	3,282

*Respondents could select more than one issue as a top priority

In light of this information, we hope you'll talk to your constituents about their priorities for animal welfare and take action to make your policies and bylaws more humane. To help you get started, I've included background information on the six key issues from our survey. In addition to this email and attachments, I have mailed you a package of our latest AnimalSense magazine and Science & Policy newsletter. You can also find more ways to take action for animals by [signing up for Action Alerts](#) on our website.

Please let me know if you have any questions or would like to schedule a presentation from a BC SPCA representative. We are eager to work with you to make your community and our province a safer, more caring place for animals and people.

Sincerely,



Sarah Herring
BC SPCA Government Relations Officer

December 6, 2022

To Mayor and Council,

Congratulations on your recent election appointment.

Community Futures East Kootenay (CFEK) champions economic growth and sustainability throughout our vibrant service area, working alongside local, provincial and federal government partners, businesses and community organizations. We are committed to increasing the community and regional capacity through Community Economic Development (CED) and our CED Coordinator is a key resource to support CED activities within your community. They provide leadership to our region, acts as a conduit and shares knowledge and best practice across the region, fosters partnerships and supports communities to act on CED opportunities.

Community Economic Development is community-driven actions that improve the social, economic and environmental conditions of a community. This includes policies, programs and activities that improve the livability of a community, enrich the quality of life of community members, create employment and investment opportunities, enhance the health of the environment, build on the capacities and resources within an area and support community cohesion, resilience and vibrancy.

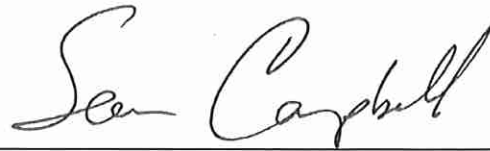
As you work with local government staff, community groups and non-profit organizations to advance the prosperity of your community and its residents, consider the support that Community Futures East Kootenay delivers and include us in the conversations that you have with your constituents. In addition to the hands-on, professional services of our CED Coordinator, we also provide financial support to local champions of CED projects that deliver broad community benefits. More information about our CED Coordinator and our CED Grant for non-profit and Indigenous organizations can be found on our website: <https://www.cfek.ca/economic-development/>

We wish you the best for your four-year term and look forward to working with organizations within your community to ensure that the East Kootenays continues to be full of vibrant, sustainable, livable and resilient communities.

Yours sincerely



Tracey Whiting
Board Chair



Sean Campbell
General Manager

2022/2023 Community Futures East Kootenay Board of Directors

Pete Bourke, Columbia Valley
Rick Thompson, Columbia Valley
Wendy Booth, Columbia Valley
Carrie Schafer, Cranbrook

Tracey Whiting, Cranbrook
Mary Giuliano, Fernie
Faye Sigurdson, Elkford
Terry Anonson, Elkford



100, 131 7th Avenue South T 250.489.4356 E info@cfek.ca
Cranbrook, BC V1C 2J3 F 250.489.1886 W www.cfek.ca

Growing communities one idea at a time

Report to council

I attended meetings RDEK meetings in Cranbrook December 7-9, 2022. The three days of meetings included a training session on Robert's Rules of Order with Eli Mina, Committee meetings, RDEK Board meeting, and the Kootenay East Regional Hospital District (KERHD) board meeting.

Wednesday December 7: Training Session on Robert's Rules

I came out of the training with more information on Robert's Rules as well as confidence that our meeting procedures are excellent, and our team is doing very well on the process side of governance. There were only a few items I wanted to highlight for Council:

- Unanimous Consent is a tool we can use to quickly make amendments, adjustments to procedure, and other non-controversial items.
 - E.g.: Is there any objection to changing the agenda to consider item 7 now? (pause) Seeing none we will proceed now with item 7 then return to item 3. (if there is an objection a vote can be called)
 - E.g.: Is there any objection to amending the motion by adding the words "including all taxes"? (pause) There is no objection, and the motion has been amended.
 - Recorded in the minutes without a mover or seconder and carried by unanimous consent.
 - As I become more comfortable with this tool, I plan on using it more in our Radium Council meetings.
- Public input portion of a meeting. We have been discussing as part of our procedural bylaw revision, and I forwarded some comments to Jill and Adrian for consideration.
- A motion to receive reports is not necessary. We can just see it on the agenda, discuss as needed, then move to the next item.

Thursday December 8: RDEK Committee Meetings

- Columbia Valley 5.1 - Columbia Valley Recreational Planning Initiative (CVRPI) had a presentation updating the CV Directors on their recommendations for backcountry usage. This same group has been invited to our Council meeting to give us an update.
- Governance 8.1 - RDEK Financial Statements and Audit was presented to the board. Usually this is a routine item, but in this case, there was significant discussion. The auditor gave a "qualified opinion" because of a significant discrepancy between an opening and closing balance. Though it is believed to be a bookkeeping error that will turn up in the 2022 audit, until that happens it remains an unanswered question.
- Planning meetings are without question the longest and most detailed part of the RDEK committee meetings. There is a lot to learn about the Agricultural Land Reserve (ALR), development variances, and a host of other nuanced items for discussion.

Friday December 9: RDEK Board Meeting

- Introductions of new staff: 1.1 & 1.2 – a nice tradition whereby new staff are brought to the first board meeting after they are hired and introduced to the board by the CAO.

- Rural and Economic Diversification and Infrastructure Program (REDIP) 5.2 – A very interesting provincial program with funding available to help communities with changes or improvements to the following:
 - Economic Capacity (\$100k @ 100%)
 - Economic Diversification (\$100k @ 80-100%)
 - Forestry Industry Impact Transitions (\$500k @ 100%) – I wondered about a CV wide application for this as Canal Flats & Edgewater have lost mills and as Radium is impacted by changes.
- MoTI & Main Road 5.1 – Provided the board with a familiarity on how road maintenance is done with a focus on the winter season. This was a brief version of the half day sessions offered by Emcon and Main Road to staff earlier in the season. We also found that the Service Area 11 contract (south of Radium's border) expired in August and Main Road has been identified as the preferred vendor and a new contract is in the works.
- Connecting Communities 9.3.5 – An interesting discussion about a letter of support for Roger's Communications on a bid to a funding program to connect difficult to service people. There was some changes in made between the initial discussion at Committee meetings the previous day where some directors wanted to amend the motion to specify support was only for funding for open access portions of the network. The amendment was defeated, but the conversation was good.

Friday December 9: KERHB Meeting

- RDEK Directors are usually also appointed to the Kootenay East Regional Hospital Board. This group collects tax dollars and works with Interior Health / Ministry of Health to plan for and fund in partnership for capitol projects to our regional hospital system. If anyone on our Council has a particular interest or expertise in healthcare, please let me know.



The Village of Radium Hot Springs *Report to Council*

Meeting Type and Date: Meeting – December 14, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Adrian Bergles, CAO
Subject: Appointment of Director of Finance Karen Lillejord as Treasurer for the Village of Radium Hot Springs.

Recommendation: That Council resolves to appoint Director of Finance, Karen Lillejord, CPA, as Treasurer for the Village of Radium Hot Springs

Request for Decision ☒ Department Report ☐ Information Report ☐

Implications of Recommendation:

Asset Management: N
Financial: Y: appointment of treasurer/financial officer/director of finance
OCP: N
Policy: Y: Statute -- Section 146 of the *Community Charter*; bylaw -- *Officers and Employees Bylaw No. 219, 1999*.
Strategic Plan: N

SUMMARY INFORMATION

Per the *Community Charter*, section 146, municipalities must have a Financial Officer. The Village of Radium Hot Springs Officers and Employees Bylaw No. 219, 1999, relabels this position as treasurer.

Karen Lillejord, CPA, was hired as Director of Finance for the Village of Radium Hot Springs and started December 5, 2022. It is recommended that Karen be appointed Treasurer per the Village bylaw.

Karen brings a wealth of financial experience to the office and is excited to share her knowledge, experience, and mentorship with our finance staff and organization.

Respectfully submitted:

Adrian Bergles,
Chief Administrative Officer

Meeting Type and Date: Meeting – December 14th, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Adrian Bergles, CAO
Subject: Jill Logan to be appointed Head for the purposes of the
Freedom of Information and Protection of Privacy Act, for
the Village of Radium Hot Springs

Recommendation: THAT Council resolve to appoint Jill Logan as Head for the
purposes of *Freedom of Information and Protection of
Privacy Act*, for the Village of Radium Hot Springs

Request for Decision ☒ Department Report ☐ Information Report ☐

Implications of Recommendation:

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

SUMMARY INFORMATION

This appointment will make Jill Logan the Head for the purposes of the *Freedom of Information and Protection of Privacy Act* – a role commonly held by the Corporate Officer.

Previously, CAO Adrian Bergles, held this title.

Respectfully submitted:

Adrian Bergles, Chief Administrative Officer

Meeting Type and Date: Meeting – December 14, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Adrian Bergles, CAO
Subject: Flag Policy for consideration

Recommendation: That the Village of Radium Hot Springs Flag Policy be adopted as presented.

Request for Decision ☒ Department Report ☐ Information Report ☐

Implications of Recommendation:

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

SUMMARY INFORMATION

Recently a flag and flagpole was installed in front of the Radium Village office.

With this addition comes some responsibility and it must be administered appropriately. The provided flag policy for Council's consideration borrows from flag policies in other municipalities.

It is designed to inform staff, council, and the community how the flag will be displayed, how flags will be disposed of, which flag may fly on the Village' flagpole, when the flag will be set at half mast, and how council may recognize other individuals of significance to the Village on their passing.

It confirms that no other flag, other than the Flag of Canada, will be displayed on the Village' flagpole and that requests from outside organizations to use the Village' flagpole for alternate flags will not be entertained.

Options for Council:

- A) Adopt the flag policy as presented (recommended)
- B) Suggest changes to the flag policy and have staff bring a revised policy to a future meeting
- C) Table the policy and do not adopt a flag policy (Not recommended)

Respectfully submitted:

Adrian Bergles, Chief Administrative Officer.

Flag Policy

Intent

The intent of this policy is to:

- Outline the etiquette applicable in respect of the Village of Radium Hot Springs' Flag
- Affirm Village Council's discretionary authority to recognize individuals, events, organizations, or community groups of significance in the Village of Radium Hot Springs; and
- Provide consistent standards for requests for Flag raisings and proclamations.

Definitions

Flag	The Flag of Canada flown at the Village of Radium Hot Springs' Village Office on Radium Boulevard
Banner	A rectangular piece of cloth bearing a symbol, logo, slogan, or other message and does not have symbolic status

Policy

Displaying of the Flag

The Flag shall be displayed 24 hours per day.

The Flag shall only be removed when replacement is required. Disposal of a Flag shall be in accordance with the *National Flag of Canada Etiquette*.

Half-Masting

The Flag will be flown at half-mast annually, or irregularly, to commemorate the following solemn occasions:

- On the death of a Sovereign, the Governor General of Canada, the Prime Minister of Canada, or a former Prime Minister of Canada
- On the death of the Lieutenant Governor of British Columbia or the

Premier of British Columbia or a former Premier of British Columbia

- On the death of the Member of Parliament for the Kootenay—Columbia federal electoral district
- On the death of the Member of the Legislative Assembly for the Columbia River-Revelstoke provincial electoral district
- On the death of a Village of Radium Hot Springs employee when their death has occurred as a direct result of performing their duties
- On National Day for Truth and Reconciliation, September 30
- On Remembrance Day, November 11
- On the National Day of Remembrance and Action on Violence Against Women, December 6; and
- On the death of a person whom council wishes to bestow this honour or an event that council wishes to recognize. In such an instance, and in recognition of its potential time sensitivity, the mayor is authorized to make this decision on behalf of the council. If such a decision is made by the mayor it will be communicated to the rest of Council and the Chief Administrative Officer as soon as is practicable.

Flag Raising and Proclamation Requests

Only the Flag will be displayed on the Village of Radium Hot Springs' flagpole. Requests from outside entities to use the Village of Radium Hot Springs' flagpole will not be considered.

Meeting Type and Date: Meeting – December 14, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Adrian Bergles, Chief Administrative Officer
Subject: **Building Inspection Services Contract with District of Invermere**

Recommendation: That the Council receive the memo on Building Inspection Services Contract with District of Invermere, for information

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

Implications of Recommendation:

Asset Management: N
Financial: Y: multi year contract
OCP: N
Policy: N
Strategic Plan: N

SUMMARY INFORMATION

With the retirement of the Village's long-time planner and building inspector, replacements for these roles are required.

Since the summer, the District of Invermere has provided building inspection services to the Village of Radium on a fee for service basis. This has been on the expectation that this agreement would be formalized through a contract.

I intend to formalize this agreement with an approximately 3.5-year contract – until Dec. 31, 2025 - that has been agreed to by administrations of both Invermere and Radium. The contract will allow for up to 14 hours a week of building inspection services. This has so far been sufficient to meet the need of Radium.

The contracted rate is \$70.00 per hour plus 10% administration, milage, and a lunch stipend, as needed, for the planner on duty. This is forecast to cost ~\$45,000 annually and represents a significant overall cost savings to the Village of Radium from the staff position previously held.

I am ready to sign the contract and will ask Mayor Gray that he do so as well.

* * *

Relating to municipal planning – Liz Armitage, MMDes, RPP, MCIP of Vicinia Planning has been contracted on a one year agreement for 15 hours per month to provide planning services to the Village. So far this has been working well.

Respectfully submitted:

Adrian Bergles
Chief Administrative Officer

Meeting Type and Date: Meeting – December 14, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Adrian Bergles, CAO
Subject: Water and Sewer Capacity under buildout per zoning bylaw memo

Recommendation: That the Water and Sewer Capacity under buildout per zoning bylaw memo from Urban Systems Ltd. be received for information.

Request for Decision ☐ Department Report ☐ Information Report X

Implications of Recommendation:

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

SUMMARY INFORMATION

The Water and Sewer Capacity under buildout per zoning bylaw memo from engineers at Urban Systems Ltd. is presented for information. The memo comes from work related to the recently adopted Zoning Bylaw No. 480 for the Village of Radium Hot Springs.

It contemplates population growth in the Village at 1.5% annually over the next 20 years. The memo states that generally the Village has good to excellent water and sewer capacity projected for the next 20 years.

The Village of Radium Hot Springs water comes from a water intake on Forster Creek west of the Village of Radium Hot Springs.

Water

Per the memo, at the 20 year projection, anticipated daily need for water is 5.57 million litres per day. This is within the water licence availability 6.8 ML/day, the pipeline capacity 6.5

ML/day, treatment capacity 8.17 ML/day (at full capacity), and storage capacity (3,250 m³ needed, 4,000 m³ available).

Sewer

Per the memo the Village's sewer capacity is predicted to be sufficient for the 20 year time horizon and beyond. In fact the memo indicates that the Village's sewer capacity is suitable for a doubling of Village population.

Recommendations from the memo:

-It is recommended that water usage continue to be assessed in the future, perhaps each five years, as the community grows, to make sure that future water system projections continue to show Village capacity to meet demand. In the event engineering forecasts future need for water beyond the Village's capacity, budget should begin to be set aside toward increasing capacity to provide water to meet anticipated need (not presently the case).

-The memo recommends that the Village look to undertake updated condition assessments of the water supply line at key points from Forster Creek intake to the Village's water treatment plant.

-Further in discussions with the engineers, suggestions were made on the Village investigating additional water storage, or an alternate water supply on the east side of the Columbia River, in the event of service disruption for any reason. There is no present redundancy in the water supply line from the water intake to the water treatment plant.

Respectfully submitted:

Adrian Bergles
Chief Administrative Officer

DATE: November 24, 2022
TO: Adrian Bergles, CAO, Village of Radium Hot Springs
CC: Peter Gigliotti, Rob Mogentale, Urban Systems
FROM: Jason Barta
FILE: 1227.0056.01-R
SUBJECT: Water and Sewer Capacity under buildout per zoning bylaw

1.0 INTRODUCTION

The Village of Radium Hot Springs has recently completed an update to their Zoning Bylaw, with assistance from Urban Systems Ltd. In an effort to understand the capacity limitations of their utility systems (water and sewer) and the impact that the updated Bylaw might have, the Village commissioned an assessment of their utilities and their capacities.

Accordingly, the Village applied to the BC Infrastructure Planning Grant (IPGP) Program for study funding assistance.

2.0 ZONING BYLAW CRITERIA

The following section lists our assumptions with respect to potential unit counts, equivalent population, water demands, and sewer flows for each of the zoning types.

2.1 AR – AGRICULTURAL & RURAL RESIDENTIAL

Assumed a maximum of two dwelling units per parcel and a density of 2 persons per unit.

2.2 C1 - HIGHWAY COMMERCIAL

For smaller parcels under 1,500 m², we have assumed water and sewer usage to be equivalent to one single family residential unit, with a density of 2 persons per unit.

For larger parcels, we have assumed a maximum of 20 persons per hectare.

2.3 C2 – PEDESTRIAN COMMERCIAL

For smaller parcels under 1,500 m², we have assumed water and sewer usage to be equivalent to one single family residential unit, with a density of 2 persons per unit.

For larger parcels, we have assumed a maximum of 20 persons per hectare.

2.4 C4 – RECREATIONAL VEHICLE PARK

Based on the average parcel size of occupied lots with this zoning designation, we have assumed 1 single family equivalent unit per 2,000m² of area, with a density of 2 persons per unit.

2.5 C5 – GOLF COURSE

We have assumed a 100 seat par/restaurant facility with average consumption of 140 L/seat/day per the Standard Sewerage System Manual. The total equivalent usage of 14,000 L/day was divided evenly over all the parcels with this zoning designation.

2.6 I1 – LIGHT INDUSTRIAL

We have estimated a maximum buildout of 20 people per hectare.

2.7 I2 – HEAVY INDUSTRIAL

We have estimated a maximum buildout of 20 people per hectare.

2.8 P1 – PUBLIC INSTITUTIONAL

We have estimated a maximum buildout of 20 people per hectare.

2.9 P2 – PUBLIC PARKS AND OPEN SPACE

We have estimated a baseline flow of 0.2 L/s for each parcel.

2.10 PR – PRIVATE ROADWAY

No water or sewer demands associated with this designation.

2.11 RPE – ROAD PATH OR EASEMENT

No water or sewer demands associated with this designation.

2.12 R1 – SINGLE DETACHED RESIDENTIAL

We have assumed a maximum of 3 dwelling units per lot (main house, secondary suite & accessory building) and a density of 2 persons per unit.

2.13 R1(MH) – SINGLE DETACHED RESIDENTIAL – MOBILE HOME

We have assumed a maximum of 1 dwelling units per lot and a density of 2 persons per unit.

2.14 R2 – TWO UNIT RESIDENTIAL

We have assumed a maximum of 4 dwelling units per lot (2 unit building, secondary suite & accessory building) and a density of 2 persons per unit.

2.15 R3 – MULTIPLE UNIT RESIDENTIAL THREE

We have assumed that the maximum building size will be equivalent to the lot size (FAR = 1.0) and that each unit will be 100 m² in size on average. Density assumed to be 2 persons per unit.

2.16 R4 – MULTIPLE UNIT RESIDENTIAL FOUR

We have assumed that the maximum building size will be equivalent to the lot size (FAR = 1.0) and that each unit will be 100 m² in size on average. Density assumed to be 2 persons per unit.

Larger parcels of 5 hectares split into 1 hectare lots with a maximum of 2 dwelling units each and a density of 2 persons per unit.

2.17 RTA1 – RESIDENTIAL TOURIST ACCOMMODATION

We have assumed that the maximum building size will be equivalent 1.5 times the lot size (FAR = 1.5) and that each unit will be 100 m² in size on average. Density assumed to be 2 persons per unit.

2.18 VCR1 – VILLAGE CORE MIXED RESIDENTIAL

We have assumed that the maximum building size will be equivalent 1.2 times the lot size (FAR = 1.2) and that each unit will be 100 m² in size on average. Density assumed to be 2 persons per unit.

2.19 VCR2 – VILLAGE CORE RESIDENTIAL INFILL

For parcels up to 2,500m² in size, we have assumed a maximum of 4 dwelling unit per lot and a density of 2 persons per unit.

For larger parcels, we divided the property into 2,500 m² parcels and applied the 4 dwelling unit and 2 person density assumption to each.

2.20 VCR3 – VILLAGE CORE MULTIPLE UNIT RESIDENTIAL

We have assumed that the maximum building size will be equivalent 1.2 times the lot size (FAR = 1.2) and that each unit will be 100 m² in size on average. Density assumed to be 2 persons per unit.

3.0 POPULATION PROJECTIONS

The Zoning Bylaw designates development densities for 20 distinct land use zones as described in Section 2.0. Application of those densities yields what is often referred to as the "Build-Out Horizon". The number of years required to reach the Build-Out Horizon depends on the adopted rate of growth.

The 2020 BC Stats publication, P.E.O.P.L.E., makes projections for each region of the province. The publication provides the following for the years 2020 – 2041:

Sub-provincial projections	% per year
Vancouver Island/Coast:	0.8 %
Lower Mainland/SW:	1.4 %
Thompson/Okanagan:	0.9 %
Kootenay:	0.2 %
Cariboo:	0.3 %
North Coast:	0.6 %
Nechako:	1.4 %
Northeast:	0.9 %

The typical projections for utility planning are for a 20-year timespan. The BC projection for the Kootenay region is 0.2 % per year, while the lower mainland is 1.4 % per year. The Village of Radium Hot Springs growth rate is likely higher than the average due to the influence of the Calgary recreational housing market.

It is therefore suggested that adopting a growth rate of 1.5 % per year for the Village of Radium Hot Springs would be reasonably conservative.

The 2021 Canada Census calculates an average per household population of 2.1 persons per dwelling unit. This is close to the assumed 2.0 person per unit for the area population conversions since it does not factor in steep slopes or allowance for roadways on larger parcels.

Since not all parcels are residential, the conversion has been made to Population Equivalents for commercial areas.

Table 1 provides the derivation of the existing population equivalent estimate for the three basic types of land uses. The Compound Amount Factor (CAF) for a growth rate of 1.5 % per year over a 20-year period is 1.347. The projected equivalent population at full build-out is 12,439 persons. At a growth rate of 1.5 % per year, it would take approximately 75 years to reach this population.

Table 1 – 2020 Meter Data and Population Estimate

Type	Count	Equiv. Pop	Notes
Residential units	1,360	2,720	Assumed 2 people/unit
Hotel units	682	1,364	Assumed 2 people/unit
Commercial connections	48	48	Assumed usage equivalent to 1 person on average
Equivalent Population		4,132	

3.1 BUILDOUT SCENARIO

When the assumptions of Section 2 were applied to the new zoning maps for the Village, the result was an estimated buildout of 5,163 residential units and equivalent population of 12,439 persons (includes commercial properties).

The resulting projections are summarized below:

Existing 2020 population equivalent:	4,132
Projected 2040 population equivalent (1.5%/year):	5,566
Projected 2095 population equivalent (1.5 %/year):	12,439

4.0 WATER SYSTEM

4.1 PROJECTED WATER DEMANDS

The Village of Radium Hot Springs Subdivision Servicing Bylaw (SDS) provides the following water consumption rates. The extensions based on the 20-year horizon and buildout population equivalents are shown in Table 2 below.

Table 2 – Projected Water Demands (ML/day)

Type	SDS Rate	Development Horizon	
	(L/cap/day)	20 year (2040)	Buildout (2095)
ADD (average day)	500	2.78	6.2
MDD (maximum day)	1,000	5.57	12.4
PHD (peak hour)	2,000	11.13	24.8

Note: ML/d is Megalitres/day. 1.0 ML is one million Litres.

The highest single day demand recorded in 2021 (July 16) was 5.88 ML, yielding a per capita demand of $5,880,000/4,132 = 1,400$ L/cap/d. This is somewhat higher than the SDS Bylaw allowance.

The Village is on a Watersmart plan to reduce consumption.

4.2 WATER SUPPLY

The Village's water supply is from Forster Creek. The Village held Water Licenses are: C1155878 and C1155879. The allowable total diversion is 6.8 ML/d. The diversion is piped through approximately 9.5 km of 300 mm diameter ductile iron pipe, overland to the WTP site. The hydraulic grade line of the transmission pipe provides a maximum capacity of 75 L/s. Drawing a higher flow can be done but could result in depressing the grade line and creating negative pressure (vacuum) at the top end of the pipeline.

The forecast 20-year MDD is 5.57 ML/d, starting to approach the licensed availability of 6.8 ML/d. The pipeline safe capacity at 75 L/s (6.5 ML/d) is slightly under the licensed quantity.

4.3 TREATMENT CAPACITY

The current water filtration plant capacity is 5.4 ML/d with two filter bays operating, and 8.17 ML/d with 3 filter bays operating. The facility is configured to operate 2 filters on a 24 hour basis, with a third filter brought on line when demand warrants. It is evident that the plant can deliver the 20-year projected MDD of 5.57 ML/d. Planning for addition of a fourth filter should start prior to the 20 year horizon. The Peak Hour Demand is delivered from storage.

4.4 FILTERED WATER STORAGE AND DELIVERY

Reservoirs are typically sized to provide fire flow (A), balancing(B), and emergency storage (C). The overall storage requirement is given by: (A + B + C).

4.4.1 Fire flow storage (A)

The Village's Subdivision and Development Servicing Bylaw notes that the required fire flow availability for industrial development is 250 L/s (15,000 L/min) The Fire Underwriters Survey (FUS) guideline, "Water Supply for Public Fire Protection" (2020) requires that the industrial fire flow rate be maintained for a duration of 3 hours.

Thus, the required fire flow storage would be 15,000 L/min x 3 hours = 2,700 m³. However, the main industrial site (sawmill) has its own water system and storage, independent of the Village system. The Guideline for various uses is:

- Single family detached: 4,000 L/min
- Apartment buildings (3 storey frame): 7,000 L/min
- Row or townhouse groups: 6,000 – 10,000 L/min
- Institutional (fire resistive school): 5,000 L/min

A conservative assumption for fire flow could use a rate of 10,000 L/min; the required storage is 2 hours, yielding a volume of 1,200 m³ for fire flow.

4.4.2 Balancing storage (B)

Balancing storage is typically defined as 25% of the Maximum Day Demand (MDD). By providing balancing storage, any pumping and treatment infrastructure of the community water system can be sized for MDD conditions instead of peak hour conditions.

The 20 - year MDD is estimated at 5.57 ML/day.

The balancing storage required will be 25% of 5.57, or 1.4 ML (1,400 m³).

4.4.3 Emergency Storage (C)

Emergency storage is dependent on the reliability and redundancy of the water supply and the overall size (risk) of the water system. It is recommended that emergency storage in the amount of 25% of the Fire flow plus balancing storage be provided (A+B). The emergency storage is estimated at 25% (1,200 + 1,400), or 650 m³.

4.4.4 Total Required storage

The total required storage is 1,200 + 1,400 + 650 = **3,250 m³**.

The currently available storage in the Village's two filtered water reservoirs is **4,000 m³**.

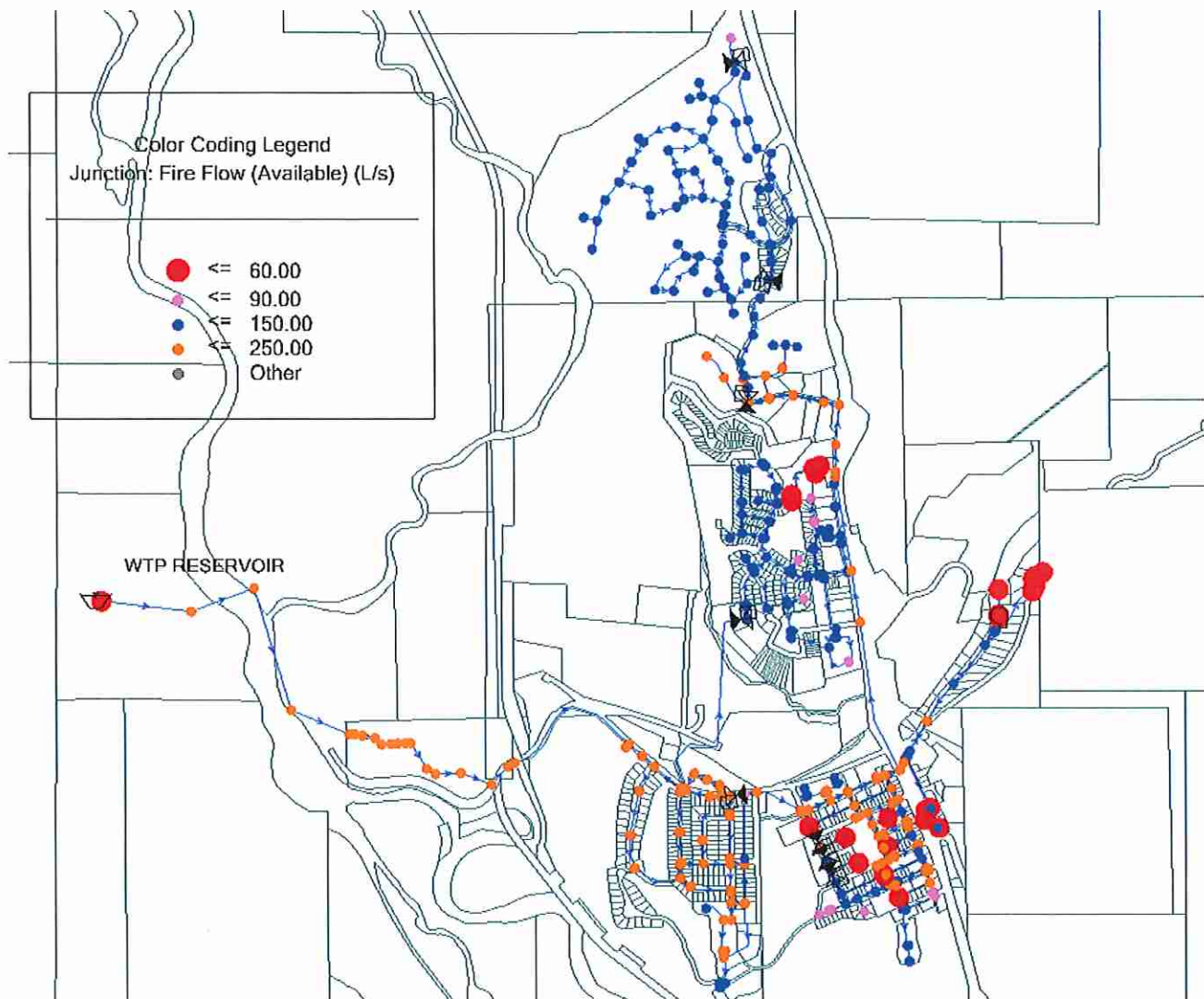
4.4.5 Delivery Main

The existing filtered water supply main is a 400 mm diameter and runs approximately 2.3 km from the reservoir to town. Its capacity is 250 L/s, or 21.6 ML/d. This capacity is sufficient for the build-out MDD as well as fire flow. As a single supply main crossing the Columbia River, it warrants a response plan if a pipe failure occurs.

4.5 HYDRAULIC MODELING

The buildout MDD was added spatially to the hydraulic water model for the Village. The figure below illustrates the watermain capacity at the nodes (tees, crosses, dead-ends) within the system.

Figure 1 – Fire Flow Availability



The north system, on average, has an available fire flow varying between 90 L/s and 150 L/s. There is a small pocket of low fire flow (red dots shown in the map, which is due to a 50mm diameter supply main feeding several single family homes near the intersection of Radium Valley Road and Highway 95). There are likely no hydrants on this main, making the results non-critical to overall system performance.

There are multiple locations of low fire flow in the Village core, but again, these are nodes at the end of small diameter mains. Fire hydrants are typically connected to 150mm mains or larger in this area, so fire flow capacity is likely adequate throughout. For new developments, we suggest that FUS or IAO calculations be provided so that each site can be evaluated on a case-by-case basis to determine the need for watermain upgrades to meet the villages SDS bylaw.

The last area of low fire flow availability is along Highway 93. There is a 40mm diameter supply main running north of the booster station. The model also shows the boosted zone (supplied by the pump station near the Gables Hotel/Misty River Lodge) as having low fire flow capacity.

The Madsen Road Booster station has a 3 HP domestic pump and a 30 HP fire pump; there is no standby generator, but there is a small reservoir at the top of Madsen Road.

5.0 SEWER SYSTEMS

5.1 PROJECTED LOADING

The Village of Radium SDS Bylaw assigns the following per-capita loading values for sewage:

- 450 L/capita/day Average dry weather flow (ADWF)
- 1,800 L/capita/day Peak dry weather flow – residential (PDWF)
- 1,350 L/capita/day Peak dry weather flow – ICI development

Notwithstanding the SDS Bylaw, the recorded high for 2021 was **1.73 ML/day** (June 24). Dividing this by the equivalent population of 4,132 yields a per capita sewage flow of 420 L/capita/day for peak dry weather flow. It's apparent that the SDS value is much higher than the recorded value. Therefore, the recorded value can be used for projections of the 20-year and the buildout horizons.

- 20-year peak dry weather flow: 5,556 people x 420 L/cap/d = 2.33 ML/d
- Buildout peak dry weather flow: 12,439 people x 420 L/cap/d = 5.22 ML/d

5.2 TREATMENT PLANT CAPACITY

The current treatment capacity is **4.7 ML/day**. This indicates that the WWTP is adequate for many years in the future (at 1.5% per year growth rate the facility can deal with two times the current population).

5.3 SEWER CATCHMENTS

There is currently no hydraulic sewer model for the City. Each development will need to assess their downstream sewer capacity from point of connection to the treatment facility.

However, we split the buildout loadings into the three logical sewer catchments so that major trunks to the plant can be assessed:

- North zone – areas such as Schickedanz West that are collected by the siphon that feeds the plant from the north. The ADWF at buildout is estimated at 1.7 ML/day, or 20 L/s. PDWF would be 80 L/s.

- South zone – the main village core area that is collected by the siphon that feeds the plant from the south. The ADWF is estimated at 3.4 ML/day, or 39 L/s. The PDWF would be 156 L/s.
- Central – the lower plateau of the village that will require pumping to the plant. The ADWF is estimated at 0.5 ML/day, or 6 L/s. The PDWF would be at most 24 L/s (peaking likely less for industrial lands).

5.4 HYDRAULIC CAPACITY

5.4.1 North Siphon

The north siphon begins near Ridge Road. It is a 200mm diameter pipe that is roughly 600 meters long and has a driving head of 46 meters. The estimated capacity of the siphon is 560 L/s, which exceeds the buildout design flow of 80 L/s.

5.4.2 South Siphon

The south siphon begins near Forster's Landing Road. It is a 200mm diameter pipe that is roughly 270 meters long and has a driving head of 16 meters. The estimated capacity of the siphon is 290 L/s, which exceeds the buildout design flow of 156 L/s.

6.0 CONCLUSIONS & RECOMMENDATIONS

The foregoing analyses examine the available spare capacities of the Village of Radium Hot Springs water and wastewater utility systems in the context of the recently updated zoning bylaw. The Village of Radium Hot Springs is unique in terms of dwelling due to the development of seasonal recreational housing, as well as short term traveller accommodation. We have therefore used the term Population Equivalent (PE) to reflect the impact of seasonal housing.

Development to the maximum densities in the Bylaw results in a "build-out" PE of approximately 12,400 people. Using a conservative growth rate of 1.5 % per year, it would take approximately 75 years to reach this population. A typical "trigger point" planning horizon for utilities is 20 years. The 20-year horizon at a 1.5% per year growth rate yields a PE of approximately 5,600.

The water utility has recently added a third filter to the filtration plant and will process up to 8.2 ML/d. This is comfortably greater than the projected MDD of 5.6 ML/d. It will, however, be prudent to monitor water consumption over the next 15 years to determine if a further expansion is required for the 20-year horizon and that the Watersmart program is having its desired effect.

Filtered water storage and filtered water transmission is sufficient for the 20-year horizon. One of the limiting components of the water system is the raw water transmission main.

The sewer system and the treatment plant have sufficient spare capacity for the 20-year horizon. The Whiskeyjack Lift Station was recently upsized and will meet the 20-year horizon.

URBAN SYSTEMS MEMORANDUM

DATE: November 24, 2022
SUBJECT: Water and Sewer Capacity under buildout per zoning bylaw

FILE: 1227.0056.01-R

PAGE: 10 of 10

It is recommended that:

- The Village consider options for potential augmentation of their revenue stream for future funding of expansions and upgrades necessitated by development.
- The Village update the condition assessment of the raw water transmission main to address the risk of leakage and/or failure of this over 40-year old pipeline.
- Closely monitor water consumption data and take steps to reinforce the WaterSmart program through public education and continue with the water meter program.
- Monitor sewage flows at the wastewater treatment plant and relate flows to rainfall and snowmelt events to determine the impact of inflow and infiltration on the sewage collection system.
- Monitor the operation of the infiltration basins at the wastewater treatment plant to ensure they are maintained and do not overload.

Please do not hesitate to contact the undersigned if you have any questions, comments, or concerns.

Sincerely,

URBAN SYSTEMS LTD.

Reviewed by



Jason Barta, B.Sc.
Municipal Infrastructure Analyst



Peter Gigliotti, P.Eng.
Municipal Engineer



2022-11-24

cc: Rob Mogentale, Urban Systems
.jb

U:\Projects_NEL\1227\0056\01\R-Reports-Studies-Documents\R1-Reports\2022-11-24 Zoning Buildout - Water and Sewer Capacity.docx

Meeting Type and Date: Meeting – December 14th, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Jill Logan, Corporate Officer

Subject: DTSS Grad 2023 Fundraising Committee

Recommendation: THAT Council resolves to waive the rental fees for Brent's Shack and the kitchen for December 29th and 30th, 2022 for the DTSS Grad 2023 fundraising event.

Request for Decision ☒ Department Report ☐ Information Report ☐

Implications of Recommendation:

Asset Management: N
Financial: Y - waiving of fees
OCP: N
Policy: N
Strategic Plan: N

SUMMARY INFORMATION

The DTSS Grad 2023 fundraising committee would like to operate a concession out of Brent's Shack on December 29th and 30th, 2022, during the Winter Wonderland Market. The group would need the use of the kitchen for handwashing and cleaning as there is no water available at the Shack in the winter. The group has the support of Tourism Radium.

Rental fees for Brent's Shack for fundraising events are \$75/day.
Rental fees for the kitchen for fundraising events are \$75/day.

Options for Council:

- A) Waive the rental fees (recommended)
- B) Do not waive the rental fees.

Respectfully submitted:

Jill Logan, Corporate Officer

Hannah Kendler
Box 393
Radium Hot Springs, B.C.
VOA 1M0
250 341 5940

RHS Mayor and Council
Box 340, 4836 Radium Blvd.
Radium Hot Springs,
BC VOA 1M0

Dear Mayor & Council,

My name is Hannah Kendler, and I am contacting you on behalf of the DTSS Grads of 2023.

Before I present my request, please accept my apologies for not being able to attend this meeting in person as this is the last week before Christmas break and my school schedule is full of exams and assignments. In case of any questions, please address them to Jessica Fairhart from Tourism Radium, who will be joining the meeting on my behalf.

I am writing to you today to ask for support in waiving fees for Brent's Shack on December 29th & 30th during the Radium Winter Wonderland Market.

Working with Tourism Radium & Columbia Valley Chamber of Commerce, the DTSS Grad committee will be operating a concession to raise funds for our year-end activities. Waiving the rental and cleaning fees would allow us to keep prices low and hopefully increase sales. We will offer warm meals, hot beverages, baked goods and snacks. We have been in contact with Interior Health to obtain the required licence. We are fully aware of all food regulations and will follow guidelines and policies. If required, we can arrange have at least one adult present at all times.

We believe this will be a great addition to the holiday market as well as the winter activities taking place at Legend's Park.

We appreciate your time and consideration of this request.

Sincerely
Hannah Kendler

Jill.Logan@radiumhotsprings.ca

From: Jessica Fairhart <jessica@radiumhotsprings.com>
Sent: December 8, 2022 2:53 PM
To: jill.logan@radiumhotsprings.ca
Subject: Request: Waiving Fees for Brent's Shack December 26t & 30th.

Attn: Mayor & Council

I'm writing in support DTSS Grad's request for waiving fees on the rental of Brent's Shack December 29th & 30th. Tourism Radium and the Columbia Valley Chamber of Commerce, will be holding a Winter Wonderland Market and are supporting the addition of this fundraiser as a core part of the event. We think it will be a great addition to the market but also an extended visitor amenity to Legend's Field over those two days.

Again, we look forward to hosting this event as well as supporting the 2023 DTSS Graduating class. If you require any further information, please do not hesitate to contact me.

Sincerely,
Jessica

Jessica Fairhart

Executive Director • Tourism Radium

c: 250-270-0037

p: 250-347-9331

jessica@radiumhotsprings.com

www.radiumhotsprings.com

tourism
radium

Meeting Type and Date: Meeting – December 14, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Adrian Bergles, CAO
Subject: Grant Application to Columbia Basin Trust Small
Community Wildfire Readiness Support Program in
Support of Village of Radium Hot Springs Fire Brigade.

Recommendation: That the Village of Radium Hot Springs Resolves to support the application to the Columbia Basin Trust Small Community Wildfire Readiness Support Program for \$15,000 toward purchase of an enclosed trailer to support wildfire training and response.

Request for Decision ☒ Department Report ☐ Information Report ☐

Implications of Recommendation:

Asset Management: N
Financial: Y -- grant
OCP: N
Policy: N
Strategic Plan: N

SUMMARY INFORMATION

The Village of Radium Hot Springs Fire Department plans to apply to the Columbia Basin Trust Small Community Wildfire Readiness Support Program for \$15,000 to purchase an enclosed trailer.

The trailer will house and transport wildfire response and training gear such as pumps, hose, tanks, etc.

This trailer was initially part of a grant application to the Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund. After application UBCM indicated that the trailer was ineligible under the terms of their grant, but the equipment was eligible. That grant was amended and re-submitted.

This grant would make up the difference, so to speak.

Options for Council:

- a) Support this application to the Columbia Basin Trust Small Community Wildfire Readiness Program – Recommended
- b) Not support this grant application – not recommended.

Respectfully submitted:

Adrian Bergles

Chief Administrative Officer

Meeting Type and Date: Meeting – December 14th, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Jill Logan, Corporate Officer
Subject: Cancellation of December 28th Regular Council Meeting

Recommendation: That the December 28th, 2022 Regular Council Meeting is cancelled.

Request for Decision ☒ Department Report ☐ Information Report ☐

Implications of Recommendation:

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

SUMMARY INFORMATION

The Office will be closed from December 23rd to January 3rd.
Historically, Council has cancelled the last Regular Council Meeting in December, which in 2022 is December 28th.

Options for Council:

1. Cancel the December 28th Regular Council Meeting (recommended).
2. Hold the December 28th Regular Council Meeting.

Respectfully submitted:

Jill Logan
Corporate Officer

Meeting Type and Date: Meeting – December 14, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Adrian Bergles, CAO
Subject: Village office Closure over Christmas period

Recommendation: That the report on the closure of the Village of Radium Office over the Christmas period be received for information.

Request for Decision ☐ Department Report ☐ Information Report ☒

Implications of Recommendation:

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

SUMMARY INFORMATION

As is customary in municipal offices in the region, the Village of Radium Village office will be closed over the Christmas period. The last regular business day of 2022 will be Friday, December 23rd. The Village office will reopen on January 3, 2023.

Statutory holidays over this time are: Monday and Tuesday December 26 and 27 (Christmas Day is on a Sunday this year) and Monday January 2, 2023 (New Year's Day is on a Sunday).

The office will be closed and staff encouraged to use overtime or vacation time if they have it available. Staff can work over the regular days, if they prefer.

Public works will remain on duty, although their schedules will be reduced.

Respectfully submitted:

Adrian Bergles

Chief Administrative Officer.

Meeting Type and Date: Meeting – December 14th, 2022
From: Adrian Bergles, Chief Administrative Officer
Prepared By: Jill Logan, Corporate Officer

Subject: Village New Year's Eve & Birthday Celebration

Recommendation: THAT Council resolve to host a 2022 New Year's Eve & birthday celebration at Brent's Shack from 2:30-4:30pm.

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

Implications of Recommendation:

Asset Management: N
Financial: N - cost of supplies
OCP: N
Policy: N
Strategic Plan: N

SUMMARY INFORMATION

The Village New Year's Eve and birthday celebration has been on hiatus due to COVID-19. Past celebrations included staff and council serving hot chocolate, chili, hot dogs and birthday cake from Brent's Shack, prior to the Fire Department's fireworks display at the Springs Golf Course. This event also serves as a fundraiser for the fire department. This year, the fireworks will begin at 5:30pm sharp (previous years have been 6pm), with a warning shot going off at 5pm. If Council decides to resurrect this event, serving from 2:30pm to 4:30pm would allow time for clean up prior to the fireworks display.

Options for Council:

- A) Hold the celebration and serve hot dogs, cake, and hot chocolate (recommended).
- B) Hold the celebration but serve only cake and hot chocolate.
- C) Put the celebration on hiatus for one more year.

Respectfully submitted:
Jill Logan, Corporate Officer