

VILLAGE OF NEW DENVER
AGENDA
REGULAR MEETING
JANUARY 12, 2021

CALL TO ORDER:

INTRODUCTION OF LATE ITEMS:

- Resolution required to add late items, if any

ADOPTION OF AGENDA:

- Resolution to adopt the Agenda for the January 12, 2021, Regular Meeting.

MINUTES:

- Resolution to adopt the Minutes of the December 8, 2020, Regular Meeting

PETITIONS & DELEGATIONS:

- Nil

PUBLIC QUESTIONS & COMMENTS:

-

OLD BUSINESS:

- Nil

CORRESPONDENCE FOR INFORMATION:

- Resolution to receive the following items for information:
 - Vaccination Priority for Essential Critical Infrastructure Municipal Employees (*City of Nelson - Mayor John Dooley*)
 - Letter of Appreciation (*Slocan Lake Chamber of Commerce - Emma Beaton, Manager*)
 - Call for Nominations - 2021 BC Reconciliation Award (*BC Achievement Foundation*)
 - First Call for Resolutions (*AKBLG - Linda Tynan, Administrative Coordinator*)
 - 2021 CBT CIP/AAP Program Launch (*RDCK - Lisa Rein, Grants Coordinator*)
 - ICIP COVID-19 Resilience Infrastructure Stream (*Ministry of Municipal Affairs - Brian Bedford, A/Executive Director Local Government Infrastructure and Finance Branch*)

STAFF REPORTS:

- Nil

COUNCIL REPORTS:

Verbal Reports

-

Regional District of Central Kootenay

-

- West Kootenay Boundary Regional Hospital District -
- Recreation Commission #6 -
- Economic Development Commission -
- Rosebery Parklands & Trail Commission -
- Treaty Advisory Committee -
- Fire Department Committee - Draft Minutes - December 17, 2020 Fire Department Committee Meeting
- Health Advisory Committee -
- Sustainability Committee -

NEW BUSINESS:

- Young Canada Works Grant Application
- Canada Summer Jobs Grant Application
- NAJC Community Development Funds Grant Application
- New Commons Development - Aida Kudic, Development Manager - Request for letter of support - Affordable Housing
- Proposed Boundary Extension - Alternate Approval Process

MOTION TO EXCLUDE:

- Moved by Councillor _____ and seconded that the public interest requires that, as per sections 90(1) (e) and (l) of the *Community Charter*, persons other than members of Council and the CAO be excluded from the meeting as it pertains to land matters and discussions regarding municipal objectives relating to the preparation of the Annual Report.

RECONVENE IN CAMERA:

- Moved by Councillor _____ and seconded that Council recess and reconvene in camera at _____ p.m.

RECONVENE IN OPEN MEETING:

- Moved by Councillor _____ and seconded that Council reconvene in open meeting at _____ p.m.

**RESOLUTIONS BROUGHT FORWARD
FROM IN CAMERA:**

- Moved by Councillor _____ and seconded that Resolution# _____ be brought forward to the public portion of the meeting.

ADJOURNMENT:

- Resolution to adjourn the meeting at ____ p.m.



MINUTES
REGULAR MEETING

DATE: December 8, 2020
TIME: 7:00 p.m.
PLACE: Council Chambers

PRESENT:

- Mayor Leonard Casley
- Councillor John Fyke (via Webex)
- Councillor Colin Moss
- Councillor Gerald Wagner
- Catherine Allaway, CAO
- Press: Valley Voice (via Webex)
- Guests: Nil

Regrets: Councillor Vern Gustafson

CALL TO ORDER:

INTRODUCTION OF LATE ITEMS:

ADOPTION OF AGENDA:

RESOLUTION #265

- Moved by Councillor Moss and seconded that the agenda for the December 8, 2020 Regular Meeting be adopted as presented.

CARRIED

MINUTES:

RESOLUTION #266

- Moved by Councillor Wagner and seconded that the Minutes of the November 24, 2020 Regular Meeting be adopted as read.

CARRIED

PETITIONS & DELEGATIONS:

-

PUBLIC QUESTIONS & COMMENTS:

-

OLD BUSINESS:

-

CORRESPONDENCE FOR
INFORMATION:

RESOLUTION #267

- Moved by Councillor Moss and seconded that the following correspondence be received for information:
 - Call for Nominations - AKBLG Executive (AKBLG - Linda Tynan, Administrative Coordinator)

- Call for Nominations - 2021 Community Award (*BC Achievement Foundation*)
- UBCM Convention Schedule (*Fort St. John - Mayor Lori Ackerman*)

CARRIED

STAFF REPORTS:

RESOLUTION #268

- Moved by Councillor Wagner and seconded that the following reports be received for information:
 - Heiwa Garden Restoration Plan (*Hiro Okusa, Garden Consultant*)
 - 2020 Campground Operations Report

CARRIED

COUNCIL REPORTS:

Verbal Reports

- Councillor Wagner reported that the holiday lights installed in trees on main street are working if the weather is sunny during the day.
- Councillor Moss reported on his recent viewing of the reporting Knox Hall and suggested becoming a registered library

Regional District of Central Kootenay

- Nil

West Kootenay Boundary Regional Hospital District

- Nil

Recreation Commission #6

- Councillor Fyke reported that input from residents is being gathered regarding preferences for reopening the gym facility

Economic Development Commission

- A meeting with the Chamber of Commerce and SVEDC is planned for January.

Rosebery Trails & Parklands Commission

- Nil

Treaty Advisory Committee

- Nil

Fire Department Committee

- Nil

Health Advisory Committee

- Nil

Sustainability Advisory Committee

- Nil

NEW BUSINESS:**RESOLUTION #269**

Request for Letter of Support (*New Denver and Area Housing Society*)

- Moved by Councillor Fyke and seconded that the Village of New Denver provide a letter in support of the New Denver and Area Housing Society's application to BC Housing's Community Housing Fund for the development of affordable rental housing on municipal land at 602 Slocan Avenue.
CARRIED

RESOLUTION #270

Fire Chiefs' Association of BC Road Rescue Grant Program

- Moved by Councillor Wagner and seconded that the Village of New Denver submit an application for funding on behalf of the New Denver & Area Volunteer Fire Department to the Fire Chiefs' Association of BC Road Rescue Grant Program.
CARRIED

RESOLUTION #271

Appointment of Auditor

- Moved by Councillor Moss and seconded that Grant Thornton be appointed as the Village of New Denver's auditors for the 2021 fiscal year.
CARRIED

RESOLUTION #272

Appointment of Financial Institution

- Moved by Councillor Moss and seconded that Kootenay Savings Credit Union be appointed as the Village of New Denver's banking institution for the 2021 fiscal year.
CARRIED

RESOLUTION #273

2021 RDCK Board Appointments

- Moved by Councillor Wagner and seconded that Councillor Moss be appointed as the Regional District of Central Kootenay Director for the Village of New Denver effective January 1, 2021; and further,

that Councillor Fyke be appointed as the Regional District of Central Kootenay Alternate Director for the Village of New Denver effective January 1, 2021; and further,

that Councillor Moss be appointed as the West Kootenay Boundary Regional Hospital District Representative for the Village of New Denver effective January 1, 2021; and further,

that Councillor Fyke be appointed as the West Kootenay Boundary Regional Hospital District Alternate Representative for the Village of New Denver effective January 1, 2021.

CARRIED

RESOLUTION #274

2021 Acting Mayor Appointments

Moved by Councillor Moss and seconded that the Acting Mayor be appointed as follows for the 2021 calendar year:

- January 1 – March 31, 2021: Councillor Colin Moss
- April 1 – June 30, 2021: Councillor Vern Gustafson
- July 1 – September 30, 2021: Councillor John Fyke
- October 1 – December 31, 2021: Councillor Gerald Wagner

CARRIED

RESOLUTION #275

2020 Holiday Hours

- Moved by Councillor Moss and seconded that the Regular Meeting of Council scheduled for December 22, 2020 be cancelled; and further, that all staff be given one paid day off over the holidays as well as a paid day off in 2021 in recognition of their tremendous efforts during the COVID-19 pandemic.

CARRIED

MOTION TO EXCLUDE:**RESOLUTION #276**

- Moved by Councillor Moss and seconded that the public interest requires that, as per sections 90(1) (a), (f) and (k) of the *Community Charter*, persons other than members of Council and the CAO be excluded from the meeting as it pertains to personnel matters, legal matters and preliminary discussions regarding delivery of a local government service.

RECONVENE IN CAMERA:**RESOLUTION #277**

- Moved by Councillor Fyke and seconded that Council recess and reconvene in camera at 8:08 p.m.

RECONVENE IN OPEN MEETING:**RESOLUTION #281**

- Moved by Councillor Wagner and seconded that Council reconvene in open meeting at 9:46 p.m.

CARRIED

RESOLUTIONS BROUGHT
FORWARD FROM IN CAMERA:

- Nil

ADJOURNMENT:

RESOLUTION #282

- Moved by Councillor Wagner and seconded that the meeting be adjourned at 9:46 p.m.
CARRIED

MAYOR CASLEY

CORPORATE OFFICER

DRAFT

COMMUNICATIONS FOR INFORMATION

SUBMITTED BY: Catherine Allaway, CAO

DATE: January 8, 2021

RECOMMENDATION:

That the following items be received for information:

- Vaccination Priority for Essential Critical Infrastructure Municipal Employees (*City of Nelson - Mayor John Dooley*)
- Letter of Appreciation (*Slocan Lake Chamber of Commerce - Emma Beaton, Manager*)
- Call for Nominations - 2021 BC Reconciliation Award (*BC Achievement Foundation*)
- First Call for Resolutions (*AKBLG - Linda Tynan, Administrative Coordinator*)
- 2021 CBT CIP/AAP Program Launch (*RDCK - Lisa Rein, Grants Coordinator*)
- ICIP COVID-19 Resilience Infrastructure Stream (*Ministry of Municipal Affairs - Brian Bedford, A/Executive Director Local Government Infrastructure and Finance Branch*)



CITY OF NELSON

January 8, 2021

Honourable Adrian Dix
Minister of Health
Government of British Columbia

Delivered via email

Re: Vaccination Priority for Essential Critical Infrastructure Municipal Employees

Dear Minister Dix,

In early December, the BC government announced they secured a minimal number of initial doses of the COVID-19 vaccine to distribute to those populations identified as the most vulnerable. In the following weeks, the government released a phased approach to administering the vaccine and listed the populations included in each phase. While the City of Nelson acknowledges the extraordinary amount of work the Province has put into developing the distribution process, we would like to request a review of the vaccine distribution priority lists to include essential critical infrastructure employees.

The Province's website outlines the specific groups that will be first and second priority for receiving the vaccine; the list does not include essential service providers such as water, IT, energy and utility workers. This does not appear to align with the recommendations from the *National Advisory Committee on Immunization* upon which the Province has developed its priorities for the first and second phase of vaccinations. The Committee has indicated municipal workers identified as 'essential' should be prioritized to maintain reliable operation of critical infrastructure services and functions.

With COVID-19 cases circulating in rural communities, the risk of an outbreak causing the loss of key personnel trained to manage essential service delivery could exacerbate the current public health emergency. This would have a much larger impact in smaller communities, such as ours, as resources and appropriately trained personnel replacements are more challenging to access than in larger centers. For example, the City of Nelson has five linemen that maintain our electrical distribution & transmission system that serves over 10,000 customers.

.../2

The City recognizes the number of vaccine doses and how they will be distributed throughout BC is a fragile and fluid process. We hope this request can be reviewed and addressed in time to include essential municipal critical infrastructure employees in the second priority group of the COVID-19 vaccine roll-out.

We appreciate your timely consideration of this matter.

A handwritten signature in black ink, consisting of a large, stylized 'J' and 'D' intertwined.

John Dooley
Mayor, City of Nelson

Cc: Premier John Horgan, Office of the Premier
Hon. Josie Osborne, Minister of Municipal Affairs
Brittney Anderson, MLA, Nelson-Creston
Nelson City Council
Union of BC Municipalities (UBCM)
Association of Kootenay Boundary Local Governments (AKBLG)
British Columbia Local Governments



December 30, 2020

The Slocan Valley Chamber of Commerce would like to express our appreciation to the Village of New Denver for the upkeep of the local sidewalks and trails along the dyke.

We would also like to thank the Village of New Denver for the lighting installed on the main street this holiday season.

These things promote community pride, and make our village an inviting place for visitors and prospective residents.

Be assured that the Chamber board and many local citizens are very pleased with these community improvements.

Thank you!

Emma Beaton

Chamber Manager

Slocan Valley Chamber of Commerce

From: BC Achievement Foundation <info@bcachievement.com>
Sent: December 15, 2020 3:49 PM
To: corporate@newdenver.ca
Subject: Nominations are open for the 2021 British Columbia Reconciliation Award

Deadline for nominations: January 15, 2021

[View this email in your browser](#)



**British Columbia
Reconciliation Award**

**NOMINATE
NOW**

**Nominations Open
Nov 12 – Jan 15**

BCACHIEVEMENT.COM
#NOMINATENOWBC

**Nominate now for the 2021
BC Reconciliation Award**

The British Columbia Reconciliation Award is open for nominations.

This award is a partnership between BC

Achievement and [The Office of the Lieutenant Governor of British Columbia](#) and serves to recognize individuals, groups and organizations who have demonstrated exceptional leadership, integrity, respect and commitment to furthering reconciliation with Indigenous peoples in the province of British Columbia, and/or inspired others to continue reconciliation efforts.

Submit a nomination for the 2021 program and help acknowledge the work of those individuals, groups and organizations committed to furthering the [Principles of Reconciliation](#).

Deadline to nominate is January 15, 2021.

#nominatenowbc

Elevate excellence, share success and inspire change.



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Thank you for your continued interest in BC Achievement's Award programs.

Our mailing address is:

British Columbia Achievement Foundation
602-999 Canada Pl
Vancouver, BC V6C 3E1
Canada

[Add us to your address book](#)

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You can [update your preferences](#) or [unsubscribe from this list](#)



Catherine Allaway

From: AKBLG Admin Coordinator <admin@akblg.ca>
Sent: December 13, 2020 10:23 PM
To: Administrative Coordinator
Subject: First Call - Resolutions
Attachments: UBCM Sample Resolution.pdf; UBCM Writing Guidelines for Resolutions.pdf

FIRST CALL FOR RESOLUTIONS

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

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

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

Please remember:

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

Resolutions Preparation Assistance:

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

2021 Community Initiatives and Affected Areas Program (CIP/AAP)

Date: December 14, 2020
To: Municipalities
From: Lisa Rein, Grants Coordinator
Re: 2021 CIP/AAP APPLICATION PROCESS

The 2021 Proposal Intake Period for the Community Initiatives and Affected Areas Programs will commence Monday, January 4, 2021 and will end Friday, February 26, 2021 at 4:30 p.m.

Enclosed with this memo are the following:

- **Notices.** Please post in a public viewing area.
- **Application Information Sheet, Pre-Application Worksheet and Application Guide.**

2021 PROPOSAL INTAKE

- CIP/AAP proposal applications continue to be accepted once per year and, as in 2019, 2020 applications **must be submitted through the Trust's online application system.**
- The Application Guide, Pre-Application Worksheet and Information Sheet are available on our website at <http://rdck.ca/cip-aap>.
- Organizations are encouraged to carefully read through the 2021 Pre-Application Worksheet and Application Guide for important information and instructions. There have been no significant changes to these documents since 2019.
- The 2021 Application Guide and Application were developed by Columbia Basin Trust (CBT) based on the Board approved 2018 CIP/AAP Guidelines and Application (November 17, 2017 RES #680/17 and July 19, 2018 RES #504/18 regarding Nakusp/Rural Nakusp and Area K Bayview).

If you have any questions or receive inquiries please do not hesitate to direct any inquiries to my attention, thank you.

Lisa Rein,
Grants Coordinator
Email: rdckgrants@rdck.bc.ca
Phone: 250-352-8170

Circular No. 20:20

December 10, 2020

To: All Chief Administrative Officers

Re: **Investing in Canada Infrastructure Program:**
COVID-19 Resilience Infrastructure Stream - Open for Application

In response to the COVID-19 pandemic, the Province of British Columbia and Canada have amended the existing Investing in Canada Infrastructure Program (ICIP) Integrated Bilateral Agreement to make funds available to include the **COVID-19 Resilience Infrastructure Stream (CVRIS)**. This stream will expand on the existing Green Infrastructure; Community, Culture and Recreation; Public Transit; and, Rural and Northern Communities Infrastructure Programs that fall under ICIP. The ICIP provides communities across British Columbia a variety of funding opportunities to build sustainable infrastructure, to help create long term economic growth, and to support a low carbon, green economy.

On December 1, 2020 an announcement was made that Canada and the Province are committing up to \$136.54 million dollars towards COVID Resilience Infrastructure projects. This funding is split between two programs. \$80.29 million for an intake of the **CVRIS** is administered by the Ministry of Municipal Affairs and a separate \$56.25 million program for flood related disaster mitigation and adaptation projects administered by Emergency Management BC through the Adaptation, Resilience and Disaster Mitigation Program (ARDM).

The **CVRIS** will focus on projects that provide retrofits, repairs and upgrades to local government and indigenous government buildings, health and education infrastructure; allow communities to improve their infrastructure to increase the resiliency and efficiency in preventing the spread of COVID-19 (including protective screens and ability to physically distance); support development of active transportation networks; and, complete disaster mitigation and adaptation infrastructure projects. **CVRIS** provides an opportunity for eligible ultimate recipients that are Local Governments, Indigenous applicants, and Not-for-Profit organizations to seek funding for eligible infrastructure for public use and benefit.

To help you prepare an application for the **CVRIS** and **ARDM** funding please see materials including program guide, application instructions and links to the sample application that are now available on the ICIP website: www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program. Links to both CVRIS and ARDM funding will be found on this page.

CVRIS is designed to target projects that must begin construction by September 30, 2021 and must be completed by December 31, 2021. Remote communities can extend projects a further year with a project end date of December 31, 2022. Please see the Program Guide for the definition of Remote Communities. **Grant approvals are anticipated in late Spring 2021.**

For the **CVRIS** program, the online Local Government Information System (LGIS) portal opened for applications on December 3, 2020 and will close application intake on January 27, 2021 at 2:00 pm PST. All **CVRIS** applications must be submitted through LGIS. Please see the ARDM website for program timelines and details regarding submitting applications.

In order to access LGIS, the online application, applicants require a Business BCeID. All applicants' Business BCeIDs must be linked to the LGIS online application by ministry program staff. It is recommended that new BCeIDs are obtained as soon as possible to allow enough time to link to the online application system. Directions for obtaining the Business BCeID and LGIS access are found within the Accessing the Online Application document on the program website.

Applications will be evaluated on several factors including how well program criteria are supported through long-term planning and sustainability, and the applicant's financial capacity to support the project. Applications that best meet these guidelines are chosen after an assessment by the Province followed by the federal government. The Province recommends projects to the federal government who undertake their own in-depth review of the projects.

The Ministry is pleased to provide advice on what is looked for in a successful application. For more information, please contact the Local Government Infrastructure and Finance Branch by telephone at: 250 387-4060, or by email at: infra@gov.bc.ca.



Brian Bedford
Acting Executive Director
Local Government Infrastructure and Finance Branch
Ministry of Municipal Affairs



MINUTES
FIRE DEPARTMENT COMMITTEE MEETING

DATE: December 17, 2020
TIME: 4:00 p.m.
PLACE: Council Chambers

PRESENT:

- Mayor Leonard Casley
- Councillor Gerald Wagner
- Derek Hicks, Fire Chief
- Catherine Allaway, Acting CAO
- Press: Nil

Regrets: Nigel Thomas, Deputy Fire Chief

CALL TO ORDER:

- Mayor Casley called the meeting to order at 4:00 p.m.

INTRODUCTION OF LATE ITEMS:

- Nil

ADOPTION OF AGENDA:

- Moved by Councillor Wagner and seconded that the agenda for the December 17, 2020 Fire Department Committee Meeting be adopted as presented.

CARRIED

ADOPTION OF MINUTES:

- Moved by Councillor Wagner and seconded that the minutes of the December 12, 2019 Fire Department Committee Meeting be adopted as presented.

CARRIED

OLD BUSINESS:

- Nil

NEW BUSINESS:

RDCK Fire Service Contract

- The Committee requested a meeting with RDCK staff to discuss proposed changes to the contract between the Village and the RDCK.

ADJOURNMENT:

- Moved by Chief Hicks and seconded that the meeting be adjourned at 4:55 p.m.

CARRIED

MAYOR CASLEY

CORPORATE OFFICER

DRAFT

REQUEST FOR COUNCIL DECISION

SUBMITTED BY: Theresa Tremaine, Community Services

DATE: January 5, 2021

SUBJECT: Young Canada Works 2021 Grant Application

PURPOSE: To seek Council approval for a grant application

OPTIONS:

1. **Authorize submission of the grant applications**
2. Do not authorize submission of the grant applications

RECOMMENDATION: That the Village of New Denver submit applications to the Young Canada Works in Heritage Organizations (YCWHO) 2021 federal wage subsidy program for funding to hire up to four summer students for the NIMC 2021 operational season.

BACKGROUND: The Young Canada Works in Heritage Organizations (YCWHO) grants are a federal initiative that assists employers to create summer job opportunities for students. They are designed to focus on local and heritage-related interests, and offer hands-on work experience to students while providing wage subsidies to employers. The duration of employment be from 30-40 hours per week for 6-16 consecutive weeks. Eligible applicants must be between 15-30 years of age and must be returning to full-time studies in September.

In past years additional funding has been available through the Canada Summer Jobs program and it was recently announced that CSJ application deadline is January 29, 2021.

ANALYSIS: By applying for funding assistance, the Village of New Denver may be able to recover approximately \$10,000 in employment costs associated with filling the seasonal positions at the NIMC. If funding is not received, the digitization project will not proceed, and staffing levels in the gift shop will be reduced to minimum levels. The application deadline is January 22, 2021.

STRATEGIC PRIORITY: Nil

COMMUNICATION STRATEGY: Job opportunities will be advertised in the Valley Voice.

FINANCIAL IMPLICATIONS:

The Village of New Denver is eligible for a subsidy of up to 75% of the student's employment costs (i.e. wages, benefits and other eligible expenditures).

REQUEST FOR COUNCIL DECISION

SUBMITTED BY: Theresa Tremaine, Community Services

DATE: January 5, 2021

SUBJECT: Canada Summer Jobs 2021 Grant Application

PURPOSE: To seek Council approval for a grant application

OPTIONS:

1. Authorize submission of the grant applications
2. Do not authorize submission of the grant applications

RECOMMENDATION: That the Council of the Village of New Denver authorize an application to the 2021 Canada Summer Jobs Program.

ALTERNATIVES & IMPLICATIONS:

If the Village does not apply for funding assistance through this program, the cost of hiring summer students will need to be funded through taxation or other sources. Without financial support from the CSJ program the Village of New Denver does not always have the resources to hire summer students to work in the Public Works department or at the NIMC.

ANALYSIS:

Background: The Canada Summer Jobs (CSJ) program provides financial assistance to employers with the aim of providing quality work experiences for youth to develop and improve their skills, and improve labour market access for young people who face unique barriers. The program targets those aged 15-30. The application deadline for the program is January 29, 2021.

Discussion: The Village of New Denver has accessed the CSJ program for many years, to offset costs associated with hiring summer students to work at the Nikkei Internment Memorial Centre (NIMC) and in the public works department. The proposed application will seek funding for up to 2 NIMC positions and 2 summer groundskeeper positions.

Attachments: Nil

Council Strategic Priority: Nil

Communication Strategy: The positions will be advertised in accordance with the requirements of the funding agreement.

FINANCIAL IMPLICATIONS: The CSJ program provides funding for up to 75% of the minimum wage for public sector employers like the Village. For the NIMC positions, the Village has also sought funding through the Young Canada Works program which can be combined with CSJ funding to cover up to 100% of wage costs. If successful with the grant application, the Village will be required to cover at least 25% of the costs associated with the 2 summer groundskeeper positions, estimated at approximately \$1,000 per position or \$2,000 in total. Without the grant, the two summer groundskeeper positions are estimated at approximately \$4,000 per position or \$8,000 in total.

REQUEST FOR COUNCIL DECISION

SUBMITTED BY: Theresa Tremaine, Community Services

DATE: January 7, 2021

SUBJECT: NAJC Community Development Funds

PURPOSE: To seek Council approval for a grant application

OPTIONS:

1. **Authorize submission of the grant application**
2. Do not authorize submission of the grant applications

RECOMMENDATION: That the Village of New Denver submit an application to the NAJC Community Development Grant for cost recovery of lost revenue during the shutdown of the NIMC during the month of May and June 1-15 in the 2020 season due to COVID-19.

BACKGROUND: The National Association of Japanese Canadians (NAJC) is opening a second call for 2020 Community Development grant applications only for the organizations that did not submit a previous application. As a supporting organization, the Village of New Denver is eligible for the amount \$1500. The application deadline is January 31, 2021.

The purpose of the Community Development Fund Program is to:

- To address capacity building of Member and Supporting Organizations with regard to leadership and board development, fundraising, strategic planning and volunteer recruitment;
- To support participants in promoting their project / initiative;
- To provide financial assistance in the form of grants to eligible Program participants;
- To supply participants with a reference guide and resources for future initiatives.

In 2019, the Village received funding from the NAJC Endowment Fund for the Kyowakai Book Project.

ANALYSIS: By applying for funding assistance, the Village of New Denver may be able to recover a portion of lost revenue due to the closure of NIMC during May and the first half of June 2020.

STRATEGIC PRIORITY: Nil

COMMUNICATION STRATEGY: Nil

FINANCIAL IMPLICATIONS:

The Village of New Denver is eligible for a maximum of \$1500 as a supporting member of the NAJC.

REQUEST FOR COUNCIL DECISION

SUBMITTED BY: Catherine Allaway, CAO

DATE: December 3, 2020

SUBJECT: Request for Letter of Support – New Denver & Area Housing Society Application to BC Housing

PURPOSE: To confirm Council's support for additional studies on the proposed affordable rental housing development

RECOMMENDATION: That the Village of New Denver provide a letter in support of the New Denver and Area Housing Society's application to the Federation of Canadian Municipalities Green Municipal Fund Sustainable Affordable Housing program.

ALTERNATIVES & IMPLICATIONS:

1. Do not provide a letter of support. *Without municipal support the application will not proceed.*

ANALYSIS:

Background: The New Denver and Area Housing Society (NDHAS) has secured preliminary funding and designed a 10-unit affordable rental housing project for the municipal land located at 602 Slocan Avenue. They are preparing to submit a response to the current BC Housing Request for Proposal #1070-2021/28 for New Rental Housing Units under the Building BC: Community Housing Fund (CHF) program, which has been supported by the Council of the Village of New Denver.

The Village is being asked to provide support for an additional study to bring the design of the project to a Net Zero or Net Zero Ready energy efficiency standard.

Discussion: The additional study will assist the NDAHS in creating housing solutions that are highly energy efficient and will result in lower ongoing operating costs.

Attachments:

- Draft application to FCM GMF Sustainable Affordable Housing program

Council Strategic Priority: Nil

Communication Strategy: Nil

FINANCIAL IMPLICATIONS: The Village is not making a cash contribution towards the project, but it is contributing an interest in the land on which the housing development will be sited.

Study, pilot and capital project application form – Sustainable Affordable Housing

Introduction

Thank you for submitting your initial proposal form for your study, pilot or capital project.

The next step is to complete the full application form along with the supporting project workbook. Please follow the instructions in the [Sustainable Affordable Housing application guide](#) when completing this form. The GMF project officer reviewing your file will provide feedback and may invite you to revisit steps along this process to ensure the completeness and quality of your application.

At this stage of the application process, we require the following supporting documentation:

All applications	<ul style="list-style-type: none"> Completed application form Project Workbook Letters from confirmed sources of funding Letter of confirmation of consultation with your provincial or territorial government¹ Project team organizational chart and resumes Evidence of municipal support: resolution from Council or letter of support Constating documents²
Additional information required for pilot projects and capital projects	<ul style="list-style-type: none"> Completed feasibility study Energy model or relevant calculations Class C (minimum) budget as supporting budget documentation
Additional information required for capital projects only	<ul style="list-style-type: none"> Audited financial statements for the past three years and guarantor (if applicable) Project's revenues and expenses for the past three years (if applicable) Interim financials (YTD) Aging of accounts receivable and accounts payable Statement of cash flows Confirmation of equity contribution

¹Consultation with the provincial or territorial government is a requirement of FCM's Funding Agreement with the Federal Government. GMF will provide a template consultation letter and contact information.

²Founding articles of incorporation of the lead applicant, in order to ensure eligibility.

	<ul style="list-style-type: none"> • Confirmation of any government subsidies (if applicable) • Commercial lease agreements (if applicable) • Financial projections • Copy of lending resolution or bylaws, or both • Recent appraisal/valuation of the property • For retrofits, a recent building condition assessment • Certified rent roll (if applicable)
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Part A: Applicant Information

A1. Applicant organization type and contact information

A1a. Applicant organization type

Select your organization's type from the list below:

- ☐ Canadian municipal government (e.g., town, city, region, district, and local board thereof);
☐ Canadian municipal corporation or municipal housing/service provider;
☒ Canadian non-profit, mission-driven affordable housing provider (not-for-profit or cooperative)

A1b. Organization contact information

- Organization legal name: New Denver and Area Housing Society
- Department:
- Mailing address: 529 5th Street
- City: New Denver
- Province/territory: BC
- Postal code: V0G 1S1
- Tel. [(area code) number]:
- Fax (optional) [(area code) number]:

A1c. Applicant contact information

- Salutation (optional):
- First name: Jan
- Last name: McMurray
- Title: President
- Email: mcmurrayjan@gmail.com
- Work tel. and ext.:
- Cell (optional): 250-358-7215

A2. Organization information

Tell us about your organization. Please include information on the following: how long you have been operating, how many units are in your portfolio, what population(s) you serve, and, if applicable, current operating agreement(s)/program(s).

The New Denver and Area Housing Society (NDAHS) is a charitable institution that is organized and operated by a volunteer Board of Directors.

The main purpose of NDAHS is constructing, providing, maintaining, leasing, owning, and managing rental housing projects for low or low to moderate income households in New Denver and Area with a particular interest in providing housing to marginalized groups such as women fleeing violence, persons with disabilities, persons experiencing or at risk of homelessness, persons with mental health issues and persons living with addiction issues.

NDAHS is a faith-based society and as such its values of compassion, inclusion, respect for diversity and the dignity of the individual are shared Canadian values. It has no affiliation with any church or religious community and welcomes all from any belief and ethnic background into its communities.

A3. Relevant memberships

Is your organization a member of any local, regional or provincial/territorial housing associations or networks? If so, please name them.

BC Non-Profit Housing Association

A4. Municipal Support (for non-municipal applicants *only*)

If your organization is *not* a municipal government, your initiative must be supported by one. Provide the name and contact information for the main contact at your local municipality. (Note: municipal corporations must complete this step)

A4a. Municipal government's name

Municipality Village of New Denver, BC

A4b. Municipal government's primary contact information and address

Salutation (optional) _____

First name Catherine

Last name Allaway

Title Chief Administrative Officer

Email cao@newdenver.ca

Mailing address (optional)

- Department _____
- Address _____
- City _____
- Province/territory _____

- Postal code
- Work tel. 250-358-2316 Ext.
- Cell (optional)
- Fax (optional)

A4c. Please attach a letter from the municipality that demonstrates the municipality's support of the project and can specify ways in which the municipality is supporting the project, if applicable (e.g. in-kind, financial contribution, land donation, etc.).

Part B: Project Information

B1. Project overview

B1a. Project details

Project working title	602 Slocan Ave Affordable Housing Project
Project stage	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Pilot project <input type="checkbox"/> Capital project
Project type	<input type="checkbox"/> Retrofit <input checked="" type="checkbox"/> New construction
Building type (select all that apply)	<input checked="" type="checkbox"/> Multi-unit residential <input checked="" type="checkbox"/> Townhouse, row-house or similar <input type="checkbox"/> Single-family detached <input type="checkbox"/> This project includes multiple buildings: <input type="checkbox"/> Other:
Number of units included in retrofit, or new units to be built	10 units
Affordable unit mix (% of included units to be rented at below 80% of median market rates)	Targeting 30%

B1b. Project funding and timeline

Start date of study or construction project (dd-mm-yyyy)	Start date of study: 20-12-2020
End date of study or construction project (dd-mm-yyyy)	End date of study: 20-08-2021
Total study or project budget	\$3M-3.5M total project costs. Approx. \$500,000 pre-development costs include work to pursue high energy performance and net zero targets.
GMF funding request	\$149,065

B2. Environmental Benefits

Describe the environmental measures used in this initiative, and the expected environmental outcomes. Refer to the application guide for instructions.

The initial part of the Study is engaging sustainability consultant who uses the whole-systems approach to identify cost-effective strategies to achieve restorative and regenerative design specific to the site conditions and building use. Instead of focusing on a particular energy efficiency certification, sustainability report will provide comprehensive overview of different principles suitable for the project to pursue. Based on the sustainability report, the project will employ an integrated design process including energy modelling early in the design process to guide this project toward net zero design.

The project team seeks to design a high-performance, net-zero energy (or energy ready) building. The project will be built to BC Energy Step Code 3 or 4, which could result in energy and GHG reductions of over 30-40% as compared to the 2015 National Building Code. Core to building a high-performance building is a focus on airtight construction, low thermal transmission between assemblies, solar control, and low energy heating and cooling systems. The project team will seek to incorporate on-site energy generation where feasible to compliment these low-energy design and construction considerations. The project team is currently researching the employment of prefabricated construction and associated cost-benefit as the proven approach in achieving passive house + standards.

Energy studies will also seek to explore broader means of reducing the project's environmental footprint, such as using local contractors, sourcing sustainable construction materials, and integrating EV charging infrastructure.

Please fill out the “environmental benefits” tab in the Project Workbook. Refer to the workbook for instructions.

B3. Economic and Social Benefits

B3a. Economic Benefits and Affordability

Describe how affordability considerations have factored into project design. Refer to the application guide for instructions. *Study applicants: Simply explain the different economic/affordability factors that you will investigate in your study.*

The workplan will investigate the environmental sustainability measures necessary to achieve a Net Zero Energy building with particular consideration given to improving the economic performance of the building and the affordability that can be delivered to residents. For each sustainability measure proposed, the project team will conduct a cost-benefit analysis to evaluate how the measure may reduce operating costs, extend the life of the asset, and impact the overall financial performance of the project over the near- and long-term. The workplan will also explore ways to create a larger impact on the local economy. These could include hiring local firms and contractors, and sourcing materials from local providers.

B3b. Social Benefits

Tell us about the social benefits generated by your project. Refer to the application guide for instructions. *Study applicants: Simply explain the different social factors that you will investigate in your study.*

Part of the sustainability study will be exploring Living Building Challenge principles and its feasible application in the project design. The workplan will investigate a number of social benefits that may be delivered through this project. These could include better quality housing in terms of design and craftsmanship than what is currently available in the local market. Methods to improve lighting, temperature control, and useable outdoor amenity space will be explored, all with an aim to deliver comfortable homes to residents. The workplan will also explore how buildings can be designed and situated to foster a sense of community and safety.

B4. Measurement and Monitoring

Please describe your plan(s) to measure and monitor the impact and benefits arising from this initiative. Refer to the application guide for instructions. *Study applicants: For each energy saving measure under consideration, describe how you plan to measure and validate performance.*

1. Complete a Whole Building Energy Model in accordance with EGBC/AIBC Whole Modelling Services Joint Professional Practice Guidelines
2. Conduct whole building airtightness testing in accordance with ASTM E779 Standard Test Method for Determining Air Leakage Rate by Fan Pressurization
3. Per B3a, conduct a cost-benefit analysis measuring the return on investment and improvements to affordability for each measure proposed through the options analysis.
4. Conduct commissioning of implemented systems
5. Conduct ongoing commissioning of implemented systems

B5. Replication

Please describe if and how your project uses best practices and proven solutions. Additionally, describe any mechanisms in your project to encourage replication and adoption for your future projects or projects implemented by other housing providers. Refer to the application guide for instructions.

Engaging sustainability consultant in the early stage of the project design ensures that all best practices and proven solutions to date are being considered. The final product of the sustainability study will be a Sustainability Report outlining an overview of site-specific conditions and recommendations on how to efficiently achieve net zero design given all constraints the project has. Integrated Design Process will ensure that final design is incorporating all feasible measures from Sustainability Report. Applied solutions and mechanisms will be monitored and measured. With ongoing commissioning, the project will create a data base with periodic updates on performance information.

Sustainability Report and Ongoing Commissioning Data will serve as a base in creating Efficiency Report that will clearly demonstrate efficiency of the applied solutions and measures. The Efficiency Report will be used as an input resource (Lessons Learned) for future projects.

B6. Capacity building and Stakeholder Engagement

B6a. Capacity building

Please describe how skills and knowledge will be learned, increased and shared through your project. Refer to the application guide for instructions.

With technology fast evolving it is important to continuously engage in learning new practices and available solutions to improve building design and energy efficiency. With detailed and comprehensive sustainability study we will create Lessons Learned data base that will be used as an input resource for new projects aiming high energy and sustainability performance. Repetitive application of energy efficient technology, systems and principles will raise awareness in communities through regular municipality processes, consultants through design development and contractors through construction phase. Aiming to use local resources whenever possible, every next project using Lessons Learned will help build knowledge and skills within communities. Project assumes ongoing commissioning to ensure building and energy systems are operated to ensure target performance.

B6b. Stakeholder engagement

Please describe the stakeholder engagement plan for your project. Refer to the application guide for instructions.

The project is currently in a feasibility design stage. As such, a number of consultations are conducted with Village officials and presentation to the Council was held on November 24. The consultations with the Village officials have a focus on ensuring that the project complies with all Village bylaws and policies and will seek guidance in best practice for engaging the public in the project development process. As recommended during consultations, public engagement will commence during rezoning phase of the project. Public engagement approach will be determined as the project evolves. Communication with the Council aims to ensure that the project approvals process does not have any setbacks or delays that may impact feasibility of the project.

B7. Innovation

B7a. Innovative aspects of the project

Describe the innovative solution(s) you will implement. Refer to the application guide for instructions.

Engaging sustainability consultant to conduct comprehensive study on latest available policies and practices that are applicable to this project will result in the Sustainability Report. This report, accompanied with data from ongoing commissioning, will create Lessons Learned resource base to use for the future projects.

New Denver being one of the nine governments in West Kootenay who pledged to reach 100% renewable energy by 2050 can use the Sustainability Report as a resource to develop new Village policies and programs.

B7b. Uncertainties around innovation (audacity)

Describe why and how this project will be difficult for your organization. Refer to the application guide for instructions.

Given that the project is in the Feasibility/Study phase there are not many concerns. The only potential challenge may be keeping the project development on schedule as we cannot predict the Reports conclusions and requirements for project continuation. To make sure we keep the project on schedule, detailed timeline will be developed for each consultant and will have regular follow-ups and updates.

B8. Project Management and Delivery

Please complete the following tabs in the Project Workbook. Refer to the Workbook for instructions.

- Project budget
- Sources of funding
- Project milestones
- Project team
- Project implementation risks

B9. Executive Summary

Provide a brief summary of your project. Refer to the application guide for instructions.

The New Denver and Area Housing Society (the Society) has partnered with New Commons Development's Small Communities Initiative (NCD's SCI) to develop a property at 602 Slocan Ave, New Denver, BC. (the Property).

The property is currently owned by the Village of New Denver (the Village). It is anticipated that the Village will make the property available to the Society either through a land donation or a long term (i.e. 60+ year) lease agreement.

The property is currently zoned E1 (Environmental Reserve zoning). The current zoning is due to a community water supply well located on the west side of the property; the Village has plans to install a new well at a new location and decommission the existing well. It is in a primarily residential neighbourhood. The property is in close proximity to various amenities including shops, services, and a school. The property is approximately 16,500 sf.

The development of the site is expected to result in a low to medium density building that aligns with the form and character of the neighbourhood that includes at least 10 units of mixed market rental housing for low to moderate income individuals and families. Municipal planning approvals process required to permit the redevelopment of the Property include an OCP amendment, Rezoning (RZ, general or site specific), and Building Permit (BP) approvals.

Goals

Create an integrated, inclusive, and vibrant community accommodating to both residents and visitors.

Create at least 10 units of mixed market rental housing for low to moderate income individuals, couples, seniors and families in New Denver that respect the residential scale of the Village.

Create a mix of unit sizes; with a mix of studios up to 3-bedroom units.

Create units that include features that are age friendly, with entranceways and outdoor spaces designed to be wheelchair friendly. Create a building that is fully accessible with universal design.

Create an energy efficient, practical and well-designed building (or buildings) that is low-cost to operate and maintain and meets or exceeds applicable energy efficiency requirements for new construction (e.g. BC Energy Step Code 3 or 4 or as otherwise required by BC Housing, CMHC, and/or the FCM Sustainable Affordable Housing program).

Create open spaces and intimate areas, spaces/opportunities on the property for residents to gather (e.g. outdoor space, common laundry, etc).

Integrate sustainable practices into facility design and operation, including waste reduction and management best practices, and integration of as much green space as possible into the development plan for the Property while minimizing the need for on-site parking. Include landscaping that supports cooling in summer and natural light in winter. Create passive air flow, heat and cooling potential as well as high efficiency mechanical systems.

Achieve an efficient level of affordability that aligns with the needs and income of target occupants as well as federal and/or provincial funding programs.

Create a project that is financially feasible to construct and operate, while delivering highly marketable, desirable and liveable residential spaces for tenants, while being suitable to the neighbourhood and adding value to the community.

Create new ongoing revenue streams on site, if possible.

Part C: Declaration and Signature

Please review this declaration and have it executed by an authorized signatory of the Applicant. This declaration confirms that: a) the Applicant understands and will abide by the Federation of Canadian Municipalities' ("FCM") requirements, including those related to funding; and b) the information provided in and appended to the application is accurate and complete.

I, _____ [Name], _____ [Title] of the _____ [Organization] (herein called the "**Applicant**"), hereby declare, without personal liability and in my capacity as _____ [Title] of the Applicant, as follows:

1. That the Applicant will not be able to receive funding from FCM prior to entering into a legally binding agreement with FCM (the "**Agreement**") in respect of the project being applied for (the "**Initiative**") and that the said Agreement will contain pre-conditions to funding, all of which the Applicant must comply with, including without limitation:
 - a. the Applicant having obtained all authorizations required to enter into the Agreement and carry out the Initiative;

- b. the Applicant having obtained assignments of copyright and waivers of moral rights from any consultants or third-parties who have contributed or will contribute to reports prepared on the Applicant's behalf, such that the Applicant will hold the copyright in all reports related to the Initiative;
 - c. the Applicant providing reports and consenting to FCM sharing the lessons learned and experience gained from the Initiative with other communities across Canada by allowing FCM to publish reports, such as project completion and final reports, on the FCM website; and
 - d. the Applicant having incurred costs in connection with the initiative, which costs must be invoiced to and paid for by the Lead Applicant; and
2. That the Applicant will carry out the Initiative in compliance with all applicable laws and regulations.
3. That the Applicant will confirm to FCM all sources of funding prior to executing the Agreement.
4. That all of the information contained in this application and in the accompanying documents is true, accurate and complete as of the date of submission.
5. That if any of the information contained in this application and in the accompanying documents becomes inaccurate, incomplete or incorrect, the Applicant will provide updated information and/or accompanying documents.
6. That the Applicant acknowledges and agrees that changes in scope to the initiative after this date of application may not be accepted by FCM.
7. If the Applicant has or intends to engage (a) consultant(s) who will communicate with FCM on behalf of the Applicant, that the Applicant hereby confirms that the consultant(s) are authorized to do so.

Name of authorized agent: _____

Organization: _____

By typing my name above and submitting this application, I am providing my signature for the declaration above.

Note: The information provided in this application, including all attachments, will be kept confidential.

Access to this information will be limited to:

- *FCM employees and professional representatives who are involved with your Initiative*
- *persons to whom the applicant has granted access and persons authorized by law*

The information provided in applications, including attachments, is subject to FCM's Privacy Policy.

REQUEST FOR COUNCIL DECISION

SUBMITTED BY: Catherine Allaway, Corporate Officer

DATE: January 8, 2021

SUBJECT: Municipal Boundary Extension – Approval of Electors

PURPOSE: To obtain Council’s approval for using the alternative approval process to obtain approval of the electors for the proposed Village of New Denver municipal boundary extension.

RECOMMENDATION(S): That an alternate approval process in accordance with Section 86 of the *Community Charter* be used for the purpose of seeking approval of the electors in relation to the proposed Village of New Denver boundary extension, as submitted to the British Columbia Ministry of Municipal Affairs and Housing on August 20, 2020.

AND FURTHER, That Council establishes the deadline of 4:00 p.m. on Monday, March 15, 2021 for receiving Elector Response Forms for the alternative approval process for the proposed Village of New Denver boundary extension.

AND FURTHER, That Council approves the determination of the total number of electors of the area to which the alternative approval process apply for the proposed Village of New Denver boundary extension as 411 electors, on the basis described in this report.

AND FURTHER, That Council directs the Corporate Officer to report the results of the alternative approval process for the proposed Village of New Denver boundary extension and if approval of the electors has been obtained, to return the municipal boundary extension proposal for Council’s consideration of a resolution requesting the Province to amend the boundary.

BACKGROUND:

Boundary Extension Process

- September 8, 2015: The Council of the Village of New Denver resolved that the Village of New Denver proceed with the proposed Denver Siding and Area boundary extension proposal; and further that Village of New Denver staff be authorized to develop, sign, and submit the proposal to the Provincial Government.
- May 2018: The Village of New Denver was approved, through the Union of British Columbia Municipalities’ Gas Tax Strategies Priorities Fund, for grant funds to proceed with water system improvements to the Denver Siding Water System should a boundary extension be completed.
- January 14, 2020: The Council of the Village of New Denver received a staff report outlining the process for proceeding with a boundary extension proposal.
- January 28, 2020: The Council of the Village of New Denver confirmed properties to be included in the proposed Village of New Denver boundary extension.
- July 14, 2020: The Council of the Village of New Denver received an update on the progress of the proposed Village of New Denver boundary extension.
- August 11, 2020: The Council of the Village of New Denver resolved that the Village of New Denver’s municipal boundary extension proposal include provisions for the implementation of a 5-year phased tax rate increase for properties within the proposed boundary extension area, with tax rates increasing incrementally each year, until they match the tax rates within the Village’s original boundaries.
- August 20, 2020: The Village of New Denver submitted a municipal boundary extension proposal to the Ministry of Municipal Affairs and Housing (MMAH) for their review and consideration.

DISCUSSION:

Elector Approval

The Local Government Act (section 20) requires municipal elector approval of proposed boundary extensions. Electoral approval for a municipal boundary extension may be obtained by the municipality through assent voting (a referendum) or the Alternative Approval Process (AAP) (*Community Charter*, sections 85, 86).

The Ministry of Municipal Affairs and Housing suggests that an AAP may be the next approach when local governments are facing seasonal construction or borrowing deadlines, as is the case with the grant funds available for Denver Siding infrastructure upgrades. Assent voting (referendum) is generally an 80-day process whereas the AAP can be as short as 32 days. Staff are recommending the AAP process over a referendum in an attempt to meet timelines and reduce costs, given local government may incur a wide range of up-front costs for referendums whereas AAP costs generally include the two notices that must be printed in a locally circulated newspaper and printing the elector response forms.

Local governments are expected to publish notice of an AAP once each week for two consecutive weeks in a newspaper distributed in the area defined for the AAP. Because the Valley Voice newspaper is now the only newspaper distributed in New Denver, it is proposed that the notice be published in two consecutive Valley Voice newspapers, published two weeks apart.

Eligible voters have at least 30 days from the publication of a second notice to submit elector response forms to the local government Corporate Officer during an AAP. After the submission deadline, the Corporate Officer must determine and certify whether the valid elector responses submitted meet or exceed the threshold of 10% of eligible electors. When 10% or more eligible electors sign and submit response forms, the local government is required to hold a formal assent vote (referendum) prior to proceeding with the proposal. The referendum must be held within 80 days of the AAP deadline.

Report for Determination of Total Number of Electors within the Village

Section 86 of the Community Charter requires that Council make a fair determination of the total number of electors eligible to vote. This section of the report demonstrates the basis for determining the total number of electors in relation to the alternative approval process for the proposed Village of New Denver boundary extension.

In the case of a municipal boundary extension, Council seeks approval from all of its electors. Therefore, the geographic area defined for the AAP will include the entire municipality. As such, every eligible resident elector and non-resident property elector can sign an elector response form. Consistent with the Province of BC's Alternative Approval Process Guide for Local Governments in British Columbia, the total number of electors in the Village is based on the Provincial Voters List, along with the municipality's list of non-resident property electors. According to the Elections BC, the 2018 total number of registered electors within the Village of New Denver was 399. According to the Village's records, the total number of non-resident property electors within the Village of New Denver is 12. Together, this results in a total of 411 individuals eligible to sign an elector response form.

The number of people eligible to be a resident elector or a non-resident property elector is determined based on those individuals who, when signing an elector response form:

- Are 18 years of age or older;
- Are a Canadian citizen;
- Have lived in British Columbia for at least six months;
- Have lived or owned property in the jurisdiction for at least 30 days;
- Live, or own property in the area defined by the AAP; and,

- Are not disqualified under the Local Government Act or any other enactment from voting in a local election, or be otherwise disqualified by law.

The qualifications for participation in an AAP are identical to the eligibility requirements for voting in a local election. Given the absence of more recent data, the 2018 voters lists will be used to determine the number of eligible electors for the AAP regarding the proposed Village of New Denver boundary extension. Some of these individuals may have moved away in the time since the list was created, and other eligible electors may have relocated to the community in that same period but since there have not been any dramatic shifts in New Denver, it is a fair estimate of the number. There were 411 individuals listed on the 2018 voters list, and 10% of this number is 41.

Administration therefore recommends that Council approve the determination of the total number of electors for the purposes of the alternative approval process for the proposed Village of New Denver boundary extension to be 411. As such, receipt of less than 41 (10% of 411) Elector Response Forms by the deadline would result in approval of the electors.

AAP Timeframe

The following timeline is recommended for the proposed alternative approval process:

Thursday, January 28, 2021	Publication of First Notice in a Newspaper
Thursday, February 11, 2021	Publication of Second Notice in a Newspaper
Monday, March 15, 2021	Deadline for Submitting Elector Response Forms
Friday, March 19, 2021	Corporate Officer reports results of Alternative Approval Process at Regular Council Meeting

This proposed advertising schedule would result in a 30-day elector response period beginning Friday, February 12, 2021 and continuing through Monday, March 15, 2021. The deadline for receipt of completed elector response forms would be 4:00 p.m. on Monday, March 15, 2021. Certification of results would take place on Friday, March 19, 2021.

Should 10% of the eligible electors return completed response forms objecting to the proposed Village of New Denver boundary extension, the Village of New Denver would be required to hold a formal referendum on the topic by Thursday, June 3, 2021 in order to proceed.

AAP Response Regulations

Elector objections must be submitted on the designated Elector Response Form. Forms will be available in-person at the Village Office (115 Slocan Ave) and on the Village's website. Original signatures are required on the completed forms – faxed or emailed submissions will not be accepted.

LEGISLATIVE FRAMEWORK: The *Local Government Act* (section 20) describes the requirements that must be met before the Province considers approving a municipal boundary extension. The *Community Charter* (Part 4, Division 2) outlines processes for approval of the electors.

COUNCIL STRATEGIC PRIORITIES: Boundary Expansion (extending municipal boundaries to include Denver Siding) was identified as a strategic priority in the Village's 2019 Annual Report.

COMMUNICATION STRATEGY: Nil

FINANCIAL IMPLICATIONS: Publication of two notices in the Valley Voice newspaper, printing of elector response forms, and staff time.