

**AGENDA – REGULAR MEETING**

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**DATE:** July 13, 2021  
**TIME:** 7:00 p.m.  
**PLACE:** Council Chambers

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**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 July 13, 2021, Regular Meeting.

**MINUTES:**

- Resolution to adopt the Minutes of the June 8, 2021, Regular Meeting

**PETITIONS & DELEGATIONS:**

- Nil

**PUBLIC QUESTIONS & COMMENTS:**

- 

**OLD BUSINESS:**

- House of Joyful Tidings

**CORRESPONDENCE FOR INFORMATION:**

- Resolution to receive the following items for information:
  - BCEHS – changes to emergency health services
  - District of Peachland – BC Climate Action Incentive Program concerns
  - Ombudsman 2020/21 Annual Report
  - RCMP – Annual Performance Plan

**STAFF REPORTS:**

- Jessica Rayner, Community Planner
- - Resolution to accept Denver Siding Water Supply project tender

**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
- 
- Health Advisory Committee
- 
- Sustainability Committee
- 

**NEW BUSINESS:**

- Emergency Plan
- Accept proposal from Red Dragon to update plan
- Purchasing Policy
- Adopt changes to policy
- Business License Inspector
- Appoint License Inspectors
- Signing Authority
- Remove old and add new signing authorities

**MOTION TO EXCLUDE:**

- Moved by Councillor

**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.

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The Corporation of the Village of New Denver

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**MINUTES – REGULAR MEETING**

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**DATE:** June 8, 2021

**TIME:** 7:00 p.m.

**PLACE:** Council Chambers

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PRESENT:

- Mayor Leonard Casley
- Councillor John Fyke (via Webex)
- Councillor Vern Gustafson
- Councillor Colin Moss
- Councillor Gerald Wagner
- Darrell Garceau

Press: Valley Voice (via Webex)

CALL TO ORDER:

INTRODUCTION OF LATE ITEMS:

- Nil

ADOPTION OF AGENDA:

**RESOLUTION #112**

- Moved by Councillor Moss and seconded that the agenda for the June 8, 2021 Regular Meeting be adopted as presented.

CARRIED

MINUTES:

**RESOLUTION #113**

- Moved by Councillor Wagner and seconded that the Minutes of the May 11, 2021 Regular Meeting be adopted as read.

CARRIED

**RESOLUTION #114**

- Moved by Councillor Fyke and seconded that the Minutes of the May 20, 2021 Special Meeting be adopted as read.

CARRIED

PETITIONS & DELEGATIONS:

- Nil

PUBLIC QUESTIONS & COMMENTS:

-

OLD BUSINESS:

- Nil

CORRESPONDENCE FOR INFORMATION:**RESOLUTION #115**

- Moved by Councillor Gustafson and seconded that the items for correspondence and information be received as information.

CARRIED

STAFF REPORTS:

- Not at this time

COUNCIL REPORTS:

## Verbal Reports

- Councillor Fyke reported that the Poverty reduction Report has been completed and the recommendations are currently being reviewed.
- Councillor Gustafson reported that a meeting had been held with the consulting engineer to review and discuss the proposed pedestrian bridge over Carpenter Creek. Next steps are for the consultant to visit on-site to determine span, location and determine any challenges related to the site. A future meeting will be held to discuss the options of bridge construction.

## Regional District of Central Kootenay

- Councillor Moss reported that at the last RDCK Board meeting there was a presentation made by

West Kootenay Boundary Regional  
Hospital District

- Not at this time

## Recreation Commission #6

- Councillor Fyke reported that the old exercise equipment at the gym has been removed for the installation of the new equipment that includes matting.

## Economic Development Commission

- Councillor Fyke reported that Karen Carlson has been hired on as a small business advisor, it is felt that she will be an asset and the expectation is that good work and accomplishments will be realized.

## Rosebery Trails &amp; Parklands Commission

- Not at this time

- |                           |                    |
|---------------------------|--------------------|
| Treaty Advisory Committee | - Not at this time |
| Fire Department Committee | - Not at this time |
| Health Advisory Committee | - Not at this time |
| Sustainability Committee  | - Not at this time |

NEW BUSINESS:

**RESOLUTION #116**

Health and Safety Policy

- Moved by Councillor Wagner and seconded that the Council of the Village of New Denver adopt the Health and Safety Policy as presented.  
CARRIED

**RESOLUTION #117**

Respectful Workplace Policy

- Moved by Councillor Moss and seconded that Council for the Village of New Denver adopt the Respectful Workplace Policy as presented.  
CARRIED

MOTION TO EXCLUDE:

**RESOLUTION #118**

- Moved by Councillor Gustafson and seconded that the public interest requires that, as per section 90(1) (a) of the Community Charter, persons other than members of Council and the CO be excluded from the meeting as it pertains to an officer of the municipality.  
CARRIED

RECONVENE IN CAMERA:

**RESOLUTION #119**

- Moved by Councillor Moss and seconded that Council recess and reconvene in-camera at 7:30 p.m.  
CARRIED

RECONVENE IN OPEN MEETING:

**RESOLUTION #120**

- Moved by Councillor Wagner and seconded that Council reconvene in open meeting at 8:07 p.m.  
CARRIED

## REQUEST FOR COUNCIL DECISION

**SUBMITTED BY:** Lisa Scott, CAO

**DATE:** July 7, 2021

**SUBJECT:** House of Joyful Tidings (HJT)

**PURPOSE:** To seek Council's decision on the request of the "Friends of the Orchard" to relocate the House of Joyful Tidings to the Centennial Park.

### RECOMMENDATION:

THAT Council work with the Friends of the Orchard Committee to investigate other means of preserving the history of the House of Joyful Tidings.

### ALTERNATIVES & IMPLICATIONS:

1. Approve Option 1 to move the HJT to beside the Kohan Garden to use as a tool shed/multi-purpose space. *This option would impact the conceptual plans for the Centennial Park and would require some reconfiguring of the proposed lake front trail and boat launch area. It would also mean the removal or relocation of the current shed by the Garden. It would require site modification of removing a sprinkler line, trees and shrubs and lowering a mound of earth.*
2. Approve Option 2 to use the HJT as a "green room". *Again, this would impact the conceptual drawings for the Centennial Park plan and would require somewhere to store the house until that phase of the Park plan was being constructed.*
3. Approve Option 3 to use the HJT as an interpretive feature along the proposed trail between the Nikkei Centre and the Kohan Garden. *This would require some early decisions to be made in regards to exact trail location and necessary landscaping to accommodate the HJT.*

### ANALYSIS:

- A. Background:** The Friends of the Orchard committee made a presentation to Council at the Committee of the Whole meeting on June 22, 2021 regarding their request to relocate the House of Joyful Tidings to the Centennial Park. The committee is eager for a response from Council as they are hoping to have the house moved by September of this year.
- B. Discussion:** The House of Joyful Tidings carries historical significance as being one of few the structures still remaining from the Japanese-Canadian Internment Camp that was formerly located in New Denver. It is currently privately owned and the property owner would like the house removed for new development. The Friends of the Orchard Committee would like to see the house remain in the Orchard area and be maintained and preserved as a heritage asset.

The Friends of the Orchard Committee has suggested three options for location and use.

Option 1 – is to move it beside the Kohan Garden to be used as a tool shed/multi-purpose activity space.

Option 2 – is to incorporate it into the proposed outdoor stage area in the Centennial Park as a "green room".

Option 3 – is to incorporate it as an interpretive feature along the proposed trail linking the Nikkei Centre to the Kohan Garden.

While there is a historical significance to the House of Joyful Tidings, there may be other options that could be explored for the preserving of the history without the preservation of the building itself.

C. **Legislative Framework:**

D. **Attachments:**

E. **Council Strategic Priority:**

F. **Communication Strategy:**

**FINANCIAL IMPLICATIONS:** Options 1 and 2 presented by the Friends of the Orchard Committee are the most costly options as both will require extensive ground preparation as well as the actual costs of moving and renovating the building. The actual costs involved in moving and restoration aren't available at this time and would require additional work by the Friends of the Orchard. The Committee has agreed to continue to seek funding for the cost of moving and restoring the building, but can't be certain of success. In addition to moving and restoration there will be ongoing annual maintenance and operating costs.



May 24, 2021

**Village of New Denver**

*Via e-mail:*  
[cao@newdenver.ca](mailto:cao@newdenver.ca)

Catherine Allaway  
Chief Administrative Officer

Hello Ms. Allaway,

**RE: Enhancements to emergency health services in your community**

We are pleased to be able to provide an update on how BC Emergency Health Services (BCEHS) is enhancing emergency services in rural and remote communities like yours.

Historically, BCEHS has relied on on-call staffing (often referred to as 'casual' in other areas of health care) to maintain ambulance service in small communities. We have been fortunate to have dedicated and committed paramedics in many communities, but this staffing model presents challenges for reliable coverage, pay and career pathways as well as maintaining staff in these communities. Without a regular, predictable income, paramedics seek to move to larger communities to secure full-time work.

As part of the 2019-2022 Collective Agreement between BCEHS and the Ambulance Paramedics and Dispatchers of BC (CUPE Local 873), several initiatives were agreed on to create permanent, salaried jobs for paramedics, including a new staffing model called Scheduled On-Call (SOC). BCEHS and CUPE 873 - the union representing paramedics - have agreed to these changes and the employees themselves ratified the agreement. With plenty of collaboration, joint committees and planning, we are working together to see the successful implementation of this model.

With the introduction of SOC, we will be creating regular part-time SOC unit chief positions at every rural and remote station in BC that does not currently have a regular unit chief. Many areas will also see an expansion of community paramedic services. Introducing the SOC model, as well as changes we are making to convert 'stand-by' on-call shifts to regularized positions, where possible, will help stabilize staffing and improve emergency coverage in these communities. These changes are now underway on Vancouver Island and on some Gulf Islands. Other parts of the province are still under analysis and more should be known about those resources later this summer.

Although these changes are exciting and necessary for improvements to happen, we understand there may be impacts and transitional periods along the way. We are talking with our staff and providing as much information as we can during this time of change and encouraging those interested in regular work to apply for the many permanent positions being created. Overall, the SOC model is creating 220 regular positions across the province. In addition, BCEHS has also invested and

implemented changes to other staffing and scheduling models to improve patient care. These initiatives are adding 270 new regular, full-time positions across the province.

The intent of all these changes is to increase the number of regular positions in smaller communities, provide stable employment for paramedics and opportunities to further their careers in these communities. For residents in these communities, SOC aims to provide more consistent emergency health coverage along with new opportunities for paramedic support to local health services.

This kind of transformation is the largest ever undertaken by our organization and one that we expect will better integrate with community health services and enhance our services to patients in a variety of ways.

If you would like more information, we would be happy to meet with you virtually. Alternatively, you can email [MyCommunity@bcehs.ca](mailto:MyCommunity@bcehs.ca) for more information.

Sincerely,

*Signed by*

Darlene MacKinnon  
Chief Operating Officer  
BC Emergency Health Services



## *The Corporation of the District of Peachland*

5806 Beach Avenue  
Peachland, BC  
V0H 1X7

Phone: 250-767-2647  
Fax: 250-767-3433  
[www.peachland.ca](http://www.peachland.ca)

### OFFICE OF THE MAYOR

June 9, 2021

The Honourable Josie Osborne  
Minister of Municipal Affairs  
PO Box 9056 Stn. Prov. Govt.  
Victoria BC V8W 9E2

The Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn. Prov. Govt.  
Victoria BC V8W 9E2

#### **RE: BC Climate Action Revenue Incentive Program (CARIP)**

Dear Ministers Osborne and Heyman,

The recent decision to discontinue the Climate Action Revenue Incentive Program (CARIP) has the District of Peachland deeply concerned, as this decision will impact our municipality's ability to reach our climate action goals and targets.

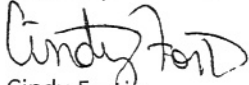
The District has used CARIP funding for numerous initiatives including the addition of an Electric Utility Vehicle to the District's fleet, installation of LED street lights, and the development of a Community Energy and Emissions Plan (CEEP) that will aid in improving energy efficiency, reduce green house gas emissions, and foster local green energy solutions.

The Province's decision to end CARIP will have negative implications for communities across BC. The most significant of these is the loss of reliable, consistent, and flexible funding. Without funding through CARIP many communities will be unable to continue the work that they are doing to reach climate action goals and targets as mandated by the Province. While there may be climate-related grants available, now and in the future, they often require an extensive application process, and our acceptance for a grant can not be relied upon or anticipated when planning our climate action goals.

Moving forward, Peachland Council recommends consultation with BC Municipalities in order to develop an alternative program with the same consistency and reliability. A simplified process for applying and reporting is also encouraged.

Peachland Council strongly urges the Province of BC to reinstate CARIP until such time as consultation with local governments is complete and an alternate program is established.

Sincerely,

A handwritten signature in black ink, appearing to read "Cindy Fortin". The signature is fluid and cursive, with the first name "Cindy" being more prominent than the last name "Fortin".

Cindy Fortin

Mayor

District of Peachland

CC: Premier John Horgan  
Brian Frenkel, President UBCM  
All BC Municipalities



Royal Canadian Gendarmerie royale  
Mounted Police du Canada

Annual Performance Plan

Plan annuel de rendement

**Acknowledgement of Consultation**

**Attestation de la consultation**

**District / Detachment Information - Renseignements sur le district ou le détachement**

Fiscal Year - Année financière 2021 - 2022

RCMP COST CENTRE STANDARD HIERARCHY

C

SOUTHEAST DISTRICT

KOOTENAY BOUNDARY REGIONAL DETACHMENT

CENTRAL KOOTENAY DETACHMENT

Nakusp

**Community Name(s) - Nom(s) de la(des) collectivité(s)**

1. Nakusp/New Denver/Silverton/Socan

This letter acknowledges that the stakeholders of the above-noted detachment / district / unit area or community(ies) and the RCMP have consulted and discussed our progress against last year's priority issues. Further it has been agreed that over the coming year we will collectively focus on the following priority issues.

La présente lettre atteste que les responsables de la région du détachement/district/service ou de la ou des collectivités susmentionnées et de la GRC se sont consultés et ont discuté des progrès accomplis par rapport aux enjeux prioritaires de l'année dernière. Il a aussi été convenu que les enjeux suivants constituent les enjeux prioritaires sur lesquels nous concentrerons conjointement nos efforts au cours de l'année à venir.

**Community Priority Issue(s) - Enjeu(x) prioritaire(s) pour la collectivité**

1. Traffic - Impaired driving
2. Police / Community Relations - Visibility of police
3. Intelligence led policing - Prolific/Habitual offender management

**District / Detachment Commander - Chef de district / détachement**

Jaime Moffat

District / Detachment Commander

Signature - Signature

Date

**Community Representative - Représentant(e) de la collectivité**

Mayor Tom ZELEZNIK

Name - Nom

Signature - Signature

Date

Mayor Leonard CASLEY

Name - Nom

Signature - Signature

Date

Mayor Jessica LUNN

Name - Nom

Signature - Signature

Date

Director Area K Paul PETERSON

Name - Nom

Signature - Signature

Date

Acting Mayor Leah MAIN

Name - Nom

Signature - Signature

Date





# Royal Canadian Mounted Police    Gendarmerie royale du Canada

## Organization Information

Collator Code : E2896

Fiscal Year: 2021 - 2022

HRMIS: 000099626

Commander Name: Jaime Moffat

Rank: Corporal

Organizational Level 1: RCMP COST CENTRE STANDARD HIERARCHY

Organizational Level 2: C

Organizational Level 3: SOUTHEAST DISTRICT

Organizational Level 4: KOOTENAY BOUNDARY REGIONAL DETACHMENT

Organizational Level 5: CENTRAL KOOTENAY DETACHMENT

Organizational Level 6: Nakusp

Detachment Performance Plan: Plan used by contract detachments - community consultation required

## Community Consultation

### Community Structure

#### Geographical Location

Population: Less Than 10,000

Isolated Post: N/A

Limited Duration Post: N/A

#### Community Information

Are volunteers working with the RCMP in your district / detachment area (other than through the Community Consultative Group (CCG))?

No

Victim Assistance / Support

0

## Communities

### Non-Indigenous Communities

#### Community Name

#### Infrastructure Required?

1) Nakusp/New Denver/Silverton/Socan

Yes

### Social Services

- |                                  |                                |                              |
|----------------------------------|--------------------------------|------------------------------|
| ✓ Child / Family services        | Correctional / Parole Services | Crisis Center                |
| Gymnasium                        | ✓ Hockey Rink                  | ✓ Housing (adequate)         |
| ✓ Library (community)            | ✓ Recreational Services        | Recreation center (seasonal) |
| ✓ Recreation center (year-round) | ✓ Water (potable)              | ✓ Welfare                    |
| Women's shelter                  |                                |                              |

### Health Services

- |  |                                  |                               |
|--|----------------------------------|-------------------------------|
| ✓ Addiction Services - Alcohol           | ✓ Addiction Services - Drug      | Addiction Services - Gambling |
| Addiction Services - Other substance use | ✓ Doctor(s) within the community | ✓ Hospital                    |
| ✓ Mental Health Services                 | Nurses station                   | ✓ Suicide Prevention          |

### Community / Cultural Assets

- |             |                                |                                   |
|-------------|--------------------------------|-----------------------------------|
| Band Office | Cultural Services / Activities | Traditional Spirituality / Elders |
|-------------|--------------------------------|-----------------------------------|

### Communications Within the Community

- |                             |                   |                        |
|-----------------------------|-------------------|------------------------|
| Community newsletter        | ✓ Local Newspaper | ✓ Local radio services |
| ✓ Local television services |                   |                        |

### Other

Your detachment / district service area includes citizens of the Official Languages Minority Community (OLMC).

### Community Delivered Programs

- |                                   |   |                  |
|-----------------------------------|---|------------------|
| ✓ Breakfast / Head Start programs | ✓ Restorative / Alternative / Traditional Justice | ✓ Youth Programs |
|-----------------------------------|---|------------------|

### Crime Prevention Services

- |                              |  |                          |
|------------------------------|--|--------------------------|
| Birthday Party Program       | Block Parent                                   | Cadets                   |
| Citizens on Patrol           | Crossing Guard                                 | D.A.R.E.                 |
| DND Junior Rangers           | Dreamcatchers                                  | Edge Program             |
| Good Neighborhood Agreements | Hug-A-Tree                                     | Indigenous Shield        |
| Kids and Drugs               | Kidsfest                                       | Lock Out Auto Crime      |
| Mature Drivers               | New Perspectives                               | No Colours Program       |
| Operation Red Nose           | Parent Alert                                   | PARTY                    |
| Red Serge on the Seas        | ✓ Restorative Justice/Community Justice Forums | Running and Reading      |
| Safe Grad                    | Seniors Contact/Keeping in Touch               | Stetsons and Spurs       |
| Stolen Auto Recovery         | Students Against Drunk Driving                 | Top Cop Literacy         |
| Watch Programs               | WITS   | Youth Academy/Mini-Depot |

Best Practice( Please provide information on success) ?

No

Details

Other Crime Prevention

Details

### Educational services

- 3 Elementary School(s)
- 0 Middle School(s)
- 1 High School(s)
- 1 Post-secondary School(s)
- 2 K-12 School(s)

### Consultation

#### 1) Formal Consultation Type

Governing body / Band council meeting

#### Planned Frequency

Quarterly

#### Audience

Local governing body

#### Community Name(s)

Nakusp/New Denver/Silverton/Socan

#### Consultant by

HRMIS

000099826

#### Name

Cpl Jaime MOFFAT

#### Consultant Date

2021-06-16

#### Consultant Comments

APP shared with local governing bodies. No issues or concerns noted

### Issue(s)

#### Community Issue(s)

##### 1) Issue(s)

Traffic

##### Sub-issue(s)

Impaired driving

##### Identified By

Detachment

##### Community Name(s)

Nakusp/New Denver/Silverton/Socan



Municipal/Rural (local) Government

**Community Name(s)**

Nakusp/New Denver/Silverton/Socan

**2) Issue(s)**

Intelligence led policing

**Sub-issue(s)**

Prolific/Habitual offender management

**Identified By**

Detachment

**Community Name(s)**

Nakusp/New Denver/Silverton/Socan

Municipal/Rural (local) Government

**Community Name(s)**

Nakusp/New Denver/Silverton/Socan

**3) Issue(s)**

Police / Community Relations

**Sub-issue(s)**

Visibility of police

**Identified By**

Detachment

**Community Name(s)**

Nakusp/New Denver/Silverton/Socan

Mayor / Mayor's Council

**Community Name(s)**

**Detachment Issues**

Issue(s) to be considered	Identified By	Priority Issue?
1) Traffic - Impaired driving	Detachment Municipal/Rural (local) Government	Yes

Issue(s) to be considered	Identified By	Priority Issue?
1) Traffic - Impaired driving		
2) Intelligence led policing - Prolific/Habitual offender management	Detachment Municipal/Rural (local) Government	Yes
3) Police / Community Relations - Visibility of police	Detachment Mayor / Mayor's Council	Yes

## Unit Level Quality Assurance (Unit Level Quality Assurance)

### Phase 1 - Identification of Activities

#### Review Guide Activities

- 1) Exhibit Control
- 2) Supervision
- 3) Violence in relationships

#### Custom Activities

### Phase 2 - Risking of Activities and Prioritizing of Reviews

Activity	Likelihood	Impact	Risk Rating	To be reviewed
Exhibit Control				Yes
Supervision				Yes
Violence in relationships				Yes

### Unit Level Quality Assurance Activity Work Plan Overview

Unit Type File No.  
238-3.

#### Comments (Phase 3, 4, and 5)

Activity	Activity Owner	Risk Rating	Date Concluded
Exhibit Control	Jaime Moffat		

#### Unit Level Quality Assurance Activity Work Plan

Reviewed By	Name	Diary Date
HRMIS		

Activity Owner Comments to Reviewer

### Year End Activity Owner's Summary and Observations

**Unit Level Quality Assurance Activity Work Plan Overview**

Unit Type	File No.			
	238-3			
Comments (Phase 3, 4, and 5)				
Activity		Activity Owner	Risk Rating	Date Concluded
Supervision		Jaime Moffat		
Unit Level Quality Assurance Activity Work Plan				
Reviewed By				
HRMIS	Name		Diary Date	
Activity Owner Comments to Reviewer				

Year End Activity Owner's Summary and Observations

**Unit Level Quality Assurance Activity Work Plan Overview**

Unit Type	File No.			
	238-3			
Comments (Phase 3, 4, and 5)				
Activity		Activity Owner	Risk Rating	Date Concluded
Violence in relationships		Jaime Moffat		
Unit Level Quality Assurance Activity Work Plan				
Reviewed By				
HRMIS	Name		Diary Date	
Activity Owner Comments to Reviewer				

Year End Activity Owner's Summary and Observations

**Performance Plan Priority Issue(s)**

Priority Community or Detachment Issues	Identified By	Owner HRMIS	Owner Name
1) Traffic - Impaired driving	Detachment Municipal/Rural (local) Government	000099626	Jaime Moffat
2) Intelligence led policing - Prolific/Habitual offender management	Detachment Municipal/Rural (local) Government	000099626	Jaime Moffat
3) Police / Community Relations - Visibility of police	Detachment Mayor / Mayor's Council	000099626	Jaime Moffat

Priority Unit Level Quality Assurance Activities	Owner HRMIS	Owner Name
4) Exhibit Control	000099626	Jaime Moffat
5) Supervision	000099626	Jaime Moffat
6) Violence in relationships	000099626	Jaime Moffat

**Objective - Community****Identified By**

Detachment  
Municipal/Rural (local) Government

**Issue**

Traffic - Impaired driving

**Objective**

Enhance Road Safety - Impaired Operations (Drugs and Alcohol)

**Owner HRMIS**

000099626

**Owner Name**

Jaime Moffat

**Vision 150****Our Culture**

Address and prevent issues of workplace violence and harassment  
Advance the RCMP's position as an equitable, diverse and inclusive workplace  
Expand the use of Gender Based Analysis Plus (GBA+)

**Our People**

Develop and implement Mental Health & Wellbeing Strategy  
Modernize RCMP leadership including advancing Character Leadership  
Modernize recruitment and HR service delivery models

## Our Stewardship

- ✓ Enable effective use of evidence-based decision making
  - ✓ Increase operational effectiveness through modern governance practices and increased accountability
- Transform fundamental business technology

## Our Police Services

- Address issues of trust
- ✓ Enhance collaboration with key partners to improve investigative effectiveness
  - ✓ Increase community integration and partnership
- Modernize operational tools and technologies

## RCMP Operational Strategic Priorities

This Objective is associated to / supports these RCMP Operational Strategic Priorities:

This Objective is associated to / supports these other priorities:

- 1) Community
- 2) Division
- 3) Crime Reduction Strategy

Customized (Restricted)

- 1)

## Measure(s) and Target(s)

Measure	Target		
	From	To	Date
1) # Increase vehicle stops and check stops for impaired drivers	7	20	2022-03-31

**Data Source Methodology:**  
IRP/215/CC Impaired Driving charges. Stats will be obtained from PRIME File count

## Risk Management

### 1) Coaching and Mentoring

Risk Description: Encouraging and supporting members who are inexperienced in Criminal Code Impaired investigations to gain the knowledge base and confidence in conducting impaired investigations

### 2) Competencies, Skills and Experience

Risk Description: Providing the membership with opportunities to work with experienced impaired investigators coordinating with Bc Highway Patrol to attend the area to work with the general duty members

### 3) Enforcement

Risk Description: Members conducting road checks stationary or roving be alive to the risks of impaired driver behaviours to protect themselves and the public from incidents

## Initiative(s)

### 1) Title: Coaching and Mentoring

Owner HRMIS: 000099626	Owner Name Jaime Moffat	Owner Type RCMP
Initiative Type Enforcement	Risk No.: 1. Coaching and Mentoring	

**2) Title: Competencies, Skills and Experience**

Owner HRMIS:  
000099626

Owner Name:  
Jaime Moffat

Owner Type:  
RCMP

Initiative Type:  
Enforcement

Risk No.:  
2: Competencies, Skills and Experience

**3) Title: Enforcement**

Owner HRMIS:  
000099626

Owner Name:  
Jaime Moffat

Owner Type:  
RCMP

Initiative Type:  
Enforcement

Risk No.:  
3: Enforcement

**Risk Identification and Assessment Worksheet**

Objective - Community: Enhance Road Safety - Impaired Operations (Drugs and Alcohol)

**Risk Title**

Coaching and Mentoring

**Risk Type**

Opportunity

**Risk Assessment**

**Likelihood:**  
Low

**Impact:**  
Low

**Risk Rating:**  
1

**Priority ?**  
Yes

**Risk Title**

Competencies, Skills and Experience

**Risk Type**

Opportunity

**Risk Assessment**

**Likelihood:**  
Low

**Impact:**  
Low

**Risk Rating:**  
1

**Priority ?**  
Yes

**Risk Title**

Enforcement

**Risk Type**

Threat

**Risk Assessment**

**Likelihood:**  
Medium

**Impact:**  
Low

**Risk Rating:**  
2

**Priority ?**  
Yes



Create Date: 2021-06-16

#### Initiative Work Plan

Objective - Community:	Owner HRMIS:	Owner Name:
Enhance Road Safety - Impaired Operations (Drugs and Alcohol)	000099626	Jaime Moffat
Initiative:	Owner HRMIS:	Owner Name:
Coaching and Mentoring	000099626	Jaime Moffat

#### Initiative Action Steps

- 1) Coordinating Road Checks for impaired drivers with IRSU, adjusting shifts to have inexperienced members teamed up with experienced members for mentoring and coaching. Consult with IRSU for planned attendance to target impaired drivers and mentor DRE trained member as well as regular members.

#### Diary Date

2021-09-30

#### Quarterly Progress Report

- Q1)
- Q2)
- Q3)
- Q4)

Create Date: 2021-06-16

#### Initiative Work Plan

Objective - Community:	Owner HRMIS:	Owner Name:
Enhance Road Safety - Impaired Operations (Drugs and Alcohol)	000099626	Jaime Moffat
Initiative:	Owner HRMIS:	Owner Name:
Competencies, Skills and Experience	000099626	Jaime Moffat

#### Initiative Action Steps

- 1) DRE trained member to conduct investigations on target drivers to gain experience, obtaining assistance from experienced trained DRE members to monitor and provide feedback. Coordinate with DRE's in the area to assist with monitoring a couple of DRE investigations of trained DRE member to enhance their experience and knowledge base to able to conduct DRE investigations confidently.

#### Diary Date

2021-09-30

#### Quarterly Progress Report

- Q1)
- Q2)
- Q3)
- Q4)

Create Date: 2021-06-16

#### Initiative Work Plan

Objective - Community:	Owner HRMIS:	Owner Name:
Enhance Road Safety - Impaired Operations (Drugs and Alcohol)	000099626	Jaime Moffat
Initiative:	Owner HRMIS:	Owner Name:
Enforcement	000099626	Jaime Moffat

#### Initiative Action Steps

- 1) members conducting traffic stops safely while continually assessing risks of offending vehicle and operator/passengers as well as other vehicles on the roadway. Monitoring, attendance and debriefings.  
  
Joint initiatives for enforcement

#### Diary Date

2021-09-30

## Quarterly Progress Report

- Q1)
- Q2)
- Q3)
- Q4)

## Objective - Community

### Identified By

Detachment  
Municipal/Rural (local) Government

### Issue

Intelligence led policing - Prolific/Habitual offender management

### Objective

Crime Reduction - Prevent and reduce the impact of prolific offenders 000099626

Owner HRMIS

Owner Name

Jaime Moffat

## Vision 150

### Our Culture

Address and prevent issues of workplace violence and harassment  
Advance the RCMP's position as an equitable, diverse and inclusive workplace  
Expand the use of Gender Based Analysis Plus (GBA+)

### Our People

Develop and implement Mental Health & Wellbeing Strategy  
Modernize RCMP leadership including advancing Character Leadership  
Modernize recruitment and HR service delivery models

### Our Stewardship

- ✓ Enable effective use of evidence-based decision making
- ✓ Increase operational effectiveness through modern governance practices and increased accountability
- Transform fundamental business technology

### Our Police Services

- Address issues of trust
- ✓ Enhance collaboration with key partners to improve investigative effectiveness
- ✓ Increase community integration and partnership
- Modernize operational tools and technologies

## RCMP Operational Strategic Priorities

This Objective is associated to / supports these RCMP Operational Strategic Priorities:

This Objective is associated to / supports these other priorities:

- 1) Community
- 2) Crime Reduction Strategy
- 3) Crime Prevention

Customized (Restricted)

- 1)



**Measure(s) and Target(s)****Measure**

1) # Curfew Checks on prolific offenders

**Target**

From	To	Date
0	10	2022-03-31

**Data Source Methodology:**

Stats of curfew checks and compliance with court/police conditions will be captured utilizing street checks on prime for problem orientated policing- stats will be pulled from PRIME

**Risk Management****1) Compliance**

Risk Description:

Checks with prolific offenders to ensure compliance with conditions upon them

**Initiative(s)****1) Title: Checks with prolific offenders to ensure compliance with Court and release orders-offender management**

Owner HRMIS:

Owner Name:

Owner Type:

000099626

Jaime Moffat

RCMP

Initiative Type:

Risk No.:

Crime Prevention

1: Compliance

**Risk Identification and Assessment Worksheet****Objective - Community: Crime Reduction - Prevent and reduce the impact of prolific offenders****Risk Title**

Compliance

**Risk Type**

Opportunity

**Risk Assessment****Likelihood:**

Medium

**Impact:**

Low

**Risk Rating:**

2

**Priority ?**

Yes

**Create Date: 2021-06-16****Initiative Work Plan**

Objective - Community:

Crime Reduction - Prevent and reduce the impact of prolific offenders

Owner HRMIS:

000099626

Owner Name:

Jaime Moffat

Initiative:

Checks with prolific offenders to ensure compliance with Court and release orders-offender management

Owner HRMIS:

000099626

Owner Name:

Jaime Moffat

**Initiative Action Steps**

1) Checks with prolific offenders to ensure compliance with Court and release orders-offender management

**Diary Date**

2022-03-31

**Quarterly Progress Report**

Q1)

Q2)

Q3)

Q4)

## Objective - Community

### Identified By

Detachment  
Mayor / Mayor's Council

### Issue

Police / Community Relations - Visibility of police

### Objective

Communicate effectively - Build and maintain positive relations within the community

Owner HRMIS

000099626

Owner Name

Jaime Moffat

## Vision 150

### Our Culture

Address and prevent issues of workplace violence and harassment

- ✓ Advance the RCMP's position as an equitable, diverse and inclusive workplace
- Expand the use of Gender Based Analysis Plus (GBA+)

### Our People

Develop and implement Mental Health & Wellbeing Strategy  
Modernize RCMP leadership including advancing Character Leadership  
Modernize recruitment and HR service delivery models

### Our Stewardship

- Enable effective use of evidence-based decision making
- ✓ Increase operational effectiveness through modern governance practices and increased accountability
- Transform fundamental business technology

### Our Police Services

- Address issues of trust
- Enhance collaboration with key partners to improve investigative effectiveness
- ✓ Increase community integration and partnership
- Modernize operational tools and technologies

## RCMP Operational Strategic Priorities

This Objective is associated to / supports these RCMP Operational Strategic Priorities:

- 1) Youth

This Objective is associated to / supports these other priorities:

- 1) Community
- 2) Crime Prevention

Customized (Restricted)

- 1)

## Measure(s) and Target(s)

### Measure

	Target		
	From	To	Date
1) # School visits	0	18	2022-03-31
Data Source Methodology:			

**Measure(s) and Target(s)****Measure**

	Target		
	From	To	Date
Manual tracking sheet for school visits through the school year			
2) # Foot patrols through communities waterfronts and beaches	0	10	2021-09-30
<b>Data Source Methodology:</b> Manual tracking stats sheet through summer months			

**Risk Management****1) Compliance**

Risk Description: Compliance on public beaches and waterfronts for LLCA

**2) Enforcement**

Risk Description: Enforcement of Provincial statutes on beaches and waterfronts

**3) Partnerships and Relationships**

Risk Description: building relationships with community with visibility and school visits

**4) Prevention and Education**

Risk Description: Proactive foot patrols to reduce issues in public places and presentations to students on assorted educational topics

**Initiative(s)****1) Title: Compliance**

Owner HRMIS: 000099628  
Owner Name: Jaime Moffat  
Owner Type: Community

Initiative Type: Crime Prevention  
Risk No.: 1: Compliance

**2) Title: Enforcement**

Owner HRMIS: 000099626  
Owner Name: Jaime Moffat  
Owner Type: RCMP

Initiative Type: Education and Awareness  
Risk No.: 2: Enforcement

**3) Title: Partnerships and relationships**

Owner HRMIS: 000099626  
Owner Name: Jaime Moffat  
Owner Type: RCMP

Initiative Type: Education and Awareness  
Risk No.: 3: Partnerships and Relationships

**4) Title: Prevention and Education**

Owner HRMIS: 000099626  
Owner Name: Jaime Moffat  
Owner Type: RCMP

Initiative Type: Education and Awareness  
Risk No.: 4: Prevention and Education

**Risk Identification and Assessment Worksheet**

Objective - Community: Communicate effectively - Build and maintain positive relations within the community

**Risk Title**

Compliance

**Risk Type**

Threat

**Risk Assessment**

**Likelihood:**

Low

**Impact:**

Low

**Risk Rating:**

1

**Priority ?**

Yes

**Risk Title**

Enforcement

**Risk Type**

Threat

**Risk Assessment**

**Likelihood:**

Low

**Impact:**

Low

**Risk Rating:**

1

**Priority ?**

Yes

**Risk Title**

Partnerships and Relationships

**Risk Type**

Opportunity

**Risk Assessment**

**Likelihood:**

Low

**Impact:**

Low

**Risk Rating:**

1

**Priority ?**

Yes

**Risk Title**

Prevention and Education

**Risk Type**

Opportunity

**Risk Assessment**

**Likelihood:**

Low

**Impact:**

Low

**Risk Rating:**

1

**Priority ?**

Yes

Create Date: 2021-06-16

#### Initiative Work Plan

Objective - Community

Communicate effectively - Build and maintain positive relations within the community

Owner HRMIS:

000099626

Owner Name:

Jaime Moffat

Initiative:

Compliance

Owner HRMIS:

000099626

Owner Name:

Jaime Moffat

#### Initiative Action Steps

- 1) Foot patrols on public beaches and waterfronts to ensure compliance with provincial statutes for everyone's enjoyment

Diary Date

2021-09-30

#### Quarterly Progress Report

Q1)

Q2)

Q3)

Q4)

Create Date: 2021-06-16

#### Initiative Work Plan

Objective - Community

Communicate effectively - Build and maintain positive relations within the community

Owner HRMIS:

000099626

Owner Name:

Jaime Moffat

Initiative:

Enforcement

Owner HRMIS:

000099626

Owner Name:

Jaime Moffat

#### Initiative Action Steps

- 1) Foot patrols and increased presence on public beaches to enforce provincial statutes for the enjoyment of all users

Diary Date

2021-09-30

#### Quarterly Progress Report

Q1)

Q2)

Q3)

Q4)

Create Date: 2021-06-16

#### Initiative Work Plan

Objective - Community

Communicate effectively - Build and maintain positive relations within the community

Owner HRMIS:

000099626

Owner Name:

Jaime Moffat

Initiative:

Partnerships and relationships

Owner HRMIS:

000099626

Owner Name:

Jaime Moffat

#### Initiative Action Steps

- 1) Approachability and presence in the communities, foot patrols will build community relationships as members will be easily accessible which will strengthen the partnerships and relationships in the communities
- 2) Police presence in the schools will continue to grow relationships with the youth and the school partners which will enhance youth trust with police that will be instrumental into their adult lives

Diary Date

2021-09-30

2022-03-31

#### Quarterly Progress Report

Q1)

Q2)

Q3)

Q4)

Create Date: 2021-06-16

### Initiative Work Plan

Objective - Community:

Communicate effectively - Build and maintain positive relations within the community

Owner HRMIS:

000099626

Owner Name:

Jaime Moffat

Initiative:

Prevention and Education

Owner HRMIS:

000099626

Owner Name:

Jaime Moffat

### Initiative Action Steps

- 1) Enhanced school visits to build strong relationships with the youth and provide topic specific presentations in accordance to school direction

Diary Date

2022-03-31

### Quarterly Progress Report

Q1)

Q2)

Q3)

Q4)



**REQUEST FOR COUNCIL DECISION**

---

**SUBMITTED BY:** Jessica Rayner, Community Planner

**DATE:** July 9, 2021

**SUBJECT:** Denver Siding Water Supply Restructuring – Contract Award

---

**PURPOSE:** To obtain Council's approval to award the Denver Siding Water Supply Restructuring contract to Sorenson Excavating Ltd.

**RECOMMENDATION(S):** That the Denver Siding Water Supply Restructuring contract be awarded to Sorenson Excavating Ltd. for the tender price of \$348,926.70 (plus GST).

**BACKGROUND:**

The Village of New Denver was approved for grant funding up to \$508,171.00 in 2018 through the Union of British Columbia Municipalities (UBCM) Gas Tax Strategic Priorities Fund. Cost considerations associated with this grant funding are outlined in the attached TRUE Consulting *Denver Siding Water Supply Restructuring – Tender Review*.

The Council of the Village of New Denver had determined that a Municipal Boundary Extension would need to be approved prior to the Village undertaking to transition the Denver Siding Water System to the Village's municipal water system and expending the \$508,171.00 in grant funding. In the meantime, in June of 2018, Council approved spending \$88,193.00 engaging listed engineering and consulting firms as required for the design and potential later construction of the improvements to the Denver Siding Water System.

On July 7, 2021, staff at the Ministry of Municipal Affairs and Housing have indicated that New Denver's Municipal Boundary Extension has been supported by Cabinet. Given this assurance, the Village can now proceed with the Denver Siding Water Supply Restructuring process and continue spending the funds received in 2018 through the Gas Tax Strategic Priorities Fund.

Denver Siding Water Supply Restructuring Unit Price Contract Documents (Reference No. 1479-021) were posted to BC Bid and the Village of New Denver website in June 2021 with a tender closing date of July 6, 2021 at 2:00 p.m. Please refer to the attached TRUE Consulting *Denver Siding Water Supply Restructuring – Tender Review* for a detailed tender review; this attached review also outlines remaining cost considerations associated with transitioning the Denver Siding Water System to the New Denver municipal system.

**COUNCIL STRATEGIC PRIORITIES:** Upgrading the Denver Siding Water System – expending grant funds to upgrade the Denver Siding water system and connect to the existing municipal system – was identified as 2021 Municipal Priority in the Village's 2021 Annual Report.

**COMMUNICATION STRATEGY:** Nil

**FINANCIAL IMPLICATIONS:** Outlined in the attached TRUE Consulting *Denver Siding Water Supply Restructuring – Tender Review*.



July 8, 2021

Our File: 1479-021

Village of New Denver  
PO Box 40, 115 Slocan Avenue  
New Denver, BC  
V0G 1S0

Attention: Ms. Jessica Rayner, Community Planner

Dear Ms. Rayner:

**RE: Denver Siding Water Supply Restructuring – Tender Review**

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## Tender Opening

Notification of the tender was emailed to several contractors known to do this type of work in the West Kootenays, and the project was advertised publicly on the Village website as well as BC Bid for three weeks.

Submissions were received from three contractors prior to the tender closing time on July 6, 2021 (one tender by email, and two submitted by hard copy at the Village Office). The submitted bid prices are summarized below. A more detailed cost summary (to be held in confidence) is enclosed with this letter.

	<b><u>Tender Price (without GST)</u></b>
1. Sorenson Excavating Ltd.	\$348,926.70
2. Kays Road Contracting Ltd..	\$372,726.25
3. Glenalder Contracting Ltd.	\$386,219.00

After the tender opening, the bids were reviewed and determined to be valid and capable of being evaluated fairly. The tenders have been checked for mathematical correctness with a minor error found in the tender received from Kays Road Contracting Ltd. This error did not affect Kays' total Tender Price or the ranking of the bids.



## Review of Qualifications

We have reviewed the schedule and qualifications provided in the tender package submitted by **Sorenson Excavating Ltd**; our comments are as follows:

- The preliminary construction schedule shows the bulk of the watermain construction during October, with surface restorations in late October and early November. This is in compliance with the milestone Total Performance of November 15, 2021.
- The proposed superintendent (Glen Sorenson) has 29 years of experience, including recent and applicable projects involving community infrastructure. Noted projects include watermain upgrades for the City of Castlegar (2017) and water/sewer upgrades in Kokanee Creek Provincial Park (2020).
- Company experience provided includes five community watermain and sewermain projects ranging in value from \$25,000 to \$160,000 completed for the City of Castlegar, School District #8, and the Glade Irrigation District. Company experience also includes bridge, road, and drainage projects ranging in value from \$200,000 to \$1,800,000 for the City of Nelson, Columbia Power Corporation, and the Ministry of Transportation and Infrastructure.
- Subcontractors listed include asphalt paving by Selkirk Paving and hydroseeding by Terrasol Environment.

Further to the above, TRUE has worked through an MMCD contract with Sorenson Excavating for the City of Castlegar – the scope of that project wasn't directly relevant to the current Village project but provided a good understanding of Sorenson Excavating's capabilities and approach to project delivery.

Based on our review and our previous positive experience working with them, we expect that Sorenson Excavating is capable of successfully completing this project.

## Cost Considerations

The Village is approved for grant funding up to \$508,171.00 through the Gas Tax Strategic Priorities Fund. It should be noted that the grant funding expectations include completion of the following scope of work:

1. Supply connection to the New Denver water system near the New Denver reservoir
2. Installation of a water booster station;
3. Installation of a new transmission line;
4. Installation of a level sensor and controls at the Denver Siding reservoir; and,
5. Abandonment of the existing Denver Siding surface water intake.

Items #1 and 3 will be completed by this 'water supply restructuring' contract. Depending on schedule, there is also potential that #5 could be added to this contract as 'extra work'. #2 and 4

will be completed through a combination of Village project management and contracted component supply/installation.

All of those items were included in the preliminary design completed by TRUE Consulting in 2019. In addition, the preliminary design included a fireflow pumping capacity addition to the proposed water booster station. The resulting project cost estimate prepared by TRUE in June 2019 is summarized as follows:

General Requirements	\$16,000
Water Supply Main	\$263,600
Pumpstation	\$314,500
Denver Siding Reservoir Upgrades	\$38,900
Subtotal Construction	\$633,000
Contingency	\$94,950
Engineering	\$78,000
<b>Total Estimated Project Cost (not including GST)</b>	<b>\$806,000</b>

Recent discussion has led to the decision to eliminate the fireflow pumping addition to the booster station as a part of the current (2021) water system expansion program; that deletion is expected to reduce the pumpstation cost by over \$60,000.

#### **Current Construction Contract**

The current contract being considered would be comparable to the 'water supply main' estimate noted above, plus corresponding portions of the 'general requirements' and 'contingency'; the total of those items is ~ \$310,000. With consideration for typical construction inflation rates experienced over the past decade (2.5-3.0% annual inflation), that watermain estimate would be closer to \$330,000 today. However, there are two additional factors which would likely result in an increase in project cost compared to the 2019 estimate:

- There has been a considerable amount of volatility in material supply chains over the past year due to the Covid-19 pandemic.
- The construction industry appears to be at or near capacity this year; contractors are generally selective about which projects they are willing to bid.

Regardless, three bids were received for this project, and all bids are within 10% of each other; this shows that the project expectations were well understood by the bidders, and the pricing received is reflective of the current market value. The tender prices also include a \$15,000 contingency allowance. The \$348,926.70 tender price submitted by Sorenson Excavating Ltd. is in-line with the 2019 cost estimate and current expectations.

### Engineering Fees

In addition to the construction cost, engineering fees were described in TRUE's May 2018 proposal for this project; at that time the engineering fees were estimated to be approximately \$78,000 as follows:

- TRUE Consulting (including geotechnical and survey subconsultants) ~ \$48,000
- Structural subconsultant (booster pumpstation foundation engineering) ~ \$10,000
- Westek Controls (electrical and controls design, drafting, specifications) ~ \$20,000

Engineering fees to date for preliminary design for the overall project plus detailed design, contract preparation and tendering of the water supply main have totalled approximately \$45,000 (TRUE Consulting with geotechnical and surveying subconsultants).

Engineering fees to the completion of the project will likely exceed the original \$78,000 estimate for a number of reasons including: extended duration of the project, additional iterations/options development during the preliminary design stage, and the chosen method of construction procurement including separating the project into multiple contracts or scopes of work. Once the proposed booster pumpstation scope of work and roles are better defined (structural and electrical/controls engineering scope), we will be able to provide an updated engineering fee estimate to the project completion – but we acknowledge TRUE's fees will exceed the \$48,000 noted above.

### Recommendation

The overall project cost estimate prepared in June 2019 is still expected to be achievable. We anticipate there will be a reduction in the pumpstation construction cost, and an increase in project engineering fees. The bids received for the water supply main contract are in-line with previous expectations. We recommend that the Village award the Denver Siding Water Supply Restructuring contract to Sorenson Excavating Ltd. for the tender price of **\$348,926.70 (plus GST)**.

If this 'award' is approved by the Village, we will prepare appropriate documentation for the contractor. If you have any questions regarding these matters, please do not hesitate to contact the undersigned.

Yours truly,

**TRUE Consulting**



Scott Wallace, P.Eng.

SW/slf

Cc: Lisa Scott, CAO

Enclosures

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**REQUEST FOR COUNCIL DECISION**

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**SUBMITTED BY:** Lisa Scott, CAO

**DATE:** June 30, 2021

**SUBJECT:** Emergency Services Plan

---

**PURPOSE:** To ask Council to accept the proposal submitted by Red Dragon Consulting to update the Village of New Denver Emergency Plan.

**RECOMMENDATION:**

THAT council pass a resolution to accept the tender submitted by Red Dragon Consulting to update the Village of New Denver Emergency Plan.

**ALTERNATIVES & IMPLICATIONS:**

1. Ask RDKC to seek additional proposals. *Run the risk of not completing the project as per grant requirement deadlines which we already have one extension for.*
2. Do not accept the proposal. *The Emergency Plan will not be updated and we will lose that portion of the funding.*

**ANALYSIS:**

- A. Background:** In February of 2020 the Village of New Denver in conjunction with RDCK applied for funding through Community Emergency Preparedness Fund (CEPF) to update our Emergency Support Services. This application included purchasing IT and communications equipment for the Reception Centre, updating the Emergency Response Plan and campaigning to recruit ESS volunteers. The total cost of the ESS modernization was projected to be \$15,625.00. The application was approved in June 2020.
- B. Discussion:** The project wasn't completed by the deadline of April 30, 2021 and an extension to September 30, 2021 was requested. The IT & Communications equipment has been ordered. If this proposal to update the plan is accepted, we are on track to meet the grant deadline and reporting requirements. Jon Jackson, the Emergency Program Coordinator at RDCK has reviewed the proposal from Red Dragon and recommends we accept it.
- C. Legislative Framework:** Local Authority Emergency Management Regulation 3(a)
- D. Attachments:**
- Red Dragon Consulting Proposal
  - Spreadsheet of grant budgeted amounts and forecasted results
- E. Council Strategic Priority:** Improved and updated Emergency Response and Services
- F. Communication Strategy:** Nil

**FINANCIAL IMPLICATIONS:** We have received funding through CEPF and this proposal falls within the projected budget.



## Service Contract of Work Between Red Dragon Consulting Ltd. and "The Client".

File:	Purchase Order	Project: New Denver Emergency Plan Refresh 2021
The Client	Village of New Denver	
Client Contact		
Agree as Follows	<p>Schedule A – Services</p> <p>To provide an Emergency Plan refresh to amend and update the existing emergency plan document. Project emphasis on the initial operational activities and the linkage with the Regional District Central Kootenays Emergency Plans for a level three activation.</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"><li>• Emergency Plan Refresh Documents</li><li>• Emergency Operations Centre functional based checklists</li><li>• Project Completion August 31<sup>st</sup> 2021</li></ul>	
Expectations / Services Deliverable(s)	<ol style="list-style-type: none"><li>1. Virtual meetings to review existing plan, existing and good practices, and document challenges. Explore working together and any mutual aid agreements, e.g., RDCK Emergency Program and Village of New Denver existing bylaws.</li><li>2. Review and provide a draft emergency plan and supporting information.</li><li>3. Virtual meeting to review the draft emergency plan and explore amendments and additions.</li><li>4. Update all contact details within the emergency contacts.</li><li>5. Final updated emergency plan in editable format, with all supporting information.</li></ol>	
Budget / Contract amount	<p>Amount \$7,500.00 + GST.</p> <p>Schedule 2 – Cost Schedule</p>	
Award of Work	Contract	
Invoicing and Payment	<ul style="list-style-type: none"><li>• Expenditure as quoted above.</li><li>• Payable within 30 day unless agreed in writing.</li><li>• Direct transfer preferred.</li></ul>	

**Content of this proposal/agreement is NOT to be shared with other proponents or contractors.**

In signing this Agreement, the Contractor certifies understanding the additional conditions appearing on the reverse of this form. IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the day and year first above written

Approved Signatories and Date:

\_\_\_\_\_  
Paul Edmonds, Principal  
Red Dragon Consulting Ltd.

\_\_\_\_\_

### Schedule 1- Services

- To provide an Emergency Plan refresh to amend and update the existing emergency plan document. Project emphasis on the initial operational activities and the linkage with the Regional District Central Kootenays (RDCK) Emergency Plans for a level three activation.
- Provide functional-based checklists for emergency plan activation and initial priorities for Mayor, CAO and Emergency Program Coordinator or as a combined role.
- Amend, update, and re-organize the existing plan, emphasizing updated task forms within appendices. For example, a suggested contents list would be:
  - Functional priorities (pull out/standalone document)
  - Plan Admin
  - Overview of Plan
  - British Columbia Emergency Management System
  - Hazards, Risk and Vulnerability Summary (from the existing plan)
  - Concept of Operations, with linkage to the Regional District Central Kootenay Emergency Management Program
  - Emergency Operations Centre Authority and Activation
  - Roles and Responsibilities
  - External Agency Support
  - Public Information
  - Logistics and Resource Management
  - Financial Assistance (Response and Recovery)
  - Appendices would include updated task forms in editable formats, EOC best practices, hazard-specific checklists (reviewed from the existing plan) and other current information.
- All above activities to be reviewed and confirmed.

The following is an outline of our project methodology:

- Virtual meeting to review existing plan, existing and good practices, and document challenges. Explore working together and any mutual aid agreements, e.g., RDCK Emergency Program and Village of New Denver existing bylaws.
- Review and provide a draft emergency plan and supporting information.
- Virtual meeting to review the draft emergency plan and explore amendments and additions.
- Update all contact details within the emergency contacts.
- Final updated emergency plan in editable format, with all supporting information.

**Schedule 2**

<b>Emergency Plan Refresh Cost Schedule</b>			
Village of New Denver			
#	Cost Option Details	Cost Excluding GST	Cost Including GST
1	Emergency Plan Refresh. Deliverables as described in Schedule 1	\$7,500.00	\$7,875.00

<b>Emergency Plan Refresh Invoice Schedule</b>		
Village of New Denver		
#	Invoice	Percentage Value of Contract
1	Initial project start.	20%
2	Draft Emergency Plan. Upon agreed timeline.	60%
3	Project Completion. Upon agreed timeline. Holdback	20%



**THE CONTRACTOR – Red Dragon Consulting Ltd**

1. The Contractor shall:
  - (a) Undertake all work and supply all materials necessary to perform the Services, unless stipulated otherwise in Schedule A;
  - (b) Upon the request of the \*INSERT\* (herein after called the \*INSERT\*) fully inform the \*INSERT\* of the work done by the Contractor in connection with the provision of the Services and permit the \*INSERT\* at all reasonable times to inspect, review and copy all works, productions, buildings, accounting records, findings, data, specifications, drawings, working papers, reports, documents and materials, whether complete or otherwise, that have been produced, received or acquired by the Contractor as a result of this agreement;
  - (c) Comply with all applicable municipal, provincial and federal legislation and regulations;
  - (d) At its own expense, obtain all permits and licenses necessary for the performance of the Services, and on request provide the \*INSERT\* with proof of having obtained such licenses or permits;
  - (e) Promptly pay all persons employed by it;
  - (f) Not assign this Agreement, not subcontract any of its obligations under this Agreement, to any person, firm or corporation without the prior written consent of the \*INSERT\*;
  - (g) At all times, exercise the standard of care, skill and diligence normally exercised and observed by persons engaged in the performance of services similar to the Services;
  - (h) At all times, treat as confidential all information and material supplied to or obtained by the Contractor or subcontractor as a result of this Agreement and not permit the publication, release or disclosure of the same without the prior written consent of the \*INSERT\*;
  - (i) Not perform any service for any other person, firm or corporation which, in the reasonable opinion of the \*INSERT\*, may give rise to a conflict of interest;
  - (j) Be an independent Contractor and not the servant, employee or agent of the \*INSERT\*;
  - (k) Ensure all persons employed by it to perform the Services are competent to perform them, adequately trained, fully instructed and supervised;
  - (l) Accept instructions from the \*INSERT\*, provided that the Contractor shall not be subject to the control of the \*INSERT\* in respect of the manner in which such instructions are carried out;
  - (m) At its own expense, obtain Workers Compensation Board coverage for itself, all workers and any shareholders, directors, partners or other individuals employed or engaged in the execution of the *Workers Compensation Act* and regulations thereunder. Upon request, the Contractor shall provide the \*INSERT\* with proof of such compliance;
  - (n) Be responsible for all fines, levies, penalties and assessments made or imposed under the *Worker's Compensation Act* and regulations relating in any way to the Services, and indemnify and save harmless fines, levies, penalties and assessments;
  - (o) Ensure that all personnel hired by the Contractor to perform the Services will be the employees of the Contractor and not to the \*INSERT\* with the Contractor being solely responsible for the arrangement of reliefs and substitutions pay supervision, discipline, employment insurance, workers compensation, leave and all other matters arising out of the relationship of employer and employee;
  - (p) Not in any manner whatsoever commit or purport to commit the \*INSERT\* to the payment of any money;
  - (q) Establish and maintain time records and books of account, invoices, receipts, and vouchers of all expenses incurred;
  - (r) Notwithstanding the provision of any insurance coverage by the \*INSERT\*, indemnify and save harmless the \*INSERT\*, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions, and causes of action (collectively referred to as "Claims"), that the \*INSERT\* may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of the Contractor or its subcontractor(s), servant(s), agent(s) or employee(s) under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the \*INSERT\* its other contractor(s), assign(s) and authorized representative(s) or any other persons;
  - (s) Use due care that no person or property is injured and no rights infringed in the performance of the Services, and shall be solely responsible for all losses, damages, costs and expenses in respect to any damage or injury, including death, to persons or property incurred in providing the Services or in any other respect whatsoever.;



- (t) Obtain and maintain in force, during the Term, adequate insurance as determined by the Contractor, or as specified by the \*INSERT\* in writing. If the \*INSERT\* requires the Contractor to purchase and maintain a policy of General Liability Insurance, the policy shall name the \*INSERT\* as An Additional Insured;
- (u) Inspect the site where the Services are to be performed (the "Site") and become familiar with all conditions pertaining thereto prior to commencement of the Services;
- (v) Where materials and supplies are to be provided by the Contractor, use only the best quality available;
- (w) Where samples of materials or supplies are requested by the \*INSERT\*, submit them to the \*INSERT\* for the \*INSERT\*'s approval prior to their use;
- (x) Not cover up any works without the prior approval or consent of the \*INSERT\* and, if so required by the \*INSERT\*, uncover such works at the Contractor's expense; and
- (y) Keep the Site free of accumulated waste material and rubbish caused by it or the Services and, on the completion of the Services, leave the Site in a safe, clean and sanitary condition.

**THE CLIENT - INSERT**

2. The \*INSERT\* shall:
  - (a) subject to the provisions of this Agreement, pay the Contractor, in full payment for the Services which in the opinion of the \*INSERT\* at the times set out in Schedule "2" of this Agreement (herein called "Contract Price"), and the Contractor shall accept such payment as full payment for the Services;
  - (b) notwithstanding Subsection 2(a), not be under any obligation to advance to the Contractor more than 80% of the Contract Price for Services rendered in accordance with Schedule "1" to the satisfaction of the \*INSERT\*. The 20% holdback shall be retained for a period of 30 days after completion of the Services, and interest shall not be payable on the amount held back by the \*INSERT\*;
  - (c) at its discretion, holdback from the Contract Price in addition to the 20% holdback contemplated in Subsection 2(c), sufficient monies to indemnify the \*INSERT\* completely against any lien or claim of lien arising in connection with the provision of the Services;
  - (d) make available to the Contractor all available information considered by the \*INSERT\* to be pertinent to the Services;
  - (e) give the Contractor reasonable notice of anything the \*INSERT\* considers likely to materially affect the provision of the Services; and
  - (f) examine all studies, reports, sketches, proposals and documents provided by the Contractor under this Agreement, and render decisions pertaining thereto within a reasonable time.

**TERMINATION**

3. In the event of a substantial failure of a party to perform in accordance with the terms and conditions of this Agreement, it may be terminated by the other party on five days written notice.
4. The \*INSERT\* may, at its sole discretion, terminate this Agreement on 10 days notice, and the payment of funds required to be made pursuant to Section 5 shall discharge the \*INSERT\* of all of its liability to the Contractor under this Agreement.
5. Where this Agreement expires or is terminated before 100% completion of the Services, the \*INSERT\* shall pay to the Contractor that portion of the Contract Price which is equal to the portion of the Services completed to the satisfaction of the \*INSERT\* prior to expiration or termination.
6. Where the Contractor fails to perform or comply with the provisions of this Agreement the \*INSERT\* may, in addition to terminating this Agreement, pursue such remedies as it deems necessary.

**GENERAL**

7. The \*INSERT\* shall be the sole judge of the work, material and the standards of workmanship in respect of both quality and quantity of the Services, and his decision on all questions in dispute with regard thereto, or as to the meaning and intentions of this contract, and as to the meaning or interpretation of the plans, drawings and specifications, shall be final, and no Services shall be deemed to have been performed as to entitle the Contractor to payment therefrom, until the \*INSERT\* is satisfied therewith.
8. The \*INSERT\* certifies that the Service purchased pursuant to this Agreement are for the use of and are being purchased by the \*INSERT\* and are therefore SUBJECT TO THE FEDERAL GOODS AND SERVICES TAX.
9. This Agreement shall be governed by and construed in accordance with the \*INSERT\*.
10. Time shall be of the essence of this Agreement.
11. Any notice required to be given hereunder shall be delivered or mailed by prepaid certified or registered mail to the addresses above (or at such other address as either party may from time to time designate by notice in writing to the other), and any such notice shall be deemed to be received 72 hours after mailing.
12. This Agreement shall be binding upon the parties and their respective successors, heirs and permitted assigns.
13. A waiver of any provision or breach by the Contractor of any provision of this Agreement shall be effective only if it is in writing and signed by the \*INSERT\*.
14. A waiver under Section 13 shall not be deemed to be a waiver of any subsequent breach of the same or any other provision of this Agreement.

15. Everything produced, received or acquired (the "Material") by the Contractor or subcontractor as a result of this Agreement, including any property provided by the \*INSERT\* to the Contractor or subcontractor, shall:
  - (a) be the exclusive property of the \*INSERT\*; and
  - (b) be delivered by the Contractor to the \*INSERT\* immediately upon the \*INSERT\* giving notice of such request to the Contractor.
16. The copyright in the Material belongs to the \*INSERT\*.
17. The \*INSERT\* may, at its discretion, notify the Contractor that the terms, amounts and types of insurance required to be obtained by the Contractor hereunder be changed.
18. Where the Contractor is a corporation, it does hereby covenant that the signatory hereto has been duly authorized by the requisite proceedings to enter into and execute this Agreement on behalf of the Contractor.
19. Where the Contractor is a partnership, all partners are to execute this Agreement.
20. Sections 1 b), i), j), r), and 16 of this Agreement will, notwithstanding the expiration or earlier termination of the Term, remain and continue in full force and effect.

## Villages of New Denver

2020 Community Emergency Preparedness Fund Grant: ESS Modernization  
COST Report (17-Jun-2021)

Cost Report (127-Jun-2021)

[illegible]

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**REQUEST FOR COUNCIL DECISION**

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**SUBMITTED BY:** Lisa Scott, CAO

**DATE:** July 2, 2021

**SUBJECT:** Purchasing Policy

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**PURPOSE:** To adopt changes to the Purchasing Policy

**RECOMMENDATION:**

That council adopt the proposed changes to the Purchasing Policy.

**ALTERNATIVES & IMPLICATIONS:**

1. Not accept proposed changes to the purchasing policy, no change to current practices

**ANALYSIS:**

- A. **Background:** The 2019 adopted purchasing policy requires that all purchase orders be signed by either the CAO or the CFO, regardless of dollar value.
- B. **Discussion:** Staff department heads should have the ability to purchase items needed for the operation of their department without having to get prior approval from the CAO or CFO, within a reasonable dollar value. This will reduce the burden on the CAO or CFO to perform menial approvals that should be at the discretion of the department heads, as they best know what goods & services and supplies their department requires. \$500.00 is a reasonable amount to give departments head the authority to spend within their departments without requiring approval from the CAO or CFO.
- C. **Legislative Framework:** Nil
- D. **Attachments:**
  - Copy of proposed wording changes to the Purchasing Policy
- E. **Council Strategic Priority:**
- F. **Communication Strategy:**

**FINANCIAL IMPLICATIONS:** There are no financial implications. All expenditures will still be required to fall within normal operating budgets and any bigger purchases would still require approval from the CAO, CFO or Council.



## THE CORPORATION OF THE VILLAGE OF NEW DENVER

POLICY TITLE: PURCHASING POLICY

EFFECTIVE DATE:

SUPERSEDES: Purchasing Procedures  
Policy, **September 11, 2019**

APPROVAL: Council resolution #

### PURPOSE:

All employees will obtain appropriate authorization prior to making purchases on behalf of the Village of New Denver.

### OBJECTIVE:

To govern Village of New Denver purchasing methods for obtaining supplies and services according to sound business practices with appropriate accountability, management, and transparency.

### SCOPE:

The Purchasing Policy applies to the purchase of goods and services by any Village of New Denver employee, including paid and volunteer positions. This policy governs the acquisition of goods and services, by purchase or lease, with municipal funds from all sources including operating and capital funds, as well as other funds held in trust or at its disposal.

### GUIDELINES:

1. All purchases or orders:
  - a. Require completed Purchase Order (PO) form before placing/confirming orders, with the following exception:
    - i. Silverton Building Supply (no PO required for purchases less than \$100)
    - ii. Recurring expenses
  - b. PO must be completed in full. **Department heads shall have the authority to spend up to \$500.00 for department related expenses. Any expenses over \$500 shall be required to have approval from the Chief Administrative Officer (CAO) or Chief Financial Officer (CFO) prior to placing/confirming orders**
2. Petty Cash:
  - a. Purchases of up to \$ 50.00 may be made through the use of petty cash. All petty cash vouchers shall be signed by the individual making the purchase, and retained by the Accounting Department as documentation for replenishing petty cash. Receipts for purchases shall be submitted to the



Accounting Department to be attached to the corresponding petty cash voucher

3. All Credit Card purchases require a signed PO. The following employees are authorized to utilize the Village Credit Card:
  - a. CAO
  - b. CFO
  - c. Other staff (on direction and with the initialed approval of a or b)
4. Online banking:
  - a. Only CAO, CFO and Accounting Assistant have access
  - b. Only CAO, CFO and Accounting Assistant (with initialed approval from CAO or CFO) may transfer funds from one account to another
5. Purchasing Authorization:
  - a. Village Council shall review and authorize any purchase greater than \$25,000 not approved in the annual budget
6. Purchasing Methods
  - a. \$1,000-\$40,000 Documented verbal or written quotations, where practical, from one or more vendors
  - b. \$ 40,000 +
    - i. An advertised and formal bidding process must be used, such as a Request for Proposal or Invitation to Tender
    - ii. Advertisements must include an electronic public bidding service and may include local newspaper advertising
    - iii. The formal competitive bidding process shall be coordinated by the CAO or CFO
    - iv. A PO will be issued and a formal contract may be required
7. Prohibitions
  - a. The following activities are prohibited:
    - i. The splitting of purchases to avoid the requirements of this policy
    - ii. Any employee shall not solicit or accept gifts, donations, or free services for work-related leisure activities
    - iii. Any purchase whereby an employee benefits from, or is reasonably perceived by the public to have benefited from, a Village of New Denver transaction over which the employee can influence decision
8. Asset Disposal
  - a. The CAO or CFO must approve all disposal of asset requests
  - b. The approved disposal of assets requests shall be made by means of sealed bid, public auction, public solicitation, trade-in, or, if under \$500, may be by donation to a registered charity or non-profit organization

THE CORPORATION OF THE VILLAGE OF NEW DENVER  
BYLAW NO. 580

\*\*\*\*\*

A Bylaw respecting licences for carrying on Business within  
the Municipality and for fixing the fees for such licences.

The Council of the Corporation of the Village of New Denver in open meeting assembled, enacts as follows:

1. For the purpose of this Bylaw, unless the context otherwise requires:

"Charter" means the Community Charter;

"Business" means the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal, or other services for the purpose of gain or profit;

"Resident Business" means a business carried on in or from premises within the municipality;

"Non-resident Business" means a business other than a resident business, carried on within the municipality or with respect to which any work or service is performed within the municipality;

"Temporary Residential Vacation Rental" shall mean a single/two-family dwelling used for short term rental for tourist accommodation that does not exceed four (4) weeks per year;

"Treasurer" means the person from time to time duly appointed as Treasurer for the municipality and also any person lawfully acting in that capacity;

"Licence Inspector" means the person from time to time duly appointed as Licence Inspector for the municipality;

"Municipality" means the Corporation of the Village of New Denver.

2. Subject to Section 59 of the Charter no person shall carry on, with the municipality, any business unless she/he is the holder of a valid licence issued to him/her under this bylaw, and shall pay in advance therefore, to the Treasurer the sum specified in Schedule "A" attached hereto and made part of this bylaw and it shall be incumbent upon each person to renew such licence prior to February 15<sup>th</sup> of the current licencing period as long as such business is being carried on.
3. The Licence Inspector shall have power to grant, issue or transfer licences as hereinafter provided and subject to the provisions of Section 59 of the Charter.
4. All fees collected under this bylaw shall be paid forthwith to the Treasurer of the municipality who shall deal with the said fees in the manner provided in the Charter.
5.
  - (1) Except as hereinafter provided, licences shall be issued on an annual basis to terminate on the 31<sup>st</sup> day of December. The annual licence fee may be reduced by one-half in respect of a person who becomes liable to be licenced after the 31<sup>st</sup> day of July in any year.
  - (2) Subject to Section 59(1)(e) of the Charter the period for a licence in respect of a theatre, including drive-in theatre, amusement hall, concert hall, music hall, opera house, rink, amusement park, or other place of amusement, entertainment, or exhibition may be six months, three months, one month or one day.
  - (3) Subject to Section 59(1)(d) of the Charter the period for a licence with respect to a circus, horse show, dog or pony show, exhibition or other itinerant show or entertainment, when held elsewhere than in a licenced theatre or other licenced place, shall be one day.

- (4) The period for a licence in respect of horse racing shall be one day.
  - (5) The period for a licence in respect of Temporary Residential Vacation Rental shall be for a term not to exceed four (4) weeks per year. Rentals running for the duration of four consecutive weeks shall require one business licence. Rentals not running for a period of four consecutive weeks shall require one business licence for each rental.
6. (1) Every licence granted pursuant to this bylaw shall be in the form of Schedule "B" attached hereto and made part of this bylaw.
  - (2) No person shall carry on business at two or more premises at the same time under one licence.
  - (3) No person shall change his place of business without first obtaining a transfer of his licence in respect thereto and the particulars of such transfer shall be endorsed on the licence by the Licence Inspector.
  - (4) The issuance of a licence shall not be deemed to be a representation by the municipality to the licensee that the business or proposed business complies with any or all applicable bylaws or enactments. The business owner remains responsible for ensuring compliance with all bylaws and enactments.
  - (5) The issuance of every Business Licence shall be accompanied by a Notice in the form of Schedule "C" attached hereto and shall be signed by the Licensee.
  - (6) No person operating a Temporary Residential Vacation Rental shall allow the operation of such business to disturb the peace and tranquillity of neighbouring residences. Such disturbances could result in the cancellation of present and future business licences.
7. Subject to the provisions of Section 59(1)(a) of the Charter, any person applying for a licence to carry on a "Resident Business" for the first time with respect to that particular business may be required by the Licence Inspector to give as security to the municipality by way of cash or a bond issued by a Bonding Company of Canada up to, but not exceeding, the amount of Five Hundred Dollars (\$500.00).
8. Subject to the provisions of Section 59(1)(b) of the Act, any person applying for a licence to carry on a "Non-resident Business" may be required by the Licence Inspector to give as security to the municipality by way of cash or a bond issued by a Bonding Company of Canada up to, but not exceeding, the amount of One Thousand Dollars (\$1,000.00).
9. The security referred to in Sections 7 and 8 of this bylaw shall be taken in the name of the municipality and shall be deposited with the Licence Inspector, together with the application for a licence and the prescribed fee.
10. Those businesses as provided under Section 61 of the Charter shall be exempt from

licencing requirements.

11. The Licence Inspector shall have the power to suspend licences subject to the provisions of Section 60(5) of the Charter.
12. Every licensee under this bylaw shall permit reasonable access to the Licence Inspector to the premises at which the licenced business is being carried on for the purpose of ensuring that the requirements of this bylaw are being fulfilled.
13. PENALTY
  - 13.1 Any person who violates any provisions of this bylaw, or who suffers or permits any act or thing to be done in contravention or violation of any of the provisions of this bylaw, or who neglects or refrains from doing anything required to be done by any provision of this bylaw, shall be guilty of an infraction thereof and upon summary conviction therefore, shall be liable to a fine and penalty not exceeding two thousand dollars (\$2,000.00), or in the alternative, to imprisonment for a period of time not exceeding six (6) months.
  - 13.2 If any section, sub-section, sentence, clause, sub-clause or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.
14. This bylaw may be cited for all purposes as "Village of New Denver Business Licence Bylaw No. 580, 2004 and shall take effect on January 1, 2005.
15. Bylaw No. 515 cited as "Business Licence Bylaw No. 515,1999" and all amendments thereto are hereby repealed.

READ A FIRST TIME this 14<sup>th</sup> day of December, 2004.

READ A SECOND TIME this 14<sup>th</sup> day of December, 2004.

READ A THIRD TIME this 14<sup>th</sup> day of December, 2004.

RECONSIDERED AND FINALLY ADOPTED this 17<sup>th</sup> day of December, 2004.

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MAYOR

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CORPORATE OFFICER

Certified to be a true copy of Village of New Denver Business Licence Bylaw No. 580, 2004 and amendments thereto.

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CORPORATE OFFICER

List of Amending Bylaws:

<u>Bylaw:</u>	<u>Effective Date:</u>
Village of New Denver Business Licence Amendment Bylaw No. 616, 2007	June 26, 2007
Fees and Charges Bylaw No. 699, 2016	April 26, 2016

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**REQUEST FOR COUNCIL DECISION**

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**SUBMITTED BY:** Lisa Scott, CAO

**DATE:** July 2, 2021

**SUBJECT:** Business Licence By-Law

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**PURPOSE:** To appoint Licence Inspectors as per Business License By-Law 580

**RECOMMENDATION:**

That council appoint Jessica Rayner, Dianne Sheppard and Lisa Scott as License Inspectors.

**ALTERNATIVES & IMPLICATIONS:**

1. Not make the appointments, continue with the CAO processing all business licence applications or renewals

**ANALYSIS:**

- A. **Background:** All business license applications or renewals require endorsement from the License Inspector as per the Business License By-Law No. 580.
- B. **Discussion:** Renewals of existing business licenses, especially for regular, ongoing and uncomplicated applications could easily be renewed by Dianne. Jessica, being the Community Planner and having in depth knowledge of the Planning, Zoning and By-Laws of the Village should also have the authority to endorse certain business license applications. All other, more complicated applications would still be referred to the CAO for approval.
- C. **Legislative Framework:** Nil
- D. **Attachments:** Nil
- E. **Council Strategic Priority:**
- F. **Communication Strategy:**

**FINANCIAL IMPLICATIONS:** Nil



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**REQUEST FOR COUNCIL DECISION**

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**SUBMITTED BY:** Lisa Scott

**DATE:** July 5, 2021

**SUBJECT:** Signing Authority

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**PURPOSE:** To appoint Lisa Scott as a signing authority for the Village of New Denver

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**BACKGROUND:**

Acting CAO, Darrell Garceau was appointed as a signing authority on April 27, 2021. Darrell's employment contract has since ended and Lisa Scott has been appointed the new Chief Administrative Officer/Corporate Officer for the Village of New Denver.

**RECOMMENDATION:** It is the recommendation of Administration that Darrell Garceau be removed from the list of authorized signatories and authorized users for the Village of New Denver accounts at the Kootenay Savings Credit Union, and further to add Lisa Scott to the list of authorized signatories and authorized users for the Village of New Denver accounts at the Kootenay Savings Credit Union.

**ANALYSIS:**

- A. Background:
- B. Discussion:
- C. Legislative Framework:
- D. Attachments:
- E. Council Strategic Priority:
- F. Communication Strategy: NA

**FINANCIAL IMPLICATIONS:** NA