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**AGENDA – REGULAR MEETING**

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**DATE:** August 10, 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 August 10, 2021, Regular Meeting.

**MINUTES:**

- Resolution to adopt the Minutes of the July 13, 2021, Regular Meeting

**PETITIONS & DELEGATIONS:**

- 

**PUBLIC QUESTIONS & COMMENTS:**

- 

**OLD BUSINESS:**

- 

Friends of the Orchard

- Request for Letter of Support

**CORRESPONDENCE FOR INFORMATION:**

- Resolution to receive the following items for information:
  - New Denver & Area Housing Society – *areas of interest for developing housing*
  - National Association of Japanese Canadians – *notice of Annual General Meeting*
  - Silvery Slocan Historical Society – *Summer 2021 Newsletter*
  - District of Sicamous – *Protection of outdoor recreation opportunities and established snowmobile recreation sites*
  - Ministry of Municipal Affairs – *information and updates following the June 2021 meetings*
  - British Columbia Social Procurement Initiative – *Membership Opportunity*
  - Northwest Regional Invasive Species and Climate Change Network – *2021 Virtual Symposium*

- Forest Enhancement Society of BC –  
*Accomplishments Update Summer 2021*

**STAFF REPORTS:**

- True Consulting FireSmart Water System Capacity
- SLCC Results from main street improvement survey
- 603 Bellevue request to rezone

**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:**

602 Slocan Ave OCP Amendment	-	1 <sup>st</sup> & 2 <sup>nd</sup> readings to By-Law 735, 2021 to amend OCP
602 Slocan Ave Zoning Amendment	-	1 <sup>st</sup> & 2 <sup>nd</sup> reading to By-Law 736-2021 to amend Zoning By-Law
RV and Travel Trailer Policy	-	Adopt policy to allow RV's and travel trailer as temporary accommodation during construction or renovation

Employee Travel & Expense  
Reimbursement Policy

- Resolution to adopt

August 24, 2021 Meeting

- Resolution to cancel Aug 24 meeting

2021 UBCM

- MACC Staff Meeting requests

**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

**MINUTES – REGULAR MEETING**

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

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**PRESENT:**

- Mayor Leonard Casley
- Councillor John Fyke
- Councillor Vern Gustafson
- Councillor Colin Moss
- Councillor Gerald Wagner
- Lisa Scott, CAO
- Jessica Rayner, Community Planner

Press: Valley Voice

Members of the Public: Sabrina Curtis, Junko Ida,  
Dana Hamilton

**CALL TO ORDER:**

Mayor Casley called the meeting to order at 7:00 p.m.

**INTRODUCTION OF LATE ITEMS:**

- Nil

**ADOPTION OF AGENDA:**

**RESOLUTION #124**

- Moved by Councillor Moss and seconded that the agenda for the July 13, 2021 Regular Meeting be adopted as presented.

CARRIED

**MINUTES:**

**RESOLUTION #125**

- Moved by Councillor Wagner and seconded that the Minutes of the June 8, 2021 Regular Meeting be adopted as read.

CARRIED

**PETITIONS & DELEGATIONS:**

- Nil

**PUBLIC QUESTIONS & COMMENTS:**

- Sabrina Curtis, a member of the Friends of the Orchard committee requested that Council table any motions regarding the House of Joyful Tidings to allow the committee time to gather more information on costing, funding, etc

- Junko Ida, another member of the Friends of the Orchard committee asked Council for a letter of support for moving the House of Joyful Tidings to include with their funding applications. She also requested that Council table any motions regarding the House of Joyful Tidings to allow further information gathering by the Friends of the Orchard committee.

OLD BUSINESS:

**RESOLUTION# 126**

- Moved by Councillor Moss and seconded that Council of the Village of New Denver table any decisions on the House of Joyful Tidings.

CARRIED

CORRESPONDENCE FOR INFORMATION:

**RESOLUTION #127**

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

CARRIED

STAFF REPORTS:

- Jessica Rayner, Community Planner, provided Council with a brief overview of the current status of the Denver Siding annexation and the tendering process and recommendation for the Denver Siding Water Supply project.

Councillor Gustafson declared an interest in the following matter and left the meeting at 7:38 p.m.

**RESOLUTION# 128**

- Moved by Councillor Moss and seconded that the Council of the Village of New Denver accepts the tender submitted by Sorenson Excavating Ltd. For the Denver Siding Water Supply Restructuring Project.

CARRIED

Councillor Gustafson returned to the meeting at 7:40 p.m.

COUNCIL REPORTS:

## Verbal Reports

- Councillor Gustafson requested that clarification be sought on the By-Law governing the use of boulevards for camping.

## Regional District of Central Kootenay

- Councillor Moss reported that it is noted on the agenda for the next RDCK meeting that the Village of New Denver is opposed to the proposed changes to the Resource Recovery program.

West Kootenay Boundary Regional  
Hospital District

- Mayor Casley will be seeking clarification from BC Emergency Health Services on the proposed changes to ambulance services.

## Recreation Commission #6

- Councillor Fyke reported that new equipment has been installed in the hospital gym. They are still working on a plan for reopening. An ad for Fall Grant applications will be coming put in the next issue of Valley Voice.

## Economic Development Commission

- Nil

## Rosebery Trails &amp; Parklands Commission

- Councillor Wagner reported that there is a new bridge on the Galena Trail and that the rail car will be replaced this fall.

## Treaty Advisory Committee

- Nil

## Fire Department Committee

- Nil

## Health Advisory Committee

- Nil

## Sustainability Committee

- Nil

NEW BUSINESS:**RESOLUTION #129**

## Emergency Plan Update

- Moved by Councillor Fyke and seconded that the Council of the Village of New Denver accept the proposal from Red Dragon Consulting to update the Village of New Denver Emergency Plan.

CARRIED

**RESOLUTION #130**

Purchasing Policy

- Moved by Councillor Wagner and seconded that Council for the Village of New Denver adopt the proposed changes to the Purchasing Policy as presented.

CARRIED

**RESOLUTION #131**

Business License Inspector

- Moved by Councillor Moss and seconded that Council for the Village of New Denver appoint Dianne Shepherd, Jessica Rayner and Lisa Scott as Business License Inspectors as per By-Law No. 580.

CARRIED

**RESOLUTION #132**

Signing Authority

- Moved by Councillor Gustafson and seconded that Council for the Village of New Denver remove Darrell Garceau from the list of authorized signatories and authorized users for the Village of New Denver accounts at the Kootenay Savings Credit Union. And further that Lisa Scott be added to the list of authorized signatories and authorized users for the Village of New Denver accounts at the Kootenay Savings Credit Union.

CARRIED

ADJOURNMENT:

**RESOLUTION #133**

- Moved by Councillor Wagner and seconded that the meeting be adjourned at 7:56 p.m.

CARRIED

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MAYOR CASLEY

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CORPORATE OFFICER



NEW DENVER and AREA HOUSING SOCIETY  
529 Fifth Street, New Denver, BC V0G 1S1

July 6, 2021

Village of New Denver  
[office@newdenver.ca](mailto:office@newdenver.ca)

Dear Mayor & Council:

The New Denver & Area Housing Society is interested in continuing our work to develop housing in the New Denver area.

The Village-owned property in Denver Siding where the old dump was located is a property of interest to us for developing housing.

We have no firm project proposal for the property at this time, but we wanted to express our interest in developing part of the property for housing in the future.

Please let us know if the Village is considering any other use for the property, and please keep us in mind.

Don't hesitate to contact us for further information.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jan McMurray", written over a horizontal line.

Jan McMurray  
President



**From:** [ed@najc.ca](mailto:ed@najc.ca) <[ed@najc.ca](mailto:ed@najc.ca)>  
**Sent:** July 19, 2021 9:24 PM  
**To:** [national@najc.ca](mailto:national@najc.ca)  
**Subject:** NAJC AGM Motions and Notifications

Hi everyone,

Here is your official notification of the upcoming NAJC Annual General Meeting and the motions that have been identified for the meeting. The meeting will be held via Zoom:

Date: Friday, September 17, 2021  
Time: 5:30 PM PDT/6:30 PM MDT/7:30 PM CDT/8:30 PM EDT  
Location: via Zoom

The attached motions will be presented for consideration during the meeting.

The NAJC National Executive Board has granted another one-year extension to the memberships of our member organizations at no cost. As a result, the membership for your organization will now continue to June 30, 2022.

We would like organizations to complete a short report for this year's NAJC Annual Report. The submission is a response to these questions:

1. How has your organization/community been affected by the COVID 19 pandemic, looking back to the past 16 months? What issues, challenges, impacts have you faced? (1-2 paragraphs)
2. How has your organization changed as a result of COVID 19? Have you introduced new programs, new modes of delivery, etc? (1-2 paragraphs)
3. What are the priorities for your organization in the coming year?
4. What should the main focuses of the NAJC be for the rest of 2021 and 2022?

The report is to be submitted here: <https://forms.gle/p9zezZjhNc6JBCSz7>

Please submit one response per organization. The responses are due on or before August 8, 2021.

Finally, we are still asking our membership to complete the survey on organizational timelines. It is very important feedback for the NAJC to understand whether our current timelines should be shortened, lengthened or remain the same. Please complete the survey here: <https://forms.gle/ojFPSjKqwpG17yUN7>

I hope you are able to enjoy this summer!

Regards,

Kevin Okabe  
Executive Director



**Silvery Slocan  
Historical Society**  
Incorporated  
April 28, 1971 to  
preserve the history of  
the Slocan Lake area and  
operate the Silvery  
Slocan Museum

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**Board  
President**  
Henning von Krogh

**Vice-president**  
Margaret Scaia

**Secretary**  
Judith von Krogh

**Directors-at-large**  
Joyce Gill  
Greg Nesteroff  
Chad Townsend



## IN THIS ISSUE:

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New Denver cenotaph

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Miss Minns

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fetches big bucks



*Robert Crellin and Florence Barbour are seen in a still from a recently-rediscovered newsreel about the sinking of the Empress of Ireland in 1914 in the St. Lawrence River.*

## Lost footage of *Empress of Ireland* survivors found

A lost newsreel depicting a Silvertown man and his neighbour's daughter hours after they were rescued from a shipwreck in the St. Lawrence River in 1914 has been rediscovered and digitized.

The two-minute Pathé newsreel, unearthed by Quebec City art historian **Sébastien Hudon** and cinema specialist **Louis Pelletier** from a 35 mm diacetate print, can be viewed at <https://vimeo.com/554020306/c044ae285a>.

A 10-second sequence at the end shows **Robert Crellin** holding eight-year-old **Florence Barbour** in front of the Château Frontenac not long after their ordeal. Somehow both manage to smile.

Hudon, who regularly scours international auctions for Quebec-related photography and art pieces, bought the film from a sale in England in April 2020. Following an extensive restoration effort, it was released online in

May of this year.

Robert Crellin was sailing to England aboard the *Empress of Ireland* along with Florence, her mother **Sabena**, and sister **Evelyn**, when another ship crashed into it.

Sabena and Evelyn were among the more than 1,000 who died in the disaster, but Florence clung to Crellin's back, and he swam for at least 20 minutes until finding a lifeboat.

Afterward, Florence wanted Crellin to adopt her — she called him Uncle Bob — but instead she was sent to live with grandparents in England. After serving in World War I, Crellin returned to the Slocan Valley to raise a family. He died in 1944. Florence returned to visit for the first and only time in 1964, and met his children.

The footage was known to exist, for it was described in a newspaper account, but until now it was believed long lost. □



# Oak trees at the New Denver cenotaph

By HENNING VON KROGH

In 2018, the Canadian Press wrote: "In April 1917, a Canadian soldier standing on a war ravaged battlefield in France pocketed a souvenir to send all: a handful of acorns from a downed oak tree at Vimy Ridge."

In June, I spoke with **Robin Sherrod**, a New Denver resident who is an arborist. Sherrod identified the two oak trees by the cenotaph as European or English oaks (*Quercus robur*).

According to Sherrod, "It is said that in England the English Oak is a symbol of national strength and endurance and are considered a national emblem. For this reason, it has been used as a memorial tree planted on war memorial sites across Great Britain and in other countries, including Canada."

"Around 1990, I noticed the oak trees at the New Denver cenotaph needed some tree pruning care. I spoke with **Agnes Emary** who I knew to be a member of the local Legion and volunteered my services as an arborist."

"Agnes was touched by my interest and took my proposal to the other Legion members. She got back to me to



Two oaks stand next to the New Denver cenotaph. The first, planted after World War I, is at right, and the second, planted after World War II, is at left.

say that the members of the Legion would be very grateful for me to look after their trees. In drought conditions I

also took down a hose and sprinkler to make sure the trees were getting sufficient water.

"Around this time I was approached by another stalwart Legion member, **Monica Irwin**, who along with her husband were veterans of World War II. Monica then told me the history of the two cenotaph oak trees."

"Monica said that at the end of World War I, a soldier returned from the war in Europe and as a memorial offering planted what is now the largest of the two oak trees. Then at the end of World War II, following this tradition her husband planted what is now the smaller of the two trees."

The New Denver cenotaph (memorial No. 59033-023), a concrete obelisk, was unveiled on Aug. 14, 1938.

The cenotaph was erected by local citizens, in honour of the local war dead, and deceased veterans, from World War I. It was built with funds raised by New Denver-Silverton Legion Branch No. 101. Trail Legion Branch No. 11 donated the bronze plaque.

The cenotaph was likely located here because it would be next to the World War I oak tree. □

## Silver Rush wins BCHF's Community History Prize

**Peter Smith's** book, *Silver Rush: British Columbia's Silvery Slocan 1891-1900* won the Community History Prize in the Lieutenant Governor's Historical Writing Competition. The award, presented in June at the BC Historical Federation's virtual gala, comes with a certificate and \$500.

*Silver Rush* was chosen by a panel of judges from among books published in 2020 submitted to the competition.

The Community History Award goes to a book that "provides sought-after historical information about a specific community or locality within British Columbia."

This award recognizes the



importance of preserving local histories as well as broader provincial histories.

*Silver Rush* is a comprehensive study of the beginning of the mining era in the Slocan. It's available through the museum, and at [silveryslocan.ca](http://silveryslocan.ca). □

## Early Stories from Slocan Lake coming soon

Did you ever wonder about the ranch on the west side of Slocan Lake visible from the Silverton lookout?

The full story of the Six Mile Ranch is just one of the chapters in **Henning von Krogh's** forthcoming book, *Early Stories from Slocan Lake*, which will be launched at the museum on Saturday, July 31 from 10 a.m. to 2 p.m. Drop in during that time and pick up a copy for \$25.

Also included are tales about Denver Light and Power, the Denver Glacier, New Denver's fish pond, **John Tawse Kelly**, early road building, and

### Early Stories from Slocan Lake



**John Teir's** garage.

This is the third book from von Krogh, following *Early New Denver 1891-1904* and *Early Boats on Slocan Lake*. Those books are also available from the museum and other local retailers. □



# Sign grant secured

The museum applied for, and received an RDCK Community Initiatives Grant (through the Village of New Denver) for new signage. The aim of this project is to produce new signage outside the museum, falling into four categories.

1. Replace the large, weathered "New Denver" sign at the top of the sidewalk stairs with a new and revised sign.

2. Replace the two paper laminated "boat length" signs on the sidewalk and in the window, with signage more weather durable.

3. Add three large signs to the garden area. These will describe mining in the area and mining artifacts that will be placed in the garden area.

4. Two signs will identify the building as the Silvery Slokan Museum. One will be placed on the museum building facing Bellevue Street and the other facing Sixth Avenue.

This new signage should be up sometime this fall. □



*Displays in the museum's upstairs church room have been revamped.*

## Museum work pays off

Volunteers have been working in the museum twice a week for the last while with very beneficial results. The updated museum will have a different look and be much more informative.

**Judith von Krogh** is researching information on the artifacts and setting up new displays. **Joyce Gill** is helping where needed and also doing an admirable job adding material to our "people" files and sorting and filing the clippings that need to go into our "places and things" file.

**Henning von Krogh** is sorting artifacts from the hospital room, helping with displays, hanging up items, and reorganizing the annex and storeroom. **Wendy Harlock** is watering the rose garden and working to

keep the weeds at bay.

The museum is partially open this summer, with the lobby and vault open to museum and tourist info centre visitors. We hope to get part of the upstairs open in the near future, but as we are still working on some rooms upstairs, they will remain closed this year. The annex will be closed until work there is complete.

We have a number of "forest finds" artifacts on display outside the north wall of the annex. This is a job in progress, and adds a point of interest when viewing the *Lancet* and courtyard.

The Village of New Denver has also agreed to maintain the grass in the courtyard. Thank you! □

## Welcome back, Teo Elsmore (again)!

We're fortunate to have **Teo Elsmore** working for the museum again as our summer student.

Teo, who was with the museum the previous two summers, is continuing his work on the artifact database, photographing the artifacts and either updating the information or creating new database files. As the database is completed, we

will have any information on each artifact, along with a photograph, in one searchable file. Areas of the museum left to accession are the hospital room upstairs, the displays in the annex, and finally, the store room. We are hoping to get all, or most of this, completed this year. With Teo's experience, progress on this project is moving along quickly. □



*Teo at work in the museum.*



# Remembering Miss Minns

The small house at 415 Alpha St. in Silvertown has recently been renovated by Margaret Scaia and Jack Loustaunau in tribute to one of its former residents.

The building once stood in Whitewater (now Retallack) and was brought to Silvertown by alternating two-horse teams, using logs to roll it downhill.

At some point before 1921 it became the home of Elizabeth Minns, a curious figure in the village's history, who lived here for more than 20 years and worked in Ferdinand (Fred) Liebscher's tailor shop.

The date of her arrival isn't known, but it was probably after 1905 and perhaps not until after 1911. In any case, Miss Minns toiled in a back room for Liebscher amid several sewing machines and a small coal stove. In his book *Old Silvertown*, John Norris described her as "tall and spare" and disfigured by goiter.

After Liebscher died in 1919 during the flu epidemic, the shop closed and Miss Minns was reduced to a very meagre existence, taking in odd sewing and dressmaking jobs, and relying on Mrs. Liebscher and fellow church members for support. She was so poor in the 1930s that Sandy Harris of the Denver Light and Power Co. could not bring himself to send her a bill.

Norris writes that children of families including the Hamblys would help her fetch wood and shovel snow.

"Stern, unyielding, demanding of an exactitude in matters of behaviour, she aroused in them both pity and respect," Norris wrote.

For a few years, she found companionship with local prospector Billy Valentine. Norris writes that before long, Valentine was spending more time at her house than in his own cabin, and had assumed the woodcutting and snow shovelling duties. He ate some of his meals there and townsfolk concluded they must be living together.

However, they often fought, possibly over Billy's drinking, although he was hardly a heavy drinker. The last straw came when Miss Minns bought the wrong kind of candle for his cabin. Both became characters in Norris' play *Mine Tailings*, first staged in the 1980s.



ABOVE: The only known photo of Elizabeth Minns (far right) shows her with members of the Liebscher family and Fred Scaia, standing next to her. Date unknown. — HAMBLY FAMILY/OLD SILVERTOWN

RIGHT: Ad from the *Silvertonian*, Feb. 19, 1898 for Fred Liebscher's tailor shop, where Elizabeth Minns worked.

Where did Miss Minns come from? She was recorded at age one on the 1861 Canadian census living with her eight siblings and parents in Markham Township in the County of York, Ontario in a brick home.

The census shows her father, James, was born in Ireland in 1822, and was a stampmaker. His wife and Elizabeth's mother, Jane, was born in Northern Ireland.

Their first four children were born in Northern Ireland too. Sometime between 1847 and 1850 the family emigrated from Belfast to Canada West (now Ontario). In 1850, Nancy became the first of the Minns children to be born in the new country.

Ten years later, the 1871 census reveals the Minns family had added three more children for a total of 12. They were still living in Markham in one home with eight children. Elizabeth

**FINE TAILORING**  
**Fall and Winter, 1897.**

I would respectfully invite gentlemen to an early inspection of my selections in Fall and Winter wear.

My prices will be found moderate. I make it a point to keep them as low as is consistent with good material, good workmanship and the care and attention requisite to get up thoroughly satisfactory garments.

—————  
**Liebscher, The Tailor,**  
 Lakeview avenue. Silvertown, B. C.

was 11 and going to school. Her mother was 50 and her father, 48, was now listed as a saddler.

Another 10 years to the next census of 1881 and we see Elizabeth is 21 and living with her parents along with six other siblings. However, they have moved from Markham to Stouffville, today a 20-minute drive northeast.

Elizabeth's father is now a harness maker, her sister Jane, 30, a tailoress; Margaret, 27, a dressmaker; Francis, 23, also a harness maker; Elizabeth, 21 is a tailoress; while Isabella, 18; Agnes and Lillian had no occupation listed.

By the 1891 census, the Minns have moved an hour's drive east of Toronto, but closer to Peterborough, to a place along the railway at Manvers station. There are still seven children (all single) living in the home with their parents. Elizabeth's father is now 68 and working as a farmer/miller. Her mother



is 70. The oldest daughter in the home is Jane, 35, is stated to be a labourer. Next is Margaret, 32, who has no occupation listed. Francis, 31, however, is still a harness maker, and Elizabeth, 28 remains a tailoress. Isabella and Agnes, both 26, have no occupation listed.

Two tragedies struck the Minns family in 1900. Elizabeth's father died of "old age," at 78, and a few months later her sister Isabella died of post diphtheritic paralysis, age 35. The family was then living at 59 Broadview St. in Toronto. A year later on the census we find Jane Minns, 80, living in Toronto with daughters Jane, 40, and Margaret, 35. The two daughters are listed as tailoresses.

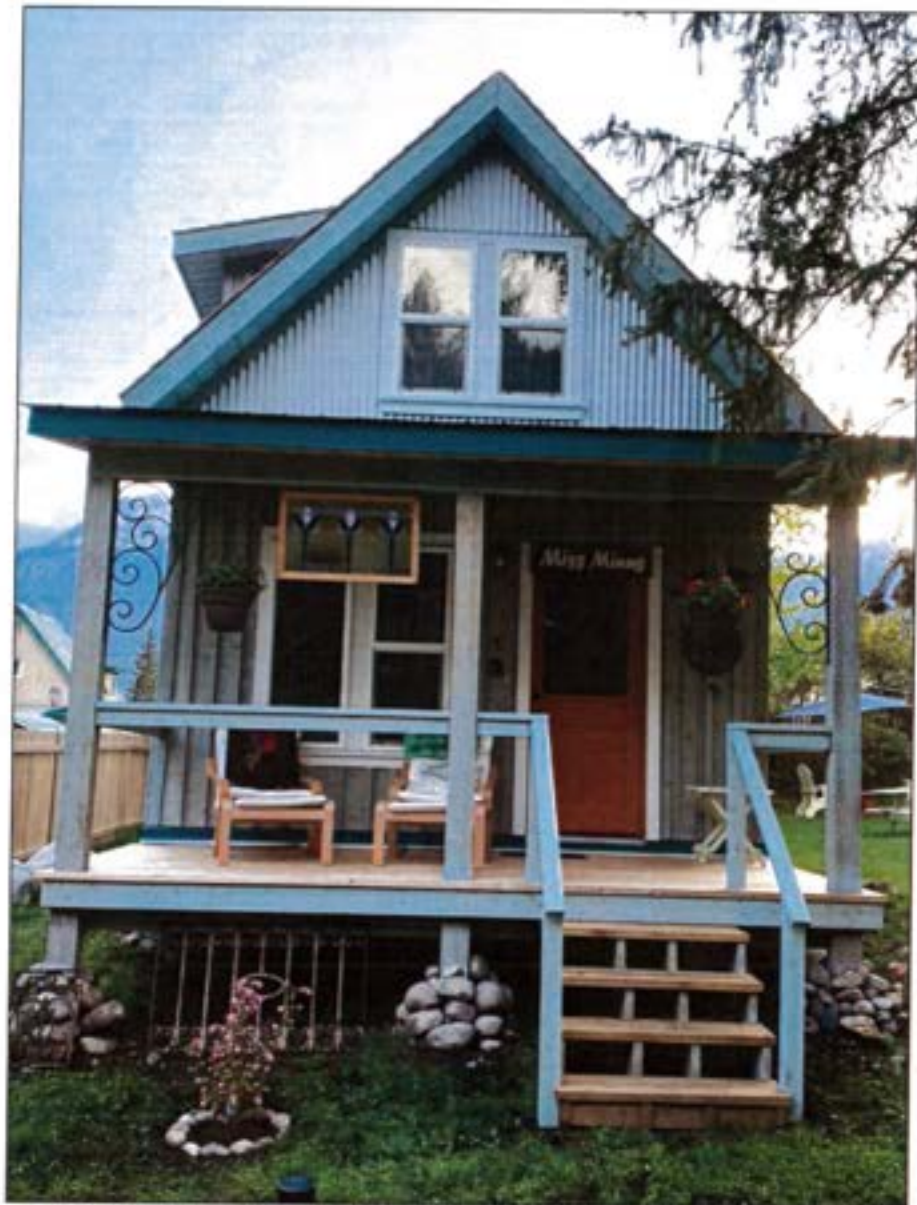
Further tragedy followed in 1902 when Elizabeth's oldest brother George died of pleurisy accompanied by pneumonia. In the wake of these losses, Elizabeth headed west on her own.

She is next found in Vancouver in 1902 living in **M. McPherson's** rooming house rooms at 511 Westminster Ave., working as a tailoress. In 1905 she is still in Vancouver earning a wage as a tailoress, but living at 925 Granville St. Even though her sister, **Alicia** died in 1906 and her mother in 1908, we have no record of her travelling back to Toronto.

By 1897, Ferdinand Liebscher had a shop on Lake View Avenue in Silverton, making fine men's clothing in "wollens." Business must have been booming because by 1903, he needed additional help, and placed a classified ad in the Vancouver *Province* seeking "Good pants and vest maker once. Steady employment. Pay Nelson Union Bill. F.F. Liebscher, Silverton, BC."

Perhaps Elizabeth responded to this very ad. However, the next record we have of her, and the first sign of her in Silverton, is not until the 1921 census. She was then 61 and living at 415 Alpha, next to **Joe and Myrtle Scaia**, who actually owned her home. She is on the voters' list at the same address in 1935.

Elizabeth must have traveled to Vancouver when she fell ill as she was convalescing at the Bayview Nursing home near the middle of October 1943. She was there for two months and then died on Dec. 17, age 83. Her death registration did not indicate the cause of death. She was buried at Mountain View Cemetery. The informant on the death registration was **Mrs. Boisvert**, "a friend," who was Ferdinand and Margaret Liebscher's granddaughter.



*Miss Minns' cabin at 415 Alpha St. in Silverton as it looks today.*

As noted, Miss Minns rented her home from Joe and Myrtle Scaia. Joe bought all 12 lots of Block 31 in 1910. (The Finland cabin, now a museum exhibit, was originally on this property as well.)

**John Husberg**, who lived next door as a boy, remembered that after Miss Minns moved to Vancouver, a man named **Peterson** rented the house from the Scaias. He showed John how to make sauerkraut.

Husberg also recalled the Scaia property was divided between members of the **Wells** family in the late 1970s. By then it consisted of only nine lots. Miss Minns' home occupied a four-lot parcel south of the main house and was used by the Wells family for a guest cottage.

In 2016, Joe and Myrtle's grandniece Margaret bought five of the original 12 lots back, and subsequently acquired the lot Miss Minns' home is on as well.

"The building was condemned at that time and so its restoration was a big undertaking," she says. **Chad Hicks** felt the building was worth restoring and he and his crew worked for two and a half years on it. Chad's knowledge of local building practices and appreciation for the historical aspect of the project meant the building was restored in a way that honoured and paid tribute to the simplicity of building styles of the era and to the history of Silverton. The building was

CONTINUED ON PAGE 6



## Ready for the FRAY



**T**his classic postcard of a pair of local football (soccer) teams lined up before battle in front of the Bosun Hall and T.H. Hoben general store in New Denver recently sold on eBay for \$157 US (\$195 Cdn). Only one other copy has appeared on the online auction site in the past 20 years, so it seems rare.

No photographer or publisher is listed on the card's reverse; just a catalogue number, "A 704/79."

Although unmailed, a handwritten notation on the

back suggests the match occurred on May 24, 1906, then known as Empire Day. However, a check of the Nelson *Daily News* for the following day does not reveal anything about the game. (Sandon had a newspaper at the time, the *Mining Standard*, but the only surviving copies are in the Legislative Library in Victoria.)

Rather, the *Daily News* reported that Kaslo hosted a sports day, where a Sandon team won in tug of war. Trail also beat Nelson in a baseball game, 3-0. □

## Restored home intended to highlight history

CONTINUED FROM PAGE 5

meant to highlight that history."

In addition to her attachment to the property, Margaret felt a kinship to its longtime occupant: "Like Miss Minns, I made my living for 30 years as a seamstress and when I returned to school, I focused on Canadian history and in particular on women's labour history. My own working-class upbringing, learning

to sew from my grandmother, the under-recognition and representation of women's labour in the history of the Slocan and mining history of the area all inspired me to restore the building."

Margaret went to Mountain View Cemetery to find Miss Minns' grave but discovered it was unmarked. "Thus, the inspiration to have a sign on her house in Silverton." Placed above the front door, it simply reads: "Miss Minns."

The project was further in appreciation of the late **Mildred Bell**, a longtime school teacher and great friend of Joe and Myrtle's who lived across the lane from Miss Minns' house, although they did not know each other. Miss Minns was a frequent "topic of speculation" between Margaret and Mildred.

Miss Minns' home is now a cottage where Margaret and Jack's friends and family can stay when they visit. □



*Bud Gebert and Joe Scaia are seen in front of the Scaia house on Alpha Street in Silverton, date unknown. The boy in front is unidentified. — SCAIA FAMILY COLLECTION*

# Membership application (2021)

Silvery Slocan Historical Society • Box 301 • New Denver, BC • V0G 1S0

❖ Members are entitled to vote at general meetings and will receive a quarterly newsletter by email.

❖ Interested in volunteering? We can always use help with work parties, organizing events, fundraising, conducting tours, managing our Facebook page, maintaining our archives and exhibits, etc.

New member ☐ Existing member ☐

Annual membership dues:

Single ☐ (\$10) Family ☐ (\$15)

Three-year membership:

Single ☐ (\$20) Family ☐ (\$30)

Date \_\_\_\_\_

Mailing address:

\_\_\_\_\_  
\_\_\_\_\_

Name 1

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Name 2

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_



District of Sicamous  
446 Main Street  
PO Box 219  
Sicamous, BC  
VOE 2V0  
T: 250 836 2477  
F: 250 836 4314  
E: info@sicamous.ca  
www.sicamous.ca



July 15, 2021

Member Municipalities

Sent via email.

**Re: Protection of outdoor recreation opportunities and established snowmobile  
Recreational Sites or Trails in B.C.**

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To Whom It May Concern,

District of Sicamous (DOS) Council is seeking support from fellow municipalities to support two resolutions the DOS has agreed to sponsor from the BC Snowmobile Federation (BCSF) concerning the Forest Range & Practice Act (FRPA) objectives and site-level objectives for snowmobile trails.

Currently there are 53 non-profit snowmobile organizations across the province who hold partnership agreements with Recreation Sites and Trails BC (RSTBC) to maintain trails in return for operating on Crown land. Many of these non-profit organizations exist in rural communities and largely contribute to the local economies—\$299M annually according to the BCSF.

The BCSF notes that of the 11 values within the FRPA, recreation is the only value without declared objectives, and that without these declared objectives industrial licensees have no requirement to consider, consult, or coordinate activities with recreation groups who hold partnership agreements with RSTBC. Within the existing FRPA framework, recreation organizations are legally required to maintain trails without communication from industry and are not guaranteed the very trails they are responsible for managing are not disrupted by industrial forest activity.

As these resolutions address issues impacting rural communities across B.C. and a disparity within the provincial legislation of the FRPA, DOS Council endorses the resolutions presented by the BCSF and asks for support from member municipalities at the 2021 UBCM Convention.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Rysz".

Mayor Terry Rysz,  
DISTRICT OF SICAMOUS

Encl.    Protection for Outdoor Recreation Opportunities in BC  
          Protection for Established Snowmobile Recreational Sites or Trails



## **British Columbia Snowmobile Federation**

PO Box 277, Keremeos, BC V0X 1N0

P: 250.499.5117 | F: 250.499.2103 | TF: 877.537.8716

office@bcsf.org | www.bcsf.org | www.LetsRideBC.com

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### **FRPA Recreation Resource Value Objective (all recreation in BC)**

#### **Background**

The BC Government brought the Forest Range & Practice Act (FRPA) into force in 2004. This legislation outlines parameters for how public lands and resources are managed within the province. Specifically, FRPA serves to align government, private, and public interests by defining values such as biodiversity, cultural heritage, and timber. These land 'values' are then assigned 'objectives' detailing how land users must work together and apply meaningful strategies to protect and retain these resources. Of the eleven FRPA values, recreation remains the only one for which the Ministry of Forests has never assigned 'objectives'. Without declared objectives, industrial licensees currently have no requirement to consider, consult, or coordinate their activities on registered public trails or around public recreational resources in the province.

We believe that FRPA land use objectives should encompass the values which are important to BC residents, our communities, and to the outdoor recreation sector with at least equal consideration.

Therefore, the BC Snowmobile Federation would like to propose the following regulatory change:

#### **Proposed Objective**

The objective set by government for recreation is, without unduly reducing the supply of timber from British Columbia's forests, to avoid or mitigate any adverse impacts to any recreation site, trail or facility that exists on Crown land.

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#### **Community | Integrity | Engagement | Leadership**

**MISSION STATEMENT** "The British Columbia Snowmobile Federation is dedicated to provide strong leadership and support to member clubs to establish, maintain and protect quality opportunities for organized snowmobiling in British Columbia and to promote the safe and environmentally responsible use of these opportunities."

## Draft Resolution #1

Title: Protection for Outdoor Recreation Opportunities in BC

Sponsor: District of Sicamous

WHEREAS many local governments and communities rely on meaningful outdoor recreation for economic stability and development and, at the same time, those local governments and communities care about maintaining existing Recreation Sites and Trails Management and/or Partnership Agreements with the Province of British Columbia for respectful stewardship of the lands.

AND WHEREAS Government has established broad Forest Range Practices Act (FRPA) objectives under the Forest Planning and Practices Regulation (FPPR) for ten of the eleven FRPA values. They have not established an objective for recreation. Which makes recreation the only value without a FRPA objective and leaves recreation out of planning processes.

AND WHEREAS only the BC Government can set Objectives within the Forest Range Practices Act.

THEREFORE BE IT RESOLVED the Union of BC Municipalities asks the BC Government to allocate the necessary resources to create the following objective under the Forest Planning and Practices Regulation Part 2 Division 1:

The objective set by government for recreation is, without unduly reducing the supply of timber from British Columbia's forests, to avoid or mitigate any adverse impacts to any recreation site, trail or facility that exists on Crown land.



## **British Columbia Snowmobile Federation**

PO Box 277, Keremeos, BC V0X 1N0

P: 250.499.5117 | F: 250.499.2103 | TF: 877.537.8716

office@bcsf.org | www.bcsf.org | www.LetsRideBC.com

# **Section 56 Individual Sites & Trails Objectives (snowmobile specific)**

## **Background:**

Section 56 of the Forest Ranges and Practices Act (FRPA) allows the government to establish or disestablish recreation sites, trails and interpretive forest sites. It also allows the government to establish Site Level objectives for these sites or trails at the time they are established or by amendment at anytime. This can easily be done by the authorized designated decision maker which is often the Recreation Sites and Trails BC District Manager.

Snowmobile Clubs across BC enter into Partnership Agreements with the Government to ensure the provision of safe, sanitary, socially acceptable and environmentally sound recreation sites and trails for public use. This is done through the investment of many volunteer hours, user fees and fundraising by BC Snowmobile Federation (BCSF) Member Clubs to support trail maintenance efforts. However, under the current FRPA Framework, snowmobile clubs are not even assured that the services and recreation sites they are responsible for managing will not be disrupted by industrial forest activity. Licensees are not currently obligated to consider, communicate, or mitigate any snowmobile trail disruption in their Forest Stewardship Planning. The BCSF has been told that Industry must only plan for and consider sites where a government registered objective is set and where their operations might impact that established objective.

For the snowmobile sector many snowmobile trails have been established under FRPA Section 56 but in a recent study completed by the BC

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### **Community | Integrity | Engagement | Leadership**

**MISSION STATEMENT** "The British Columbia Snowmobile Federation is dedicated to provide strong leadership and support to member clubs to establish, maintain and protect quality opportunities for organized snowmobiling in British Columbia and to promote the safe and environmentally responsible use of these opportunities."

Snowmobile Federation it is clear that almost all have no site specific objectives set. The only sites that have objectives were established prior to 2004 when FRPA was enacted. These have vague objectives that have little meaning in today's working forest and do not properly reflect the tourism value of snowmobile trails today.

Also, many of our registered snowmobile trails have sections that overlap Forest Service Roads/Wilderness Roads in the winter months. They essentially carry a dual status depending on whether they are plowed or not. If the road is unplowed it is a registered snowmobile trail and when it is plowed it becomes an industry road. Without an objective the registered snowmobile trail can be plowed out at any time with industry not being currently obligated to consider, communicate, or mitigate this snowmobile trail disruption to the club that has the registered snowmobile trail on the same road.

Therefore, the BC Snowmobile Federation would like all existing and new snowmobile recreation sites or trails to have the following standard government registered objectives established:

## Proposed Objectives

Section 56 - Recreation Site Level Objective (snowmobile specific) -  
All snowmobile trails

- 1. The alpine and coniferous forest features along recreation sites or trails will be retained to preserve the outdoor recreation experience and prevent early season melt on snowmobile trails.*
- 2. Forest planning will include safety considerations for recreational access during the winter months and after harvesting is complete. This will include harvest planning consideration above and below a*

*recreation site or trail to ensure that new exposures and avalanche paths are not created. Or that any new avalanche paths are mitigated by terrain modifications such as deflection berms.*

- 3. This recreation site or trail is part of the working forest, and as such, activities that are likely to impact access or the recreation experience need to be communicated with the Designated Partner on the trail at least six months in advance.*

### Section 56 - Recreation Site Level Objective (snowmobile specific) - "High Value" Snowmobile Trails

Furthermore, in British Columbia we have areas that have a high recreation value for the snowmobile community that represent significant tourism and community benefit. These trails are designated as high value forest recreation sites and trails, by Recreation Sites and Trails BC or identified as an important recreational area by the FLNR Regional Executive Director. The BC Snowmobile Federation would additionally like the following objectives to be established to these sites or trails.

- 1. Opportunities for snowmobiling, viewing and exploring must be provided on this designated snowmobile trail (site) during the snowmobile operating season of December 1 to March 31.*



## **Draft Resolution #2**

Title: Protection for Established Snowmobile Recreational Sites or Trails

Sponsor: District of Sicamous

WHEREAS many local governments and communities rely on the 299 million dollars the snowmobile industry provides to rural communities in British Columbia for economic stability and development.

AND WHEREAS, local governments, communities and snowmobile clubs care about maintaining existing meaningful Recreation Sites and Trails Partnership Agreements with the Province of British Columbia for respectful stewardship of the lands.

AND WHEREAS, BC Snowmobile Federation member Snowmobile Clubs are the largest partner of established Recreation Sites and Trails in BC.

AND WHEREAS, Site level objectives under Section 56 of FRPA have not been established for snowmobile trails in BC resulting in a lack of communication or need to include consideration in Forest Stewardship Plans (FSP).

AND WHEREAS only a Government authorized designated decision maker can set Individual Recreation Objectives for an established recreation trail (site).

THEREFORE BE IT RESOLVED the Union of BC Municipalities asks the BC Government to allocate the necessary resources to establish the following site level objectives on all new and existing established snowmobile sites under Section 56 of FRPA

1. *The alpine and coniferous forest features along recreation sites or trails will be retained to preserve the outdoor recreation experience and prevent early season melt on snowmobile trails.*
2. *Forest planning will include safety considerations for recreational access during the winter months and after harvesting is complete. This will include harvest planning consideration above and below a recreation site or trail to ensure that new exposures and avalanche paths are not created. Or that any new avalanche paths are mitigated by terrain modifications such as deflection berms.*
3. *This recreation site or trail is part of the working forest, and as such, activities that are likely to impact access or the recreation experience need to be communicated with the Designated Partner on the trail (site) at least six months in advance.*

FURTHERMORE BE IT RESOLVED the Union of BC Municipalities asks the BC Government to allocate the necessary resources to establish the following site level objectives on all new and existing snowmobile sites that are established under Section 56 of FRPA and that are considered to be high value forest recreation sites and trails, by Recreation Sites and Trails BC or identified as an important recreational area by the FLNR Regional Executive Director.

*Opportunities for snowmobiling, viewing and exploring must be provided on this designated snowmobile trail (site) during the snowmobile operating season of December 1 to March 31.*





July 20, 2021

Ref: 267846

Mayors and Regional District Chairs of British Columbia  
Attendees of June 2021 Regional Meetings with Minister Josie Osborne and Minister David Eby

Dear Mayors and Chairs:

Thank you for taking the time to join Minister Josie Osborne and Minister David Eby for the June 2021 regional MS Teams meetings. As Minister Osborne and Minister Eby said, these conversations continue to be a great opportunity to hear from you about the key issues and opportunities that you are working on in your communities.

I first wish to acknowledge the many people and communities in B.C. currently facing the crisis of wildfires -- especially the devastating impact on the people of Lytton, the Lytton First Nation and surrounding area. I know that in many places you and your residents are under intense stress, facing evacuation orders and alerts and doing everything possible to stay safe. Please know that our thoughts and support are with you, along with our deep gratitude for the courage, tireless work and dedication to community demonstrated by you and your staff in this devastating situation.

As we know, communication is crucial during emergencies and EMBC's Emergency Operations Centre (EOC) Communications Toolkit can be found [here](#) to help in your outreach to your communities. Government urges all British Columbia residents and visitors to seek out official sources of wildfire and emergency management information including the BC Wildfire Service at [www.bcwildfire.ca](http://www.bcwildfire.ca) and EMBC at [www.emergencyinfobc.gov.bc.ca](http://www.emergencyinfobc.gov.bc.ca). There is also useful recent information on what to do if under an evacuation order or alert [here](#). I encourage you to share this information broadly within your communities.

Given the focus of the June 2021 meetings, I wanted to share information on some of the many housing-related topics you raised-- many thanks to staff in the Ministry of Attorney General for the updates.

### **Complex Care Housing**

While supportive housing is working for many people, the Province is aware that there are people with problematic substance use issues who have distinct and complex housing needs beyond what existing

supportive housing is able to provide. Through efforts led by the Ministry of Mental Health and Addictions (MMHA), we are working on developing a new housing approach to support people with complex needs. The objective is to provide a new suite of housing, health, social and cultural services to support people with more complex needs.

This work involves close integration between the Province, BC Housing and local health authorities. The Ministry of Mental Health and Addictions is currently working to develop several pilot sites across the province. Tricia Poilievre, Senior Director, Strategic Policy and Performance at MMHA is available to answer further questions and can be reached at [Tricia.Poilievre@gov.bc.ca](mailto:Tricia.Poilievre@gov.bc.ca) or (250) 952-1304.

### **Seniors' Housing**

BC Housing offers several housing programs specifically for seniors:

**Seniors' Supportive Housing** provides housing and support services to older adults, seniors and people with disabilities. The program assists low-income British Columbians who are 55 years of age or older, and people of any age who have a disability or diminished ability. Non-profit partners operate subsidized housing buildings with modified apartment units designed for people who can live independently with some assistance, but who are not eligible for assisted living or a greater level of care. Detailed information, including eligibility, services, and how to apply, can be found [here](#).

**The BC Rebate for Accessible Home Adaptations Program (BCRAHA)**, formerly known as the Home Adaptations for Independence Program (HAFI), provides rebates to eligible low-income households to complete home adaptations for independent living. Homeowners, landlords and tenants may apply for eligible modifications up to a lifetime maximum. Detailed information, including eligibility, and how to apply, can be found [here](#).

**The Shelter Aid for Elderly Renters program (SAFER)** helps make rents affordable for BC seniors with low to moderate incomes. SAFER provides direct monthly cash payments to subsidize rents for eligible BC residents who are age 60 or over and who pay rent for their homes. Detailed information, including eligibility, and how to apply, can be found [here](#).

### **Building Inspectors**

Many local governments are experiencing challenges with recruitment and retention of building officials. Providing a competitive compensation package and finding candidates with the requisite qualifications are challenging in today's labour market. The Province is working to raise the profile of the Building Official career as part of provincial career planning information.

We encourage local governments to consider collaborative approaches to meeting their needs, such as sharing a resource or pooled contracting of additional (higher level) capacity to address short-term increases in demand. Creative approaches to recruitment include attending local trades school job fairs

or information sessions and supporting networking by existing building department staff to identify promising young candidates who may currently be working in adjacent fields. The [Building Officials Association of BC](#) offers succession planning resources that may help local governments.

### **BC Building Code Requirements**

There are a number of regulations related to the design and construction of buildings, including the BC Building Code, Plumbing Code, Fire Code, Gas Code, and BC Electrical Code. These codes provide minimum design and construction requirements with the objective of establishing baseline levels of health, safety, accessibility, fire and structural protection, and protection of the environment. All changes to the codes undergo impact analysis to ensure that the impact of changes is documented and considered acceptable.

While some code changes may increase costs of construction or building ownership, these impacts are considered against the objectives that codes are designed to address: health, safety, accessibility, fire and structural protection, and protection of the environment. Codes are also sometimes required to be updated to address changing conditions as new information improves our understanding of issues such as climate change, seismic events, and other physical threats to buildings and occupants.

### **Housing Authorities**

Municipal housing corporations (MHCs) provide a vehicle for a local government to develop, own, and operate housing to meet the needs of their community. Local government legislation enables local governments to incorporate a corporation (or acquire shares in a corporation) with approval of the Inspector of Municipalities. An MHC can be an alternative to having in-house expertise on housing development or entering partnering agreements with another housing provider, such as a non-profit society. Once an MHC has been formed, the local government can enter into partnering agreements with it to provide assistance, such as allowing the use of local government land or investing funds from an Affordable Housing Reserve Fund in projects taken on by the MHC. It is important to carefully consider what delivery model might best meet the needs of your community. For more information on the creation of corporations by local governments, visit the guide for [Launching and Maintaining a Local Government Corporation](#).

Examples of MHCs in British Columbia include the [Metro Vancouver Housing Authority](#), [Capital Region Housing Corporation](#), [Whistler Housing Authority](#), and [Tofino Housing Corporation](#).

### **Supportive Housing**

The COVID-19 pandemic has shone a spotlight on the increasing need in our communities for supportive housing for a diverse range of needs, from youth aging out of care to survivors of violence and trauma who struggle to sustain housing independently. When a new supportive housing project is proposed in a community, it may raise concerns about potential neighbourhood impacts. A [BC Housing study](#) of five

supportive housing projects found that the concerns neighbours expressed about the projects did not materialize once the housing was operational. While there is an adjustment period for new housing, calls to police fell below the level that occurred prior to projects opening.

Supportive housing developments not only get people out of the cold and into safe, secure housing; they also help people rebuild their lives with the right supports, dignity and respect. More information about the community benefits of supportive housing are online [here](#).

Each community has distinct populations and needs, as many of you have learned through your Housing Needs Assessments. Our Ministries and BC Housing are committed to working with all B.C. communities to develop and welcome diverse forms of housing supply that serve your residents. Communities can contact their regional development manager here: [dev-strategies@bchousing.org](mailto:dev-strategies@bchousing.org).

### **Approval process streamlining**

The Province understands that prompt turnaround times for Provincial permits are needed to support new housing coming to market. The reduction of turnaround times is a priority throughout all ministries in the provincial government. We are working across government to identify opportunities for improvement in permitting processes and appreciate each local government that is also striving to improve your local development approvals processes.

### **Renovictions**

‘Renoviction’ describes an eviction that is carried out to renovate or repair a rental unit. In the past, tenants have been unfairly evicted in cases where landlords completed minor repairs to re-rent units to new tenants at a higher rate.

In 2018, the Rental Housing Task Force’s number one recommendation was to stop renovictions. The Province has followed through on this recommendation by introducing new measures to protect tenants from renovictions.

As of July 1, 2021, landlords must apply to the Residential Tenancy Branch (RTB) for pre-approval to end a tenancy for renovations. An arbitrator will decide if ending the tenancy is the only way to complete the required renovations or repairs. This will ensure that ending tenancies for repair or renovation only occur in situations where that is the only way to do the necessary repairs or upgrades.

Landlords must have all required permits and approvals and will need to prove that the only way to complete the work is by ending the tenancy. Tenants will be able to participate in a dispute resolution hearing and provide evidence that the tenancy does not need to end for the work to be completed.

For more information about renovictions and the application process, please see the [RTB website](#)

### **Short-Term Rentals (STRs)**

The pandemic has affected both tourism and housing markets dramatically, and the impacts have varied throughout the Province. Staff from both Ministry of Attorney General and Municipal Affairs have been working with UBCM in a joint Advisory Group on Short-Term Rentals since early 2020. The purpose of this group is to help inform the Province's consideration of potential policy approaches to STRs, including possible measures to support local governments interested in taking further actions to address STR impacts. We appreciate the hard work done by representatives of the nine participating local governments (Whistler, Vancouver, Victoria, Burnaby, Kelowna, Nelson, Thompson-Nicola Regional District, Islands Trust, and Tofino) to prepare a report that is coming to the UBCM Executive and the Province this summer. We know it's important to ensure your communities are equipped with the tools to experience the benefits that STRs can produce in tourism, while protecting your housing supply for long-term residents and workers.

### **Municipal & Regional District Tax (MRDT) and Online Accommodation Platform (OAP) revenue for affordable housing**

During the meetings questions were raised with respect to the use of MRDT/OAP revenues for affordable housing. See the summary below; more detailed information can be found [here](#).

**To use general MRDT revenue for affordable housing:** Designated recipients that wish to use general MRDT revenues for affordable housing must submit a complete application package including all the documentation required for a renewal or rate increase application outlined in the MRDT Program Requirements.

**To use Online Accommodation Platform (OAP) MRDT revenue for affordable housing:** Designated recipients are able to use OAP MRDT revenues on affordable housing initiatives either:

- By allocating OAP revenues to affordable housing in their initial application for the MRDT program, or
- During the five-year period of the MRDT program without submitting a new five-year strategic business plan or application package (but with details in the required tactical plan).

If the designated recipient is a not-for-profit business association (e.g. a Destination Marketing Organization, DMO), the DMO is eligible to receive the money and they make the decisions where this money is allocated. If a municipality/regional district would like to allocate the OAP to affordable housing but they are not the designated recipient for the accommodation area, the municipality/regional district needs an agreement with the designated recipient (DMO) to do so.

For more detailed information visit <https://www.destinationbc.ca/what-we-do/funding-sources/mrdt/faq/>. Information on application procedures and requirements can be found in Section 7 and 9 of the [Municipal and Regional District Tax Program Requirements](#). Information on affordable housing can be found in Section 8 of the [Municipal and Regional District Tax Program Requirements](#).

Complete application packages must be submitted in PDF format to Destination BC via email at [MRDT@destinationbc.ca](mailto:MRDT@destinationbc.ca) or call 604-953-6704.

And lastly, just a short pandemic restart reminder.

#### COVID-19 Update

As you are aware, B.C.'s four-step restart plan to bring B.C. back together was announced on May 25, 2021. The plan is focused on protecting people and safely getting life back to normal.

On July 1, B.C. moved into Step 3 of the restart plan and the provincial State of Emergency was lifted: <https://news.gov.bc.ca/releases/2021PREM0043-001268>. I appreciate and thank you for all the extraordinary efforts local governments have made over the last eighteen months to keep their communities healthy and safe.

Information was sent to you and your Chief Administrative Officers/Corporate Officers with respect to B.C.'s Restart on July 2, 2021. These communications provided further details about the end of the state of emergency and transition for local governments including bylaw approval processes and other ministerial orders that may impact local governments. If you have any questions about the transition to Restart Step 3 or the end of the state of emergency, please contact our Governance and Structure Branch by telephone at: 250 387-4020, or by email at: [LGGovernance@gov.bc.ca](mailto:LGGovernance@gov.bc.ca).

We will be taking a summer break from the regional meetings and restart them in September/early October after the 2021 UBCM Convention. Ministry staff will be in touch with you about date, time, and meeting information. Please have a safe summer.

Sincerely,



Tara Faganello  
Assistant Deputy Minister

pc: Honourable Josie Osborne, Minister of Municipal Affairs  
Honourable David Eby, Attorney General and Minister Responsible for Housing  
Cheryl May, Assistant Deputy Minister, Office of Housing and Construction Standards  
Gary MacIsaac, Executive Director, UBCM  
Nancy Taylor, Executive Director, LGMA  
Todd Pugh, Executive Director, CivicInfo  
Roari Richardson, Ministerial Advisor, Minister of Municipal Affairs



BRITISH COLUMBIA  
**Social Procurement**  
INITIATIVE

July 27, 2021

Mayor Leonard Casley  
Village of New Denver  
Box 40  
New Denver BC V0G 1S0

**Re: Membership Opportunity: British Columbia Social Procurement Initiative**

Dear Mayor Casley,

We are writing to let you know about an exciting new opportunity for the Village of New Denver to join the [British Columbia Social Procurement Initiative \(BCSPI\)](#).

Previously only available to governments in the Vancouver Island and Coastal Communities region, BCSPI has recently received support from the BC Government to expand province-wide, providing the opportunity for governments and institutional purchasers in communities across British Columbia to join.

BCSPI is a low cost, high value program that provides local governments with training, expertise, and support to integrate social procurement practices and add social value to their existing purchasing. This added social value can be connected directly to strategic or social planning goals.

For an annual membership fee equivalent to local area of government association dues, participating members and their staff get access to a full suite of professional development and training, templates, case studies, impact measurement tools and expert consultation support at no additional cost. Significantly, now is the best possible time to join. Building on the successes of the first two years, new members will join with all of the foundational work in place: over 50 pilot projects undertaken, a comprehensive library of templates and tools developed, best practice examples and thriving community of practice all available to support social procurement integration and implementation.

BCSPI (formerly CCSPi) started as a two-year pilot in the Vancouver Island and Coastal Communities region in 2019 and, since its inception, has already grown in membership from 6 to 30 local governments and institutional purchasers. BCSPI members have now procured over \$200 million of goods, services and construction with added social value to the benefit of their local economies. This means that additional local business, employment and skills & training opportunities are being generated from existing procurement dollars at a time when our local economies need it most. (The CCSPi Phase 1 report is attached for your information).

Page 2

Mayor Leonard Casley

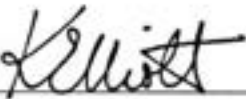
July 27, 2021

Social procurement is a key economic recovery and stability consideration for local governments. Joining BCSPi now will ensure that your organization has access to the training and expertise required to implement social procurement best practices, and the ability to take advantage of the opportunity to create additional community benefit from your existing spending.

We would be happy to discuss this opportunity with you directly, or to schedule a presentation for your Council or Board to provide more information about the Initiative. If you have any questions or would like to set up a meeting or presentation, please contact Robert Fisher, BCSPi Project Coordinator by email at [rfisher@scalecollaborative.ca](mailto:rfisher@scalecollaborative.ca) or by phone on (250) 886-3063.

Sincerely,

Karen Elliot  
Mayor, District of Squamish  
Co-Chair, BCSPi Steering Committee



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Colleen Evans,  
Councillor, Campbell River  
Co-Chair, BCSPi Steering Committee



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Cc: Lisa Scott, Chief Administrative Officer  
Colin McClure, Chief Financial Officer

Attached: CCSPI Phase 1 Report



Good afternoon,

Several regional agencies and organizations have partnered to create the [Northwest Regional Invasive Species and Climate Change \(NW RISCC\) Network](#), a community of practice dedicated to helping practitioners address the nexus of climate change and invasive species, including plants, animals, and pathogens. The objective is to help practitioners within federal, tribal, state, and local agencies and conservation organizations integrate climate change science and adaptation with invasive species prevention, early detection, control, monitoring, and research activities.

As a member of the network advisory team, we would like to invite you to our upcoming [virtual symposium](#) to be held September 15-16, 2021. Our goal is to bring together managers, scientists, and other practitioners to discuss the nexus of climate change, extreme events such as wildfires and droughts, and invasive species management in the Northwest.

What: Northwest Invasive Species and Climate Change 2021 Virtual Symposium

When: September 15th & 16th 2021, 9:00 am – 12:00 pm PT

Cost: Free!

Who should attend:

Managers, scientists, and other practitioners that are concerned about invasive species, climate change, and extreme events in the Northwest including Washington, Oregon, Idaho, British Columbia, and neighboring states and provinces

Why you should attend:

- Showcase your research or on-the-ground project
- Contribute to a cutting-edge initiative
- Create new and enhance existing partnerships with other Northwest practitioners
- Inform regional research and funding priorities

Registration link:

<https://zoom.us/meeting/register/tJwsfuuogT8iGt1Uy75Tc5B0mhXO5Bf5aUap>

Website: <https://sites.google.com/view/nwriscc/symposium>

Interested in presenting or have a project you would like to share? Please email [Rachel@EcoAdapt.org](mailto:Rachel@EcoAdapt.org).

Interested in learning about the Washington Invasive Species Council and how this fits into the statewide invasive species strategy? Visit <https://invasivespecies.wa.gov/council/reports/>.

Best,

Julia McNamara (she/her)  
Board and Policy Administrative Assistant  
1111 Washington ST SE  
Olympia WA 98501

Mailing Address  
PO Box 40917  
Olympia WA 98504-0917

[julia.mcnamara@rco.wa.gov](mailto:julia.mcnamara@rco.wa.gov)



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Working group mailing list

[Working.group@lists.bcinvasives.ca](mailto:Working.group@lists.bcinvasives.ca)

[http://lists.bcinvasives.ca/mailman/listinfo/working.group\\_lists.bcinvasives.ca](http://lists.bcinvasives.ca/mailman/listinfo/working.group_lists.bcinvasives.ca)



RECEIVED

JUL 28 2021

July 20, 2021

**Re: Forest Enhancement Society of BC Accomplishments Update Summer 2021**

Dear Mayor Leonard Casley and New Denver (Village) Council,

The Forest Enhancement Society of BC (FESBC) delivered projects worth \$77 million dollars in the fiscal year ended March 31, 2021. This was a significant increase to our expenditure target and included \$3 million dollars as part of the B.C. government's economic response to COVID-19. This work was achieved while keeping **forest worker safety paramount**.

We are working together to achieve B.C. government priorities established for FESBC related to the health of our forests, including:

- Increasing participation of Indigenous communities in the forest economy,
- Assisting with wildfire recovery efforts and risk reduction,
- Contributing to the achievement of greenhouse gas emission reduction targets,
- Improving habitat for wildlife,
- Improving the recovery of fibre, and
- Adding to the environmental sustainability of B.C.'s natural resources.

Since inception, we have always strived to fund projects that deliver multiple benefits for British Columbians. In most cases, each dollar granted achieves more than one objective. For example, a project with a primary objective of reducing wildfire risk to protect a community might also have a secondary benefit of **protecting and enhancing important recreational values**.

We have highlighted 39 FESBC funded projects in the enclosed Accomplishments Update Summer 2021 that protect and enhance these recreational assets. From campsites and hiking/biking trails to heritage sites and ski resorts, we hope you enjoy reading about projects taking place throughout our province.

If you are interested in further information, please visit our website [www.fesbc.ca](http://www.fesbc.ca) and connect with our Executive Director Steve Kozuki at [skozuki@fesbc.ca](mailto:skozuki@fesbc.ca) or 1.250.819.2888.

Jim Snetsinger, RPF

Board Chair, Forest Enhancement Society of BC

(017) MC-21125



Vince Preap from Vancouver on his first camping trip to Agur Lake Camp in Summerland B.C. with the first fish he ever caught!

1

Boer Mountain Bike Trails  
& Campground  
BURNS LAKE, B.C.

2

BC Parks Kootenay  
Champion Lakes Campground  
GENELLE, B.C.

3

Agur Lake Camp Society  
Agur Lake Barrier-free  
Wilderness Camp  
SUMMERLAND, B.C.

4

Barkerville Historic Town & Park  
World Class Heritage Site  
BARKERVILLE, B.C.

5

Jewel Lake Recreation Area  
Camping & Trails  
GREENWOOD, B.C.

## FORESTRY ENHANCES RECREATIONAL VALUES THROUGHOUT B.C.

FESBC has always striven to fund projects that deliver multiple benefits for British Columbians. This optimization approach results in FESBC projects generating very high value-for-money. In most cases, each dollar granted works hard to achieve more than one objective. A common example is a project with a primary objective of reducing wildfire risk to protect a community also has a secondary benefit of protecting important recreational values such as campsites and hiking trails. Since the FESBC project evaluation process encourages applicants to also manage for other secondary objectives, proponents endeavor to **improve wildlife habitat, utilize woody fibre residuals to reduce greenhouse gases, maintain visual aesthetics, and improve recreational values**—all in the same project. FESBC is proud to have worked with local people on so many win-win projects and we invite you to learn more!



Forest Enhancement  
Society of British Columbia

Read about 34 more FESBC-funded  
projects which enhance trails, campsites,  
and other recreational areas!







## About FESBC

The B.C. government has invested \$238 million in FESBC, of which \$237.6 million has been allocated for 269 forest enhancement projects as of March 2021. FESBC has empowered local people who want to do local projects that contribute to the achievement of our climate change goals and enhance B.C.'s forests through: wildfire risk mitigation; accelerated ecological recovery after wildfires; wildlife habitat enhancement; and increased utilization of forest fibre. Visit our website to learn about the newly funded projects and read about all 269 FESBC-funded projects: [www.fesbc.ca](http://www.fesbc.ca)



### 6 Silverton, BC

**PROJECT PARTNER:** Slocan Integral Forestry Cooperative (SIFCO)

**FESBC GRANT:** \$1,725,447

**RECREATIONAL VALUE PROTECTED:** Bannock Point Recreation Site

**PROJECT WORK:** Wildfire fuel break implementation was implemented as identified in the Slocan Valley Landscape Level Wildfire Protection Plan.



### 7 Quesnel, BC

**PROJECT PARTNER:** City of Quesnel

**FESBC GRANT:** \$1,000,000

**RECREATIONAL VALUE PROTECTED:** Trails & Provincial Park Campground

**PROJECT WORK:** Wildfire risk reduction planning, prescription, and treatment work was implemented to help protect the area.



### 8 Big White, BC

**PROJECT PARTNER:** Davies Wildfire Management

**FESBC GRANT:** \$515,760

**RECREATIONAL VALUE PROTECTED:** Ski Resort

**PROJECT WORK:** Development and implementation of fuel management prescriptions created two landscape level fuel breaks within the proximity of the Resort.



### 9 Barkerville, BC

**PROJECT PARTNER:** Barkerville Historic Town & Park

**FESBC GRANT:** \$168,000

**RECREATIONAL VALUE PROTECTED:** World Class Heritage Site

**PROJECT WORK:** Construction of a wildfire fuel break aligned with the Barkerville Community Wildfire Protection Plan and helped protect the world class heritage site.



### 10 Nelson, BC

**PROJECT PARTNER:** BC Parks—Kootenay

**FESBC GRANT:** \$85,156

**RECREATIONAL VALUE PROTECTED:** West Arm Provincial Park, Nelson Watershed, plus Hiking/Biking Trails

**PROJECT WORK:** Wildfire fuel management treatments created a landscape level fuel break and reduced fuel loads.



### 11 Summerland, BC

**PROJECT PARTNER:** Agur Lake Camp Society

**FESBC GRANT:** \$51,853

**RECREATIONAL VALUE PROTECTED:** B.C.'s only Barrier-Free Campground

**PROJECT WORK:** Spacing, pruning, piling, and disposal of vegetation reduced overall fuel loading near the Agur Lake Camp.



### 12 Peachland, BC

**PROJECT PARTNER:** Ntityix Resources LP

**FIRST NATIONS PARTNERS:**

Sylix nation: Okanagan Indian Band, Osoyoos Indian Band, Penticton Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, and Westbank First Nation

**FESBC GRANT:** \$97,238

**RECREATIONAL VALUE PROTECTED:** Recreation Campsite

**PROJECT WORK:** A wildfire fuel reduction project was implemented adjacent to Silver Lake Camp.



### 13 Williams Lake, B.C.

**PROJECT PARTNER:**

Celtic Engineering Ltd.

**FESBC GRANT:** \$242,724

**RECREATIONAL VALUE PROTECTED:**

Mountain Bike Trails

**PROJECT WORK:** Wildfire risk reduction prescriptions and treatments done on high priority areas adjacent to Williams Lake.



### 14 100 Mile House, B.C.

**PROJECT PARTNER:**

Zanzibar Holdings Ltd.

**FIRST NATIONS PARTNER:**

Canoe Creek Indian Band

**FESBC GRANT:** \$227,778

**RECREATIONAL VALUE PROTECTED:**

Provincial Park Campground

**PROJECT WORK:** Wildfire risk reduction treatments adjacent to Lac La Hache Provincial Park campground.



### 15 Midway, B.C.

**PROJECT PARTNER:**

West Boundary Community Forest

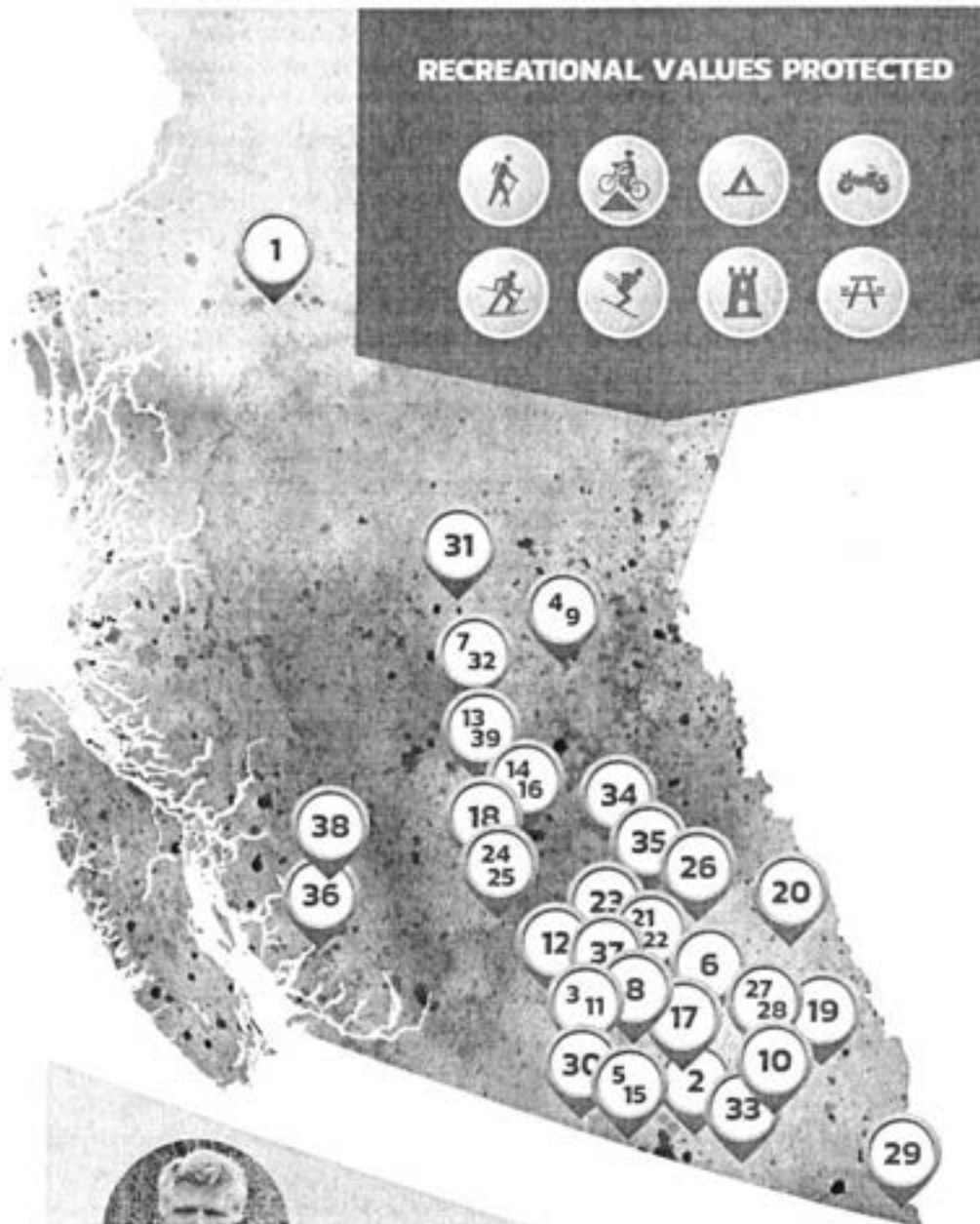
**FESBC GRANT:** \$94,200

**RECREATIONAL VALUE PROTECTED:**

Hiking & Biking Trails

**PROJECT WORK:** Removed forest fuels to reduce the risk of wildfires.

## RECREATIONAL VALUES PROTECTED



"We look forward to the future as we care for the past. One where the historic town and park are safe from damaging wildfires so we can continue to welcome thousands of tourists each year and provide both employment and enjoyment because of the proactive work we did now."

—Ed Coleman • Former CEO | Barkerville Historic Town & Park



"When you live in a community where there's only one road in and out, you can see the devastation a fire can have on a community, it's nerve racking. We are proud of the work that was done, the results, and the safety assurances it brings. This action speaks for itself. We feel protected."

—Michael J. Ballingall • Senior Vice President | Big White Ski Resort Ltd.



## FESBC by the numbers\*

**269**

projects approved  
throughout B.C.

**\$357** MILLION  
DOLLARS

in economic activity  
created by 269 projects

**5.3** MILLION  
TONNES

of CO<sub>2</sub>e sequestered or  
avoided = 11 million cars  
off the road for a year

**2,214**

full time equivalent  
jobs created

**63**

projects led by First Nations and  
23 additional projects have significant  
First Nations involvement

\*All numbers current as of March 2021



## Milestone Achievements with FESBC Partners

The fiscal year ending March 2021 was a record for FESBC with \$77 million of projects delivered. This included a significant increase to our expenditure target and another \$3 million allocation increase as part of the B.C. government's economic response to COVID-19. This work was achieved while keeping forest worker safety as a paramount priority.

We are working together to achieve B.C. government priorities established for FESBC related to the health of our forests.



Now that FESBC funds are all but fully allocated, the focus for FESBC is to work with our partners and approved project holders to ensure the effective delivery of the projects in a manner consistent with the approved project timelines.

## Learn More

If you'd like to learn more about the Forest Enhancement Society of BC and how people in British Columbia's forests are helping create climate change solutions, reduce wildfire risk, and keep workers employed through our funded projects, connect with us!

Steve Kozuk, FESBC Executive Director  
skozuk@fesbc.ca or 1.877.225.2010

Subscribe to our FESBC Newsletter: [www.fesbc.ca](http://www.fesbc.ca)

Follow us on  

COMMUNITY	PARTNERS	FESBC FUNDING	RECREATIONAL VALUE PROTECTED
16 100 Mile House	District of 100 Mile House	\$25,589	
17 Castlegar	Mercer Celgar Limited Partnership	\$3,000,000	
18 Clinton	Zanzibar Holdings Ltd. & Canoe Creek Indian Band	\$423,478	
19 Cranbrook	Rocky Mountain Trench Natural Resources Society	\$78,078	 
20 Invermere	Wildlands Eco-Forestry Inc. & Shuswap Indian Band	\$589,801	 
21 Kelowna	FLNRD, Okanagan Shuswap District	\$1,930,768	  
22 Kelowna	Tolko Industries Ltd. & Westbank First Nation	\$1,029,370	
23 Lake Country	Davies Wildfire Management Inc.	\$154,052	 
24 Logan Lake	Logan Lake Community Forest Corporation	\$945,000	 
25 Logan Lake	Logan Lake Community Forest Corporation	\$325,000	
26 Nakusp	Nakusp and Area Community Forest	\$305,835	
27 Nelson	Harrop-Procter Community Co-operative	\$234,600	
28 Nelson Area	Regional District of Central Kootenay	\$602,762	
29 Newgate	Rocky Mountain Trench Natural Resources Society	\$215,232	  
30 Oliver	Baldy Mountain Resort	\$257,957	 
31 Prince George	Taber Mountain Recreational Society	\$25,000	   
32 Quesnel	The City of Quesnel	\$700,000	
33 Rossland	Red Mountain Resort	\$33,468	 
34 Sicamous	Landmark Solutions	\$1,000,000	
35 Silver Star Mountain	Silver Star Mountain Resort Ltd.	\$16,222	 
36 Squamish	FLNRD—Sea to Sky District, Lil'wat First Nation & Squamish Nation	\$421,740	 
37 Westbank	Nitylix Resources LP & Westbank First Nation	\$115,532	
38 Whistler	Cheakamus Community Forest	\$1,281,248	 
39 Williams Lake	Williams Lake Community Forest LP & Williams Lake First Nation	\$2,301,731	 

These projects are funded in part by the Government of Canada and the Province of B.C.  
All numbers current as of March 31, 2021.

**SUBMITTED BY:** Lisa Scott, CAO

**DATE:** July 28, 2021

**SUBJECT:** FireSmart Water System Capacity Review

**PURPOSE:** To provide Council and Protective Services with an understanding of the fire protection capacity of our current water system.

**SUMMARY:** The review is based on worst case scenarios and provides recommendations for areas of improvement in order to provide maximum fire protection capacity within our water distribution system.

#### **BACKGROUND & ANALYSIS:**

The Village of New Denver in partnership with the Slocan Valley Wildfire Resiliency Program, has retained the services of TRUE Consulting to review the Village's water system capacity. This report submitted by TRUE Consulting provides a summary of the water distribution system report that had been prepared earlier this year and interprets those results into a model for identifying areas and components that require upgrading or replacement in order to achieve maximum fire protection capacity.

This review was based on a worst-case scenario, being highest water usage months where water demand is at maximum day demand and where the well pumps are off or unable to run.

Water supply and storage capacity and recommended residual water pressure minimums were taken into consideration.

The review identified three areas for improvement:

1. Increase the volume of water flow to the portion of the Village south of Carpenter Creek by either installing a second watermain across the creek or by replacement of the existing watermain with a larger diameter pipe.
2. Increase the size of the watermain that connects the reservoir to the distribution system.
3. Install a generator for backup to Well #2.

This report will be used for future planning, budgeting and grant applications.

**ATTACHMENTS:** - TRUE Consulting FireSmart Water System Capacity Review





June 18, 2021

Our File: 1479-071

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

Attention: Mr Darrell Garceau, Corporate Officer

Dear Mr Garceau,

**RE: Village of New Denver - FireSmart Water System Capacity**

---

## 1.0 Background

The Village of New Denver has actively been engaged in the Slocan Valley Wildfire Resiliency Program, following the FireSmart principles to mitigate wildfire. As a planning component of that program, the fire protection capacity of the Village's water supply system has been reviewed.

TRUE Consulting prepared a draft *Water Distribution System Review* earlier this year, which included creation and calibration of a digital water model of New Denver's water distribution network. This letter provides a summary of the water distribution report and interprets results from the existing water model.

Approximate flows assessed by the water model are used to provide recommendations on the suitability of the system for fire protection. The model also aids in identifying areas and components that are deficient and require upgrading or replacement.

## 2.0 Capacity Summary

The Village's distribution system fire flow capacity, water supply capacity, and reservoir storage capacity are described in the following sections.

### 2.1 Distribution System Fire Flow Capacity

To assess fire flow capacity, a water model scenario was analyzed that mimics the worst case that the Village may experience - where Village well pumps are off and water demand is at maximum day demand (MDD). Experiencing the MDD during a fire flow event is probable as wildfire season coincides with the months of highest water demand which are typically experienced in July and August.

Analysis of the model was performed where residual system pressures were prevented from dropping below 20 psi. Residual pressure greater than 20 psi is important to prevent damage to pipes, and possible contamination of water lines. **Table 1** lists the maximum fire flow available from each hydrant in New Denver. The attached **Figure 5** (taken from the draft *Water Distribution System Review*) depicts the water system layout, hydrant locations, and fire flow capacity transposed against the Village map.

TABLE 1 – AVAILABLE FIRE FLOW DURING EXISTING MAX DAILY WATER DEMAND

<i>Hydrant Description</i>	<i>Hydrant Location</i>	<i>Available Flow (Litres/sec)</i>
5H	10 <sup>th</sup> Ave and Columbia Street	92
9H	11 <sup>th</sup> Ave and Kootenay Street (Hwy 6)	52
14H	10 <sup>th</sup> Ave and Union Street (Hwy 6)	92
17H	9 <sup>th</sup> Ave and Kootenay Street	92
19H	8 <sup>th</sup> Ave and Columbia Street	84
24H	8 <sup>th</sup> Ave and Union Street	92
27H	9 <sup>th</sup> Ave and Kildare Street	92
34H	8 <sup>th</sup> Ave and Josephine Street	79
42H	7 <sup>th</sup> Ave and Kootenay Street	90
48H	7 <sup>th</sup> Ave and Kildare Street	83
50H	6 <sup>th</sup> Ave and Columbia Street	90
56H	6 <sup>th</sup> Ave and Union Street	91
61H	6 <sup>th</sup> Ave and Josephine Street	92
66H	6 <sup>th</sup> Ave and Eldorado Street	92
71H	Slocan Ave and Union Street	91
76H	Slocan Ave and Kildare Street	92
81H	Slocan Ave and Bellevue Street	92
92H	3 <sup>rd</sup> Ave and Kildare Street	36
95H	2 <sup>nd</sup> Ave and Lane (east of Kildare)	36
97H	2 <sup>nd</sup> Ave and Josephine Street	36
100H	Centennial Park	36
105H	1 <sup>st</sup> Ave and Josephine Street	36
107H	Galena Ave and Lane (east of Kildare)	36
108H	Galena Ave and Kildare Street	36

## 2.2 Water Supply and Storage Capacity

In addition to the distribution system fire flow capacity, consideration is given to the water supply and storage capacity. During normal operations, the well pumps supply the system and top up the reservoir throughout each day at the following rates:

### Well #1 (Arena Well)

- Pump capacity 10.7 L/s (924 m<sup>3</sup>/day).
- Equipped with backup power generator.

### Well #2 (Lake Well)

- Pump capacity 33.4 L/s (2,885 m<sup>3</sup>/day).
- No backup power generator.

If the power remains on, and pumps 1 and 2 are operational they would be able to contribute 44.1 L/s to the system (up to 3,809 m<sup>3</sup>/day). Although this water supply rate is lower than much of the distribution network fire flow capacity, this water supply exceeds the Village's maximum day demand (recorded water use of up to 1,415 m<sup>3</sup>/day in the past five years) and would therefore assist in prolonging the reservoir capacity during an extended fire flow event as may be experienced during a wildfire.

The Village's existing reservoir has an operating volume of 1,295m<sup>3</sup>.

## 3.0 Recommended Improvements

The worst case for hydrant fire flow is seen throughout the entire portion of the Village located south of Carpenter Creek. A single 150mm watermain provides water across the bridge for all the distribution in the southern part of the Village. To improve the fire flows, a second watermain crossing the creek, or a replacement of the existing watermain with a larger diameter would be required.

Except for one hydrant (9H), fire flow capacity to the north of Carpenter Creek exceeds typical municipal guidelines for urban residential fire flow protection. To improve the fire flow capacity to meet commercial and institutional use guidelines, the watermain connecting the distribution system from the reservoir would need to be upgraded to a larger 250mm diameter pipe.

As noted in the previous section, Well #1 has a backup generator which can run the well pump if power goes down. Adding a generator located at Well #2 would be a beneficial improvement and add to the resiliency of the water system by providing additional flow if power is lost.

The attached **Figure 7** (taken from the draft *Water Distribution System Review*) provides an overview of the recommended long term improvements, and the resulting fire flow capacities.

## 4.0 Closure

We expect that this letter will assist the Village with understanding of the fire protection capacity throughout the system. The draft *Water Distribution System Review* prepared by TRUE in March 2021 can be referenced for further information on the water distribution system. If you have any questions about this information, please contact the undersigned.

Sincerely

**TRUE Consulting**



Scott Wallace, P.Eng.  
SW/slf

Enclosures:

Figure 5 - Fire Flow Capacity (Existing Max Day Demand)

Figure 7 - Fire Flow Capacity (Future Max Day Demand with Long Term Upgrades)











**SUBMITTED BY:** Lisa Scott, CAO

**DATE:** August 2, 2021

**SUBJECT:** Main Street (6<sup>th</sup> Ave) Improvements

**PURPOSE:** To provide Council with the results of the informal survey of 6<sup>th</sup> Ave businesses for suggestions for improvements to the main street area.

**SUMMARY:** The consensus of the survey was that the businesses along 6<sup>th</sup> Avenue are happy that Council is considering improvements to the business area and are pleased to be consulted and included in the discussions. A variety of suggestions were offered, with a few being strongly recommended by almost all participants of the survey.

**BACKGROUND & ANALYSIS:**

Daphne Budding, President of the Slocan Valley Chamber of Commerce, conducted an informal survey on our behalf of businesses located along 6<sup>th</sup> Avenue for suggestions to improve the street and to draw travellers to it.

Five responses from businesses were received, as well some suggestions from the Chamber and a few members of the general public.

The most popular suggestions were for better/improved signage and updating the light standards, followed by adding for more benches and flowers and moving power poles & lines.

The results of this informal survey can be used to move forward with additional investigation and research into implementation of some/any of the recommendations.

**ATTACHMENTS:**

- vSummary of responses
- Individual responses

# RESULTS OF 6TH AVENUE BUSINESSES SURVEY

Move power poles & lines	✓	✓	✓				
Update light standards	✓	✓	✓			✓	
More benches	✓	✓	✓				
More/better signage	✓	✓	✓	✓		✓	
Remove trees	✓						
banners	✓		✓			✓	
More flowers		✓			✓	✓	
More trees		✓				✓	
Painted crosswalks		✓					
Outdoor art		✓			✓		
Merchants Night		✓					
Close off/restrict street to traffic		✓					✓
Reduce speed		✓					
More mining & forestry history			✓				
Convert residential homes to store fronts				✓			
Purchase & develop derelict homes				✓			
Improve curb appeal of existing businesses				✓			
Develop vacant lots				✓			
Traffic light at Hwy 6 & 31A				✓			
Make it a one-way street				✓			
Gateway entrance				✓			
Create public washroom/info centre/rest area/parking at Hwy 6 & 31A intersection				✓			
Heritage Walk					✓		
Traffic circles						✓	
Picnic tables							✓

## Lisa Scott

---

**From:** office  
**Sent:** July 14, 2021 10:21 AM  
**To:** cao; Jessica Rayner  
**Subject:** FW: Information gathered on behalf of the mayor of New Denver  
**Attachments:** letter to main street businesses.docx

FYI

**From:** Daphne Budding <daphnebudding63@gmail.com>  
**Sent:** July 14, 2021 10:11 AM  
**To:** office <office@newdenver.ca>  
**Subject:** Information gathered on behalf of the mayor of New Denver

Hi, I saw Leonard on the street in New Denver some time ago and he asked me to gather this information for him, as president of the Slokan Valley Chamber of Commerce.

I have attached a document to this email that contains all of the responses I received. As well, I am sending a copy of an email under separate cover from Patrick Warren, owner of the New Eldorado, as he included attachments that I was unable to include.

Finally, please extend my apologies to Gerald, as I did not include The Domes in the businesses to which I submitted the request. I honestly do not know what I was thinking, but clearly it was not clearly.

Andway, thank you for this opportunity and if the Mayor has any questions please let me know..

Daphne Budding, President  
Slokan Valley Chamber of Commerce

*Leonard, This is the letter that I provided to each of the vendors along 6<sup>th</sup> Avenue. I have attached the responses. As well, I will forward each of the email responses to you as some (particularly the response from Patrick) has some interesting links.*

Business Owners on 6<sup>th</sup> Avenue, New Denver

Hi, I am writing to you as the president of this Slocan Valley Chamber of Commerce. Recently, Mayor Leonard Casley asked if the Chamber would ask the 6<sup>th</sup> Ave businesses what the Village could do in order to improve the appeal of the street. The goal is to draw travelers onto the street so that they can take advantage of services, eateries and shopping.

To that end I am asking each of you to consider ways this street could be more inviting. There are no limits to what you can suggest. I cannot guarantee that your suggestions will be implemented but I can guarantee that they will be brought to counsel's attention.

To ignite your thoughts here are a few of my personal ideas:

- Move the power poles and lines to the alleys
- Update the light standards to a more welcoming and modern look
- Build park benches along the street sidewalks to encourage people to sit, relax and enjoy the community
- Post signs at the main intersection to let travelers know what is available down the street
- Remove the trees along the lake to give a clear and beautiful view of the lake.
- Banners on the light standards

I am sure that you have many ideas to improve upon this list. I look forward to reading them and passing them forward to the Village Council.

Please respond by July 10, 2021 to my email address: [daphnebudding63@gmail.com](mailto:daphnebudding63@gmail.com). I shall gather the responses and send them onward to the Village.

Daphne Budding, President

On behalf of the Slocan Valley Chamber of Commerce

### **The Raven's Nest**

**Marsh Garrick Rice, manager, & family**

Taeko Miwa, proprietor

We greatly appreciate this opportunity to suggest ways to make our beloved Main Street even more appealing. Downtown New Denver is already quite charming in many respects, and even more so recently with the 'new' Knox Hall and El Dorado, but there is definitely room for improvement.

Our family, who owns and operates the Raven's Nest, would like to submit the following ideas:

- First and foremost, we feel that the power and telephone lines and poles on Main Street (6th Avenue) definitely detract from the quaint atmosphere of our downtown. We know that moving or burying the lines has been discussed in the past, but if the Village could procure sufficient funding it would markedly improve our downtown. In addition to aesthetic concerns, there are also the health considerations of living so close to power lines, especially for our family who lives above the store with a child.
- We feel strongly that there should be more plants along Main Street, from flowers to trees, and would therefore be opposed to the removal of any trees at the end of Main, and really anywhere along the lake, unless absolutely necessary. During the summer months when downtown is at its hottest (and busiest), we naturally seek shade when on Main Street, and more trees along the sidewalk would certainly have a cooling effect, in addition to the aesthetic appeal. In addition, having flowers and other small plants – whether hanging or planted in boxes, as in downtown Nakusp – would improve the attractiveness of Main Street. Of course, the maintenance would fall on the Village Works, and so ideally there would be funding available for the long-term upkeep of these plants.
- More informational signage at the main intersection would be valuable in increasing awareness of the commercial district and other attractions (such as the Museum & Visitors Centre) that lie on either side of Highway 6, but especially towards the lake as the great majority of traffic, of course, does not leave the two highways. Informational and directional signs at other intersections along Main would also be beneficial for visitors.
- New light standards would be a great way to improve Main Street, and we would prefer a retro style that enhances the current heritage feel of so much of downtown. Again, as full-time residents of Main Street it must be said that the light pollution from the current streetlamps can be unpleasant at night, although we certainly recognize the safety and security benefits of the lighting.
- Public benches along Main Street would be inviting to visitors as well as residents. We notice that men especially often find themselves milling about on Main as their partners complete their shopping in downtown stores, and many couples and families congregate on our block as they wait for their takeout food to be ready.
- Making the street more pedestrian friendly in any way would be great, and could include painted crosswalks and perhaps even artwork painted on the street at downtown intersections. At certain times of the year, such as Merchants' Night, traffic

is restricted and parts of downtown become pedestrian only. It would be great if this could happen more frequently (if not weekly such as on market Fridays).

- Along the same vein, as we have previously mentioned to a former Village CAO, the speed of traffic up and down Main Street is often excessive, and 6th Avenue west of Highway 6 can seem like an extension of Highway 31A. In addition, particularly loud vehicles, including motorcycles, trucks, and large RVs, can be quite disruptive – if not dangerous – as they zoom up and down Main Street. It would be nice to improve Main Street in a way that encourages vehicles to maintain a safe speed as they travel through our downtown core.

Kudos to Mayor Casley and Council for supporting New Denver businesses in this and other ways, and to you and the Chamber for facilitating this initiative. Thanks so much for considering our ideas!



**New Market Foods**  
**Keith and Theresa**  
PO Box 219  
518 6th Ave  
New Denver, BC V0G 1S0

Looks like your suggestions are right in line with what we think needs to be done. Maybe find a way to incorporate some of the Mining and Forestry history so people remember/learn why the town is here.

Keith, Teresa  
--New Market Foods

**Tamara  
Nuru Owner**

Moving unsightly poles and power lines to back alleys, adding benches, flower baskets and banners to our Main Street are all fabulous ideas, but if we don't address the core issues, our efforts will be short lived and funds will be squandered.

Main Street needs to be redefined and organized.

Residential Homes should be converted into storefronts with the possibility of a residence on the second floor or to the back of the property. Derelict homes owned by absentee owners should be forced to sell back to the village at tax value so the village may sell or develop for commercial use. Existing businesses need to enhance their curb appeal and keep up with maintenance. All vacant lots need to be commercially developed in a timely manner. These ideas might require a bylaw change?

Traffic flow needs to be addressed: an official traffic light at the junction of highway 6 and 31a. Make Main Street one way only with west bound turn from the junction. Signage directing vehicle and pedestrian traffic to the downtown core that list amenities and businesses.

A Gateway entrance needs to be erected. The 'rock' doesn't make a statement, never did. We need to brainstorm and incorporate the very important junction into the plan. This is a natural gateway, a spot where travellers make a key decision-where to go next. Perhaps the four corners should become the overall entrance to town? Three businesses already exist in this area with one derelict building at one corner. The village could be encouraged to buy back and create a information centre/public washroom/pay parking/rest area.

With a traffic light, curbs and side walks-this could become our grand feature-entrance to town.

Benches, banners and baskets are a start to beautifying Main Street, but only a band aide if the bigger more concrete changes are not made.

**Kathy Proven**  
**Sew Much More**

- Murals on buildings
- Art walk
- Heritage walk
- Communities in Bloom
- Baskets or Pots of Flowers along the street

## Responses:

**The Elderado**

**Patrick Warren**

808 Kildare Street

New Denver 604-790-308

Attached you will find photo examples of suggestions for Village enhancements that would support commerce in our town.

*Leonard, I will send you the pictures separately with Patrick's email.*

Suggestion;

- Traffic Circle at intersection of Union and 6th street
- Street Banners

Other suggestions:

- plant a few more flowering street trees
- change street lights from harsh yellow fluoride to warmer white
- feature or relocate the distances to places placard on Kildare Street more prominently, upgrade it, and make it more of feature of the town

Thank you for considering these suggestions.

Kind regards,











Miscellaneous Suggestions:

Other suggestions that I have received during the course of gathering this information:

*Have Market Day close off 6<sup>th</sup> Avenue from Josephine to Kildare to encourage people to shop the market and the street vendors. And this would allow for more vendors on Friday.*

*Or*

*Have Market Day at the end of the street by Centennial Park to draw visitors down the street and past the businesses.*

*Picnic benches in the empty lot where the hardware store once stood.*



**SUBMITTED BY:** Jessica Rayner

**DATE:** August 6, 2021

**SUBJECT:** Application to Amend Zoning Bylaw Text and Rezone 603 Bellevue Street

**PURPOSE:** To review the application for a zoning bylaw text amendment and the rezoning of 603 Bellevue Street from R1 to a site-specific zone.

**RECOMMENDATION:**

THAT the Council direct staff to consider accommodation of larger accessory residences and rental of both primary and secondary residences as part of a broader Zoning Bylaw review.

AND FURTHER, THAT Council not support the application to amend the text of Zoning Bylaw No.612, 2007, adding the proposed site-specific zone and amending Section 4.18.9 such that it includes reference to the proposed site-specific zone.

AND FURTHER, THAT Council not support the application to Rezone Parcel A (See V21798), Block 5, District Lot 432, Kootenay District, Plan 9501 (603 Bellevue Street) from R1 to the proposed site-specific zone.

**ALTERNATIVES AND IMPLICATIONS:**

1. THAT Council support the application to Rezone Parcel A (See V21798), Block 5, District Lot 432, Kootenay District, Plan 9501 (603 Bellevue Street) from R1 to the proposed site-specific zone.

*The resulting site-specific zone would not include a maximum size limit for accessory residences.*

*The resulting site-specific zone would permit non-owners to reside in both residences on any property given this zoning.*

*The resulting site-specific zone would permit a maximum height for accessory residences of 8.5m (27.9 ft.) or two storeys, whichever is lesser. Currently, accessory residences shall not exceed 5.0m (16.4 ft.) in height, as per Section 18.1.7 of the Zoning Bylaw.*

2. THAT Council approve the application to Rezone Parcel A (See V21798), Block 5, District Lot 432, Kootenay District, Plan 9501 (603 Bellevue Street) from R1 to the proposed site-specific zone as amended (nature of amendment to be included in the resolution).
3. THAT Council request the application be amended by the applicant (nature of amendments to be included in the resolution), and returned to Council for consideration.

**BACKGROUND / PROPOSAL:**

**File:** ZON-2021-01

**Address:** 603 Bellevue Street

**OCP Designation:** Single Family Residential

**Zoning Designation:** R1 – Single & Two-Family Residential

**Proposal:** **Zoning Text Amendment:** adding the proposed site-specific zone and amending Section 4.18.9 such that it includes reference to the proposed site-specific zone

**Rezoning:** From R1 – Single and Two-Family to the proposed site-specific zone

**Lot Size:** 13,000 sq.ft. (100 ft. x 130 ft.)

An application has been made by the owners of 603 Bellevue Street to amend Zoning Bylaw No.612, 2007 to include a site-specific zone that accommodates accessory residences larger than 800 sq.ft. as currently permitted, with greater maximum heights than currently permitted and that do not need to be occupied by the registered owner(s) of the property. The application further proposes the rezoning of 603 Bellevue Street to this site-specific zone.

The zoning bylaw text amendment and rezoning application is attached as Appendix A. Included below as Image 1 is the proposed site plan for 603 Bellevue St. Currently, one single family dwelling exists at 603 Bellevue Street which the owners propose to tear down and replace with a 1,056 sq.ft. new single-family dwelling and a new 988 sq.ft. accessory residence.

The applicants' justification for the site-specific zone is outlined in the Appendix B, attached. The applicants have suggested that the ability to build two larger residences on a property would allow property owners to avoid high subdivision costs when proposing two larger units, that permitting two rental houses on a property would increase rental housing availability, and that increasing the permitted size of accessory residences would provide more diverse rental housing.

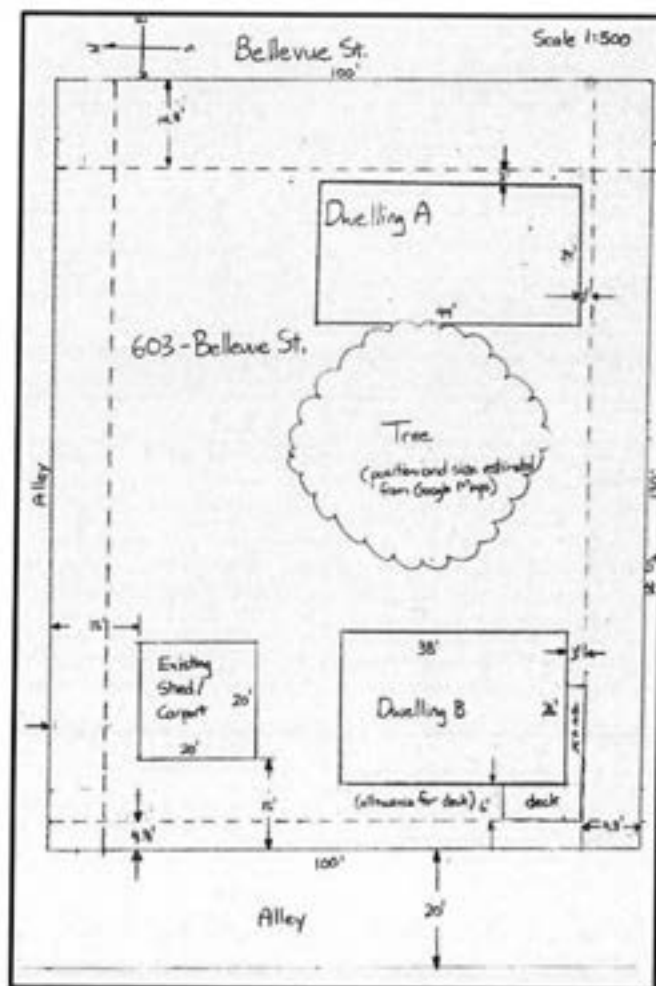


Image 1: 603 Bellevue Street  
Proposed Site Plan

## DISCUSSION

### *Lot Size*

The applicants have proposed that in order to accommodate accessory residences in the proposed site-specific zone, a property must not be less than 1,100m<sup>2</sup> (11,800 sq.ft.). This provision works to ensure that the larger size of accessory residences proposed only be permitted on larger properties. The subject property measures 100 ft. x 130 ft. for a total of 13,000 sq.ft. (1,208m<sup>2</sup>). To compare, a property that measures 100 ft. x 110 ft. totals 11,000 sq.ft. (1,022 m<sup>2</sup>). Because 100 ft. x 110 ft. (11,000 sq.ft.) lots are common in New Denver whereas 100 ft. x 120 ft. (12,000 sq.ft.) lots not, if the text amendment were supported, Council may want to consider a minimum lot size of 1,022m<sup>2</sup> (11,000 sq.ft.) for accommodation of these larger accessory residences.

### *Accessory Residence Size*

The site-specific zone does not include a maximum size limit for accessory residences. Currently, accessory residences are limited to 75m<sup>2</sup> (800 sq.ft.), or 40% of the total main floor area of the principal residence or 600 sq.ft., whichever is greater, as per Sections 4.17.3 and 4.18.10 of the Zoning Bylaw.

From a planning perspective, a larger primary residence with a smaller accessory residence provides a neighbourhood feel with a focus on a single residence per lot while accommodating accessory residences as a smaller, secondary use.

### *Accessory Residence Size*

The proposed site-specific zone would permit a maximum height for accessory residences of 8.5m (27.9 ft.) or two storeys, whichever is lesser, on any property given this zoning. Currently, New Denver's Zoning Bylaw requires that accessory residences not exceed 5.0m (16.4 ft.) in height.

Maintaining a lower maximum height for accessory residences supports a neighbourhood character that focuses on primary residences, with accessory residences clearly visually secondary to the primary residence. This is included to distinguish between the residence that is the focus of the property, the primary use, and the residence that is accessory to this use. It also reduces impact on sight lines in a neighbourhood.

### *Non-Owner Residents*

The proposed site-specific zone would permit non-owners to reside in both a primary and accessory residence on any property given this zoning. Currently, accessory residences shall not be occupied as a residence except where the registered owner of the property resides in the accessory residence or in the principal residence on the property, as per Section 4.18.1 of the Zoning Bylaw. Further, currently, if the registered owner of the subject property ceases to reside in either the principal residence/building or the accessory residence, the accessory residence must not be used for any purpose except storage of goods, as per Section 4.18.2 of the Zoning Bylaw.

The intention of the two regulations above is likely to provide certainty that a property is cared for and at least one of the residences, either primary or accessory, is used as a long-term residence. Out-of-town ownership may be increased if property owners are not encouraged to reside on property they own within the Village.

As suggested by the applicants, rental opportunities could be increased if property owners were permitted to rent two residences on a property to long term tenants. In this instance, the applicants have indicated that their intention is to "have an owner-occupied principal residence and a rental / family vacation accessory residence, but wish to be prepared for the possibility that our use could change in the future." Given the proposal to provide an owner-occupied principal residence, it seems the intention is not to increase rental housing stock at this time.

At this time, New Denver's Zoning Bylaw permits single-family dwellings to be used for short term rental for tourist accommodation that does not exceed four (4) weeks per year; this regulation is understood to exist for the purpose of encouraging owners to live in their properties in New Denver, encourage longer-term rentals, and direct tourist accommodation to commercial operators. While this regulation would remain in place given the proposed zoning text amendment, the owner would no longer have to live on the property and there could be a real or conceived lack of responsibility for rental housing where two residences exist on a property.

**Attachments:** Appendix A – Application for Zoning Bylaw Text Amendment and Rezoning  
Appendix B – Proposed Zoning Bylaw Text Amendments  
Appendix C – Applicant's Justification for Site-Specific Zoning  
Appendix D – Location Plan



CORPORATION OF THE VILLAGE OF NEW DENVER

Procedures Bylaw No. 417, 1993 Application No. \_\_\_\_\_

APPLICATION FOR ZONING AMENDMENT

I/We hereby apply for

☒ an amendment to the text of Zoning Bylaw No. ~~755~~ <sup>a) 4.18.9</sup>  
☒ the rezoning of the property described as (legal description):

Parcel A of Block 5, District Lot 432, Kertanay  
District Plan 9501

and located at (street address or general location) \_\_\_\_\_

603 - Bellevue St.  
New Denver

from R1 zone, to R2 or Site Specific zone.

Required application fee of \$ 100.00 and the completed Rezoning Information Form are attached.

Feb 15, 2021  
(Date)

  
(Applicant's Signature)

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT Tim Daniel

Feb 15, 2021  
(Date)

Mike Daniel  
(Registered Owner's Signature)

Where the Applicant is NOT the REGISTERED OWNER the Application must be signed by the REGISTERED OWNER or his SOLICITOR.

FOR OFFICE USE ONLY

APPLICATION FEE \$ \_\_\_\_\_ RECEIVED. Receipt NO. \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Clerk-Administrator

- (7) Description of the Proposed Use/Development Demolish existing dwelling and adjacent shed. Build a single family dwelling for full time occupation by owner, and a large accessory residence as a rental/family vacation home.
- \* (8) Services Currently Existing or Readily Available to the Property. (check applicable area)

Services	Currently Existing	Readily Available	Yes	No
	Yes			
. Road Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
. Water Supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
. Sewage Disposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
. Hydro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
. Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- (9) Proposed Water Supply Method Use existing Village supply for the single family dwelling, and construct an additional Village water connection for the accessory residence.
- (10) Proposed Sewage Disposal Method Replace existing septic system with two new systems, one for each dwelling.
- (11) Approximate Commencement Date of Proposed Project June 2021

#### Reasons in Support of Application

5. Reasons and comments in support of the application (use separate sheet if necessary)

See attached Justification of RS Zoning.

NOTE: \* Readily Available means existing services can be easily extended to the subject property.

### **Revision to Bylaw 4.18.9**

*An accessory residence shall only be permitted in R2 (Low-Density Multi-Family Residential) or RS (Site Specific Residential) Zones on parcels that contain one principal dwelling unit.*

**.3 Minimum Parcel Frontage**

The minimum parcel frontage is 15 m (49.2 ft.).

**.4 Exemptions from Minimum Parcel Area and Minimum Parcel Frontage**

The minimum parcel area and parcel frontage requirements do not apply where the land is used solely for parks, playgrounds or public utility uses.

**.5 Principal Buildings Per Parcel**

A parcel in a RS zone is limited to a maximum of one principal building per parcel.

**.6 Accessory Residences Per Parcel**

- (1) A parcel in a RS zone is limited to a maximum of one accessory residence per parcel, provided there is only one single family principal dwelling unit located on the parcel, and shall not be permitted otherwise.
- (2) An accessory residence in an RS zone shall be exempted from the following regulations:
  - (a) Section 4.17.3;
  - (b) Section 4.18.1;
  - (c) Section 4.18.2;
  - (d) Section 4.18.7;
  - (e) Section 4.18.10.

**.7 Minimum Setbacks from Parcel Lines**

- (1) The minimum setbacks from parcel lines for Multi-Family Dwellings and Senior Citizens Homes are as follows:
  - (a) 4.5 m (14.8 ft.) from a front parcel line;
  - (b) 1.5 m (4.9 ft.) from a rear parcel line;
  - (c) 4.5 m (14.8 ft.) from an exterior side parcel line;
  - (d) 1.5 m (4.9 ft.) from an interior side parcel line.
- (2) The minimum setbacks for other buildings and structures permitted in a RS zone are as follows:
  - (a) 4.5 m (14.8 ft.) from a front parcel line;
  - (b) 1.5 m (4.9 ft.) from a rear parcel line;
  - (c) 3.0 m (9.8 ft.) from an exterior side parcel line;
  - (d) 1.5 m (4.9 ft.) from an interior side parcel line.

**.8 Maximum Height**

- (a) The maximum height of principal buildings and accessory residences is 8.5 m (27.9 ft.) or two storeys, whichever is the lesser.



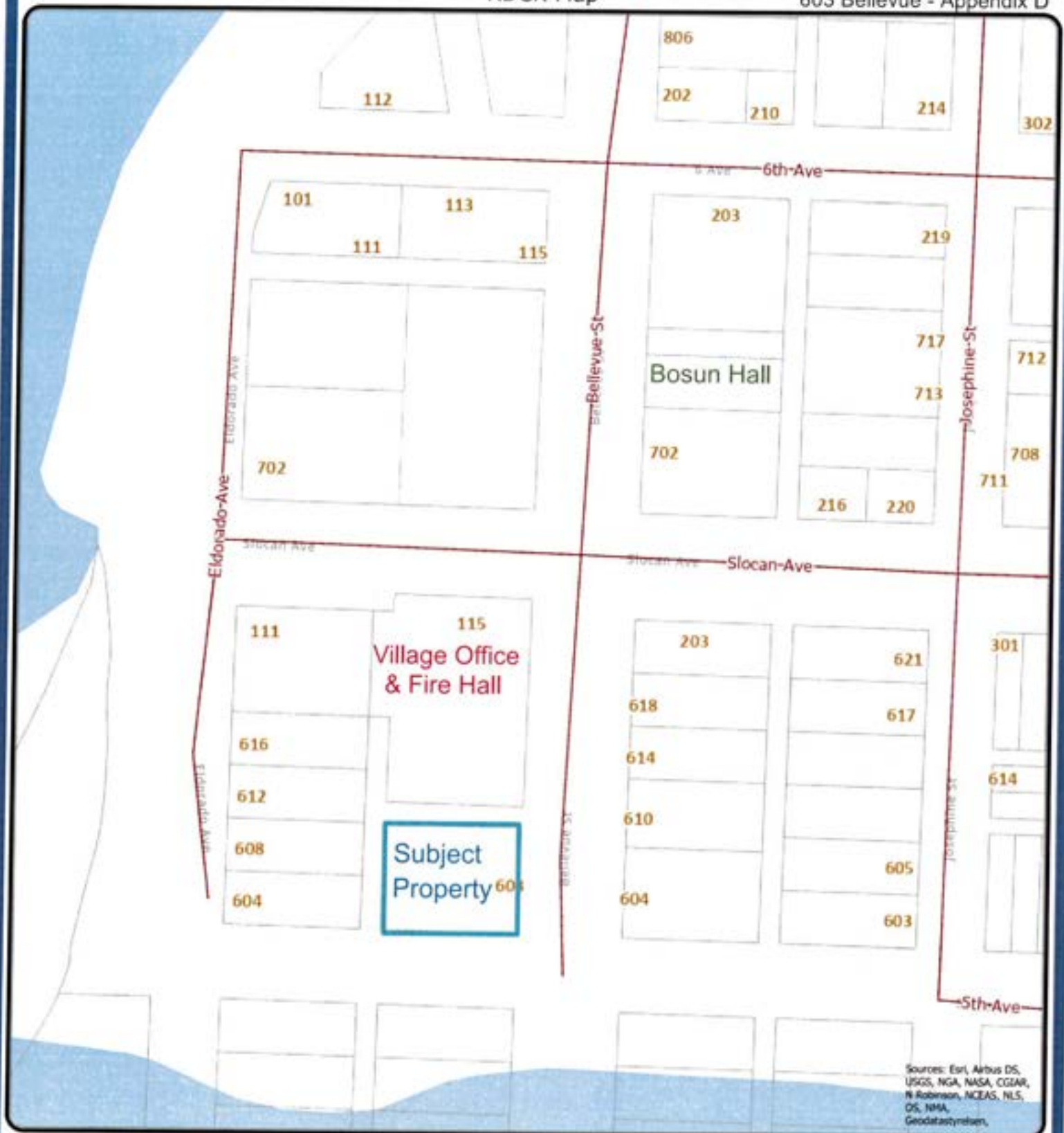
### Justification for RS Zoning

The New Denver Official Community Plan identifies a need for additional rental properties. This need could be addressed if larger accessory residences could be built on some of the larger properties in New Denver. Under the current bylaws, however, owners of larger properties are constrained in a number of ways, with the result that the owners would need to subdivide their property to build a large accessory residence. Subdivision costs are high - up to \$25,000 or more including the cost of surveys, separate services, and legal costs - which is a disincentive especially in cases where there is no other reason to subdivide and the owner wishes to keep the property intact.

As an additional disincentive, the current bylaws include a restriction that the owner must either reside in one of the buildings or convert the accessory residence to storage. This means that if an owner invests in an accessory residence as a rental, intending to live in the principal building, they risk having to abandon the accessory residence in the event that they subsequently need to move out of New Denver for health or other reasons. The risk to the owner is loss of rental revenue with no decrease in property taxes. Given the high cost of building in New Denver, an owner may not want to take the risk of building an accessory residence if their rental income could be eliminated if they needed to move out.

In addition, the current bylaws restrict the floor area of accessory residences to a maximum of 800 sq. ft. and 40% of the floor area of the principal building. This means that accessory residences are restricted to small one- or two-bedroom units with limited accommodation for families. As potential renters may have families, they would be better accommodated in accessory residences if they could be larger. To encourage building larger accessory residences, it makes sense to remove the size restriction and instead simply restrict the area of dwellings to 45% of the parcel area.

Finally, the bylaws restrict accessory building height to 5.0m (14.7'), which precludes building a two story accessory residence with a small footprint, or a single-story residence with a high-angle roof, for example an A-frame building, designed to shed snow. It makes sense for the both the principal building and accessory residence to have the same height restrictions on a larger property.



REGIONAL DISTRICT OF CENTRAL KOOTENAY  
 Box 590, 202 Lakeside Drive,  
 Nelson, BC V1L 5R4  
 Phone: 1-800-268-7325 www.rdck.bc.ca  
 maps@rdck.bc.ca

### Legend

- Electoral Areas
- RDCK Roads
- Cadastre
- Civic Address

### Map Scale:

1:2,257

Date: July 23, 2021



The mapping information shown are approximate representations and should only be used for reference purposes. The Regional District of Central Kootenay is not responsible for any errors or omissions on this map.

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

**DATE:** August 5, 2021

**SUBJECT:** OCP Amendment Bylaw No 735, 2021 – Lots 21 – 26, Block 51 (602 Slocan Avenue)

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**PURPOSE:** To consider first and second readings for amendments to the Village's Official Community Plan (OCP) to facilitate an OCP amendment and enable rezoning of the subject properties to accommodate the proposed Affordable Housing development.

**RECOMMENDATION(S):**

1. THAT Council give first reading to "Village of New Denver Official Community Plan Amendment Bylaw 735, 2021"

AND FURTHER, THAT Council give second reading to "Village of New Denver Official Community Plan Amendment Bylaw 735, 2021"

**BACKGROUND:**

Staff are proposing this OCP amendment in order to accommodate an affordable housing development at 602 Slocan Avenue, legally described as Lot 21 – Lot 26, Block 51, Plan NEP557, District Lot 549, Kootenay Land District. Each of the six lots is 25 ft x 110 ft for a total area of 16,500 sq.ft. All lots are currently designated, on the OCP's Land Use Designation Map (OCP Schedule B), as Environmental Reserve. This designation is to protect the Village's water source, given a Village well being located immediately north of the subject properties. The Village is planning to relocate the existing well (community water source) away from its current location, allowing development, including septic, to occur on the subject properties. Regardless of Zoning, no septic would be permitted to be installed on Block 51 until such a time as the existing adjacent Village well is relocated. The Regional District of Central Kootenay's community recycling bins are currently located on the subject properties.

In June, 2021, the New Denver and Area Housing Society (NDAHS) was selected by BC Housing as a successful applicant for capital funding through their Building BC Community Housing Fund (CHF). The proposal includes the minimum of ten units, ranging from studios to 3-bedroom units. Minimum of 21% of units will be fully accessible with a provision of adaptable units, easily convertible into fully accessible units should the need arise. This building is being designed to meet the requirements of New Denver's Core Commercial zone. Units built through BC Housing CHF fund will remain affordable rental housing in the long term, with ongoing operational subsidies from BC Housing.

Council has demonstrated ongoing support for development of affordable housing at 602 Slocan Avenue. At their Regular Meeting of January 14, 2020, Council carried a motion that the Village of New Denver submit an application for CMHC seed funding to assess the feasibility of developing 10 units of affordable housing on Lots 21-26, Block 51, DL549. At their Regular meeting of January 28, 2020, Council carried a motion that the Village of New Denver provide a letter in support of the New Denver & Area Housing Society's application to the Vancouver Foundation for Investment Readiness Program funding to assist with the development of an affordable housing project in New Denver. And at their Regular Meeting of December 8, 2020, Council carried a motion that the Village of New Denver provide a letter in support of the New Denver and Area Housing Society's application to the BC Housing's Community Housing Fund for the development of affordable rental housing on municipal land at 602 Slocan Avenue.

#### **DISCUSSION / ANALYSIS:**

Procedures for amending the OCP are outlined in the *Local Government Act* and in the Village of New Denver [Development] Procedures Bylaw No. 417, 1993. A Public Hearing must be held after 1<sup>st</sup> reading and before 3<sup>rd</sup> reading of the Bylaw. The Public Hearings for OCP amendments and Zoning amendments can be combined.

Section 1.1.1 of New Denver's Official Community Plan indicates that "The vision for the Village of New Denver includes safe and affordable housing." Section 4.2.9 of the OCP indicates that Council will actively encourage multi-family housing for seniors, handicapped residents, low-income residents, and renters in areas where conflicts with other uses will be minimized.

The subject properties are located immediately adjacent to the existing Core Commercial zone and Commercial OCP designation. They are located in very close proximity to a grocery store and other downtown amenities, as well as Lucerne Elementary Secondary School and community trails and recreation. As such, this location is well suited to Commercial Core zoning and OCP designation, and specifically an affordable housing development. An affordable housing development in this location will contribute to infill development and the intensification of land use in an area that is underdeveloped and suited to higher densities.

#### Zoning

Details pertaining to the concurrent zoning amendment proposal are contained in the Zoning Amendment Bylaw Report to Council dated August 5, 2021.

**COMMUNICATION STRATEGY:** Letters would be sent to all property owners within 100m of the subject properties and public notices can be placed in the August 26 and September 9 editions of the Valley Voice newspaper. A Public Hearing can be scheduled for Tuesday, September 21, 2021. A Regular Council Meeting could be held on Tuesday, September 28, 2021 to consider 3<sup>rd</sup> reading and final adoption of the bylaw.

**FINANCIAL IMPLICATIONS:** Costs associated with mail-outs and advertising the Public Hearing will be borne by the Village, given the properties are owned by the Village of New Denver and the Village is leading the OCP amendment process.



### RDCK Map



Source: Esri, Airbus DS,  
 UNIGIS, NGA, NASA, CDBAR,  
 N Robinson, NCEAS, NLS,  
 OS, NPM,  
 Geodatabase.com



REGIONAL DISTRICT OF CENTRAL KOOTENAY  
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#### Legend

- Official Community Plan
- Electoral Areas
- RDCK Roads
- Cadastre
- Civic Address

#### Map Scale:

1:2,000

Date: August 5, 2021



The mapping information shown are approximate representations and should only be used for reference purposes. The Regional District of Central Kootenay is not responsible for any errors or omissions on this map.

**THE CORPORATION OF THE VILLAGE OF NEW DENVER**  
**BYLAW NO. 735, 2021**  
**OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW**

A bylaw to amend Village of New Denver Official Community Plan Bylaw No. 611, 2007

\*\*\*\*\*

WHEREAS it is deemed expedient to amend "Village of New Denver Official Community Plan Bylaw No. 611, 2007";

NOW THEREFORE the Council of the Village of New Denver in open meeting assembled, enacts as follows:

1. Schedule B of the "Village of New Denver Official Community Plan Bylaw No. 611, 2007" and amendments thereto is amended by changing the land use designation for Lots 21 through 26, Block 51, Plan NEP557, District Lot 549, Kootenay Land District, from "Environmental Reserve" to "Commercial," as indicated on Schedule "A" attached to this bylaw.
2. This bylaw may be cited as "Village of New Denver Official Community Plan Amendment Bylaw No. 735, 2021."
3. This bylaw shall take effect upon adoption by Council.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_, 2021.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_, 2021.

WHEREAS A PUBLIC HEARING was held on this \_\_\_\_ day of \_\_\_\_, 2021.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_, 2021.

ADOPTED this \_\_\_\_ day of \_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR

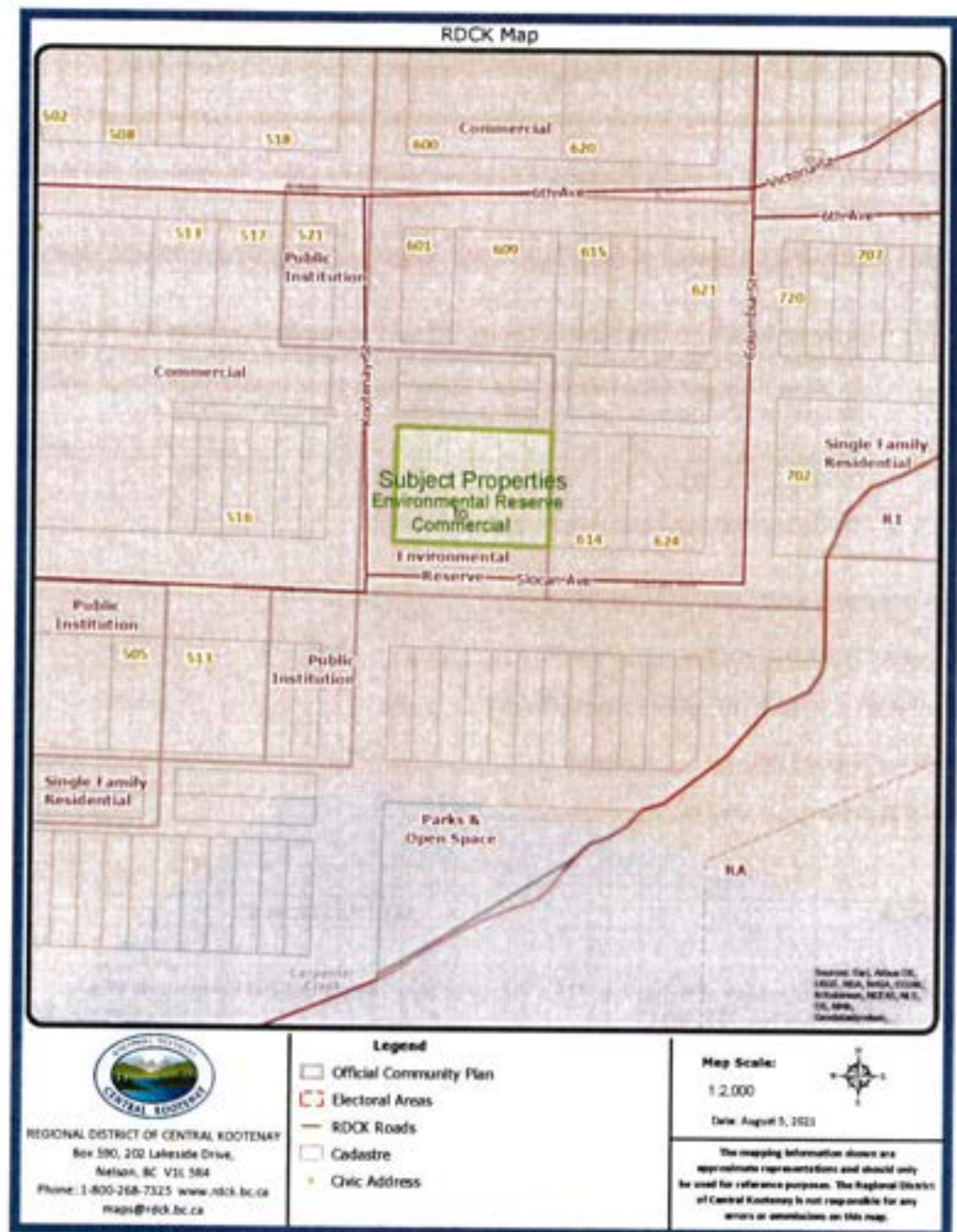
\_\_\_\_\_  
ADMINISTRATOR

Certified to be a true copy of Bylaw No. 735, "Village of New Denver Official Community Plan Amendment Bylaw No. 735, 2021".

\_\_\_\_\_  
CORPORATE OFFICER

**BYLAW NO. 735, 2021**

**SCHEDULE A**  
**Village of New Denver Official Community Plan Amendment Bylaw No. 735, 2021**



Subject Property: Lots 21 – 26, Block 51, Plan NEP557, District Lot 549, Kootenay District



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

**DATE:** August 5, 2021

**SUBJECT:** Zoning Amendment Bylaw No 736, 2021 – Lots 21 – 26, Block 51 (602 Slocan Avenue)

---

**PURPOSE:** To consider first and second readings for amendments to the Village's Zoning Bylaw to enable rezoning of properties to accommodate the proposed Affordable Housing development.

**RECOMMENDATION(S):**

1. THAT Council give first reading to "Village of New Denver Zoning Amendment Bylaw 736, 2021"

AND FURTHER, THAT Council give second reading to "Village of New Denver Zoning Amendment Bylaw 736, 2021"

**BACKGROUND:**

Staff are proposing this rezoning in order to accommodate an affordable housing development at 602 Slocan Avenue, legally described as Lot 21 – Lot 26, Block 51, Plan NEP557, District Lot 549, Kootenay Land District. Each of the six lots is 25 ft x 110 ft for a total area of 16,500 sq.ft. All lots are currently zoned E1 – Environmental Reserve, for the purpose of protecting the Village's water source; this is due to a Village well being located immediately north of the subject properties. The Village is planning to relocate the existing well (community water source) away from its current location, allowing development, including septic, to occur on the subject properties. No septic would be permitted to be installed on Block 51 until such a time as the existing adjacent Village well is relocated. The Regional District of Central Kootenay's community recycling bins are currently located on the subject properties.

In June, 2021, the New Denver and Area Housing Society (NDAHS) was selected by BC Housing as a successful applicant for capital funding through their Building BC Community Housing Fund (CHF). The proposal includes the minimum of ten units, ranging from studios to 3-bedroom units. Minimum of 21% of units will be fully accessible with a provision of adaptable units, easily convertible into fully accessible units should the need arise. This building is being designed to meet the requirements of New Denver's Core Commercial zone. Units built through BC Housing CHF fund will remain affordable rental housing in the long term, with ongoing operational subsidies from BC Housing.

Council has demonstrated ongoing support for development of affordable housing at 602 Slocan Avenue. At their Regular Meeting of January 14, 2020, Council carried a motion that the Village of New Denver submit an application for CMHC seed funding to assess the feasibility of developing 10 units of affordable housing on Lots 21-26, Block 51, DL549. At their Regular meeting of January 28, 2020, Council carried a motion that the Village of New Denver provide a letter in support of the New Denver & Area Housing Society's application to the Vancouver Foundation for Investment Readiness Program funding to assist with the development of an affordable housing project in New Denver. And at their Regular Meeting of December 8, 2020, Council carried a motion that the Village of New Denver provide a letter in support of the New Denver and Area Housing Society's application to the BC Housing's Community Housing Fund for the development of affordable rental housing on municipal land at 602 Slocan Avenue.

**DISCUSSION / ANALYSIS:**

Procedures for amending the Zoning Bylaw are outlined in the *Local Government Act* and in the Village of New Denver [Development] Procedures Bylaw No. 417, 1993. A Public Hearing must be held after 1<sup>st</sup> reading and before 3<sup>rd</sup> reading of the Bylaw. The Public Hearings for OCP amendments and Zoning amendments can be combined.



The subject properties are located immediately adjacent to the existing Core Commercial zone and Commercial OCP designation. They are located in very close proximity to a grocery store and other downtown amenities, as well as Lucerne Elementary Secondary School and community trails and recreation. As such, this location is well suited to Commercial Core zoning and OCP designation, and specifically an affordable housing development. An affordable housing development in this location will contribute to infill development and the intensification of land use in an area that is underdeveloped and suited to higher densities.

Official Community Plan (OCP)

Details pertaining to the concurrent OCP amendment proposal are contained in the OCP Amendment Bylaw Report to Council dated August 5, 2021.

**COMMUNICATION STRATEGY:** Letters would be sent to all property owners within 100m of the subject properties and public notices can be placed in the August 26 and September 9 editions of the Valley Voice newspaper. A Public Hearing can be scheduled for Tuesday, September 21, 2021. A Regular Council Meeting could be held on Tuesday, September 28, 2021 to consider 3<sup>rd</sup> reading and final adoption of the bylaw.

**FINANCIAL IMPLICATIONS:** Costs associated with mail-outs and advertising the Public Hearing will be borne by the Village, given the properties are owned by the Village of New Denver and the Village is leading the Zoning Bylaw amendment process.



**THE CORPORATION OF THE VILLAGE OF NEW DENVER**  
**BYLAW NO. 736, 2021**  
**ZONING AMENDMENT BYLAW**

A bylaw to amend Village of New Denver Zoning Bylaw No. 612,  
2007, being a bylaw to regulate the location and use of buildings and  
structures and the use of land within the Village of New Denver

\*\*\*\*\*

WHEREAS it is deemed expedient to amend "Village of New Denver Zoning Bylaw No. 612, 2007";

NOW THEREFORE the Council of the Village of New Denver in open meeting assembled, enacts as follows:

1. Schedule B of the "Village of New Denver Zoning Bylaw No. 612, 2007" is amended by rezoning Lots 21 through 26, Block 51, Plan NEP557, District Lot 549, Kootenay Land District, from "E1 – Environmental Reserve" to "C1 – Core Commercial", as indicated on Schedule "A" attached to this bylaw.
2. This bylaw may be cited as "Village of New Denver Zoning Amendment Bylaw No. 736, 2021."
3. This bylaw shall take effect upon adoption by Council.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, 2021.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2021.

WHEREAS A PUBLIC HEARING was held on this \_\_\_\_ day of \_\_\_\_\_, 2021.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2021.

APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE this \_\_\_\_ day \_\_\_\_\_, 2021.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

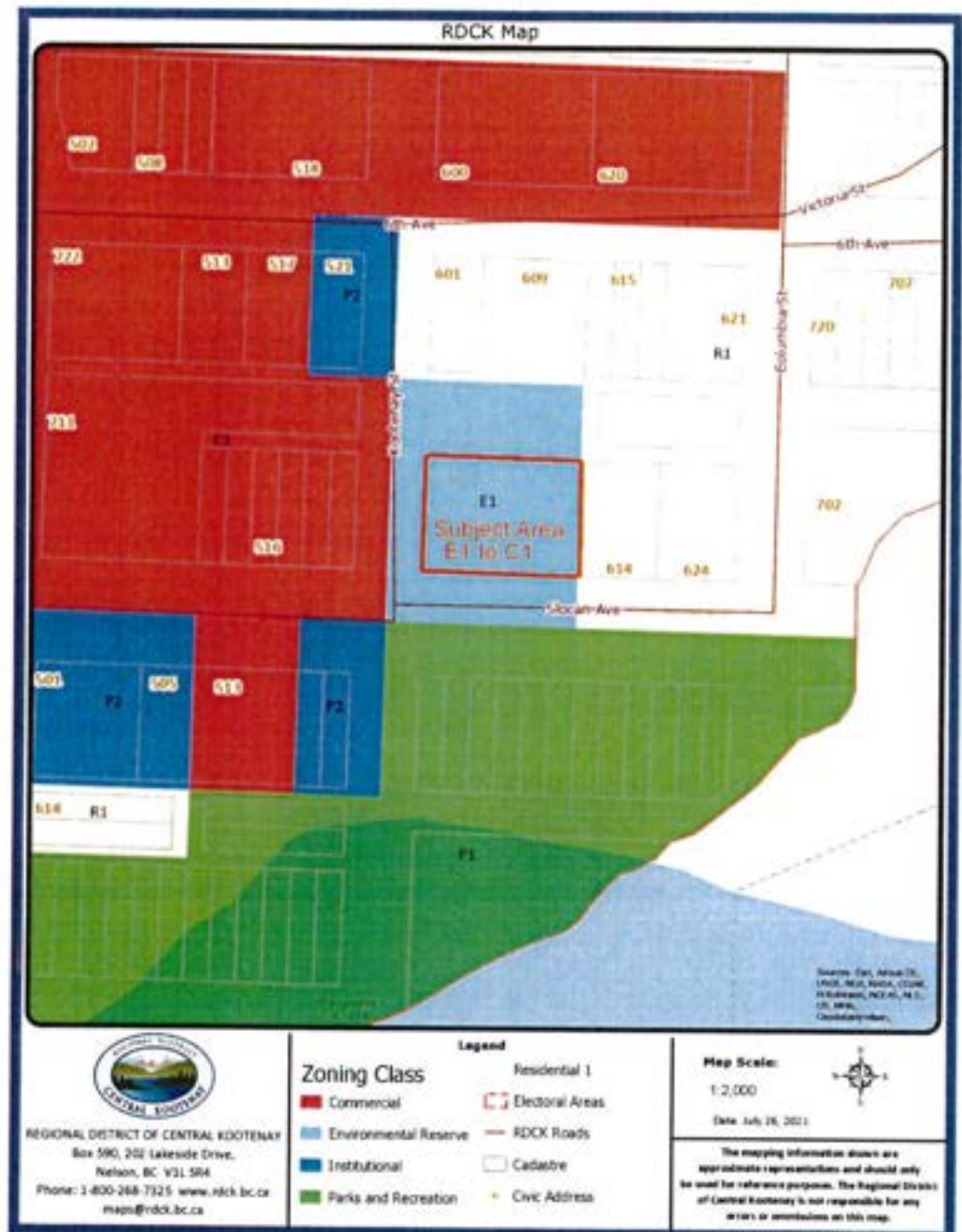
\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ADMINISTRATOR

Certified to be a true copy of Bylaw No. 736, "Village of New Denver Zoning Amendment Bylaw No. 736, 2021".

\_\_\_\_\_  
CORPORATE OFFICER

**Schedule A**  
**Village of New Denver Zoning Amendment Bylaw No. 736, 2021**





**SUBMITTED BY:** Jessica Rayner

**DATE:** August 6, 2021

**SUBJECT:** RVs and Travel Trailers as Temporary Accommodation During Construction or Renovation

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**PURPOSE:** To consider permitting use of Recreational Vehicles (RVs) and Travel Trailers as temporary accommodation on private property during construction or renovation of a primary residence within the Village of New Denver.

**RECOMMENDATION:**

THAT the Council that staff be directed to prepare a policy around RVs and Travel Trailers as temporary accommodation on private property during construction or renovation of primary residences within the Village of New Denver.

AND FURTHER, THAT staff be directed to include RVs and Travel Trailers as temporary accommodation on private property during construction or renovation of primary residences within the Village of New Denver in the next Zoning Bylaw review.

**BACKGROUND & DISCUSSION:**

New Denver's Bylaws do not specifically address temporary use of Recreational Vehicles (RVs) and Travel Trailers on private property during construction or renovation of private residences. Village of New Denver Zoning Bylaw No. 612, 2007, which prescribes uses permitted in each zone in the Village, only includes campground as a primary use in the P – Parks and P1 – Parks and Open Space zones. As a result, camping in residential zones would be considered an accessory use and not permitted without a primary use in place on a property.

In the past, the Village has not permitted individuals to temporarily occupy RVs or Travel Trailers during construction or renovation of a primary residence. Recently, however, the Village has received a number of specific requests for this use.

In June 2021, Village staff requested casual legal advice on the matter through Lidstone & Company Barristers and Solicitors. The casual legal response received noted the fact that RVs as temporary residences during construction is a delicate issue, reviewed some relevant concerns, and generally indicated it would be reasonable to proceed with this use of RVs in a temporary and subordinate nature such that it that does not lead to RV use being characterized as residential use.

It will be important to ensure that situations are NOT created where:

1. It is likely that the occupation of the RV or Travel Trailer will result in too many dwelling units on a parcel.
2. Owners are slow to start on or complete construction or renovation of the principal residential dwelling yet residing in their RV or Travel Trailer.
3. Owners continue to occupy the RV or Travel Trailer after construction or renovation of the residential dwelling.
4. Those temporarily residing in RVs or Travel Trailers during construction or renovation do not have appropriate access to amenities such as washroom facilities.

It is important to emphasize that RVs and Travels Trailers do not meet minimum requirements of construction under Part 9 of the Building Code, which is a necessary requirement for residential dwelling construction, and are not permitted as a permanent use on a residential property.

The 2021 Regional District of Central Kootenay Housing Needs Report: Slocan Valley Sub-Regional Report indicates that while CMHC data is specific to Nelson, the Nelson vacancy rate of 2% does impact those of the secondary market, both in Nelson and around the RDCK. It is known locally, informally, that availability of rental housing availability is currently extremely low, impacting opportunities for property owners to stay elsewhere during construction or renovation.

## THE CORPORATION OF THE VILLAGE OF NEW DENVER

POLICY TITLE: TEMPORARY RV ACCOMMODATION

EFFECTIVE DATE: August 6, 2021

SUPERSEDES: N/A

APPROVAL: Council Resolution

**PURPOSE:** To guide the permitting of RVs as temporary accommodation on private property during construction or renovation of a residential dwelling.

**SCOPE:** This policy applies to all properties where zoning permits residential development

### DEFINITIONS:

<b>Electric Generator</b>	A device that converts motive power into electrical power for use in an external circuit
<b>Public Space</b>	Sidewalks, rights of way, boulevards, street parking spaces, parks, and parking lots owned or leased by the Village of New Denver
<b>Recreational Vehicle (RV)</b>	Any vehicular, portable structure built to either the CSA Z240 RV Series Standard or the RVIA NFPA 1192 Standard for RVs, designed to travel or be transported on the highways and constructed or equipped to provide transient living or sleeping accommodation for travel, recreation or vacation and which does not require continuous connection to sanitary, water and electrical hookups.
<b>Staff</b>	The Village of New Denver's Chief Administrative Officer, Corporate Officer, or designate.
<b>Temporary RV Accommodation Permit ("Permit")</b>	The mechanism of authorization for allowing individuals to occupy an RV on private property during construction or renovation of a residential dwelling.
<b>Village of New Denver ("Village")</b>	The municipality of the Village of New Denver, a body corporate represented by the current elected Council or Staff authorized to implement this policy and associated bylaws.

### INTENT:

To establish guidelines and give direction for the temporary use of Recreational Vehicles (RVs) as accommodation on private property during construction or renovation of residential dwellings. To ensure such use of RVs is tied directly to an active building

permit, is considered an accessory use rather than primary or residential, and is done so with appropriate neighbourhood as well as public health and safety considerations.

### **POLICY CONTEXT:**

A Temporary RV Accommodation Permit is required for use of an RV on private property where a principal use is not in place but a building permit has been issued and is active / progressing.

In the case where a property owner is dissatisfied with the decision of Staff, a written appeal for reconsideration may be made to Council.

This policy does not apply to campground use or non-residential construction.

### **PROCEDURE:**

The applicant submits a completed Temporary RV Accommodation application plus:

- ☐ Site plan that indicates the location at which the RV will be parked, including distances from property lines and existing buildings;
- ☐ Proof of RV Standard;
- ☐ Signing of a declaration that the terms of the Permit will remain strictly adhered to will be required.

### **TERM AND RENEWAL**

Temporary RV Accommodation Permits may be issued for a maximum of one season, renewable annually and pending applicability. Seasonal terms for Temporary RV Accommodation Permits **begin on March 15<sup>th</sup> and expire November 15<sup>th</sup>**; use of these accommodations must cease outside of this season unless, through a favourable risk analysis, a term extension has been authorized.

To receive or renew a Temporary RV Accommodation Permit, an application must be tied to an active building permit. Renewal applications must be reviewed and signed by Staff prior to approval. A declaration that the terms of the Permit will remain strictly adhered to will be required.

### **CONDITIONS**

A Temporary RV Accommodation Permit will only be permitted where:

1. The RV being considered meets the CSA Z240 RV Series Standard or the RVIA NFPA 1192 Standard for RVs and is certified for operation.
2. Occupancy does not occur prior to the issuance of a building permit for the permanent residence and shall not continue beyond the completion of a final building inspection of the permanent residence.
3. The siting of the RV meets the minimum lot line setback requirements of the applicable zone;
4. The RV is erected on or anchored to a temporary foundation only, and no

additions shall be made to the RV;

5. No encroachments into Public Space result;
6. An appropriate plan is in place for disposal of waste;
7. The RV is appropriately suited to the number of people using such accommodation;
8. Only those individuals listed on the Permit, and no visitors, are permitted to use the RV as accommodation. No renting or letting of the RV is permitted;
9. No additional, unpermitted RVs shall be occupied on the property throughout the term of the Permit.

## **CONDUCT**

1. Individuals using RVs as temporary accommodation on private property during construction or renovation must adhere to all Village of New Denver Bylaws and Policies.
2. RVs must be kept in good, neat, and tidy condition.
3. All boulevards adjacent to the property accommodating the RV must be kept free and clear of obstruction and open to pedestrian access at all times.
4. RVs must not operate Electric Generators or play amplified music after 8:00 p.m. or before 8:00 a.m. or otherwise disturb the quiet, peace, rest, enjoyment, and comfort of persons in the neighbourhood or vicinity at any time of the day.
5. The Village retains the right to remove the RV from the property at any time, following appropriate notice from Staff, if the terms of the Permit are violated or they are in a state of disrepair and/or condition that poses a threat to public safety.





The Corporation of the Village of New Denver  
**REPORT / RECOMMENDATION TO COUNCIL**

**SUBMITTED BY:** Lisa Scott, CAO

**DATE:** July 29, 2021

**FILE NO.:**

**SUBJECT:** Employee Travel & Expense Reimbursement Policy

**PURPOSE:**

To provide clear direction to staff on the reimbursement of employee expenses related to courses, training or authorized municipal business.

**RECOMMENDATION:**

That the Committee of the Whole review the draft policy and recommend that Council adopt the policy at their next regular meeting.

**ALTERNATIVES & IMPLICATIONS:**

1. Don't recommend adopting the policy – *eligibility for reimbursement for employees may not be consistent or fair and would be discretionary each time.*

**ANALYSIS:**

**Background:**

Recently an employee completed some job-related training and requested compensation for training related expenses. There was no policy in place and what the employee was entitled to in terms of reimbursement was not clear.

**Discussion:**

There is a By-Law for Council Indemnity, remuneration and reimbursement, but it doesn't apply to staff.

In order to provide clear direction and fair and consistent reimbursement to all staff, a policy should be adopted. This will benefit both the employee who has incurred expense and the finance department by clearly defining what is eligible for compensation or reimbursement, the amounts of compensation and what kind of supporting documentation is needed.

The reimbursement amounts for staff are consistent with the reimbursement amounts for Council.

This policy will apply to all employees and will be in addition to, not instead of, provisions set out in Union Contracts.

**Legislative Framework:**

**Attachments:**

Draft version of Employee Travel & Expense Reimbursement Policy

**Council Strategic Priority:**

**Communication Strategy:**

**FINANCIAL IMPLICATIONS:**

## THE CORPORATION OF THE VILLAGE OF NEW DENVER

POLICY TITLE: TRAVEL & EXPENSE REIMBURSEMENT POLICY

EFFECTIVE DATE:

SUPERSEDES:

APPROVAL:

**PURPOSE:** To provide direction and policy for the reimbursement of employee expenses related to courses, training or authorized municipal business.

**SCOPE:** This policy will apply to all employees of the Village of New Denver, including union workers.

**POLICY:**

### 1. Statement of Policy

- 1.1 This policy safeguards the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by the Chief Administrative Officer ("CAO"), and municipal employees in relation to municipal business.
- 1.2 It shall be the policy of the Village of New Denver to compensate municipal employees for reasonable expenses incurred when participating in activities related to council/municipal business provided that appropriate prior authority is obtained in accordance with this policy.

### 2. Individual Responsibilities

- 2.1 Everyone who incurs an expense in relation to municipal business is responsible for:
  - a) familiarizing themselves and complying with the provisions of this policy;
  - b) completing and submitting expense claims with necessary supporting documentation;
  - c) exercising reasonable diligence and care in incurring expenses prudently and responsibly; and with respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as teleconferencing and video conferencing.

### **3. Authority to Travel**

- 3.1 All municipal travel, for which an expense claim will be submitted, must be approved at the appropriate level within the Village.
- 3.2 Staff will require Manager's approval in advance for travel outside the Village. Managers will require CAO approval. CAO will require Council approval or specific expense must be included in the budget.

### **4. Accommodations Expenses**

- 4.1 Employees are expected to participate in the government rate programs or the conference attendee rates when possible. Under these programs, provincial and municipal employees are entitled to special accommodations rates. The government rate should be requested at the time of booking and be confirmed before direct billing.
- 4.2 Employees shall be expected to book accommodations no more than one (1) night before or after the meeting, conference or function, as dictated by a combination of the meeting, conference or function's schedule and travel time to return home.
- 4.3 All personal charges at hotels are to be settled at the hotel prior to departure.

### **5. Per Diem Meal Allowance**

- 5.1 Employees are entitled to the following daily meal allowance:

Breakfast -	\$10.00
Lunch -	\$15.00
Dinner -	\$30.00

- 5.2 Meal allowances are not paid for meals provided free of charge at conferences, workshops, hotels etc.
- 5.3 When staff are placed in situations where a meal is above the per diem rate, the CAO may approve such overages.
- 5.4 Alcohol or cannabis will not be paid for by the Municipality.

### **6. Mileage**

- 6.1 Staff shall be reimbursed for actual kilometers travelled on authorized municipal business (conferences, meetings, seminars, etc.) and will only be reimbursed for use of their own personal vehicle. Where several

employees attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

6.2 Actual kilometers travelled will be reimbursed at a rate of \$0.57/km. Google maps may be used as a reference.

6.3 An employee's place of work shall be considered the starting point and point of return of any trip, unless the employee leaves from and/or returns directly home.

6.4 Staff who are present to attend a meeting or conference which is cancelled, shall be entitled to payment for travel.

## **7. Community Members Appointed by Council**

7.1 Community members appointed by Council to Boards, Committees, Commissions or to attend seminars, conferences, etc., shall be entitled to travel expenses, where the expenses are not paid by said Board, Commission, etc. Members shall be responsible for submitting their claim for travel expenses.

## **8. Expense Claims**

8.1 Expense claims must be submitted on the form provided from time to time by the Village and shall be signed by the Claimant.

8.2 The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims except:

a) Claims for per diem meal allowances

b) Claims for personal vehicle kilometrage for authorized travel

8.3 Debit and credit card transaction records are not acceptable as receipts.

8.4 The municipality will not reimburse a travel expense claim to anyone who is not a member of council, community member or employee. (ei, you can not claim expenses for spouse or friend travelling with you) It is prohibited to submit a claim on behalf of others.

8.5 In considering an expense claim for payment, a signing authority may request additional explanations, documentation or justification from the claimant, and may refuse to approve any claim or expense that the signing authority decides is unreasonable or not in compliance with this policy.

8.6 The Finance Department has the right to withhold payment until all supporting documentation has been received.

8.7 The use of petty cash to pay an expense claim is prohibited.



## **9. Timeframe**

- 9.1 A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the expense being incurred.
- 9.2 Expense must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

## **10. Use of Municipal Credit Cards**

- 10.1 The following limits shall apply to the use of municipal credit cards:
  - a) the use of travel advances is prohibited if the Claimant has a municipal credit card.
  - b) The municipal credit card shall only be used for expenses that are permitted under this policy, and without limited the generality of the foregoing, shall not be used for cash advances or personal expenses;
  - c) reimbursement for interest incurred on a municipal credit card is prohibited.

## **11. Fraud, Misuse or Misappropriation of Municipal Funds**

- 11.1 Fraudulent irregularity, misuse or misappropriation of municipal funds may result in disciplinary action up to and including termination of employment.
- 11.2 Suspicious activity and potential misuse of funds must be reported to the CAO immediately. If suspicious activity involves the CAO, report to the Mayor.

# Village of New Denver Expense Claim Form

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Date	Purpose of Expense	Type of Expense	Amount
Total			

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*Please attach copies of all receipts

# Village of New Denver Expense Claim Form

Name: Lisa Scott

Position: CAO

Date: July 12, 2021

Date	Purpose of Expense	Type of Expense	Amount
07/12/21	UBCM Annual Conference	Hotel room	\$150.00
07/12/21	" "	Mileage 100km@ \$0.57	\$57.00
07/12/21	" "	per diem meal allowance – lunch & supper	\$45.00
Total			\$252.00

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*Please attach copies of all receipts

**From:** "MUNI UBCM Meeting Requests MUNI:EX" <[MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca)>  
**Date:** August 3, 2021 at 12:08:34 PM PDT  
**Subject:** **Deadline Reminder - 2021 UBCM Convention - Meeting Requests with Staff from Provincial Ministries, Agencies, Commissions and Corporations (MACCs) – August 13, 2021**

Dear UBCM Members,

This is a courtesy reminder regarding the deadline for UBCM Members to request a meeting with **staff from provincial Ministries, Agencies, Commissions and Corporations (MACCs)** for the upcoming UBCM Convention. These meetings are scheduled from **Tuesday, September 7 to Thursday, September 9, 2021.**

Please note, the meeting request site will close on **Friday, August 13, 2021.** Similar to last year, due to the challenges of scheduling multiple conference lines, all meetings including provincial staff meetings, will be scheduled **before** Wednesday, September 1, 2021. This means that unlike previous years when Convention is held in person, there will be **no opportunity** to schedule additional MACC staff meetings with the Provincial Appointment Desk staff during the meeting week. Staff will be available by email and phone to provide other assistance as needed.

To request a meeting with staff, please complete the online request form at:  
<https://www.civicinfo.bc.ca/UBCMMeetingRequest/Staff>.

If you have any questions or concerns, please contact the UBCM MACC Staff Meeting Request Coordinator, Eri Moriya by email at: [MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca), or by telephone at: 778 698-1686.

Thank you.

Regards,

Birgit Schmidt

Director, Operations and Client Relations; MUNI-UBCM Convention Coordinator  
Local Government Division | Ministry of Municipal Affairs  
Phone: 778 698-3260 | Email: [Birgit.Schmidt@gov.bc.ca](mailto:Birgit.Schmidt@gov.bc.ca)

\* Contact information is provided by CivicInfo BC. To ensure you receive all relevant communications please ensure the contact information for your organization is updated regularly.





## Provincial Ministries, Agencies, Commissions and Corporations (MACC)

### 2021 UBCM Convention - MACC Staff Meetings

For Meetings with  
MACC Staff

Meetings will be held by conference call. Details will be provided when meetings are confirmed.

The deadline for MACC staff meeting requests is August 13, 2021.

For questions, please contact Eri Moriya at 778 698-1686 or  
[MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca)  
(mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca)

If you are unsure if your topic falls under the mandate of a certain Provincial Ministry, Agency, Commission or Corporation, please see the Provincial Appointment Book (2021\_UBCM\_Provincial\_Appointment\_Book.pdf).

#### LOCAL GOVERNMENT INFORMATION

\* Name of your Local Government

Select BC Local Government...



or ☐ Other Organization

Primary Contact Person

## LOCAL GOVERNMENT INFORMATION

\* Name

\* Primary Phone #

Secondary Phone #

\* Email

\* Confirm Email

Primary Contact Person at Convention  
(i.e. information to be used at Convention)

☐ Check if same as Primary Contact

\* Name

\* Primary Phone #

Secondary Phone #

\* Email

\* Confirm Email

## REQUEST A MEETING

## LOCAL GOVERNMENT INFORMATION

\* Select Ministry, Agency, Commission or Corporation:

Please select...



If there is a specific staff member you would like to meet with at Convention, enter name:

\* List the people from your organization attending the meeting:

(use ; to separate names)

\* Briefly outline the topic(s) to be discussed by providing specific details, e.g. name of grant/funding program and/or name of project:

500 characters left

Submit Meeting Request

## Need Assistance?

Phone: 778 698-1686 (tel: #)

Email: [MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca) (mailto: [MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca))