

REQUEST FOR COUNCIL DECISION

SUBMITTED BY: Lisa Scott, CAO

DATE: October 4, 2021

SUBJECT: *Appoint Approving Officer*

PURPOSE: To appoint a temporary Approving Officer.

RECOMMENDATION:

That Hillary Elliot be appointed the Acting Approving Officer for the Village of New Denver.

ALTERNATIVES & IMPLICATIONS:

1. **Not appoint a temporary Approving Officer** - *any subdivision applications received would have to wait for approval until the CAO, Lisa Scott, receives her certification to act as an Approving Officer.*
2. **Appoint someone else as Approving Officer** – *Michelle Gordon, the CAO from the Village of Slocan has also offered to act as a temporary Approving Officer on our behalf*

ANALYSIS:

- A. **Background:** An Approving Officer is needed for consideration of subdivision applications within a municipal boundary. The Approving Officer must be appointed by Council under Section 77 of the Land Titles Act.
- B. **Discussion:** Under Section 77 of the Land Titles Act, the Approving Officer must be an employee of the municipality or under contract with the municipality. The last appointed Approving Officer is no longer employed by the Village of New Denver so this position needs to be filled. CAO, Lisa Scott, has registered for an Approving Officer training course which should be completed by the end of November 2021, at which time she can be appointed as Approving Officer.

The Village of New Denver has received a subdivision application that needs to be dealt with prior to the end of November.

Hillary Elliott, CAO for the Village of Silverton, can be appointed as the Village of New Denver Acting Approving Officer either under our existing Mutual Aid Agreement with the Village of Silverton or by a separate contract of employment.

C. **Legislative Framework:** Land Titles Act, Section 77

D. **Attachments:**

E. **Council Strategic Priority:** Nil

F. **Communication Strategy:** Nil

FINANCIAL IMPLICATIONS: The service provided by the Acting Approving Officer would be billed at an hourly rate for work performed. The total cost for approving the one subdivision application currently filed, is expected to be minimal.

SUBMITTED BY: Lisa Scott, CAO

DATE: September 28, 2021

SUBJECT: *Denver Siding Pumpstation Piping*

PURPOSE: To award the tender for the fabrication, supply and installation of the piping, valves and pumps for the Denver Siding pumpstation.

RECOMMENDATION:

That Mearl's Machine Works Ltd be awarded the Denver Siding Pumpstation Piping contract at a total cost of \$61,868.00, including a larger pump.

ALTERNATIVES & IMPLICATIONS:

1. Award the tender to one of the other bidders - *would put the project over budget and may not be completed within timeframe*

ANALYSIS:

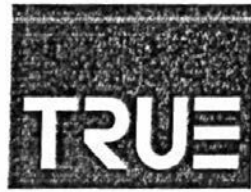
- A. **Background:** As a component of the Denver Siding Water Supply project, TRUE Consulting prepared a Request for Quotation (RFQ) for the fabrication, supply and installation of the piping, valving and pumps needed for the new Denver Siding pumphouse.
- B. **Discussion:** The RFQ was advertised on the Village of New Denver website and was sent to four known companies in that field. Deadline for submission was September 24, 2021. There were five quotes submitted in total, however one of the quotes did not include installation.

TRUE reviewed all of the quotations received and prepared a summary of the results for Council's consideration.

The quotation received from Mearl's Machine Works was the lowest and was also the only contractor that provided a delivery schedule breakdown.

- C. **Legislative Framework:** The Village of New Denver Purchasing Policy was followed.
- D. **Attachments:** Denver Siding Pumpstation Piping RFQ and Project Cost Review prepared by TRUE Consulting.
- E. **Council Strategic Priority:** Nil
- F. **Communication Strategy:** Nil

FINANCIAL IMPLICATIONS: The tender submitted by Mearl's Machine Works falls within the estimated amount from the June 2019 cost estimate prepared by TRUE Consulting and the total project cost is expected to be under budget.



September 27, 2021

Our File: 1479-021

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

Attention: Ms. Jessica Rayner, Community Planner

Dear Ms. Rayner:

RE: Denver Siding Pumpstation Piping RFQ and Project Cost Review

Introduction

On September 10th, TRUE prepared a 'Request for Quotation' (RFQ) for fabrication, supply, and installation of the necessary piping, valving, and pumps to complete the proposed Denver Siding pumpstation. This RFQ was sent to four companies that TRUE has had previous positive experiences with for completion of this type of work.

- Mearl's Machine Works (located in Kelowna, BC).
- Iconix Waterworks (located in Langley, BC).
- Precision Service & Pumps (located in Abbotsford, BC).
- Coast Water Systems (located in Maple Ridge, BC).

In addition, the RFQ was advertised on the Village of New Denver's website. Quotations were requested to be submitted by email to TRUE by Friday September 24, 2021 at 4pm. Quotations were received from the four companies noted above. The last quotation was received from Precision at approximately 4:20pm – but it is worth considering all quotes received since there was not a public tender opening and the quotes were received in a timely manner which allows us to review them fairly.

As a part of this RFQ, TRUE requested that the bidders provide several pieces of information, including:

- Drawing or written description of the proposed components being supplied.
- Price, including an optional additional cost to supply 50 USgpm pumps instead of 25 USgpm pumps.
- Payment schedule.
- Delivery date for buried pipe spools.
- Installation date of all other components.

TRUE has prepared a summary of the quotations received (attached to this letter) - with comment in regard to the requested information listed above.

2 - 860 Eldorado St ■ Trail BC ■ V1R 3V4 ■ true.ca ■ tel 250.368.8707 ■ Permit to Practice #: 1000129

ENGINEERING ■ PLANNING ■ URBAN DESIGN ■ LAND SURVEYING

Review of Quotations

The quotation provided by Iconix Waterworks (\$67,816.60 plus GST) is for supply only. In comparison to the other quotes, their supply cost is reasonable but is not the lowest price.

The other three quotations total costs for supply and installation are summarized as follows:

- Mearl's Machine Works = \$61,084.86 (plus GST)
- Iconix Waterworks = \$94,771.60 (plus GST)
- Precision Service & Pumps = \$112,077.46 (plus GST)

The quotation provided by Mearl's Machine works includes a number of 'clarifications', but the clarifications are quite similar to those in the other quotes, and will not result in Mearl's final costs exceeding those of the other quotes received. **The quotation provided by Mearl's Machine Works is expected to result in the lowest cost and best value to the Village of New Denver.**

In addition, Mearl's Machine Works was the only contractor that provided a delivery schedule breakdown for the proposed works. This proposed schedule could result in the buried spools arriving onsite for installation by the week of October 18th, with the remainder of the piping and equipment delivered for installation at the end of November 2021.

Mearl's Machine Works also provided reasonable pricing for the optional 50 USgpm pumps (\$3,870 plus GST); in fact, Mearl's has selected a slightly larger pump than requested due to a favourable delivery time available for that pump.

Project Cost Considerations

The Village is approved for grant funding up to \$508,171.00 through the Gas Tax Strategic Priorities Fund. In June 2019, TRUE prepared a cost estimate for the overall project totalling \$806,000. If the Village moves forward with the quotation provided by Mearl's Machine Works, the current project costs would be estimated as follows:

Watermain (Sorenson Excavating Contract, including \$15k contingency)	\$348,926.70
Pumpstation structure (estimate from Greg McTaggart)	\$42,500.00
Pumpstation piping (quote from Mearl's Machine Works)	\$64,954.86*
Electrical/controls (proposal from Mountain Logic Solutions)	\$181,690.00
BC Hydro fees (allowance)	\$3,000.00
Denver Siding Reservoir Upgrades (allowance)	\$30,000.00
Subtotal Construction	\$671,071.56
Contingency (allow ~5% of all items above except Watermain)	\$20,000
Engineering (TRUE Consulting fees to date)	\$58,000
Engineering (TRUE Consulting fees to come during construction - allow)	\$30,000
Total Estimated Project Cost (not including GST)	\$780,000.00

*Note: This cost includes addition of the optional 50 USgpm pumps.

Recommendation

The overall project cost estimate prepared in June 2019 is still expected to be achievable.

We recommend that the Village award the Denver Siding Pumpstation Piping contract to Mearl's Machine Works Ltd. per their quotation #97851, including:

- Pump package = \$44,098 plus GST and PST.
- Pump install = \$13,900 plus GST.
- Optional adder for two 50 USgpm pump upgrades = \$3,870.

For the additional cost, we recommend that the Village plan to move forward with the optional pump upgrade noted above. There would be benefit associated with the larger pumps due to the historically variable water use in Denver Siding (due to leakage). Also, the larger pumps would provide some additional buffering capacity against peak demands, which would be beneficial due to the small size of the Denver Siding reservoir. If approved, we would review specifications for this larger pump and motor with Mearl's (prior to order) to ensure it will meet expectations and be compatible with available power supply.

If you have any questions regarding these matters, please do not hesitate to contact the undersigned.

Yours truly,

TRUE Consulting



Scott Wallace, P.Eng.

SW/slf

Cc: Lisa Scott, CAO

Attachment: Quotations Summary (to be held in confidence)

Date: September 27, 2021

TRUE

Criteria	Mearl's Machine Works (Kawarna, BC)	Coast Water Systems (Maple Ridge, BC)	Precision Service & Pumps (Abbotsford, BC)	Iconix Waterworks (Langley, BC)
1. Costs	<ul style="list-style-type: none"> - Fabrication/supply = \$47,194.36 +GST. - Adder for 50 USgpm pumps = \$3,370 +GST. - Installation of system = \$11,300 +GST. - Quote valid until October 22, 2021. 	<ul style="list-style-type: none"> - Fabrication/supply = \$74,771.80 +GST. - Adder for 50 USgpm pumps = \$3,200 +GST. - Installation of system = \$20,300 +GST. - Quote valid until November 24, 2021. 	<ul style="list-style-type: none"> - Fabrication/supply = \$112,077.46 +GST. - Adder for 50 USgpm pumps = \$3,458.39 +GST. - Installation of system = included above. - Quote valid until October 24, 2021. 	<ul style="list-style-type: none"> - Fabrication/supply = \$67,316.90 +GST. - Adder for 50 USgpm pumps = \$1,248 +GST. - Installation of system = 3y others. - Quote valid until November 23, 2021.
2. Schedule	<ul style="list-style-type: none"> - Buried pipe spools = 2-3 weeks. - Pumps & Motors = 1-4 weeks. - Above ground piping/rising = 5-8 weeks. - Delivery of goods for install = 9-7 weeks. 	<ul style="list-style-type: none"> - Delivery of equipment 3 weeks after approval of submittals. - Submittals could take up to 5 weeks. 	<ul style="list-style-type: none"> - Delivery of pumps approximately 12 weeks. - Delivery schedule of other equipment not provided. 	<ul style="list-style-type: none"> - Buried pipe spools = 4-5 weeks. - All other materials = date to be provided after receipt of approved drawings.
3. Payment	<ul style="list-style-type: none"> - Fabrication/supply = 25% deposit at time of order, remaining 75% at completion of fabrication. - Installation of system = 100% on completion of installation and start-up. 	<ul style="list-style-type: none"> - Payment schedule not provided. 	<ul style="list-style-type: none"> - Payment schedule not provided. 	<ul style="list-style-type: none"> - Payment schedule unclear. Payments due 30 days from date of invoice.
4. Clarifications	<ul style="list-style-type: none"> - Concrete pedestal for pumps to be completed by others. - Buried pipe spool delivery not included in pricing. - Electrical and connections to be completed by others. - System testing and start-up assistance assumed to occur during same trip as installation. Add \$1200 if commissioning occurs at a different time. 	<ul style="list-style-type: none"> - Concrete pedestal for pumps to be completed by others. - Pressure testing of installed system by others. - Fixed lifting points in building are required to assemble onsite. - Pump commissioning by others. 	<ul style="list-style-type: none"> - No clarifications noted. 	<ul style="list-style-type: none"> - Partial pre-assembly available for additional cost.
5. Warranty	<ul style="list-style-type: none"> - 12 months from date of installation to a maximum of 18 months from date of shipment. For items not manufactured by Mearl's, the manufacturer warranty will apply. 	<ul style="list-style-type: none"> - 12 months from the date of shipment. 	<ul style="list-style-type: none"> - 12 months. 	<ul style="list-style-type: none"> - 12 months from date of commissioning the package system, or 18 months after delivery, whichever is earliest.

REQUEST FOR COUNCIL DECISION

SUBMITTED BY: Lisa Scott, CAO

DATE: October 5, 2021

SUBJECT: *Amendment to Council Procedures Bylaw*

PURPOSE: To amend the Council Procedures Bylaw to allow for Electronic Meetings.

RECOMMENDATION:

That Bylaw 739,2021, being a bylaw to amend the Council Procedures Bylaw be given 1st, 2nd & 3rd readings.

ALTERNATIVES & IMPLICATIONS:

1. **Not proceed with bylaw amendments** - *continue with current procedures*

ANALYSIS:

A. Background: During the Provincial State of Emergency following the initial Covid-19 outbreak in 2020 Council's were granted permission under Ministerial Order M192 to conduct meetings electronically, to ensure continuity of services, and to protect the health & safety of elected officials, staff and the public. The Provincial State of Emergency was lifted earlier this year and Ministerial Order M192 was rescinded. In June 2021 Bill 10 *Municipal Affairs Statutes Amendments Act* was passed giving municipalities the ability to, by bylaw, choose whether to conduct regular and committee meetings electronically. These new rules came into force by regulation on September 29, 2021.

B. Discussion: The current Procedures Bylaw only allows for up to two members of council to participate electronically per meeting and does not allow for the presiding member to participate electronically.

With the ongoing resurgence of Covid 19 and its variants, there may be times, when in order to protect the health & safety of council, staff and public, meetings need to be held electronically.

This is not meant to permanently replace in-person meetings, but to be used as deemed necessary.

The proposed amendments to the Council Procedure Bylaw include adding the Village of New Denver website as a Public Notice Posting Place, and to completely repeal the current Part 2, Section 8 – Electronic meetings and replace it with wording from the amended Section 128 of the Community Charter

C. Legislative Framework: Bill 10 Municipal Affairs Statutes Amendments Act, Community Charter Section 128

D. Attachments: Bylaw 739, 2021, Council Procedure Amendment Bylaw.

E. Council Strategic Priority: Nil

F. Communication Strategy: Nil

FINANCIAL IMPLICATIONS: None at this time.

THE CORPORATION OF THE VILLAGE OF NEW DENVER
BYLAW NO. 739, 2021

A BYLAW TO AMEND THE COUNCIL PROCEDURES BYLAW 713, 2018

WHEREAS the Council of the Village of New Denver has adopted the Council Procedure Bylaw No. 713, 2018

AND WHEREAS the Council of the Village of New Denver deems it necessary and expedient to amend the Council Procedure Bylaw No. 713, 2018

NOW THEREFORE the Council of the Village of New Denver in open meeting assembled,
ENACTS AS FOLLOWS:

CITATION

1. This Bylaw may be cited for all purposes as the Council Procedure Amendment (Electronic Meetings) Bylaw No. 739, 2021.

AMENDMENTS

2. Part 1 Section 2 – Definitions

Section 2 is amended by changing the definition of “Public Notice Posting Places” to read as follows:

means the notice board at the Village Office and the Village of New Denver website

3. Part 2 Section 8 – Electronic Meetings

Section 8 of the Procedure Bylaw is repealed and replaced in its entirety with the following:

8. (1) A regular or special council meeting or other Council committee meeting may be conducted by electronic means
- (2) Electronic meetings will follow the rules established by the Community Charter Section 128 and Council policies pertaining to electronic meetings.
- (3) Advance public notice of meetings that are open to the public, will be posted in the public notice posting places according to the procedures established in this bylaw for giving notice, and will include:
 - (a) the way in which the electronic meeting will be conducted, and
 - (b) the place where the public may attend to hear, or watch and hear, the proceedings.

Read a first time this day of , 20

Read a second time this day of , 20

Read a third time this day of , 20

Reconsidered and adopted this day of , 20

MAYOR

CORPORATE OFFICER

REQUEST FOR COUNCIL DECISION

SUBMITTED BY: Lisa Scott, CAO

DATE: October 6, 2021

SUBJECT: *Electronic Meetings Policy*

PURPOSE: To provide guidance and procedures for holding Electronic Meetings.

RECOMMENDATION:

That Council of the Village of New Denver adopt the Electronic Meeting Policy.

ALTERNATIVES & IMPLICATIONS:

1. **Not adopt the policy** - *Continue to hold Electronic Meetings as before, with no clear procedures*

ANALYSIS:

- A. Background:** Council was temporarily granted permission under Ministerial Order M192 to hold meetings electronically. At that time, it was not anticipated that the Covid 19 virus would continue to be an issue and that electronic meetings would continue to be a regular platform, so no Policy for outlining rules or guidelines for conducting electronic meetings was developed.

The amendment of the Community Charter, now allows Councils to continue to hold meetings electronically as needed. Anticipating that New Denver will need to continue to hold meetings electronically, it is prudent to develop a policy that sets out guidelines for conduct, etiquette and procedures.

- B. Discussion:** A variety of Electronic Meeting Policies from other jurisdictions around the Province were used as guidelines for developing a policy for New Denver.

The policy includes rules for council and public participation, including a section to be read by the Corporate Officer prior to the commencement of any meetings, reminding all in attendance of specific rules, how the public can view or participate in the meeting, how staff will participate, how a Council member wishing to speak will be recognized, how to prepare yourself and your background and what kind of behaviour is expected from all participants.

- C. Legislative Framework:** Nil

- D. Attachments:** Electronic Meeting Policy

- E. Council Strategic Priority:** Nil

- F. Communication Strategy:** Nil

FINANCIAL IMPLICATIONS: Nil

THE CORPORATION OF THE VILLAGE OF NEW DENVER

POLICY TITLE: ELECTRONIC MEETING POLICY

EFFECTIVE DATE:

SUPERSEDES:

APPROVAL:

PURPOSE:

To provide clear direction for Council, staff and public, regarding the procedures for holding electronic meetings.

POLICY:

This policy will outline procedures for holding electronic meetings as allowed for in the Procedures Bylaw.

Scope:

This policy will apply to all electronic meetings of the Council of the Village of New Denver.

PROCEDURE:

1. ELECTRONIC MEETINGS

1.1 Regular Council Meetings and Public Hearings will be held via WebEx, Zoom or any other online meeting hosting platform

1.2 Notice of meetings will advise the public of the link to view the live meeting.

2. PUBLIC PARTICIPATION

2.1 The public may address Council during the following items:

- (a) Public Question & Comment during a Regular Council Meeting
- (b) Development Related Application (Public Comment) available for public comment
- (c) A Public Hearing
- (d) Where approved by Council resolution

2.2 The ways in which the public can provide comments include:

- (a) A written submission by mail or email up to 4 p.m. of the meeting day
- (b) Using the "raise your hand" function at the appropriate time during the meeting and having the Chair acknowledge your turn to speak
- (c) Limited physical attendance in accordance with physical distancing requirements

3. PHYSICAL ATTENDANCE IN COUNCIL CHAMBERS

3.1 The CAO and the Mayor will usually attend the meeting in person if possible but may attend by electronic means if required.

3.2 For members of the public or other attendees physically present may be limited and may be asked that they stay only for the applicable item.

4. STAFF PARTICIPATION

4.1 Staff shall be encouraged to attend meetings electronically where possible

4.2 Presentations from staff will be done through screen sharing during the meeting

4.3 Staff must remember to unshare their screen once they have completed their presentation

4.4 Video and microphones should be off/muted unless speaking

5. RAISING YOUR HAND

5.1 All requests to speak shall be done by using the "Raise your Hand" function or by typing it in the Chat screen

5.2 The meeting organizer will advise the Chair of the request

5.3 The Chair will recognize the next person to speak

5.4 Once recognized, un-mute your microphone and turn on video

6. ETTIQUETTE

6.1 Your appearance and conduct

- Dress appropriately
- Conduct yourself as though attending a Regular Council meeting in person
- Refrain from showcasing households, family or pets
- Do not hold side conversations during the meeting
- Position your device so the camera is eye level
- Look at the camera when you speak
- Turn off your camera if you need to walk away

6.2 Your background

- The contents of your screen will be displayed so please keep in mind what is in your background and try to keep it as plain and neutral as possible

6.3 Sound Quality and Distractions

- Always mute your microphone when you are not speaking
- Join from a small space to limit the amount of ambient or external noise
- Make sure background noise or other disruptions are minimal
- Turn off/silence notifications on all of your devices

6.4 Freedom of Information and Protection of Privacy

- All recorded and written information is a record under FOIPPA

6.5 Be prepared

- Have copy of the agenda ready to follow along; printed, on another device or in another window
- Join the meeting early to buffer time for any technical difficulties

6.6 Inappropriate language or comments

- Foul or inappropriate language will not be tolerated
- In accordance with Council procedures Bylaw, the meeting organizer, with direction from the Chair has the ability to mute microphones, remove participants from meetings or hang up on phone calls where someone is not adhering to the protocols and procedures.

7. CORPORATE OFFICER ANNOUNCEMENT PRIOR TO MEETINGS

7.1 All microphones will be muted by the meeting organizer

7.2 Everyone except Council members are asked to please turn their video off unless speaking or presenting

7.3 Council is asked to please keep their video on unless leaving the room

7.4 The Chat is only to be used for requests to speak

7.5 If you request to speak, the Corporate Officer will advise the Chair, who will recognize the next speaker. Once recognized the speaker can un-mute their microphone to speak (and turn video on if required)

7.6 Immediately mute your microphone once you have concluded your comments/questions

7.7 If a person leaves the screen or does not join a meeting within 15 minutes, they will be absent or to have left the meeting

8. CORPORATE OFFICER ANNOUNCEMENT PRIOR TO IN CAMERA MEETINGS

8.1 All microphones will be muted by the meeting organizer

8.2 The Chat is to be used only for requests to speak. No confidential information shall be typed in the Chat

8.3 Each person in attendance, please confirm no one else is in the room with you and no one else can hear or see the meeting.

REQUEST FOR COUNCIL DECISION

SUBMITTED BY: Lisa Scott, CAO

DATE: September 2, 2021

SUBJECT: *Amendment to Fees & Charges Bylaw 712, 2017*

PURPOSE: To request 1st, 2nd & 3rd readings on the proposed amendment to the Fees & Charges Bylaw 712, 2017.

RECOMMENDATION:

That Bylaw 738, 2021 being a bylaw to amend the Fees & Charges Bylaw be given 1st, 2nd and 3rd readings.

ALTERNATIVES & IMPLICATIONS:

1. **Not amend the Bylaw** - *continue charging for water connections as per bylaw 712, 2017*

ANALYSIS:

- A. **Background:** Discussion was held earlier this year amongst staff regarding simplifying the fee for water connections. A rate was arrived at, but never moved forward with formal approval.
- B. **Discussion:** The current system for charging for water service connections involves determining the approximate quantity of materials and supplies required and the estimated amount of labour and equipment time to come up with an estimate that is provided to the customer. Upon completion of the work the actual materials and supplies used and actual labour and equipment costs are entered into a spreadsheet for comparison to the estimate, then an invoice is prepared and sent to the customer. This system is time consuming and results in a larger administrative cost being added to the overall cost of the bill. It was determined a simpler fee system would benefit both public works staff, office staff and the customer.

A detailed review of actual water service connection costs over the past few years, including actual material and supplies costs, labour and equipment, etc was conducted and an average cost estimate was determined. The average cost was then compared to neighboring communities. A standard rate for water service connections for ½" to 1" lines was determined to be \$1,800.00 plus the actual cost for repaving including materials, supplies and labour. A 2" or larger water connection would be \$2,200.00 plus the actual cost for repaving including materials, supplies and labour.

This has been determined to be the simplest, most equitable and time saving method for invoicing for new water service connections.

- C. **Legislative Framework:** Nil
- D. **Attachments:** Proposed Amending Bylaw 738, 2021
- E. **Council Strategic Priority:** Nil
- F. **Communication Strategy:** Nil

FINANCIAL IMPLICATIONS: In some cases, the actual cost of installation may be more than the \$1,800.00 fee and in some cases it may be less. It is anticipated that there will be an equal number of both to result in zero net losses.

THE CORPORATION OF THE VILLAGE OF NEW DENVER
BYLAW NO. 738, 2021

A bylaw to amend Fees & Charges Bylaw 699, 2016

THE COUNCIL of the Village of New Denver, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as "Fees and Charges Amendment Bylaw No. 738, 2021."
2. That Schedule C, Water Service Charges – Connection Charges be amended to read as follows:

Standard ½", ¾" and 1" connections	-	flat rate of \$1800.00, plus the actual cost for asphalt or other infrastructure, including labour, if required as a result of the new connection.
2" or larger connections	-	flat rate of \$2200.00, plus the actual cost for asphalt or other infrastructure, including labour, if required as a result of the new connection.

3. This bylaw shall take affect effect upon adoption.

Read a first time this day of , 20

Read a second time this day of , 20

Read a third time this day of , 20

Reconsidered and adopted this day of , 20

MAYOR

CORPORATE OFFICER

SUBMITTED BY: Jessica Rayner, Community Planner

DATE: October 7, 2021

SUBJECT: OCP Amendment Bylaw No 735, 2021

Parcel D (Being a Consolidation of Lots 21, 22, 23, 24, 25, 26, See CA934116), Block 51 District Lot 549, Kootenay District, Plan 557 (602 Slocan Avenue)

PURPOSE: To complete third reading and final adoption for amendments to the Village's Official Community Plan (OCP), designating 602 Slocan Avenue as Commercial to facilitate construction of an Affordable Housing development.

RECOMMENDATION(S):

1. THAT Council third reading be given to "Village of New Denver Official Community Plan Amendment Bylaw 735, 2021,"

AND FURTHER, THAT final adoption be given to "Village of New Denver Official Community Plan Amendment Bylaw 735, 2021."

ALTERNATIVES:

THAT consideration of third reading and final adoption for "Village of New Denver Official Community Plan Amendment Bylaw 735, 2021" be deferred until the next Regular Council Meeting.

BACKGROUND:

At the August 10, 2021 Regular Meeting, Council gave first and second readings to the bylaws. A copy of the report to Council that accompanied first and second readings is attached for your information. A public hearing was held on Tuesday, September 21, 2021, attended by three members of the public, all members of the team working on the development of the affordable housing project and supporting the bylaws. Twelve written submissions were included in the Public Hearing agenda, all of which supported the bylaws.

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 first reading but before third reading of the bylaw. The Public Hearings for OCP amendments and Zoning amendments can be combined.

Following the conclusion of the Public Hearing, Council can not consider any additional information regarding the bylaw from the public – doing so could reopen the hearing (triggering additional advertising costs) and risk the bylaw being quashed. Council is, however, permitted to hear from their own staff, lawyers, or consultants on the topic, without compromising the process.

As a Zoning Bylaw must not conflict with an Official Community Plan, adoption of the OCP amendment bylaw must take place prior to adoption of the Zoning amendment bylaw.

COMMUNICATION STRATEGY: Notice of the proposed amendments and the associated public hearing was mailed to property owners within 100m of the subject property on September 8, 2021. The Public Hearing was advertised in the August 26 and September 9 editions of the Valley Voice newspaper, and notice was posted at the Village Office and on the Village's website.

ATTACHMENTS: August 5, 2021 Council Report

OCP Amendment Bylaw No. 735, 2021

The Corporation of the Village of New Denver

REPORT TO COUNCIL

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)

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 1st reading and before 3rd 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.

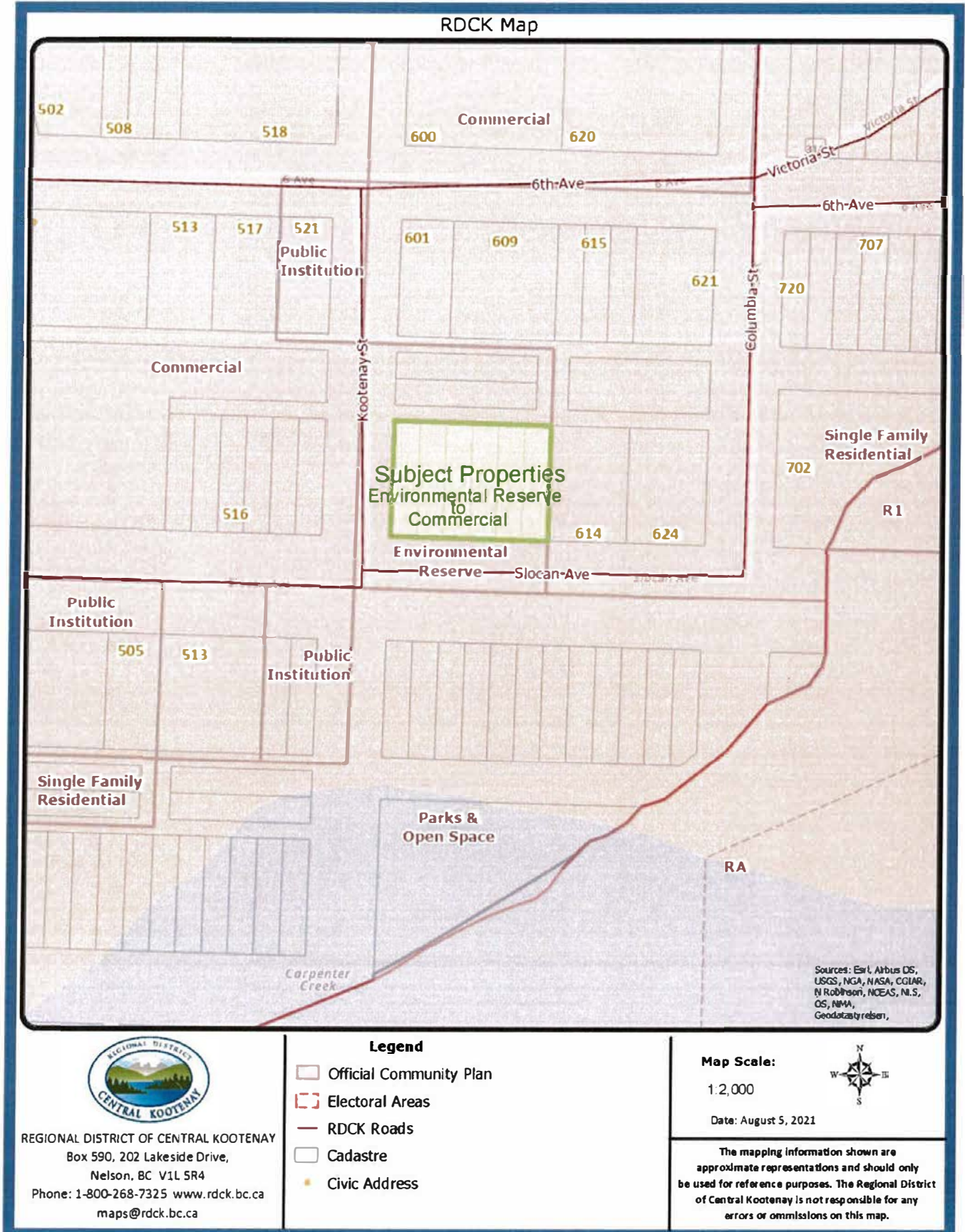
The subject properties are located immediately adjacent to the existing Core Commercial zone and Commercial OCP designation. They are located in very close proximity to a grocery store and other downtown amenities, as well as Lucerne Elementary Secondary School and community trails and recreation. As 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 3rd 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.



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

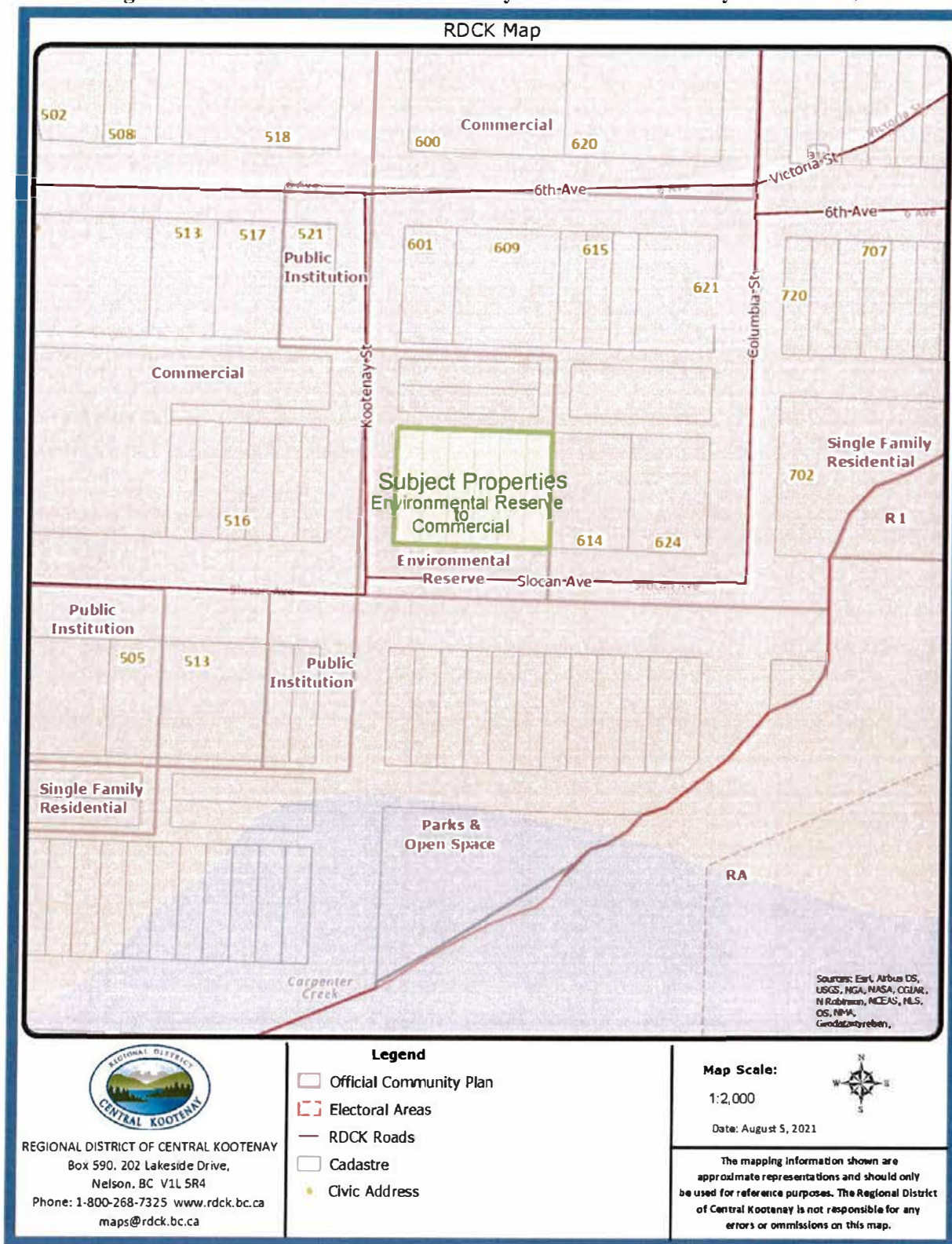
ADMINISTRATOR

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

The Corporation of the Village of New Denver

REPORT TO COUNCIL

SUBMITTED BY: Jessica Rayner, Community Planner

DATE: October 7, 2021

SUBJECT: Zoning Amendment Bylaw No 736, 2021

Parcel D (Being a Consolidation of Lots 21, 22, 23, 24, 25, 26, See CA934116), Block 51 District Lot 549, Kootenay District, Plan 557 (602 Slocan Avenue)

PURPOSE: To complete third reading and final adoption for amendments to the Village's Zoning Bylaw, amending the zoning for 602 Slocan Avenue from E1 – Environmental Reserve to C1 – Core Commercial to facilitate construction of an Affordable Housing development.

RECOMMENDATION(S):

1. THAT Council third reading be given to "Village of New Denver Zoning Amendment Bylaw 736, 2021,"
AND FURTHER, THAT final adoption be given to "Village of New Denver Zoning Amendment Bylaw 736, 2021."

ALTERNATIVES:

THAT consideration of third reading and final adoption for "Village of New Denver Zoning Amendment Bylaw 736, 2021" be deferred until the next Regular Council Meeting.

BACKGROUND:

At the August 10, 2021 Regular Meeting, Council gave first and second readings to the bylaws. A copy of the report to Council that accompanied first and second readings is attached for your information. A public hearing was held on Tuesday, September 21, 2021, attended by three members of the public, all members of the team working on the development of the affordable housing project and supporting the bylaws. Twelve written submissions were included in the Public Hearing agenda, all of which supported the bylaws.

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 first reading but before third reading of the bylaw. The Public Hearings for OCP amendments and Zoning amendments can be combined.

Following the conclusion of the Public Hearing, Council can not consider any additional information regarding the bylaw from the public – doing so could reopen the hearing (triggering additional advertising costs) and risk the bylaw being quashed. Council is, however, permitted to hear from their own staff, lawyers, or consultants on the topic, without compromising the process.

As a Zoning Bylaw must not conflict with an Official Community Plan, adoption of the OCP amendment bylaw must take place prior to adoption of the Zoning amendment bylaw.

COMMUNICATION STRATEGY: Notice of the proposed amendments and the associated public hearing was mailed to property owners within 100m of the subject property on September 8, 2021. The Public Hearing was advertised in the August 26 and September 9 editions of the Valley Voice newspaper, and notice was posted at the Village Office and on the Village's website.

ATTACHMENTS: August 5, 2021 Council Report

Zoning Amendment Bylaw No. 736, 2021

The Corporation of the Village of New Denver

COUNCIL TO COUNCIL

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 1st reading and before 3rd reading of the Bylaw. The Public Hearings for OCP amendments and Zoning amendments can be combined.

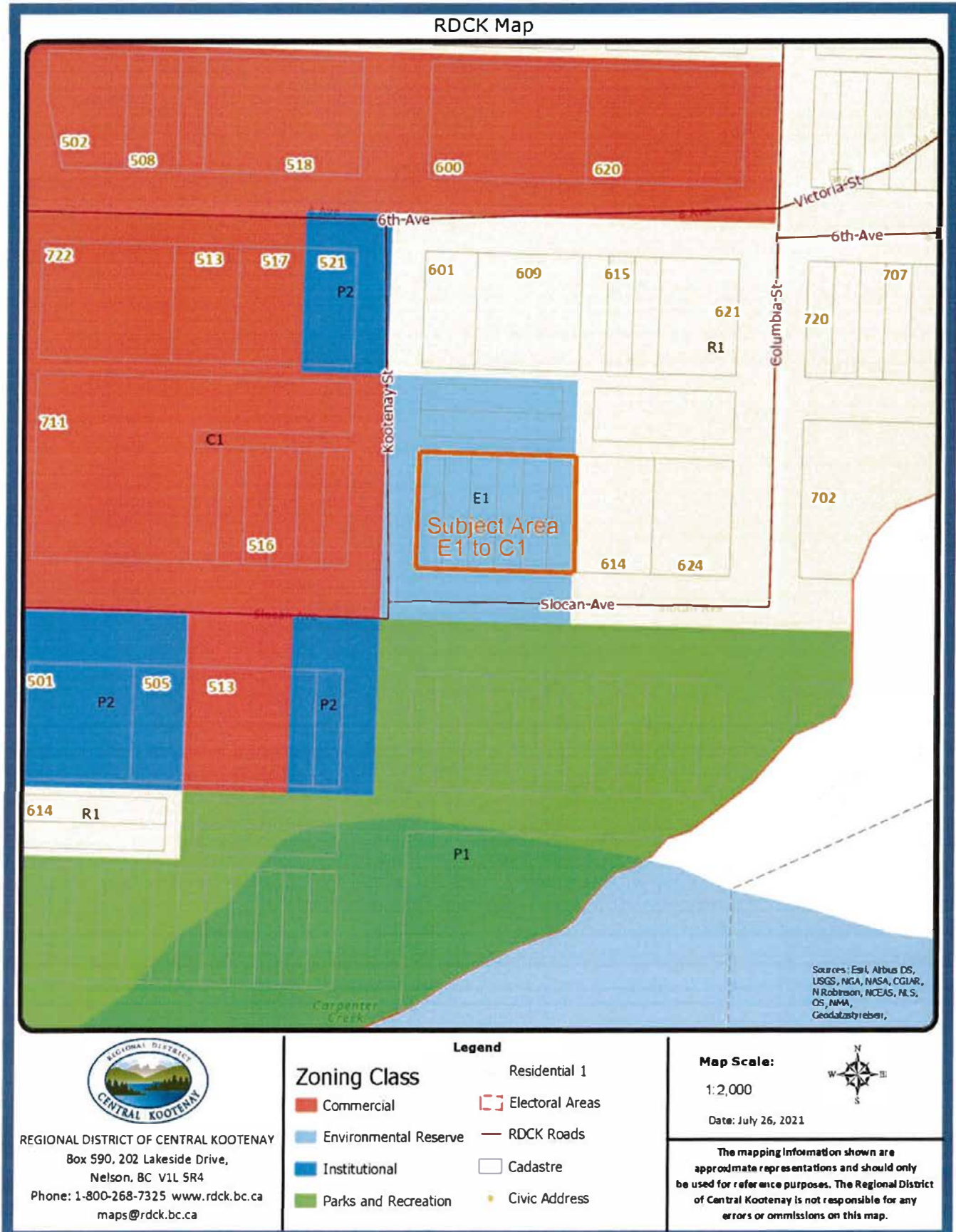
The subject properties are located immediately adjacent to the existing Core Commercial zone and Commercial OCP designation. They are located in very close proximity to a grocery store and other downtown amenities, as well as Lucerne Elementary Secondary School and community trails and recreation. As 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 3rd 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 Parcel D (Being a Consolidation of Lots 21, 22, 23, 24, 25 and 25, See CA9343116), Block 51, District Lot 549, Kootenay District, Plan 557, 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 10th day of August, 2021.

READ A SECOND TIME this 10th day of August, 2021.

WHEREAS A PUBLIC HEARING was held on this 21st day of September, 2021.

APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE this 7th
day of October, 2021.

READ A THIRD TIME this _____ day of _____, 2021.

Robert Spalding
Ministry of Transportation
and Infrastructure

ADOPTED this _____ day of _____, 2021.

MAYOR

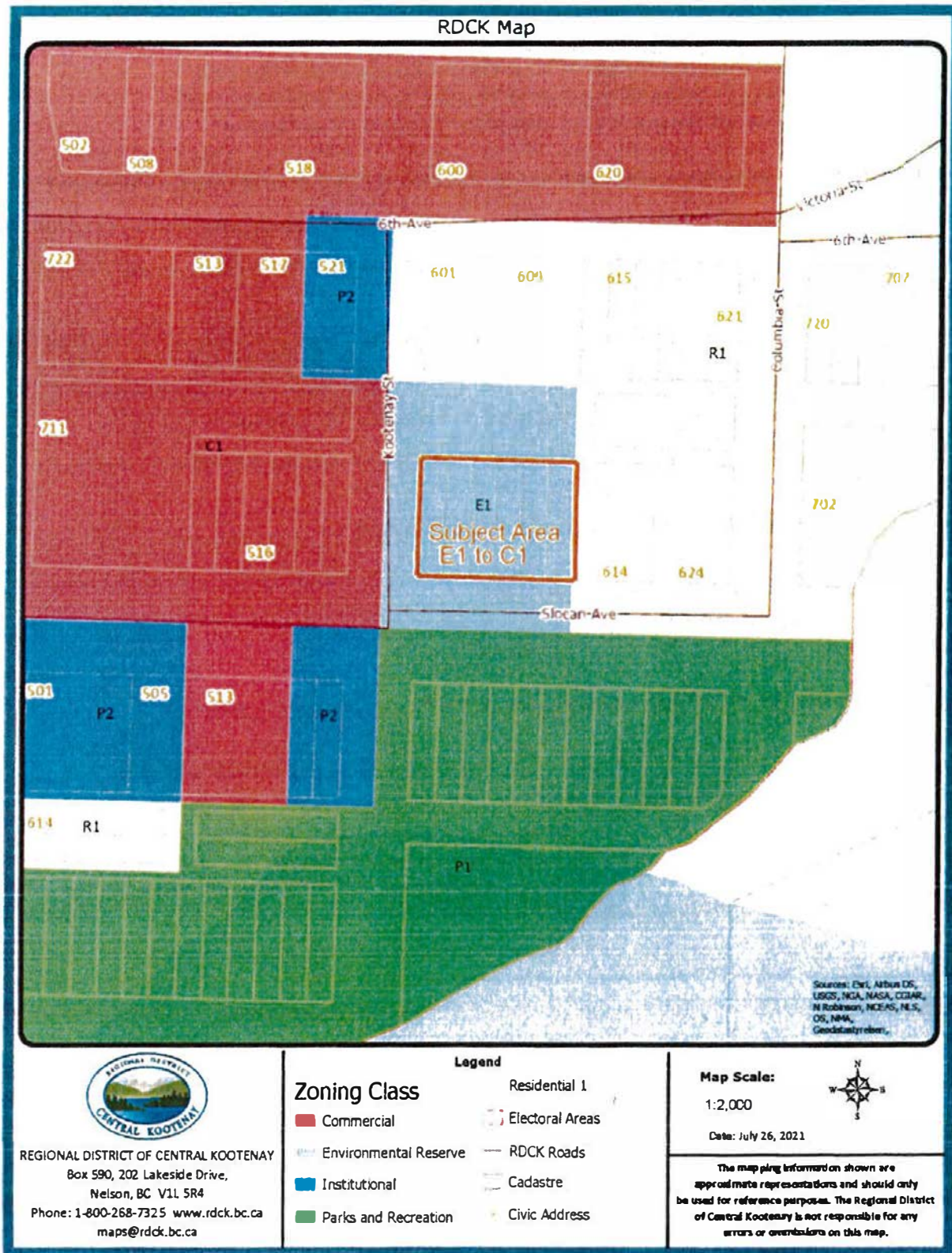
ADMINISTRATOR

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

CORPORATE OFFICER

BYLAW NO. 736, 2021

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



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

REQUEST FOR COUNCIL DECISION

SUBMITTED BY:	Jessica Rayner Community Planner	DATE: September 23, 2021 FILE NO.: DVP 2021-02
SUBJECT:	NIMC Development Variance Permit 306 Josephine Street, Rear Yard Setback Reduction Lots 8, 9, 10, Block G, Plan 4177, District Lot 549, KLD (PIDs 014-919-516, 015-068-561, 015-068-579) – Application underway to consolidate lots.	

PURPOSE: To consider a Development Variance Permit (DVP) allowing a reduced rear yard setback, to accommodate an archives building at the Nikkei Internment Memorial Centre at 306 Josephine Street.

RECOMMENDATION:

THAT Council approve the issuance of a Development Variance Permit to reduce the rear yard setback from the permitted 6.0 m (19.7 ft), to 1.6 m (5.5 ft), for properties described as Lots 8, 9 & 10, Block G, Plan 4177, District Lot 549, Kootenay Land District, to accommodate construction of a new 16' x 24' archives building.

ALTERNATIVES:

1. Approve the DVP as amended (nature of amendment to be included in the resolution)
2. Do not approve the DVP

ANALYSIS:

A. Background / Current Situation:

An application has been made requesting a variance at 306 Josephine Street in New Denver, zoned P2 – Public & Institutional and designated as Public Institutional by the Official Community Plan. The proposed variance to Section 13.2.5(b) of Zoning Bylaw 612, 2007 would reduce the rear yard setback from the permitted 6.0m (19.7 ft) to 1.6m (5.5ft). This setback is consistent with the 1.5m (4.9 ft) rear yard setback in the R1 – Single and Two-Family Residential zone surrounding the property.

The Nikkei Internment Memorial Centre (NIMC), a national historic site, includes landscaping and paths, two halls, a visitor centre, and two historic 'shacks.' Upon completion of the lot consolidation currently underway, the subject property will total 20,025 sq. ft. (1860 m²) in size. The Village of New Denver has received Provincial CERIP (Community Economic Recovery Infrastructure Program) funding to build an archives building which is intended to contain mainly shelving to house the NIMC collections such as photographs, documents, and small objects. In order to locate this 16' x 24' archives building in the preferred location, a reduced rear yard setback is required.

B. Discussion:

Interdepartmental Involvement

This DVP application was circulated to relevant departments within the Village of New Denver for comment. The Chief of the New Denver and Area Volunteer Fire Department and Village of New Denver Public works did not have any concerns with the proposed variance. The Building Inspector reviewed the application and does not have any concerns with the proposed setback. Village staff are supportive of the variance as proposed, given a setback greater than that in the surrounding R1 zone is proposed.

Official Community Plan (OCP) Analysis

The OCP designates the property as Public Institutional; the proposed setback variance does not conflict with the public and institutional policies established in the OCP. Of note, OCP Policy 7.2.4 indicates that Council's Policy

is to support the long-term presence of the Nikkei Internment Memorial Centre and the Silvery Slocan Museum. A newly constructed archives building will facilitate increased functionality of the NIMC.

Zoning Bylaw Analysis

As per Village of New Denver Zoning Bylaw No. 612, 2007, the subject property is zoned P2 – Public & Institutional. The P2 zone specifies a rear yard setback of 6.0m (19.7 ft). The variance would provide relief from Section 13.2.5(b), allowing the archives building to be constructed at a distance of 1.6m (5.5ft) from the back alley. The requested variance is detailed in Table 1, below.

Table 1: Variance Summary

Zoning Bylaw	Policy	Existing	Proposed	Difference
13.2.5(b)	The minimum setback from the rear parcel line for uses in a P2 zone	6.0 m (19.7 ft)	1.6 m (5.5 ft)	4.4 m (14.2 ft)

Citizen / Public Relations

In accordance with Section 499 of the Local Government Act, notice of the requested variance was mailed to adjacent property owners within 100 metres of the subject property on September 10, 2021. The notice informs these property owners / tenants as to the purpose of the permit, the land that is the subject of the permit, and the date and time of the Village of New Denver Council meeting where the permit would be considered. A full copy of the DVP application was made available for viewing at the Village Office and neighbouring property owners and tenants were given until 4:00 p.m. on Thursday, September 23, 2021 to submit a petition or written comments.

Three email submissions were received in response to this DVP notice. These emails are attached as Appendix A – Neighbour Submissions. All submissions supported the variance, with one requesting a change in placement of the archives building be considered (rotating the building 90 degrees) and another that a large tree in the area be preserved. It has been confirmed that rotating the building 90 degrees was explored but is not possible given building size, location, and restrictions, and it is the applicant's intention to retain the tree if feasible.

C. Legislative Framework:

Section 499 of the Local Government act outlines requirements for notice to affected property owners / tenants. Section 498 of the Local Government Act authorizes a local government to consider issuance of a DVP that varies the provision of a bylaw, provided that the use or density of the land is not being varied, the land is not designated floodplain, or the development is not part of a phased development agreement. If issued, the permit applies to the property in perpetuity – not just the proposed development.

D. Attachments: Appendix A – Neighbour Submissions
 Appendix B – Site Plans
 Appendix C – Design Drawings

E. Council Strategic Priority: Nil

F. Communication Strategy: Notices were sent to all property owners within 100 m of the subject property.

Jessica Rayner

From: piewil@netidea.com
Sent: September 13, 2021 5:50 PM
To: Jessica Rayner
Subject: Re: New Denver Development Variance Permit Notice

Hugh and I have no problem with the variance.

My only comment is about aesthetics. If you turned the building 45 degrees, it would run parallel to the fence for 24 feet but only be sticking out the back 8 feet instead of 12 feet. I think that it would look better that way. The entrance could then face inward toward the centre.

valerie

> Valerie,
>
> Please find attached information pertaining to a proposed Development
> Variance Permit within 100m of properties owned by both yourself and
> Hugh Wilson. I am not sending these notices to you in the mail as I
> know you are out of Province until after Council has considered the matter.
>
> Please do let us know if you have any questions, concerns, or input.
>
> Thank you!
>
> Yours,
>
> Jessica Rayner
>
> Community Planner
> Village of New Denver
> P.O. Box 40 | New Denver, BC | V0G 1S0
> P: 250-358-2316 | F: 250-358-7251
> Website: www.newdenver.ca
>
>

Jessica Rayner

From: Gary Wright <wrightonslocanlake@gmail.com>
Sent: September 16, 2021 9:46 AM
To: office
Subject: DVP application for 306 Josephine St

Dear Mayor Casley and Councillors,

I reside within 100m of the Nikkei Centre, and support the application for a DVP that would reduce the required rear yard setback to 1.6m for the property at 306 Josephine Street . The purpose of the variance certainly seems to be in the public interest: it is important for National Historic Sites to protect and manage their archives.

Yours
Gary Wright
323 2nd Avenue, New Denver

Jessica Rayner

From: Kathy Hartman <kathyhartman@hotmail.com>
Sent: September 21, 2021 1:48 PM
To: office
Subject: Concerning Variance Permit-306 Josephine Street-Trees

My address is 305 Kildare and my back yard faces the Nikkei Centre. I am very happy to hear you received the funding to build an archive building. It is sorely needed.

My question is, will there need to be any trees cut down? in the age of climate change and heat domes, trees have become even more important for mitigating the changes in climate.

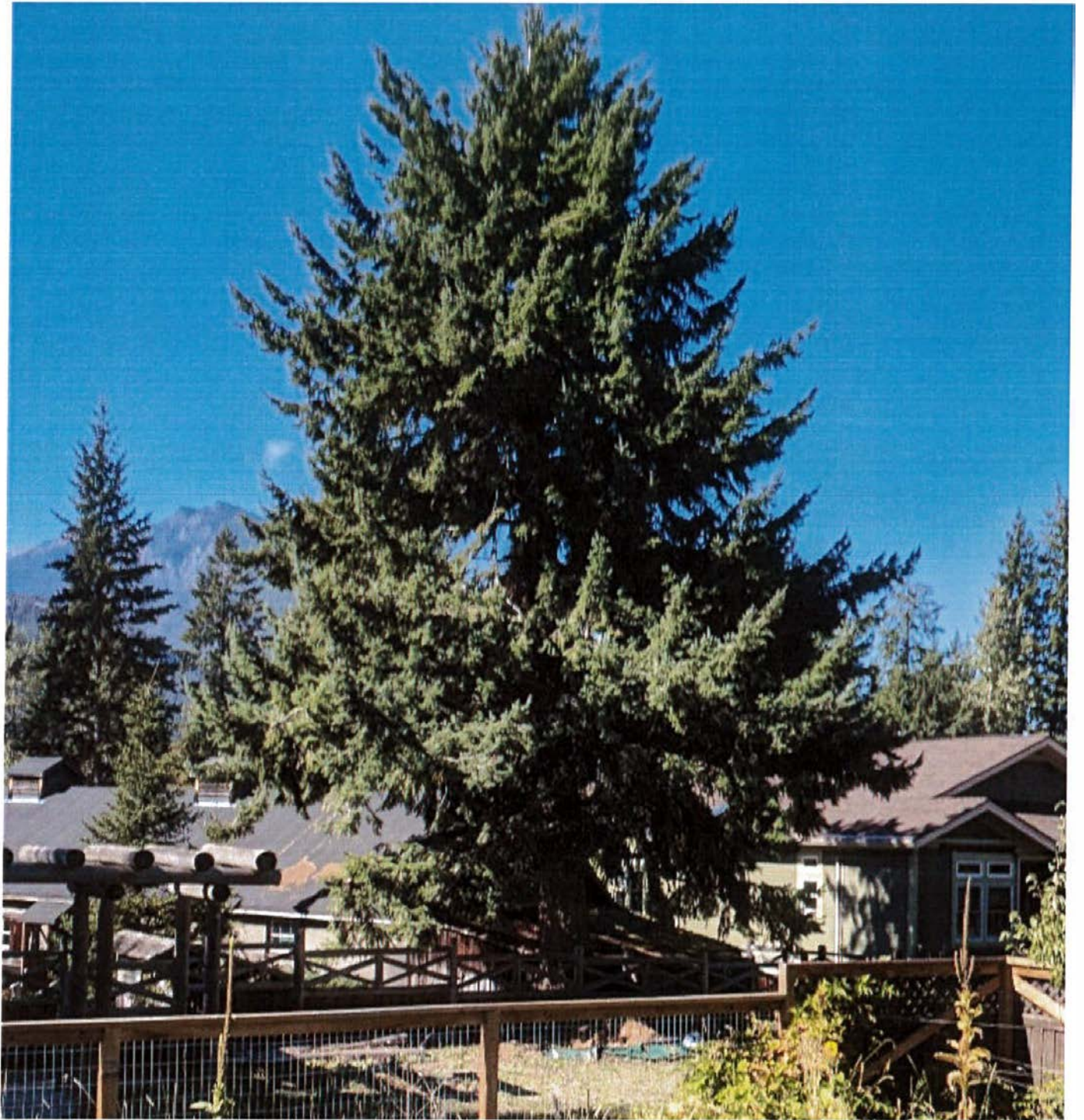
They capture carbon

They create shade (air conditioning is not an answer for all-nor is it sustainable)

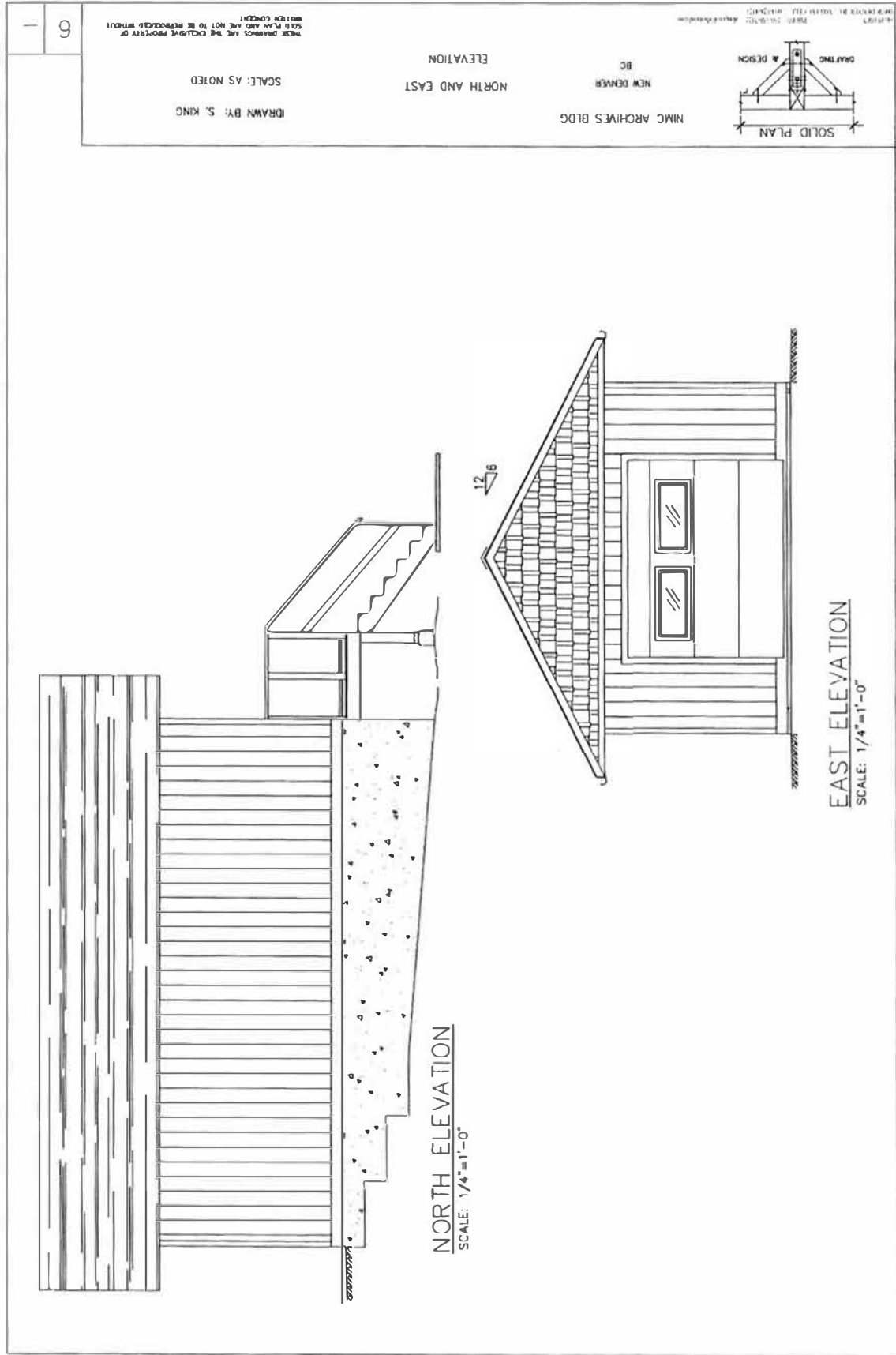
Promotes soil health which mitigates the climate.

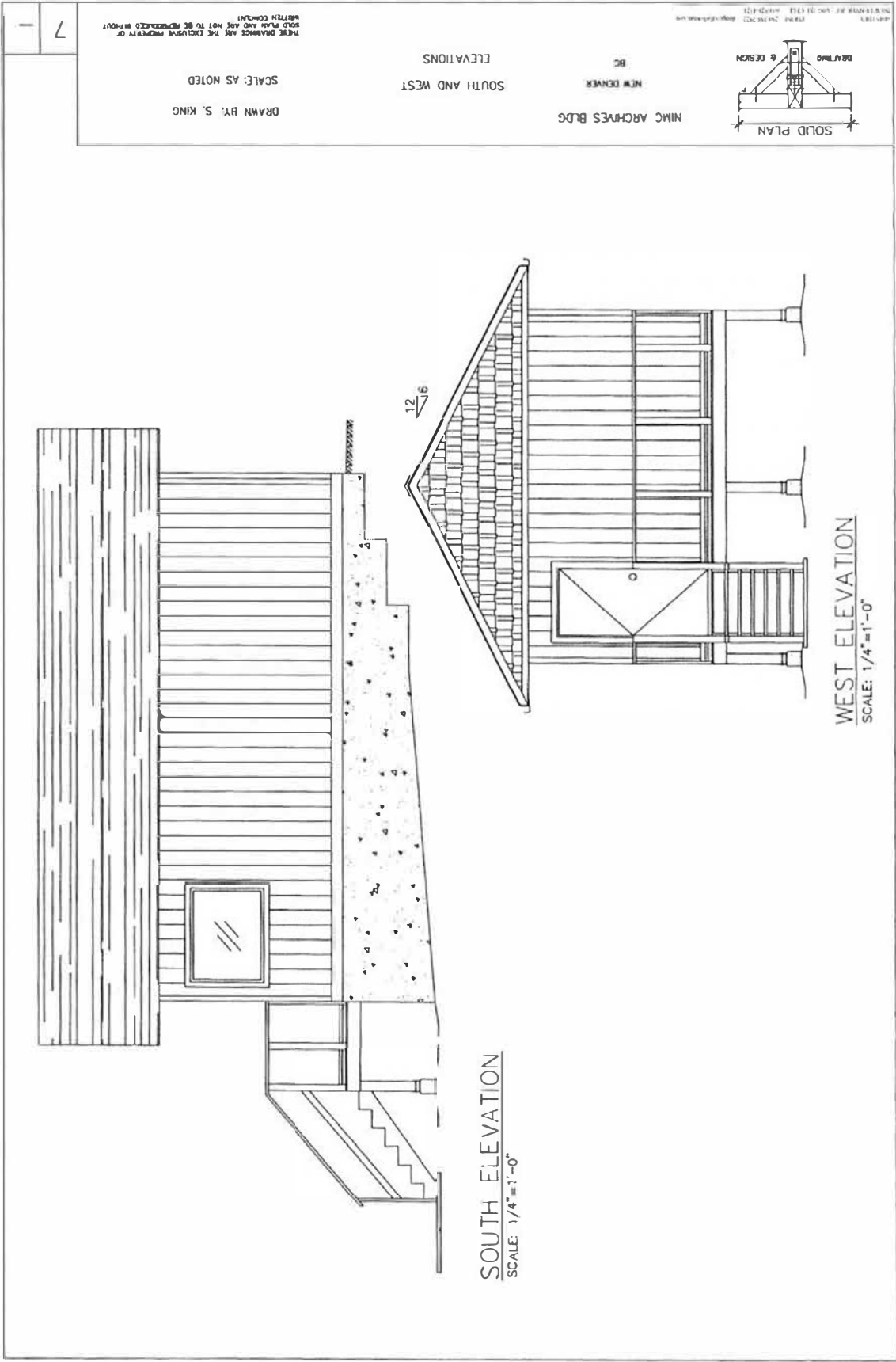
Etc.

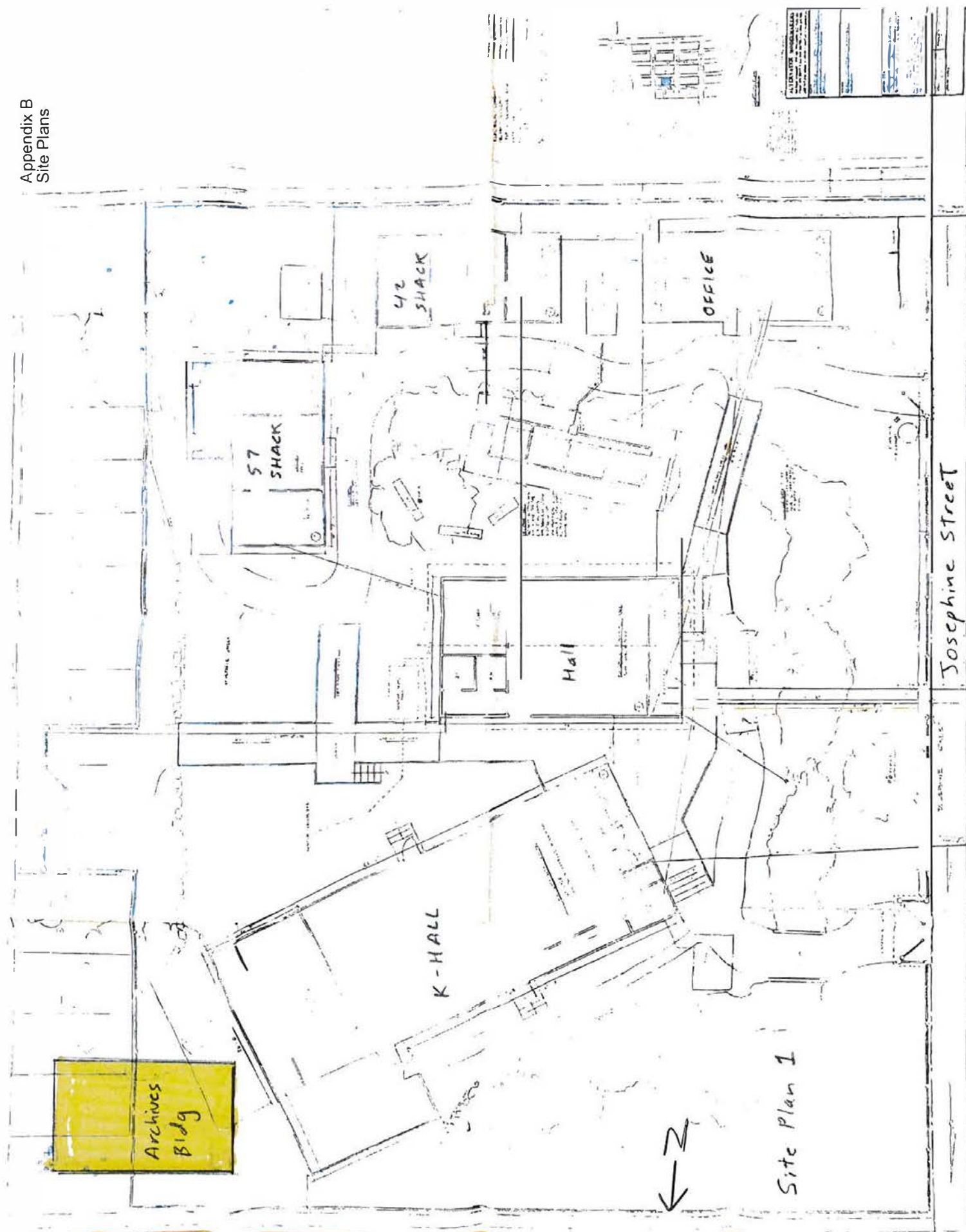
The tree in question is the big evergreen behind the Kyowakai Hall. Pictured below. Will it remain standing?



Cheers
Kathy
778-828-3856







REQUEST FOR COUNCIL DECISION

SUBMITTED BY: Lisa Scott, CAO

DATE: September 23, 2021

SUBJECT: *Amendment to Council Remuneration & Expenses Bylaw*

PURPOSE: To request final reading and adoption of the Council Remuneration & Expenses Bylaw.

RECOMMENDATION:

That the Council Remuneration & Expenses Bylaw be reconsidered and finally adopted.

ALTERNATIVES & IMPLICATIONS:

1. **Not proceed with final adoption** - *let amending bylaw lapse*

ANALYSIS:

- A. **Background:** 1st, 2nd and 3rd reading were given to the bylaw on September 14, 2021. Final reconsideration and adoption is needed to complete the process.
- B. **Discussion:** The purpose of this amending bylaw is to align council's mileage reimbursement amount with staff, RDCK and federal mileage reimbursement rates.
- C. **Legislative Framework:** Nil
- D. **Attachments:** Bylaw 737, 2021, Council Member Remuneration & Expenses Amendment Bylaw
- E. **Council Strategic Priority:** Nil
- F. **Communication Strategy:** Nil

FINANCIAL IMPLICATIONS: Minimal financial impact is anticipated.

THE CORPORATION OF THE VILLAGE OF NEW DENVER
BYLAW NO. 737, 2021

A bylaw to amend the Council Remuneration & Expenses Bylaw 710, 2017

THE COUNCIL of the Village of New Denver, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as "Council Member Remuneration & Expenses Amendment Bylaw 737, 2021."
2. That Section 3.4.1 of Bylaw 710, 2017 be amended to set the rate of mileage reimbursement at \$0.59/km
3. This bylaw shall take affect effect upon adoption.

Read a first time this 14th day of September, 2021

Read a second time this 14th day of September, 2021

Read a third time this 14th day of September, 2021

Reconsidered and adopted this 28th day of September , 2021

MAYOR

CORPORATE OFFICER

SUBMITTED BY: Lisa Scott, CAO

DATE: September 23, 2021

SUBJECT: 2022 Woodstove Exchange Program

PURPOSE: To seek Council's authorization to participate in the 2022 Woodstove Exchange Program.

RECOMMENDATION:

That the Village of New Denver participate in the 2022 RDCK Woodstove Exchange program, and provide \$100 in funding per stove, to a maximum of 5.

ALTERNATIVES & IMPLICATIONS:

1. **Participate in the Woodstove Exchange program with no limit** - *hard to budget for expense without clear idea of what it may be*
2. **Participate in the Woodstove Exchange program with higher or lower limit** – *not likely to have a significant impact either way*
3. **Do not participate in the Woodstove Exchange program** – *participants will still be eligible for the provincial portion of the grant, but would not receive the additional rebate from the Village*

ANALYSIS:

A. Background: The Village of New Denver has participated in this Woodstove Exchange program since 2012. New Denver residents have taken advantage of the financial assistance available through the program.

B. Discussion: The Woodstove Exchange Program is an initiative of the Provincial Government and Lung Association of BC. The main purpose of the program is to improve air quality and reduce health problems due to wood burning.

This program provides a financial incentive to encourage replacement of older stoves with new cleaner burning appliances. The province provides a grant of between \$250 - \$400 depending on the type of woodstove being replaced, and also asks that participating municipalities provide an additional \$100 rebate.

There have been no issues with our past participation in the program. For the past three years we have had one participant per year.

C. Legislative Framework: Nil

D. Attachments: RDCK Letter regarding the 2022 Woodstove Exchange program

E. Council Strategic Priority: Nil

F. Communication Strategy: The program will be advertised on the Village website.

FINANCIAL IMPLICATIONS: The funds required for the Village's contribution to the program (\$100/resident, to a maximum of \$500/year) have been allocated in the Village of New Denver Five Year Financial Plan Bylaw.



Regional District of Central Kootenay

Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4
Telephone: (250) 352-6665
BC Toll Free: 1-800-268-7325

Web: www.rdck.ca
Email: info@rdck.bc.ca
Fax: (250) 352-9300

File No. 6240-20

September 13, 2021

Village of New Denver
PO Box 40
New Denver, BC
VOG 1S0
Attn: Lisa McGinn, Accounts

Cc by email: office@newdenver.ca

Dear Lisa:

The Woodstove Exchange Program is an initiative of the provincial government and the Lung Association of BC. The primary goal of the program is to improve air quality and reduce health problems attributable to wood burning. The program provides a financial incentive for residents to replace old, inefficient woodstoves with new, efficient, EPA-certified heating appliances. An education campaign is also part of the program.

The provincial grants allocated will be \$250 grants for the replacement of a non-EPA certified stove or insert with an EPA certified wood stove and \$400 if the appliance replacing the non-EPA/CSA wood burning stove is a cleaner burning appliance such as a pellet stove, an electric heat pump or a gas or propane stove.

RDCK is now asking if you would like to continue participating in the program throughout 2022:

As a participant in the program, the municipality will be required to do the following:

- Advertise the program on the municipal website;
- Contribute a \$100 rebate for each stove exchanged within your municipality (*Note – your Council may specify a maximum number of rebates for 2021*); and
- Disburse rebate cheques to successful program applicants (*Note – for each exchange, the RDCK will disburse the provincial rebate and then send payment details and a copy of the successful application to the relevant municipality*).

To confirm that your municipality intends to participate, we require a Council resolution or a letter from your CAO/CFO. Please send this information for my attention by or before October 8, 2021.

Sincerely:

Abby Fedorak
Administration Assistant Environmental Services
afedorak@rdck.bc.ca
250-352-1529



SUBMITTED BY: Lisa Scott, CAO

DATE: October 6, 2021

SUBJECT: *Centennial Park Master Plan*

PURPOSE: To review and adopt the Centennial Park Master Plan.

RECOMMENDATION:

That Council of the Village of New Denver adopt the Centennial Park Master Plan.

ALTERNATIVES & IMPLICATIONS:

1. **Not adopt the plan** - *Continue to work on the plan and make additional changes. This would be outside the scope of work in the initial contract and we would incur additional expense.*

ANALYSIS:

- A. Background:** With the assistance of a grant from Columbia Basin trust, the Village of New initiated a project to review and update the Centennial Park Master Plan, which had last been completed in 1988. Larch Landscape Architecture, Selkirk Planning & Design and Hekkenburg were the consultants, planners and designers used to help develop the plan.

The purpose of the new Centennial Park Master Plan is to provide guidance for budgeting and grant applications, to ensure community recreation needs, both current and long term, are being considered, and to promote and encourage economic growth through tourism.

- B. Discussion:** Phase 1 of the project took place in October 2020 and involved initial meetings, gathering relevant documents and information and preparing the base maps to work from.

Phase 2 of the project took place in November and December of 2020 and included walking tours, site inventory and analysis and drafting a vision and guiding principles summary.

Phase 3 of the project took place from January to March of 2021 and included community surveys and analysis and an engagement summary report.

Phase 4 of the project included presenting two Centennial Park Concepts, online community outreach sessions and gathering public feedback on the concepts.

Phase 5 completed in August & September 2021 included selection of the preferred concept, phasing & priorities, cost estimation and preparing the final report.

Adoption of the Plan will allow us to begin researching grants and funding to move forward with implementation of the improvements identified.

- C. Legislative Framework:** Nil

- D. Attachments:** Centennial Park Master Plan Final Report

SUBMITTED BY: Lisa Scott, CAO

DATE: October 6, 2021

SUBJECT: *KSCU Authorized Users*

PURPOSE: To seek a resolution to remove Rebecca Sargent and Catherine Allaway as authorized users at KSCU and to add Taylor Attwood as an authorized user.

RECOMMENDATION:

That Rebecca Sargent and Catherine Allaway be removed from the list of authorized users with viewing privileges and initiator status for phone, in person and online banking access to the Village of New Denver's accounts the Kootenay Savings Credit Union, the Collabria Credit Card and CIBC Credit Card, and further,

That Taylor Attwood be added as an authorized user with viewing privileges and initiator status for phone, in person and online banking access to the Village of New Denver's accounts at the Kootenay Savings Credit Union, the Collabria Credit Card and the CIBC Credit Card.

ALTERNATIVES & IMPLICATIONS:

1. **Not appoint Taylor as an authorized user** - *Due to Rebecca's resignation, she must be removed as an authorized user, however, the option exists to not appoint Taylor as an authorized user. This would hinder her ability to complete her duties as Accounting Clerk.*

ANALYSIS:

- A. **Background:** Rebecca Sargent, Account Clerk for the Village of New Denver resigned from her position effective October 1, 2021. Taylor Attwood was appointed as the new Accounting Clerk effective October 1, 2021. Catharine Allaway was removed from signing authority for the Village of New Denver, but not from the credit cards.
- B. **Discussion:** In order to be able to effectively perform their duties as the Accounting Clerk, the person appointed to this position should have authorized user privileges at our banking institution and with our credit card holders.

The current list of authorized users needs to be updated to remove Rebecca and add Taylor to reflect the change in the Accounting Clerk position.

- C. **Legislative Framework:** Nil
- D. **Attachments:** Nil
- E. **Council Strategic Priority:** Nil
- F. **Communication Strategy:** Nil

FINANCIAL IMPLICATIONS: Nil