



TOWN OF CRESTON COUNCIL MEETING AGENDA

Tuesday, October 10, 2023, Immediately following the Special Committee of the Whole Meeting commencing at 4:00 pm.

Council Chambers, 238-10th Avenue North, Creston, BC

1. CALL TO ORDER
2. TRADITIONAL TERRITORY ACKNOWLEDGEMENT
3. ADOPTION OF AGENDA

Recommended Motion:

THAT Council ADOPTS the Regular Council Agenda of October 10, 2023.

4. ADOPTION OF MINUTES

- a. Regular Council Meeting Minutes - September 26, 2023

Recommended Motion:

THAT Council ADOPTS the minutes of the Regular Council Meeting held on September 26, 2023.

5. DELEGATIONS

None

6. ITEMS OF BUSINESS

- a. Town of Creston 2023/2024 Council, Board, Committee and Commission Appointments

Recommended Motion:

THAT Council APPOINTS

- b. Request for Decision from the Corporate Officer regarding the Town of Creston Municipal Website

Recommended Motion:

THAT Council RECEIVES FOR INFORMATION the Request for Decision from the Corporate Officer regarding the Town of Creston website.

- c. Correspondence - Action Recommended

1. Creston Valley Tourism Society, requesting letter in support of their application for funding through the Economic Trust of the Southern Interior for Public Engagement and Strategic Planning

Recommended Motion:

THAT the Mayor is AUTHORIZED to write a letter in support of Creston Valley Tourism Society's application to the Economic Trust of the Southern Interior for Public Engagement and Strategic Planning.

2. Creston Community Forest, requesting a letter in support of their application for funding for the Goat Mountain Trail Project

Recommended Motion:

THAT the Mayor is AUTHORIZED to write a letter in support of Creston Community Forest's grant application to the Rural Economic Diversification and Infrastructure Program.

3. Ministry of Children and Family Development, request to proclaim October as Foster Family Month in the Town of Creston

Recommended Motion:

THAT the Mayor is AUTHORIZED to proclaim October as Foster Family Month in the Town of Creston.

- d. Correspondence - Receive for Information

1. Ministry of Municipal Affairs regarding the award of a Road Condition Assessment Grant

Recommended Motion:

THAT Council RECEIVES FOR INFORMATION the correspondence from the Ministry of Municipal Affairs regarding the award of the Road Condition Assessment Grant

- e. Council Action List

Recommended Motion:

THAT the Council Action List, BE RECEIVED.

7. BYLAWS

- a. Commercial Revitalization Tax Exemption Bylaw No. 1988, 2023 (ADOPTION)

Recommended Motion:

That Commercial Revitalization Tax Exemption Bylaw No. 1988, 2023, BE ADOPTED.

- b. Council Procedures Amendment Bylaw No. 1991, 2023 (ADOPTION)

Recommended Motion:

THAT Council Procedures Amendment Bylaw No. 1991, 2023, BE ADOPTED.

8. NEW BUSINESS

9. REPORTS OF REPRESENTATIVES

Recommended Motion:

THAT Council RECEIVES the written and verbal reports of staff and Council.

10. GIVING OF NOTICES

Regular Council Meeting: October 24, November 14, 2023

Regular Committee of the Whole: October 17 and November 21, 2023.

11. ACTING MAYORS SCHEDULE

- January: Councillor Dumas
- February: Councillor Mondia
- March: Councillor Elford
- April: Councillor Arès
- May: Councillor Eilser
- June: Councillor Baldwin
- July: Councillor Dumas
- August: Councillor Mondia
- September: Councillor Elford
- October: Councillor Arès
- November: Councillor Eisler
- December: Councillor Baldwin

12. QUESTION PERIOD

13. RECESS AND MOVE TO CLOSED MEETING

Recommended Motion:

THAT the Regular Council Meeting of DATE be recessed at TIME and by the authority of the *Community Charter*, Council move to a Closed Council Meeting with this meeting be closed from the public and/or news media pursuant to 90(1)(k) negotiations and related discussions 90 (1)(i) the receipt of advice that is subject to solicitor client privilege.

14. RECONVENE TO REGULAR MEETING

15. RESOLUTIONS FROM CLOSED MEETING

16. ADJOURNMENT

Recommended Motion:

THAT the Regular Council Meeting of October 10, 2023, be adjourned at TIME.

TOWN OF CRESTON **COUNCIL MEETING MINUTES**

Tuesday, September 26, 2023, 4:00 PM
Council Chambers, 238-10th Avenue North, Creston, BC

PRESENT: Mayor Arnold DeBoon
Councillor Norm Eisler
Councillor Keith Baldwin
Councillor Anthony Mondia (Virtual)
Councillor Denise Dumas

REGRETS: Councillor Monique Arès

STAFF: Mike Moore, Chief Administrative Officer
Steffan Klassen, Director of Finance & Corporate Services
Ferd Schmidt, Director of Infrastructure Services
Jared Riel, Fire Chief
Joel Comer, Manager of Community Planning and Development
Kirsten Dunbar, Corporate Officer
Marsha Neufeld, Executive Assistant/HR

GALLERY: Elisabeth and Randall Penner
Allan Clement

1. CALL TO ORDER

The Mayor called the Regular Council Meeting to order at 4:00 pm.

2. TRADITIONAL TERRITORY ACKNOWLEDGEMENT

The Regular Council Meeting was held on the unceded traditional territory of the Yaqaan Nukiy within the Ktunaxa Nations.

3. ADOPTION OF AGENDA

Resolution #: 288-23

Moved by Councillor Eisler
Seconded by Councillor Baldwin

THAT Council ADOPTS the Regular Council Agenda of September 26, 2023, as amended with the addition of item f) Request for a letter of support from Creston Valley Community Housing Society and g) Tour of Lights Transit Tour.

MOTION CARRIED

4. ADOPTION OF MINUTES

a. Public Hearing - September 5, 2023

Resolution #: 289-23

Moved by Councillor Dumas
Seconded by Councillor Eisler

THAT Council ADOPTS the minutes of the Public Hearing held on September 5, 2023.

MOTION CARRIED

b. Regular Council Meeting Minutes - September 5, 2023

Resolution #: 290-23

Moved by Councillor Baldwin
Seconded by Councillor Mondia

THAT Council ADOPTS the minutes of the Regular Council Meeting held on September 5, 2023.

MOTION CARRIED

- c. Regular Committee of the Whole Meeting Minutes - September 12, 2023

Resolution #: 291-23

Moved by Councillor Mondia
Seconded by Councillor Dumas

THAT Council RECEIVES the minutes of the Regular Committee of the Whole Meeting held September 12, 2023. MOTION CARRIED

5. DELEGATIONS

None

6. ITEMS OF BUSINESS

- a. Recommendations from the Regular Committee of the Whole -September 12, 2023

Resolution #: 292-23

Moved by Councillor Mondia
Seconded by Councillor Dumas

THAT Council ADOPTS Recommendations No. 1 to 4 from the Regular Committee of the Whole Meeting held on September 12, 2023 as follows:

RECOMMENDATION NO. 1:

THAT the Committee of the Whole RECEIVES the delegation from Staff Sgt. Brandon Buliziuk regarding the Creston RCMP Quarterly Report.

RECOMMENDATION NO. 2:

THAT Council DIRECT Staff to draft an amendment to the fees and charges bylaw and any associated policies/bylaws to incorporate fees for the use of Town owned Electric Vehicle Chargers.

RECOMMENDATION NO. 3:

THAT Council DIRECT Staff to replace the roof at 1130 Canyon Street (Downtown Public Washroom Building) and include the amount in the upcoming 2023 budget amendment.

RECOMMENDATION NO. 4:

THAT Council ADOPTS the 2022-2026 Council Strategic Plan.

MOTION CARRIED

- b. Request for Decision from the Manager of Community Planning and Development respecting a Licence of Occupation for Mission Thrift Store

Resolution #: 293-23

Moved by Councillor Dumas
Seconded by Councillor Baldwin

THAT Council AUTHORIZES the issuance of a Temporary Licence of Occupation to the Mission Thrift Store (Cranbrook branch) for the use of a portion of the property legally described as: Lot A, District Lot 891, Kootenay District, Plan NEP21665, Except Plan NEP70196 (PID: 018-960-740), located at 401 16th Ave. S., every Thursday, between the hours of 9:00am and 1:00pm, from September 28, 2023 to March 28, 2024, to accept donations.

MOTION CARRIED

- c. Request for Decision from the Manager of Community Planning and Development regarding Market Park Phase 2 Grant Application to the Rural Economic Diversification and Infrastructure Program

Resolution #: 294-23

Moved by Councillor Eisler
Seconded by Councillor Dumas

THAT Council AUTHORIZES Staff to submit a grant application to the Rural Economic Diversification and Infrastructure Program for the development of Phase 2 of the Market Park project; AND FURTHER, THAT Council AUTHORIZES Staff to develop Market Park Phase 2 and provide overall grant management if successful. MOTION CARRIED

- d. Request for Decision from the Manager of Community Planning and Development regarding the Regional Accessibility Advisory Committee

Resolution #: 295-23

Moved by Councillor Baldwin
Seconded by Councillor Dumas

THAT Council AUTHORIZES Staff to complete the invite application for the Regional Accessibility Committee. MOTION CARRIED

- e. Request for Decision from the Manager of Community Planning and Development regarding an application to the Community Emergency Preparedness Fund for a Stormwater Management Master Plan

Resolution #: 296-23

Moved by Councillor Eisler
Seconded by Councillor Mondia

THAT Council AUTHORIZES the submission of an application for funding to the Union of BC Municipalities' Community Emergency Preparedness Fund – Disaster Risk Reduction, Climate Adaptation, for a Stormwater Management Master Plan that includes addressing climate-related risks for storm water infrastructure in the Town of Creston; AND FURTHER, THAT Council DIRECTS Staff to provide overall grant management upon the successful award of the grant. MOTION CARRIED

- f. Request for Decision from the Corporate Officer regarding a Residential Revitalization Tax Exemption for 724 Mountain View Crescent

Resolution #: 297-23

Moved by Councillor Dumas
Seconded by Councillor Eisler

THAT Council AUTHORIZES the issuance of a Revitalization Tax Exemption Certificate to Ferdinand and Cathy Schmidt for the property legally described as Parcel A, Plan EPP104916, District Lot 891, Kootenay Land District, (being a consolidation of lots 4 & 5, CA9784200), PID: 031-656-251, subject to the fulfillment of the conditions and requirements set out in Residential Revitalization Tax Exemption Bylaw No. 1944, 2021; AND FURTHER, THAT Staff is authorized to provide BC Assessment Authority with a copy of the Revitalization Tax Exemption Certificate. MOTION CARRIED

- g. Request for Decision from the Manager of Community Planning and Development regarding Zoning Amendment Bylaw 1980 (314-11th Avenue North)

Resolution #: 298-23

Moved by Councillor Eisler
Seconded by Councillor Dumas

THAT Council RECEIVE the Request for Decision regarding Zoning Amendment Bylaw No. 1980, 2023.

MOTION CARRIED

h. Correspondence - Action Recommended

1. Angela Crowther, Director, KidSport BC, requesting a Proclamation for Kidsport BC by Sport BC from October 1 - 7, 2023

Resolution #: 299-23

Moved by Councillor Baldwin
Seconded by Councillor Eisler

THAT the Mayor is AUTHORIZED to Proclaim the week of October 1st to 7th as Kidsport BC Powered by Sport BC Week to congratulate this important organization.

MOTION CARRIED

i. Correspondence - Receive for Information

1. Creston Cab Company Inc. regarding a notice to local government pending increase taxi rates

Resolution #: 300-23

Moved by Councillor Baldwin
Seconded by Councillor Dumas

THAT Council RECEIVES FOR INFORMATION the correspondence from Creston Cab Companies regarding a notice to local government of pending increase in taxi rates.

MOTION CARRIED

j. Creston Valley Community Housing Society, request for a letter in support of their grant application to BC Housing for an Affordable Housing Development

Resolution #: 301-23

Moved by Councillor Baldwin
Seconded by Councillor Dumas

THAT the Mayor is AUTHORIZED to write a letter in support of Creston Valley Housing Society's application to BC Housing for an Affordable Housing Development Project located at 519 16th Avenue South, Creston, BC.

MOTION CARRIED

k. NextGen Transit, regarding Creston Special Event Tour of Lights

Resolution #: 302-23

Moved by Councillor Eisler
Seconded by Councillor Baldwin

THAT Council REFERS the correspondence from NextGen Transit regarding Creston Special Event: Tour of Lights to staff to determine appropriate organization to fund the event.

MOTION CARRIED

7. BYLAWS

- a. Zoning Amendment Bylaw No. 1980, 2023 (314-11th Avenue North) (ADOPTION)

Resolution #: 303-23

Moved by Councillor Dumas
Seconded by Councillor Baldwin

THAT Zoning Amendment Bylaw No.1980, 2023, BE ADOPTED.

MOTION CARRIED

- b. Commercial Revitalization Tax Exemption Bylaw No. 1988, 2023 (3rd Reading)

Resolution #: 304-23

Moved by Councillor Dumas
Seconded by Councillor Baldwin

THAT the Commercial Revitalization Tax Exemption Bylaw No. 1988, 2023, BE
READ a third time by title. MOTION CARRIED

- c. Repeals Advisory Planning Commission Bylaw No. 1989, 2023 (ADOPTION)

Resolution #: 305-23

Moved by Councillor Dumas
Seconded by Councillor Mondia

THAT Repeals Advisory Planning Commission Bylaw No. 1989, 2023, BE
ADOPTED. MOTION CARRIED

- d. Open Burning Amendment Bylaw No. 1990, 2023 (ADOPTION)

Resolution #: 306-23

Moved by Councillor Dumas
Seconded by Councillor Eisler

THAT Open Burning Amendment Bylaw No. 1990, 2023, BE ADOPTED.
MOTION CARRIED

- e. Council Procedures Amendment Bylaw No. 1991, 2023 (3rd Reading)

Resolution #: 307-23

Moved by Councillor Dumas
Seconded by Councillor Eisler

THAT Council Procedures Amendment Bylaw, BE READ a third time by title.
MOTION CARRIED

8. NEW BUSINESS

None

9. REPORTS OF REPRESENTATIVES

- The Mayor reported on his attendance at a Mayors and Chairs Situational Update, Drought and Wildfires, a Creston Valley Services Committee Meeting, Chamber of Commerce AGM, a Regional District of Central Kootenay Board Meeting, and Union of British Columbia Municipalities Conference.
- Councillor Arès reported on her attendance at an Economic Action Partnership Meeting.
- Councillor Baldwin reported on his attendance at a Kootenay East Regional Hospital District.
- Councillor Dumas reported on her attendance at the 2023 Columbia River Conversations Field Trip, Creston Valley Regional Airport Society, Trails for Creston Valley Society and the Union of British Columbia Municipalities Conference.

Resolution #: 308-23

Moved by Councillor Baldwin
Seconded by Councillor Dumas

THAT verbal and written reports of Council, BE RECEIVED.

MOTION CARRIED

10. GIVING OF NOTICES

- Regular Council Meeting - October 10 and 24, 2023
- Regular Committee of the Whole Meeting - October 17, 2023
- October 2, 2023 Town Hall Closed in observance of Truth and Reconciliation
- October 9, 2023 Thanksgiving

11. QUESTION PERIOD

There were no questions from members of the gallery.

12. RECESS AND MOVE TO CLOSED MEETING***Resolution #: 309-23***

Moved by Councillor Dumas
Seconded by Councillor Eisler

THAT the Regular Council Meeting of September 26, 2023 be recessed at 4:48 pm and by the authority of the *Community Charter*, Council move to a Closed Council Meeting with this meeting be closed from the public and/or news media pursuant to 90(1)(i) negotiations and related discussions respecting the proposed provision of a municipal service.
MOTION CARRIED

13. RECONVENE TO REGULAR MEETING

The Regular Council Meeting reconvened at 5:35 pm.

14. RESOLUTIONS FROM CLOSED MEETING

No Resolutions.

15. ADJOURNMENT***Resolution #: 310-23***

Moved by Councillor Dumas

THAT the Regular Council Meeting of September 26, 2023 be adjourned at 5:35 pm.
MOTION CARRIED

CERTIFIED CORRECT:

Arnold DeBoon

Mayor

Kirsten Dunbar

Corporate Officer



Town of Creston 2023/2024 Council, Board, Committee and Commission Appointments

Government Related Agencies

Arrow Creek Water Treatment & Supply Commission

Representative.....Councillor Mondia and Dumas (TBD)
 Alternate Councillor

Creston Valley Services Committee

Representative.....Mayor DeBoon
 Alternate Councillor Dumas

Creston Valley Health Working Group

Representative.....Mayor DeBoon
 Alternate Councillor Baldwin

East and Joint Resource Recovery Commission (RDCK)

Representative.....Councillor Mondia
 AlternateMayor DeBoon

Economic Action Partnership (EAP)

Representative.....Councillor Mondia
 AlternateCouncillor Eisler

Kootenay East Regional Hospital District

Director Councillor Baldwin
 Alternate Director Councillor Mondia

Emergency Management

Representative..... Councillor Dumas

Emergency Operations Centre

EOC Director Chief Administrative Officer
 Member Fire Chief
 Resource RDCK Emergency Coordinator, Creston, Areas A, B & C
 Council Liaisons..... Mayor DeBoon & Councillor Baldwin

Municipal Insurance Association of BC

Representative.....Councillor Mondia
 AlternateCouncillor Eisler

Regional District of Central Kootenay

DirectorMayor DeBoon
 Alternate Director Councillor Dumas

Regional District of Central Kootenay Water Services Committee

Representative Dumas/Mondia (TBD)
 Alternate Representative

Community Organizations

Creston & District Library Board

Representative..... Mayor DeBoon

Community Arts Council of Creston

Representative..... Councillor Eisler

Representative..... Councillor Arès

Creston Climate Action Society

Representative..... Councillor Baldwin/Eisler (TBD)

Creston Valley Blossom Festival Association

Representative..... Councillor Dumas

Creston Valley Chamber of Commerce

Representative..... Councillor Baldwin

Representative..... Councillor Mondia

Creston Valley Community Housing Society

Representative..... Councillor Eisler

Alternate Councillor Dumas

Creston Valley Community Network Society

Representative..... Councillor Dumas

Creston Valley Trails Society

Representative..... Councillor Dumas

Neighbours United

Representative..... Councillor Baldwin

Other Organizations

Creston Valley Forest Corporation

Director Councillor Mondia

BC Transit

Representative Councillor Mondia

Creston Valley Regional Airport Society

Liaison Councillor Dumas

Kootenay Forest Sector Collaborative

Representative..... Councillor Mondia

Select Committees

Affordable Housing and Development Committee

Chair..... Mayor DeBoon

Vice Chair Councillor Eisler

Alternate Councillor Baldwin

Cemetery Advisory Committee

Members..... Mayor DeBoon

Members..... Councillor Dumas

Centennial Event Advisory Committee

Member Councillor Baldwin
Member Councillor Dumas

Parcel Tax Roll Review Panel (Foot Frontage)

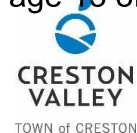
Chair Councillor Mondia
Member Councillor DeBoon
Member Director of Finance & Corporate Services

Permissive Tax Exemption Review Committee

Member Councillor Dumas
Member Councillor Baldwin

REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: October 10, 2023

File: 1310-02

SUBJECT: Town of Creston Website

RECOMMENDATION: THAT Council RECEIVES FOR INFORMATION the Request for Decision from the Corporate Officer regarding the Town of Creston website.

CAO COMMENTS: No additional comment.

RECOMMENDATION

Report / Document:

Attached ☐

Available ☐

Nil ☐

KEY ISSUE(S) / CONCEPTS DEFINED: On September 28, 2023, the Town of Creston soft launched a new municipal website: (www.creston.ca). The website is designed to be customer service oriented, with calls to action driving users to specific activities: Apply, Pay, Request and Explore. The Town has been working with our financial software VADIM to implement an online pay module creating a robust pay section. Further, the Town is currently implementing "forms automation" to create web forms complete with workflows for staff to improve user experience.

RELEVANT POLICY: N/A

STRATEGIC RELEVANCE: Service Excellence

DESIRED OUTCOME(S): N/A

RESPONSE OPTIONS: *Possible ways to achieve the main result with analysis highlights*

1.	Council RECEIVES the Request for Decision from the Corporate Officer.
2.	Other, as directed by Council.
3.	N/A

PREFERRED STRATEGY: Option 1

IMPLICATIONS OF RECOMMENDATION:

GENERAL: Improvement to our online services.

ORGANIZATIONAL: Implementation of online pay module through VADIM and Forms Automation

FINANCIAL: Within operational budget

FOLLOW UP ACTION: N/A

COMMUNICATION: Website has been soft launched, public communication will go out once pay module and forms automation are integrated into site.

OTHER COMMENTS: N/A

Submitted by:

Kirsten Dunbar, CO

Endorsed by: Other

Reviewed by:

CAO

Reviewers

Kirsten Dunbar

Subject: FW: Requesting Letters of Support for CVTS Application to ETSI BC's Building Economic Development Capacity grant

From: Jesse Willicome <jesse@explorecrestonvalley.com>

Sent: September 27, 2023 1:06 PM

To: Roger Tierney <RTierney@rdck.bc.ca>; Kelly Vandenberghe <KVandenberghe@rdck.bc.ca>; Arnold DeBoon <Arnold.DeBoon@creston.ca>

Cc: Mimika Coleman (Creston Hotel) <mimika@crestonhotel.com>; Mike Moore <Mike.Moore@creston.ca>; Stuart J. Horn <SHorn@rdck.bc.ca>

Subject: Re: Requesting Letters of Support for CVTS Application to ETSI BC's Building Economic Development Capacity grant

CAUTION This email originated from outside the organization. Please proceed only if you trust the sender.

Dear Directors Tierney and Vandenberghe, and Mayor DeBoon,

I trust this message finds you in good health following the summer season. I am looking forward to attending the upcoming RDCK Valley Services Committee meeting next week, where I will provide an update on the accomplishments of Creston Valley Tourism Society (CVTS) in 2023, outline our plans for 2024, and seek your support for a funding request, as has been our practice in previous years.

In addition to this, I am writing today to inform you that **the CVTS board has resolved to pursue a [\\$15,000.00 grant from the Economic Trust of the Southern Interior \(ETSI\)](#)**. This funding will be directed towards our forthcoming Public Engagement and Strategic Planning initiative, required by the Provincial to renew the [Municipal Regional District Tax \(MRDT\)](#) better known as the 2% hotel occupancy tax, for an additional five-year term, commencing in June 2025.

With the grant secured, CVTS will engage an experienced consultant like Tammy Verigin-Burk, Executive Director of the Castlegar Chamber & Tourism. Ms. Verigin-Burk previously collaborated with us on our MRDT public engagement, strategic planning, and application efforts in 2018-2019. This role will involve the following responsibilities throughout 2024-2025:

- Leading public engagement activities within the Creston area tourism community throughout 2024, fostering discussions on CVTS's mission, mandate, and strategic priorities for the next five years.
- Crafting a draft Five-Year Strategic Plan for the period 2025-2030, grounded in the feedback garnered from stakeholders.
- Conducting one-on-one consultations with local accommodation proprietors to review and secure their approval and signatures for the plan and MRDT renewal.
- Submitting the Five-Year Strategic Plan and MRDT Renewal application to the Province of British Columbia, aligning with provincial regulations.

I have already initiated discussions with ETSI BC's staff regarding this project, and they have confirmed our eligibility to apply for the grant, which has a rapidly approaching deadline of **October 18th**.

Our immediate next steps entail soliciting letters of support from our principal funders and local government entities within our MRDT tax collection jurisdiction. Consequently, **we kindly request a letter of support from the Town of Creston and RDCK Electoral Areas B & C.**

Should you choose to endorse this endeavor, we would greatly appreciate it if you could expedite your approval and the provision of your letters of support within the next few weeks before this deadline. Should it help I am more than willing to provide a template letter and talking points for your convenience in customizing your respective letters.

I am also enthusiastic about the prospect of discussing this project and request in more extensive detail during the upcoming Valley Services Committee meeting.

Thank you very much for your valuable time and consideration. I look forward to your response at your earliest convenience.

Sincerely,

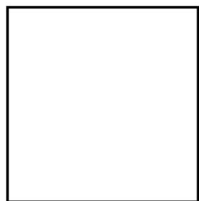
Jesse

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Jesse Willicome

Creston Valley Tourism

Executive Director



E: jesse@explorecrestonvalley.com

P: (250) 402-3030

Kirsten Dunbar

Subject: FW: Mountain Bike Project on Goat Mountain
Attachments: Brief summary of suitability study updated.docx

From: Jerry Bauer <jerryleebauer@gmail.com>
Sent: October-04-23 19:28
To: Kirsten Dunbar <Kirsten.Dunbar@creston.ca>
Cc: Daniel Gratton <dgratton@crestoncf.com>; creston community forest <admin@crestoncommunityforest.com>
Subject: Mountain Bike Project on Goat Mountain

CAUTION This email originated from outside the organization. Please proceed only if you trust the sender.

Hi Kirsten, I am following up on the email regarding your request for more information on the bike project. I have attached our latest and updated summary of the project. Basically, we are moving forward with Phases 1 and 2 but concentrating on getting the required funding in place for Phase 1 for 2024. We have a detailed draft budget for Phases 1 and 2 and I can send it to you if you want. The current budget for Phase 1 is \$539,362. There will be some additional work on the budget to fine-tune it and to confirm some of the costs but overall I don't expect it to change significantly before we submit our REDIP grant proposal. If you need more information or have any questions, please do not hesitate to contact me. Jerry

--

Jerry Bauer


Mountain Biking Suitability Study (updated) September 15, 2023

Early in 2023, the Creston Community Forest (CCF) retained Cabin Resource Management to complete a suitability study of a possible network of downhill mountain bike trails on Mt Thompson and Goat (Arrow) Mountain. Using LIDAR (Laser imaging, detection and ranging) as their main tool, a network of trails was located (or digitized) on each mountain. A number of factors were used to determine trail location including existing infrastructure, constraints related to slope (steepness), wildlife habitat, old growth, unstable terrain, other uses and general trends in mountain biking. As expected, Goat Mountain was determined to have fewer constraints, and overall, better and more suitable terrain for mountain biking. Therefore, trail design proceeded only on Goat Mountain with the following results:

1. A mix of green (novice), blue (intermediate) and black (advanced) trails and both technical (narrow single track with natural features such as rocks, roots and logs) and flow trails (wider, smooth trails with banked corners).
2. A layout designed to be built over three phases with Phases 1 and 2 accessed by the Goat Mountain FSR and the third phase accessible via the Okell Road off of Lakeview-Arrow Creek Road.
3. Main trail access or staging area at km 1 on the Goat Mountain FSR; with secondary access points just above km 3 and at the end of the forest service road. Parking and trail kiosks with maps will be available at each staging area.
4. Designated climb trails at an average grade of 6 to 8 percent to access all downhill trails. Climb trails would also be available for hiking.
5. Designated loop rides (climb trail up, technical or flow trails down) with a variety of options from 2 km loop for beginners to longer 10 km loop to an epic loop of 22 km to the top of Goat Mountain and then back down.
6. A cross country trail for phase 2 that would be suitable for all riders.

Compared to hiking trails, downhill mountain trails and climb trails are more technical to design and layout and more costly to build. However, there are opportunities to reduce cost by using local contractors with small excavators, seasonal workers and volunteers. The objective is to build a network of mountain bike trails (approximately 45 km over three phases) on Goat Mountain that would be suitable for riders of all ages and ability including families. The trails would also attract riders from outside of Creston (bike tourism).

During the summer the CCF spent a lot of time on community engagement including a google survey and an open house in June. Feedback from the public has been very positive and there is strong support for this project both from local riders (and non-riders) and to support mountain biking tourism. The trails designed for Phases 1 and 2 have been ground truthed and a final map has been completed. Due to possible issues around use of the Okell Road for public access and the location of a number of domestic water intakes, Phase 3 will be on hold until additional ground work can be completed.

The next step is to submit a Section 57 application for Phases 1 and 2 to Recreation Sites and Trail BC for their approval. This will be done in October. Projected costs for Phases 1 and 2 are in the range of one million dollars. To be successful and to move ahead funding will have to come from a number of sources including the CCF, various levels of government, Columbia Basin Trust and the local community. The CCF has set aside a reserve fund of \$100,000 specifically for this project. We are currently working with the Ministry of Jobs, Economic Development and Innovation on a major Rural Economic Diversification and Infrastructure Program (REDIP) grant. The deadline for this application is October 30. And we are securing “letters of support” from the community including businesses, services groups and NGOs.

This is a large project with multiple benefits for Creston and the valley. If you would like to help, get involved or provide a letter of support, please contact the CCF at admin@crestoncf.com or call the office at 250 402-0070.

Kirsten Dunbar

Subject: FW: E-mail from the Honourable Mitzi Dean, Minister of Children and Family Development

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>

Sent: September 26, 2023 3:02 PM

To: ToC Info <info@creston.ca>

Subject: E-mail from the Honourable Mitzi Dean, Minister of Children and Family Development

CAUTION

This email originated from outside the organization. Please proceed only if you trust the sender.

VIA E-MAIL

Ref: 281051

Your Worship Mayor Arnold DeBoon

Town of Creston

E-mail: info@creston.ca

Dear Mayor and Council:

Since 1990, October has been declared a time to celebrate and honour the caregivers in our communities across British Columbia who make the unconditional commitment to protect and care for some of our most vulnerable children and youth. I am pleased to announce that this October will mark the 33rd Foster Family Month in British Columbia.

As Minister of Children and Family Development, I would like to offer my sincere gratitude to caregivers who have stepped up when they are needed most. By embracing the challenges and rewards of caring for these children, they have made a huge difference in their lives, as well as the communities in which they reside. I have the deepest respect for the hard work that they have done and continue to do as caregivers. In being part of the lives of these young people, they fulfill many roles, including parent, mentor, teacher, friend, and cheerleader. Their efforts and compassion create a safe haven and a home while responding to each unique family situation. I wish to express my sincere gratitude for the warmth and dedication these caregivers and foster families have shown to the children and youth in their care. The support, guidance, and love they have shown will last a lifetime.

To help these children and youth, as part of *Budget 2023*, the Ministry of Children and Family Development increased monthly payments for foster caregivers by as much as 47 percent to ensure that these young people and those who care for them will have the support they need to build safe, stable and happy futures.

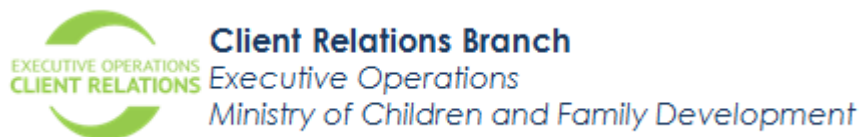
Please join me in celebrating October as Foster Family Month to show those in your community how important the role of a foster caregiver is. I encourage you to celebrate foster families for the selfless work they do for the children, youth, and families of British Columbia.

On behalf of the Government of British Columbia and its citizens, thank you for your continued support in recognizing foster caregivers.

Sincerely,

Mitzi Dean
Minister

Sent on behalf of the Minister by:



This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.



September 27, 2023

Ref: 273185

Their Worship Mayor Arnold DeBoon
and Members of Council
Town of Creston
PO Box 1339
Creston BC V0B 1G0

Dear Mayor DeBoon and Councillors:

On behalf of the Province of British Columbia (province), I am pleased to advise you that your application under the *Local Government Grants Act* for an infrastructure planning grant has been conditionally approved for the following project:

Grant Description	Amount
Road Condition Assessment	\$10,000

Details of the terms and conditions attached to this grant will be dealt with in an agreement that will be forwarded to you by Ministry of Municipal Affairs' staff. This agreement must be signed and returned to the ministry, indicating your acceptance of the terms and conditions.

The province welcomes the opportunity to support planning in the Town of Creston. We believe that early and ongoing planning is the best way to ensure that the environmental, social, and economic needs of your community will continue to be met in the years ahead.

Through your planning efforts, the province encourages you to find ways to use new technology to promote environmental excellence and sustainable service delivery.

Congratulations on your successful application and my best wishes with your infrastructure study.

Sincerely,

Anne Kang
Minister

pc: Mike Moore, Chief Administrative Officer, Town of Creston



Council Action progress report

Council Action List

Current Reporting Date: Oct 31, 2023

Report Created On: Oct 06, 2023

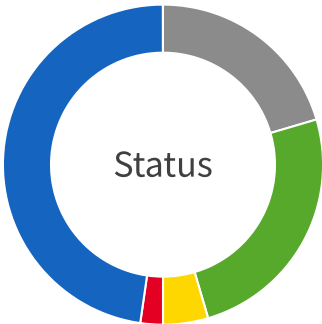
3

YEAR

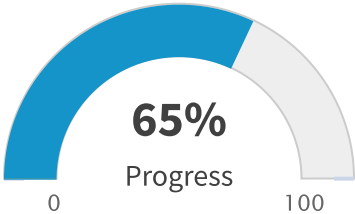
17

Council Action

Overall Summary



	%
Status Pending	20.45
On Track	25.0
Not on Track	4.55
Council Direction Required	2.27
Completed	47.73



Report Legend

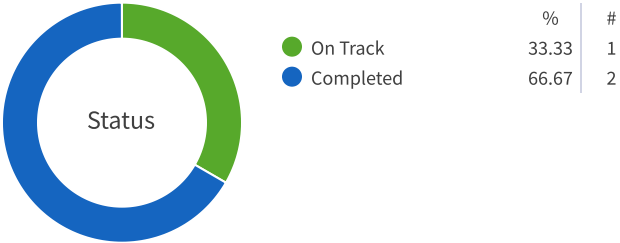
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Priority

No Update

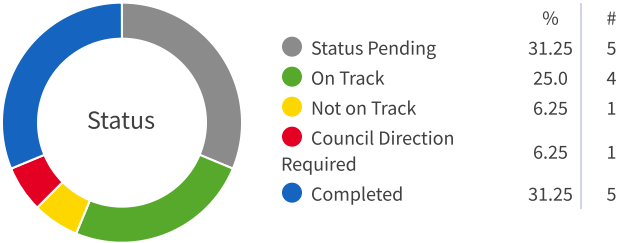
Overdue

YEAR 1 Progress 93%
Owner: Michael Moore



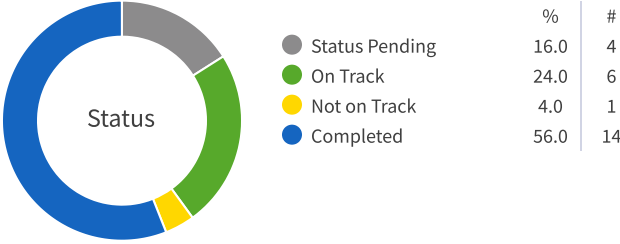
2021 - Council Directed Action List Identified Council Actions (by resolution) from Council and Committee of the Whole Meetings.

YEAR 2 Progress 44%
Owner: Michael Moore



2022 - Council Directed Action List Identified Council Actions (by resolution) from Council and Committee of the Whole Meetings.

YEAR 3 Progress 74%
Owner: Michael Moore



2023- Council Directed Action List Identified Council Actions (by resolution) from Council and Committee of the Whole Meetings.

2021 - Council Directed Action List

Identified Council Actions (by resolution) from Council and Committee of the Whole Meetings.

Owner: Michael Moore

	%	#
On Track	33.33	1
Completed	66.67	2

Council Action 1.2

Nov 01, 2021 - Oct 31, 2023

Progress 90%

Installation of Bulletin Board (Community Forests)

THAT Council APPROVES Creston Valley Community Forests to install a two-sided bulletin board on municipal property, specifically the Creston Walk-Through Park on Canyon Street, in a location to be determined with Staff and Creston Valley Community Forests, as reported by the Chief Administrative Officer within the attached report.

Owner: Michael Moore

	%	#
On Track	50.0	1
Completed	50.0	1

External Request

Council Date

November 23, 2021

Resolution #

404-21

Update provided by Michael Moore on Aug 28, 2023 18:23:46

The signage / bulletin board will be installed with the completion of Market Park. Staff are not taking further action until construction is completed.

YEAR 2

Ongoing - Ongoing

Progress 44%

2022 - Council Directed Action List

Identified Council Actions (by resolution) from Council and Committee of the Whole Meetings.

Owner: Michael Moore

	%	#
Status Pending	31.25	5
On Track	25.0	4
Not on Track	6.25	1
Council Direction Required	6.25	1
Completed	31.25	5

Council Action 2.1

Ongoing - Ongoing

Progress 5%

1130 Canyon Street Disposal

THAT Resolution No. 59-22 from the Closed Council Meeting of April 12, 2022 being "THAT Council DIRECTS staff to proceed with the process to dispose of the property legally described as Lot 5, District Lot 891, Kootenay District, Plan 2230, and located at 1130 Canyon Street pursuant to section 26 (2) of the Community Charter with the Town of Creston retaining ownership of the public washroom and vestibule space and the remainder of the building being split through strata title upon the successful completion of re-roofing the building with new torch-down roofing material by the successful proponent." BE REPORTED to the Regular Council Meeting of April 12, 2022. (Resolution #155-22)

Owner: Michael Moore

	%	#
Status Pending	50.0	1
Council Direction Required	50.0	1

Council Date

Resolution #
155-22 / 58-23

Update provided by Kirsten Dunbar on Oct 06, 2023 23:22:55

Highlights

Council directed staff to submit a budget amendment for the repairs of the roof at 1130 Canyon Street.

Challenges

Next Steps

Council Action 2.2



Apr 26, 2022 - Dec 31, 2023




Progress 38%



Development Cost Charges

THAT Council DIRECTS Staff to develop a new municipality-wide Development Cost Charges bylaw for Council consideration at an upcoming Regular Council Meeting.

Owner: Michael Moore

	%	#
 Status Pending	50.0	2
 On Track	25.0	1
 Completed	25.0	1

Council Date
April 26, 2022

Resolution #
162-22

Update provided by Colin Farynowski on Aug 23, 2023 23:24:47

Highlights

Revising DCC Cost estimates to commence Mid September

Challenges

Staff time to complete.

Next Steps

Staff will provide report by October to review cost estimates and update schedule of work to complete.

Council Action 2.3



Apr 01, 2023 - Aug 31, 2023

Progress 87%



Traffic Analysis

THAT Council CONSIDER neighbourhood feedback received at the Public Hearing for 1152 Highway 21 North; THAT Council DIRECT staff to perform an analysis of traffic and signage at the Hilton St – 2 nd Ave NW intersection for consideration at a future Council meeting; AND FURTHER, THAT Council CONSIDER adoption of Official Community Plan Amendment Bylaw No. 1936, 2022 and Zoning Amendment Bylaw No. 1936, 2022.

Owner: Colin Farynowski

	%	#
 On Track	50.0	1
 Completed	50.0	1

Council Date
June 14, 2022

Update provided by Colin Farynowski on Aug 23, 2023 23:26:51

Highlights

DRAFT report has been submitted. Final report will be brought forward to an upcoming COTW.

Challenges

N/A

Next Steps

COTW meeting in October

Council Action 2.4  Jul 22, 2022 - Oct 31, 2023

Progress 25%

Art Installation

THAT Council DIRECT Staff to identify possible locations and associated installation costs of “Woman Rising” by Stewart Steinhauer including consultation with Yaqan Nukiy, for consideration at a future Council Meeting.

Owner: Joel Comer

External Request Reconciliation

Council Date
July 26, 2022

Resolution #
302-22

	%	#
Status Pending	50.0	1
On Track	50.0	1

Update provided by Kirsten Dunbar on Aug 04, 2023 18:54:10

Highlights

Discussions with Yaqan Nukiy on the placement of the artwork in Market Park. Staff are awaiting specific feedback from LKB on approval.

Challenges

None

Next Steps

Staff will reach out to LKB on Yaqan Nukiy Amakus within Market Park to confirm installation of this artwork.

Council Action 2.5  Aug 23, 2022 - Dec 31, 2023

Progress 42%

Memorandum of Friendship

THAT Council REVIEWED the Memorandum of Understanding and Friendship between the Lower Kootenay Band and the Town of Creston originally presented and signed on January 26, 2010; THAT Council RECOMMENDS no changes to the Memorandum of Understanding and Friendship; AND FURTHER, THAT Council APPROVES signing of the Memorandum of Understanding and Friendship upon the approval by Lower Kootenay Band Council.

Owner: Michael Moore

Council Date

	%	#
Status Pending	33.33	1
Not on Track	33.33	1
Completed	33.33	1

Resolution #
302-22

Update provided by Michael Moore on Aug 28, 2023 18:46:45

Brief Outline of Activity

Met with staff from Lower Kootenay Band to review fire protection agreement and provided feedback to LKB staff on revoking of political support for contractor engaged in proposed publication.

Challenges

N/A

Next Steps

Reach out for a community to community meeting between Council and LKB Council.

Council Action 2.7



Ongoing - Ongoing

Progress 0%



Building Request

THAT Council REFERS the correspondence from the Creston Lions Club regarding the use of the Ambulance Station Bays at 10th Avenue North for their Returnables project to staff for further investigation.

Owner: Michael Moore

External Request

	%	#
● On Track	100.0	1

Council Date

December 6, 2022

Resolution #

470-22

Update provided by Michael Moore on Aug 28, 2023 18:37:21

Highlights

Developer with original proposal not proceeding. Staff considering next steps and options for Council's consideration.

Challenges

The buildings still need to be completely decommissioned and emptied of municipal assets. Fire department still requires additional time to complete.

Next Steps

Staff to update Council with options by October 2023.

2023- Council Directed Action List

Identified Council Actions (by resolution) from Council and Committee of the Whole Meetings.

Owner: Michael Moore

	%	#
Status Pending	16.0	4
On Track	24.0	6
Not on Track	4.0	1
Completed	56.0	14

Council Action 3.1

Ongoing - Ongoing

Progress 75%

Facility Request

THAT Council RECEIVES the delegation from Tilted Brick Gallery Association, Anne Fetterly and Lisa Benchop regarding a permanent location for the Tilted Brick Gallery and Artspace; AND FURTHER, THAT Council REFERS discussion of Tilted Brick Gallery Association request for support for a permanent location for the Tilted Brick Gallery and Artspace to an upcoming Regular Committee of the Whole Meeting.

Owner: Michael Moore

	%	#
On Track	50.0	1
Completed	50.0	1

Council Date

February 7, 2023

Resolution #

33-23

Update provided by Michael Moore on Aug 28, 2023 18:39:31

No information received by the society on a building budget development and a sustainable business case to support art gallery.

Council Action 3.5

May 17, 2023 - Dec 31, 2023

Progress 85%

Public Consultation - Climate Action Plan

THAT Council DIRECT Staff to proceed with public consultation for the draft Creston Climate Action Plan, and present a summary of consultation for consideration at an upcoming Regular Committee of the Whole meeting.

Owner: Joel Comer

Environmental Stewardship

	%	#
On Track	50.0	1
Not on Track	50.0	1

Council Date

May 23, 2023

Resolution #

152-23

Update provided by Kirsten Dunbar on Aug 04, 2023 20:58:58

Key Activities 3.5.1: Public, staff and stakeholder consultation into the draft plan (90% completed)

Accomplishments

Planned consultation on draft plan complete.

Challenges

Vocal group of people upset about plan, many live in the RDCK.

Next Steps

Council Action 3.6

May 23, 2023 - Aug 31, 2023

Progress 25%

Facility Upgrade Request

THAT Council RECEIVES the correspondence from Alexis Folk and DIRECTS Staff to explore options to ensure that the external door to the Creston Education Centre is made to be wheelchair accessible.

Owner: Ferd Schmidt

External Request

Council Date

May 23, 2023

Resolution #

162-23

	%	#
Status Pending	50.0	1
On Track	50.0	1

Update provided by Kirsten Dunbar on Sep 01, 2023 16:41:59

Highlights

Staff have received quotes, DFCS is exploring potential cost sharing with SD8.

Challenges

N/A

Next Steps

Pending feedback from SD8 and Staff to return to Council with options to ensure the external door is wheelchair accessible.

Council Action 3.7

Aug 13, 2023 - Sep 30, 2023

Progress 85%

Electrical Vehicle Chargers

THAT Council DIRECTS staff to procure two Electrical Vehicle chargers, conditional upon receipt of funding from the Kootenay Rockies Tourism Destination Electric Vehicle Charging Grant for installation at Market Park; AND FURTHER, THAT Council DIRECT staff to develop a fee strategy for Town owned Electrical Vehicle chargers for Council consideration at an upcoming Committee of the Whole Meeting.

Owner: Joel Comer

Environmental Stewardship

Council Date

June 27, 2023

Resolution #

189-23

	%	#
On Track	50.0	1
Completed	50.0	1

Update provided by Kirsten Dunbar on Oct 06, 2023 23:29:30

Highlights

Amendments to Fees and Charges Bylaw to Council November 2023.

Next Steps

Council Action 3.12



Sep 01, 2023 - Ongoing

Progress 0%

Housing Corporation

THAT Council DIRECT Staff to prepare a business case on the development of a municipal housing corporation including identifying funding opportunities through Provincial and Federal entities.

Owner: Michael Moore

Council Date
July 11, 2023

Resolution #
209-23

	%	#
Status Pending	100.0	1

Update provided by Michael Moore on Aug 28, 2023 18:43:41

Highlights

Staff have undertaken research and a draft "business model" report is underway.

Challenges

Staff will have to schedule a small workshop for Council to include in the business modelling prior to completion.

Next Steps

Schedule workshop with Council in September for key concepts.

Council Action 3.13



Jul 11, 2023 - Aug 08, 2023

Progress 90%

Electronic and other Hazardous Waste Recycling

THAT the Mayor is AUTHORIZED to write to the Regional District of Central Kootenay Joint Resource Recovery Committee expressing the need for recycling opportunities for petrochemicals, electronics, and other hazardous waste.

Owner: Kirsten Dunbar

Environmental Stewardship

Council Date
July 11, 2023

Resolution #
214-23

	%	#
On Track	100.0	1

Update provided by Kirsten Dunbar on Aug 04, 2023 18:21:21

Highlights

Letter drafted, pending the inclusion of additional information from August 3, 2023.

Challenges

N/A

Next Steps

Council Action 3.15

Jul 25, 2023 - Sep 30, 2023

Progress 25%

Short Term Rentals

THAT Council RECEIVES the Council Direction Request from the Manager of Community Planning and Development regarding the updated short-term rental regulations and community feedback; AND FURTHER, THAT Council DIRECTS Staff to draft the relevant bylaws for Council consideration at an upcoming Regular Council Meeting.

Owner: Joel Comer

Council Date

July 25, 2023

Resolution #

225-23



	%	#
On Track	100.0	1

Update provided by Kirsten Dunbar on Sep 01, 2023 16:46:26

Highlights

1st and 2nd Reading of Zoning Amendments for STR (upcoming and pending legal review).

Challenges

N/A

Next Steps

Will require public hearing, and updates to Fees and Charges, Bylaw Notice Enforcement Bylaws and Fire Services Bylaw.

Council Action 3.18

Aug 15, 2023 - Dec 31, 2023

Progress 0%

Rising Torsos and Blossom Wishing Wheels

THAT Council RECEIVES the delegation provided by Tilted Brick Gallery, Marnie Temple and Alison Masters, regarding public artwork Rising Torsos and Blossom Wishing Wheels; AND FURTHER, THAT Council REFERS the request for a location and installation costs for Rising Toros and Blossom Wishing Wheels to staff.

Owner: Joel Comer

External Request

Council Date

July 25, 2023

Resolution #

224-23



	%	#
Status Pending	100.0	1

Council Action 3.19

Aug 20, 2023 - Oct 31, 2023

Progress 0%

Traffic Safety Concerns

THAT Council REFERS the correspondence from Dr. Johnny Chang regarding a traffic safety concerns on Crawford Hill to staff for further investigation.

Owner: Ferd Schmidt



	%	#
Status Pending	100.0	1

Council Date

July 25, 2023

Resolution #

229-23

Update provided by Colin Farynowski on Aug 23, 2023 23:29:39

Highlights

Traffic Analyzers were set up in the area of Crawford Hill between July 31 and August 11, 2023

Challenges

Next Steps

Review and evaluation of collected data

Council Action 3.20



N/A - N/A

Creston Valley Flood Management Partnership

THAT Council DIRECT staff to continue working with the Creston Valley Flood Management Partnership towards formalization of the Partnership as outlined in the Memorandum of Understanding and Terms of Reference; AND FURTHER, THAT Council DIRECT staff to facilitate a legal review of the Creston Valley Flood Management Partnership Memorandum of Understanding and Terms of Reference and report back pending completion.

Owner: Joel Comer

Council Date

August 22, 2023

Resolution #

252-23

TOWN OF CRESTON

BYLAW NO. 1988

A Bylaw to establish a Commercial Revitalization Tax Exemption Program.

WHEREAS under Section 226 of the *Community Charter*, Council may provide a Revitalization Tax Exemption Program for land or improvements or both that is applicable to designated kinds of property, or related activities or circumstances;

WHEREAS Council wishes to establish a Commercial Revitalization Tax Exemption Program for the Eligible Improvements defined in Section 2 i) of this Bylaw;

WHEREAS Council is of the opinion that the development of new commercial businesses, or the redevelopment of existing commercial businesses, which encourage investment and employment, is a critical component of the economic revitalization and growth of the Town of Creston's Commercial Areas;

WHEREAS in accordance with Section 165 of the *Community Charter*, the Town has set out the objectives and policies in relation to the use of revitalization tax exemptions in the Five Year Financial Plan (2023 - 2027) Bylaw No. 1970, 2023 and this Bylaw is consistent with those objectives and policies;

WHEREAS the purpose of this Bylaw is to encourage the economic revitalization and economic growth of the Town of Creston by means of the development of new commercial businesses within the Designated Revitalization Area;

WHEREAS Council's reasons for creating the Commercial Revitalization Tax Exemption Program are as follows:

- a) Council recognizes that a critical component of the continued economic revitalization and growth of the Town is to build upon the success of its prior initiatives by encouraging the development of new commercial businesses, or the redevelopment of existing commercial businesses in the Town's zones that permit commercial uses, which will stimulate investment in the Town and provide new employment opportunities and commercial services for its existing and future residents, thereby attracting further economic growth and increasing the Town's tax base;
- b) the Town of Creston's Official Community Plan identifies the commercial objective of creating a strong and vibrant commercial economy in the Town of Creston; and,
- c) the Town of Creston's 2022 - 2026 Corporate Strategic Plan identifies economic development as a corporate priority;

WHEREAS the objectives of the Commercial Revitalization Tax Exemption Program are to:

- a) encourage new commercial businesses in new and renovated buildings in the Town's zones that permit commercial uses and thereby establish the commercial services and the investment and employment opportunities that will attract additional investment and economic growth to the Town of Creston; and
- b) reinforce the municipality's "open for business" approach and attract redevelopment and new development of commercial businesses within the municipality;

AND WHEREAS notice of this Bylaw has been given in accordance with Sections 94 and 227 of the *Community Charter*; NOW THEREFORE the Council of the Town of Creston, in open meeting assembled, enacts as follows:

Part 1 Citation

- 1.1 This Bylaw may be cited as “Commercial Revitalization Tax Exemption Bylaw No. 1988, 2023”.

Part 2 Severability

- 2.1 If a portion of this Bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause, or phrase.

Part 3 Definitions

- 3.1 In this Bylaw:
- a) “Appropriately Zoned Land” means Parcels that are zoned and licensed as described in Section 4 of this Bylaw;
 - c) “Assessed Value” means the value of land and improvements in a specified year, as determined by the Assessment Authority in the assessment region of the Province of British Columbia in which the land and improvements are located;
 - d) “Calendar Year” and “Year” means all months inclusive from January to December;
 - e) “Chief Building Official” means the person appointed by Council to that position or a person authorized by the Chief Building Official to perform their duties under this Bylaw;
 - f) “Council” means the Council of the Town of Creston;
 - g) “Designated Revitalization Area” means the area designated as such under Section 3 of this Bylaw;
 - h) “Director of Finance and Corporate Services” means the person appointed by the Council to that position or other Corporate Officer of the Town of Creston;
 - i) “Eligible Improvement” means:
 - .i an existing building, used only for an Eligible Use, on Appropriately Zoned Land and having a renovation project value of \$50,000.00 or greater as determined by the Town’s Chief Building Official and for which a valid Building Permit has been issued by the Town after the adoption of this Bylaw or within 180 days prior to adoption of this Bylaw;
 - .ii a new building, used only for an Eligible Use, that is constructed on Appropriately Zoned Land and having a construction project value of \$150,000.00 or greater as determined by the Town’s Chief Building Official and for which a valid Building Permit has been issued by the Town after the adoption of this Bylaw or within 180 days prior to adoption of this Bylaw.

- j) “Eligible Land” means the area of a Parcel occupied by the footprint of the Eligible Improvements on the land to be detailed in the Commercial Revitalization Tax Exemption Agreement;
- k) “Eligible Use” means a Principal Eligible Use;
- l) “Municipal Property Taxes” means the municipal portion of taxes imposed on the land and improvements by the Town under Section 197(1)(a) of the *Community Charter*;
- m) “Owner” means the registered Owner of the Eligible Improvement;
- n) “Parcel” means a parcel upon which one or more improvements are to be constructed that may qualify the land or improvements, or both, for a tax exemption under this Bylaw;
- o) “Principal Eligible Use” means a commercial use permitted on Appropriately Zoned Land as defined under Section 4 of this Bylaw;
- p) “Recapture Amount” means the amount an Owner is required to pay to the Town under Section 8 of this Bylaw;
- q) “Commercial Revitalization Tax Exemption Agreement” or “Agreement” means an Agreement between the Owner of the Eligible Improvements and the Town of Creston that is substantially in the form attached to this Bylaw as Schedule “A”;
- r) “Commercial Revitalization Tax Exemption Certificate” means a Commercial Revitalization Tax Exemption Certificate issued by the Town of Creston pursuant to this Bylaw and pursuant to the provisions of Section 226 of the *Community Charter*, substantially in the form attached to this Bylaw as Schedule “B”;
- s) “Term” means the number of years for which a tax exemption is granted under Section 9 of this Bylaw;
- t) “Town” means the Town of Creston.

Part 4 Designated Revitalization Area

- 4.1 The Designated Revitalization Area consists of all properties within the Town of Creston that are located in a commercial zone under the Town’s Zoning Bylaw No. 1958, 2022 as defined in Section 5 of this Bylaw, that permits *commercial uses*.

Part 5 Appropriately Zoned Land

- 5.1 To qualify as an Eligible Improvement, an improvement must be located on a Parcel that is zoned *Commercial Downtown Core (CDC)*, *Commercial General (CG)*, or *Commercial Highway Service (CHS)* as detailed in Schedule “A” of Zoning Bylaw No. 1958, 2022; and, have a valid Building Permit issued by the Town of Creston for the construction of a Principle Eligible Improvement.

Part 6 Required Construction Value

6.1 Commercial Revitalization Tax Exemptions will apply only to:

- a) a redevelopment or alteration of an existing Eligible Improvement that has a construction value in excess of \$50,000.00; or
- b) construction of a new Eligible Improvement, under this Bylaw, with a construction value in excess of \$150,000.00;

both values are to be determined by the Chief Building Official whose decision shall be final.

Part 7 Application for Exemption Certificate

- 7.1 An application for a Commercial Revitalization Tax Exemption Certificate must be made to the Town's Director of Finance and Corporate Services on or before August 31 in the year prior to the first year in respect of which a tax exemption is sought and be accompanied by an Occupancy Permit for the Eligible Improvement issued by the Town.
- 7.2 The application must include sufficient information, as required by the Director of Finance and Corporate Services, to verify that the proposed development is an Eligible Improvement.
- 7.3 The Town of Creston will accept applications for a Commercial Revitalization Tax Exemption only in the years 2024, 2025 and 2026, and no applications will be accepted after August 31, 2026.
- 7.4 After obtaining a Building Permit from the Town for the construction of an Eligible Improvement, the Applicant may submit a Commercial Revitalization Tax Exemption Application in the form provided by the Town, but the Commercial Revitalization Tax Exemption Certificate must not be issued until the requirements and conditions for a Commercial Revitalization Tax Exemption Certificate prescribed in this Bylaw, the Agreement and the form of the Commercial Revitalization Tax Exemption Certificate in Schedule B to this Bylaw, together with any additional requirements and conditions required by the Town, have been met by the Applicant.
- 7.5 If construction commenced prior to the time limit in subsection 2(i) of the definition of Eligible Improvement in this Bylaw, the Commercial Revitalization Tax Exemption Application will not be eligible for consideration under this Bylaw.

Part 8 Commercial Revitalization Tax Exemption Certificate

- 8.1 Once all conditions and requirements prescribed in this Bylaw and the Agreement as prerequisites for the issuance of a Commercial Revitalization Tax Exemption Certificate have been met, the Town's Director of Finance and Corporate Services must issue a Commercial Revitalization Tax Exemption Certificate for the property that is the subject of the Agreement.
- 8.2 If the Commercial Revitalization Tax Exemption Certificate is issued on or before October 31, the tax exemption takes effect in the following Calendar Year.

- 8.3 A Commercial Revitalization Tax Exemption Certificate must be issued for the Eligible Improvements in the form attached as Schedule “B” and must include the conditions set out in that form.

Part 9 Cancellation of Certificate

- 9.1 A Commercial Revitalization Tax Exemption Certificate issued for Eligible Improvements is subject to the requirement that all of the conditions set out in the Commercial Revitalization Tax Exemption Agreement continue to be met during the Term established in Section 9 of this Bylaw.
- 9.2 Council may cancel a Commercial Revitalization Tax Exemption Certificate if any one or more of the conditions or requirements set out in the Commercial Revitalization Tax Exemption Agreement are breached, and the cancellation will be effective as of the date of the breach.
- 9.3 If the Commercial Revitalization Tax Exemption Certificate is cancelled during a year in which the Owner of Eligible Improvements has received an exemption from municipal taxes, a Recapture Amount representing the amount of the Commercial Revitalization Tax Exemption granted to the Owner from the date of the breach of the condition or requirement, as applicable, is payable to the Town by the Owner.
- 9.4 If the breach occurred during the Calendar Year, the Recapture Amount will be the portion of the annual tax exemption for the balance of the taxation year remaining from the effective date of cancellation of the Certificate.

Part 10 Term and Exemption Amount

- 10.1 The maximum Term of an exemption under this Program is five (5) years commencing on January 1 of the first Calendar Year after the year in which the Commercial Revitalization Tax Exemption Certificate is issued as long as it is issued prior to October 31.
- 10.2 100% percent of the Amount calculated in accordance with Section 9.3 of this Bylaw will be exempted in each year of the five (5) year Term:
- 10.3 The amount of the Commercial Revitalization Tax Exemption (the “Amount”) is the increase in the general municipal property tax levied on the difference in the assessed value of improvements on the Parcel between the year prior to the commencement of construction of the Eligible Improvements and the year following the issuance of the Commercial Revitalization Tax Exemption Certificate, that is, the difference in assessed value attributed to the Eligible Improvements.
- 10.4 The assessed value of the improvement as determined by the BC Assessment Authority will determine the value of the Commercial Revitalization Tax Exemption. The value of construction, as determined by the Chief Building Official for the purpose of establishing Program eligibility, may not necessarily reflect the value of the improvement as determined by the BC Assessment Authority.
- 10.5 The maximum Commercial Revitalization Tax Exemption under this Bylaw must not exceed the increase in the assessed value of improvements on the property in the Calendar Year before the new construction or alteration began and the Calendar Year in which the new construction or alteration is completed.

- 10.6 Tax rate increases will still apply on the non-exempted assessment.
- 10.7 An exemption under this Program does not affect the Owner's liability for municipal utility user fees or parcel taxes, or taxation imposed by or on behalf of other government or public bodies.
- 10.8 The Schedules to this Bylaw form a part of and are enforceable in the same manner as this Bylaw.
- 10.9 If a Schedule is referred to or mentioned in this Bylaw without identifying its location as being in another bylaw or enactment, it is a reference to a Schedule attached to this Bylaw.

Part 11 Effective Date

- 11.1 This Bylaw shall come into full force and effect upon adoption.

READ A FIRST by title and SECOND TIME by content this 5th day of September, 2023.

PUBLIC NOTICE, pursuant to Sections 94 and 227 of the *Community Charter*, was given the 14th and 21th day of September, 2023.

READ A THIRD TIME by title this 26th day of September, 2023.

ADOPTED this this day of , 2023.

Mayor Arnold DeBoon

Kirsten Dunbar, Corporate Officer

SCHEDULE "A"
Town of Creston
Commercial Revitalization Tax Exemption Bylaw No. 1988, 2023

REVITALIZATION TAX EXEMPTION AGREEMENT

This Agreement dated for reference the _____ day of _____, 20____ is

BETWEEN:

(the "Owner")

AND:

The Town of Creston,
 238 – 10th Avenue North
 PO Box 1339
 Creston, British Columbia
 V0B 1G0

(the "Town")

Whereas:

- A. The Owner is the registered Owner in fee simple of lands in the Town of Creston at **[civic address]** legally described as **[legal description]** (the "Parcel");
- B. Under Bylaw No.1988, 2023 (the "Bylaw"), the Town established a Commercial Revitalization Tax Exemption Program (the "Program") for all properties within the Town of Creston that are located in a commercial zone under the Town's Zoning Bylaw No. 1958, 2022, that permits commercial use(s) as a principal use. To be considered as an Eligible Improvement under the Program, the Owner's Parcel must:
 - a) be zoned *Commercial Downtown Core (CDC)*, *Commercial General (CG)*, or *Commercial Highway Service (CHS)* as detailed in Schedule "A" of Zoning Bylaw No. 1958, 2022, have a renovation project value of \$50,000.00 or greater as determined by the Town's Chief Building Official; and, have a valid Building Permit issued by the Town of Creston for the renovation of an existing building on the Parcel for use as a Principle Eligible Improvement; or
 - b) be zoned *Commercial Downtown Core (CDC)*, *Commercial General (CG)*, or *Commercial Highway Service (CHS)* as detailed in Schedule "A" of Zoning Bylaw No. 1958, 2022, provide a new construction project of a commercial use; have a construction project value of \$150,000.00 or greater as determined by the Town's Chief Building Official; and, have a valid Building Permit issued by the Town for the construction of a new building on the Parcel to be used as a Principle Eligible Improvement.

- C. The objectives of the Commercial Revitalization Tax Exemption Program are to:
- a) encourage new commercial businesses in new and renovated buildings in the Town's zones that permit commercial uses and thereby establish the commercial services and the investment and employment opportunities that will attract additional investment and economic growth to the Town of Creston; and
 - b) reinforce the municipality's "open for business" approach and to attract new and improved commercial development to the municipality;
- D. The Owner proposes to construct new improvements, or alter existing improvements (the "Project"), on the Parcel and has applied to the Town for a tax exemption under the Commercial Revitalization Tax Exemption Program in respect of the Project and the Town has agreed to grant the exemption for the Project.

THIS AGREEMENT is evidence that in consideration of the following conditions and requirements, the Owner and the Town covenant and hereby agree that:

1.0 Eligibility

A Commercial Revitalization Tax Exemption will only be granted for the Parcel if the Project meets the requirements for an Eligible Improvement as set out in the Bylaw and Recital B on page 1 of this Agreement.

2.0 The Project

The Owner must ensure that the Project is constructed, maintained, operated and used for the purposes of a Principle Eligible Improvement, as defined in the Bylaw, throughout the Term of the Tax Exemption in a fashion that will be consistent with and will foster the objectives of the Commercial Revitalization Tax Exemption Program as set out in the Bylaw.

3.0 Operation and Maintenance of Project

Throughout the Term of the Tax Exemption, the Owner must operate, repair and maintain the Project and keep the Project in a state of good repair, as a prudent Owner would do.

4.0 Commercial Revitalization Tax Exemption

Subject to fulfillment of the conditions and requirements for issuance set out in this Agreement and in the Bylaw, the Town will issue a Commercial Revitalization Tax Exemption Certificate (the "Certificate") to the Owner and provide the relevant assessor of BC Assessment with a copy of the Certificate entitling the Owner to a municipal property tax exemption in respect of the Parcel (the "Tax Exemption") for the Calendar Years set out in this Agreement.

5.0 Conditions

The following conditions must be met before the Town will issue a Certificate to the Owner:

- 5.1 The Owner must make application for a Building Permit from the Town on or after the adoption of this Bylaw or within 180 days prior to adoption of this Bylaw, and prior to August 31, 2026 for the Project;

5.2 The Owner must complete, or cause to be completed, construction of the Project in conformance with the conditions of the Building Permit(s) issued for the Parcel and in compliance with all laws, statutes, regulations and orders of any authority having jurisdiction, including bylaws of the Town, that are applicable to the Project, and obtain an Occupancy Permit for the Eligible Improvement and submit that permit with the application for the Certificate; and,

5.3 The Owner must use the Eligible Improvement for the Principle Eligible Use.

6.0 Calculation of Commercial Revitalization Tax Exemption

The amount of the annual Tax Exemption shall be equal to the municipal property tax on the increase in the assessed value of improvements on the Parcel, attributable to the construction of the Eligible Improvements, between the year before the commencement of construction of the Project and the year immediately after the year in which the Tax Exemption Certificate is issued if issued prior to October 31.

7.0 Term of Commercial Revitalization Tax Exemption

The maximum Term of an exemption under the Program is five (5) years commencing on January 1 of the first Calendar Year after the year in which the Commercial Revitalization Tax Exemption Certificate is issued, as long as it is issued prior to October 31 in the previous year.

8.0 Cancellation

The Town may cancel the Certificate if the Owner requests cancellation in writing or fails to meet any of the conditions and requirements specified in the Bylaw, this Agreement or Certificate as conditions on which the Tax Exemption was provided.

9.0 Recapture

If pursuant to the terms and conditions specified in this Agreement or the Commercial Revitalization Tax Exemption Certificate, the Certificate is cancelled, the Owner will remit to the Town, no later than 30 days after receiving notice from the Town of the cancellation and the amount owing, the Recapture Amount prescribed in this Bylaw.

10.0 No Refund

For greater certainty, under no circumstances will the Owner be entitled, under this Agreement, the Bylaw, the Certificate or the Town's Commercial Revitalization Tax Exemption Program, to any cash credit, any carry forward tax exemption credit or any refund for any property taxes paid.

11.0 Enurement

This Agreement shall enure to the benefit of and is binding on the parties and their respective heirs, executors, administrators, successors and assigns.

12.0 Notices

Any notice or other communication required or contemplated to be given or made by any provision of this Agreement shall be given or made in writing and delivered personally (and if so shall be deemed received when delivered) or mailed by prepaid registered mail in any Canada Post Office (and if so shall be deemed delivered on the sixth business day following such mailing except that, in the event of interruption of mail service notice shall be deemed to be delivered only when actually received by the party to whom it is addressed), so long as the notice is addressed as follows:

To the Owner at:

and to the Town at:

The Town of Creston
PO Box 1339
238 – 10th Avenue North
Creston, British Columbia, V0B 1G0

or to such other address to which a party hereto from time to time notifies the other parties in writing.

13.0 No Assignment

The Owner may not assign its interest in this Agreement except to a subsequent Owner in fee simple of the Parcel.

14.0 Severance

If any portion of this Agreement is held to be invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.

15.0 Interpretation

Wherever the singular or masculine is used in this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties thereto so require.

16.0 Further Assurances

The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

17.0 References

A reference in this Agreement to the Town or the Owner includes their permitted assigns, heirs, successors, officers, employees and agents.

18.0 Effective Date

This Agreement shall be effective from and after the reference date in this Agreement, but only if this Agreement has been duly executed and delivered by the Owner to the Town and duly executed by the Town.

19.0 Expense

Unless otherwise expressly provided in this Agreement, the expense of performing the obligations and commitments of the Owner contained in this Agreement, and of all matters incidental to those obligations and commitments is solely at the expense of the Owner

20.0 Owner's Representations

The Owner represents and warrants to the Town that:

- a) all necessary corporate actions and proceedings have been taken by the Owner to authorize its entry into and performance of this Agreement;
- b) upon execution and delivery on behalf of the Owner, this Agreement constitutes a valid and legally binding contractual obligation of the Owner;
- c) neither the execution and delivery, nor the performance, of this Agreement shall breach any other agreement or obligation respecting the Lands; and
- d) the Owner has the corporate capacity and authority to enter into and perform this Agreement.

Approval of this Agreement by Resolution No. _____ of the Council of the Town of Creston was given on the _____ day of _____, 20____.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

THE TOWN OF CRESTON
by its authorized signatories:

Mayor

Corporate Officer

(Insert name of Owner, if a corporation or
corporate body) by its authorized signatories:

Name and title

Name and title

Name of Owner, if an individual

Name of Witness

Address of Witness

**SCHEDULE “B”
Town of Creston
Commercial Revitalization Tax Exemption Bylaw No. 1988, 2023**

COMMERCIAL REVITALIZATION TAX EXEMPTION CERTIFICATE

SECTION 226 OF THE COMMUNITY CHARTER

In accordance with the Town of Creston's Commercial Revitalization Tax Exemption Bylaw No. 1988, 2023, and in accordance with the Commercial Revitalization Tax Exemption Agreement dated for reference the _____ day of _____, 20____ (the “Agreement”) entered into between the Town of Creston (the “Town”) and _____ (the “Owner”), the registered Owner(s) of the parcel described below:

This **Certificate** certifies that the Parcel is subject to a Commercial Revitalization Tax Exemption in an amount equal to the tax on the increase in the assessed value of the Parcel, after the Eligible Improvements have been completed on the Parcel, between the year before the commencement of construction of the Project, and the year immediately after the Tax Exemption Certificate is issued.

The Parcel to which the tax exemption applies is located in the Town of Creston and is described as follows:

Civic Address:

PID:

Legal Description:

The Tax Exemption is for the Calendar Years commencing with the year _____ and ending with the year _____.

The Tax Exemption is provided on the following conditions:

1. The Owner does not breach any covenant or condition in the Agreement and performs all obligations to be performed by the Owner as set out in the Agreement.
2. The Owner has not sold all or any portion of his or her equitable or legal fee simple interest in the Parcel without the transferee taking an assignment of the Agreement, and agreeing to be bound by it.
3. The Owner, or a successor in title to the Owner, has not allowed the property taxes for the Parcel to go into arrears or to become delinquent.
4. The Owner, or a successor in title to the Owner, does not apply to amend the Town of Creston's Zoning Bylaw No. 1958, 2022 as amended, consolidated or replaced from time to time, to rezone the parcel from the zoning in effect at the time the Certificate was issued.
5. The Parcel is not put to a use other than those uses permitted in the applicable Commercial Zone as detailed in Zoning Bylaw No. 1958, 2022 and amendments thereto.
6. The Principal Use of the Parcel remains a Principal Eligible Use throughout the Term of the Tax Exemption.

7. As a condition of the issuance of this **Certificate**, the Owner must obtain an Occupancy Permit from the Town for the Eligible Improvement and submit it with the Owner's application for this **Certificate**.

If any of these conditions are not met then the Council of the Town of Creston may cancel this Commercial Revitalization Tax Exemption Certificate. If such cancellation occurs, the Owner of the property for which the Certificate was issued will remit to the Town the Recapture Amount calculated in accordance with Bylaw 1988, 2023 within the notice period specified in the Agreement.

Director of Finance & Corporate Services
Town of Creston

Date

TOWN OF CRESTON**BYLAW NO. 1991**

A bylaw to amend Council Procedures Bylaw No. 1875, 2018.

WHEREAS Council has enacted a Council Procedures Bylaw;

AND WHEREAS Council deems it necessary and in the public interest to amend Council Procedures Bylaw 1875, 2018;

NOW THEREFORE the Council of the Town of Creston, in open meeting assembled, acts as follows:

Part 1 Citation

1.1 This Bylaw may be cited as “Council Procedures Amendment Bylaw No. 1991, 2023”.

Part 2 Severability

2.1 If a portion of this Bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this Bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Amendments

3.1 All instances of the term “shall mean” are hereby replaced with the term “means”.

3.2 All instances of the term “Town Manager” are hereby replaced with the term “Chief Administrative Officer”.

3.3 All instances of the terms he/she or her/him are hereby replaced with the terms they or them, as applicable.

3.4 Part 1 – Introduction, 1.2 Definitions, is hereby amended by adding the following after “Act”:

“Chief Administrative Officer” means the appointed Chief Administrative Officer for the Town;

3.5 Part 1 – Introduction, 1.2 Definitions, “Corporate Officer”, is hereby deleted in its entirety and replaced with the following:

“Corporate Officer” means the person appointed by Council as the Corporate Officer of the Town.

3.6 Part 1 – Introduction, 1.2 Definitions, is hereby amended by adding the following after “Council”:

“Closed Meeting” means a meeting or part thereof closed to the public in accordance with Section 90 of the *Community Charter*.

3.7 Part 1 – Introduction, 1.2 Definitions, “Director of Finance and Corporate Services”, is

hereby deleted in its entirety and replaced with the following:

“Director of Finance and Corporate Services” means the person appointed as the Director of Finance and Corporate Services and a Deputy Corporate Officer of the Town;

3.8 Part 1 – Introduction, 1.2 Definitions, “Town Manager”, is hereby deleted in its entirety.

3.9 Part 1 – Introduction, 1.3 Application of Rules of Procedure, paragraph two, is hereby deleted in its entirety and replaced with the following:

In cases not provided for under this Bylaw, the most recent edition of Robert’s Rules of Order, Newly Revised, to the proceedings of Council, COTW and Council Committees to the extent that those Rules are applicable in the circumstances and not inconsistent with provisions of the Bylaw or the *Community Charter*.

3.10 Part 2 – Council Meetings, 2.1 Inaugural Meeting, section (1), is hereby deleted in its entirety and replaced with the following:

- (1) Following a general local election, the first Council meeting must be held on the first Tuesday after November 1, in the year of the election, unless a quorum of Council has not yet taken office, in which case the inaugural Council meeting shall be called as soon as reasonably possible after a quorum has taken office.

3.11 Part 2 – Council Meetings, 2.1 Inaugural Meeting, section (3), is hereby deleted in its entirety and replaced with the following:

- (3) The order of business for the Inaugural Meeting shall be as follows:
 - (a) Call to Order;
 - (b) Territorial Acknowledgement;
 - (c) Oath of Office of Council Members;
 - (d) Mayor’s Address;
 - (e) Appointment of COTW (Standing Committee);
 - (f) Appointment of Select Committees;
 - (g) Appointment of Representatives to Other Organizations;
 - (h) Acting Mayor’s Schedule;
 - (i) Appointment of Auditor’s, Solicitor’s, RDCK Director’s, Others as required;
 - (j) Signing Authority;
 - (k) Adjournment.

3.12 Part 2 – Council Meetings, 2.4 Notice of Special Council Meetings, section (1), is hereby deleted in its entirety and replaced with the following:

- (1) Except where notice of a Special Council meeting is waived by unanimous vote of all Members under section 127(4) of the Community Charter, a notice of the date, hour, and place of a Special Council meeting must be given at least 24 hours before the time of meeting, by posting a copy of the notice at the Public Notice Posting Places, and sending an electronic notification of the meeting to members of Council.

3.13 Part 2 – Council Meetings, 2.5 Participation in Meetings by Electronic Means, section (2), is hereby deleted in its entirety and replaced with the following:

- (2) The Member presiding at a Council meeting or Committee of the Whole meeting must not participate electronically, unless the meeting is conducted by means of electronic

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- or other communication facilitates.
- 3.14 Part 2 – Council Meetings, 2.5 Participation in Meetings by Electronic Means, section (3), is hereby deleted in its entirety and replaced with the following:
- (3) If Council members are planning to participate in a Council Meeting electronically they must notify the Corporate Officer or Mayor of their intent prior to the meeting.
- 3.15 Part 2 – Council Meetings, 2.5 Participation in Meetings by Electronic Means, section (4), is hereby deleted in its entirety and replaced with the following:
- (4) No more than three (3) members of Council at one time may participate at a Council meeting or Committee of the Whole meeting under section 2.5 (1) (b).
- 3.16 Part 2 – Council Meetings, 2.5 Participation in Meetings by Electronic Means, section (5), is hereby deleted in its entirety and replaced with the following:
- (5) Council members who participate electronically must identify any individuals who are in the room with them.
- 3.17 Part 2 – Council Meetings, 2.5 Participation in Meetings by Electronic Means, is hereby amended by adding the following in numerical order:
- (6) A Member participating in a meeting electronically is deemed to be present in the meeting as though they were physically present.
- (7) The Corporate Officer shall record in the minutes the members present including those participating electronically.
- 3.18 Part 4 – Council Proceedings, 4.6 Agenda, section (1), is hereby deleted in its entirety and replaced with the following:
- (1) Prior to each Council meeting, the Corporate Officer or designate must prepare an Agenda setting out all the items for consideration at the meeting.
- 3.19 Part 4 – Council Proceedings, 4.6 Agenda, section (3), is hereby deleted in its entirety and replaced with the following:
- (3) The Corporate Officer or designate must make the agenda available to the Members of Council and the public no later than the end of day on the Friday, immediately preceding the scheduled meeting, to be available electronically and posted on the municipal website.
- 3.20 Part 4 – Council Proceedings, 4.6 Agenda, is amended by adding the following in numerical order:
- (4) A Notice of Motion may be brought forward in accordance with the Notice of Motion Policy, as amended from time to time.
- 3.21 Part 4 – Council Proceedings, 4.7 The Order of Business, section (1), is hereby deleted in its entirety and replaced with the following:
- (1) The order of business on all Regular Council Meeting Agenda's, shall be as follows:

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- a) Call to Order
 - b) Traditional Territory Acknowledgement
 - c) Adoption of Agenda (and late items, if appropriate);
 - d) Adoption of Minutes;
 - e) Delegations;
 - f) Items of Business;
 - g) Council Action List (First Meeting of each Month)
 - h) Correspondence – Action Recommended
 - i) Correspondence – Receive For Information
 - j) Bylaws
 - k) New Business
 - l) Reports of Representatives
 - m) Giving of Notices
 - n) Acting Mayors Schedule
 - o) Question Period
 - p) Move to Closed Meeting, if required
 - q) Reconvene to Regular Meeting, if required
 - r) Resolutions from Closed, if required
 - s) Adjournment

3.22 Part 4 – Council Proceedings, 4.7 The Order of Business, section (2), is hereby deleted in its entirety and replaced with the following:

- (2) The order of business on all Closed Council Meeting Agenda's shall be as follows:
 - (a) Call to Order
 - (b) Motion to Close Meeting pursuant to section 90 of the *Community Charter*
 - (c) Adoption of Agenda (and late items if appropriate);
 - (d) Adoption of Minutes;
 - (e) Delegations;
 - (f) Council Committee – Reports;
 - (g) New Business;
 - (h) Report to Regular Meeting;
 - (i) Reconvene to Regular Meeting or Adjournment.

3.23 Part 4 – Council Proceedings, 4.8 Late Items, is hereby deleted in its entirety and replaced with the following:

An item of business not included on the agenda must not be considered at a Council meeting unless introduction of the late item is considered urgent and documentation is provided by the Chief Administrative Officer.

Council will not consider an item of business not included on the agenda at a Council meeting unless a motion to introduce the item as a late item has been passed by a majority of all Council members present.

3.24 Part 4 – Council Proceedings, 4.9 Voting at Meetings, section (1), sub-section (b), is hereby deleted in its entirety and replaced with the following:

- (b) when the Council is ready to vote, the presiding Member must put the matter to a vote by asking who is in favour of the question, and then who is opposed.

3.25 Part 4 – Council Proceedings, 4.9 Voting at Meetings, section (5) is hereby deleted in its entirety and replaced with the following:

- (5) The Chief Administrative Officer or the Corporate Officer, shall on request, record the names of the Members voting against a main motion in the Minutes.
- 3.26 Part 4 – Council Proceedings, 4.13 Conduct and Debate, is hereby deleted in its entirety and replaced with the following:
- (1) Mayor and Council will adhere to the Council Code of Conduct Policy, as amended from time to time, to conduct themselves to the highest ethical standards by being an active participant in ensuring the principles and standards of conduct are followed in their dealings with every person, including other members, staff and the public.
 - (2) A Member may speak to a question or motion at a Council meeting only if that Member first addresses the presiding Member.
 - (3) No Member must interrupt a Member who is speaking except to raise a point of order.
 - (4) If more than one Member speaks the presiding Member must call on the Member who, in the presiding Member's opinion, first spoke.
 - (5) Members who are called to order by the presiding Member must immediately stop speaking, may explain their position on the point of order, and may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.
 - (6) Members speaking at a Council meeting must use respectful language, must not use offensive gestures or signs, must speak only in connection with the matter being debated, may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding Member and Council in connection with the rules and points of order.
 - (7) If a Member does not adhere to subsection (5), the presiding Member may order the Member to leave the Member's seat, and if the Member refuses to leave, the presiding Member may cause the Member to be removed by a peace officer from the Member's seat, and if the Member apologizes to the Council, Council may, by resolution, allow the Member to retake the Member's seat.
 - (7) A Member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another Member who is speaking.
 - (8) The following rules apply to limit speech on matters being considered at a Council meeting:
 - (a) a Member may speak more than once in connection with the same question only with the permission of Council; or
 - (b) if the Member is explaining a material part of a previous speech without introducing a new matter; or
 - (c) a Member who has made a substantive motion to the Council may reply to the debate; or
 - (d) a Member who has moved an amendment, the previous question, or an instruction to a Committee may not reply to the debate; or

-
- (e) a Member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.
 - (9) An appeal from the decision of the Mayor or the presiding Member on a point of order shall be determined in accordance with section 132(2) of the *Community Charter*. A tie vote on an appeal sustains the decision of the chair.
 - (10) The Mayor or any other Member may raise a point of order while another Member is speaking, and the debate shall be suspended until the point of order is determined.
 - (11) Appeal process:
 - (a) If an appeal is taken by a Member of Council, from the decision of the Mayor, this question shall be immediately put by them and decided without debate. "Shall the Chair be sustained?" and the Mayor shall be governed by the vote of the majority of the Members of the Council then present (exclusive of the Mayor), and the names of the Members of Council voting for or against the question shall be recorded in the Minutes and in the event the votes are equal, the questions shall pass in the affirmative;
 - (b) If the Mayor refuses to put the question, "Shall the Chair be sustained?", the Council shall appoint one of its' Members to preside temporarily and proceed in accordance with subsection (a) above; and,
 - (c) Any resolution or motion, as carried under the circumstances in sub-section (b) above, is in effect and binding as if carried under the presidency of the Mayor.
 - (12) Members shall address the Mayor as "Your Worship" and shall refer to other Members of Council by their title of "Councillor".
 - (13) Members shall address their remarks to the Mayor and confine themselves to the question.
 - (14) Where more than one Member addresses the Mayor at the same time, the Mayor shall determine the order in which the Members shall speak.
 - (15) Each person presenting to Council will be afforded fair treatment by all members of Council who will seek to ensure that:
 - (a) Presenters are treated fairly regardless of race, ethnicity, gender, gender identity/expression, sexual orientation, religion, age, physical or cognitive ability, or occupation.
 - (b) Presenters are dealt with in good faith.
 - (c) Presenters are given an adequate time in which to present their views.
 - (d) Presenters are treated without bias and are accorded respect for their time and views.
- 3.27 Part 4 – Council Proceedings, 4.14 Motions Generally, section (3), is hereby deleted in its entirety and replaced with the following:
- (3) A Member may make only the following motions, when the Council is considering a question:
 - (a) to refer to Committee;
 - (b) to amend;
 - (c) to table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move;

(g) to adjourn.

3.28 Part 7 – Committee of the Whole, 7.2 Notice for Committee of the Whole (COTW) Meetings, is hereby deleted in its entirety and replaced with the following:

- (1) Meetings shall take place on the third Tuesday of the month, commencing at 4:00 p.m., in Council Chambers at Town Hall.
- (2) Council shall prepare annually a schedule of the dates, times and places of Committee meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places and publishing it in accordance with section 94 of the *Community Charter*.
- (3) There is no notice requirement for a COTW Meeting that takes place during a Council Meeting for which public notice has been given.

3.29 Part 7 – Committee of the Whole, 7.6 Conduct and Debate at Committee of the Whole (COTW) Meetings, is hereby deleted in its entirety and replaced with the following:

The following rules apply to COTW meetings:

- (a) a motion is not required to be seconded;
- (b) a Member may speak any number of times on the same question;
- (c) a Member must not speak longer than a total of 10 minutes on any one question;
- (d) Committee discussion on any agenda item may not exceed 15 minutes without the permission of the Committee (excluding staff/delegation presentation time); and,
- (e) if after 15 minutes the Committee determines there is insufficient information to provide a recommendation to Council, the Committee shall put forward a recommendation to refer the agenda item to staff, stating what further information is required and the date they wish to receive that information.

3.30 Council Procedures Bylaw No. 1875, 2018 is hereby amended by adding a new Appendix 1 – Meeting Guidelines, which is attached to and forms a part of this Bylaw.

Part 4 Effective Date

4.1 This Bylaw shall come into full force and effect upon adoption.

READ A FIRST TIME by content and a SECOND TIME by title this 5th day of September, 2023.

READ A THIRD TIME by title this 26th day of September, 2023.

ADOPTED this day of , 2023.

Mayor Arnold DeBoon

Kirsten Dunbar, Corporate Officer

Appendix 1

Town of Creston Meeting Guidelines

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Meeting Guidance

Introduction

This document serves as a reference for Council. It provides recommendations on how to run efficient meetings, tips for the chair, members, and suggestions regarding how to frame comments at the Council table. The Standing Rules for Council and Committee Meetings are excerpts from the Town of Creston Procedures Bylaw, as amended from time to time. Further, it provides scripts to support the correct application of a point of order, making a motion and making an amendment to a motion.

Efficient Meetings

Eli Mina, a professional meeting mentor and registered parliamentarian recommends the following fundamental principles for Debate at Council and Committee Meetings:

- **Order:** one person at a time, following our standing rules and procedures bylaws.
 - **Focus:** focusing on Council's core mandate, staying on topic.
 - **Efficiency:** on a per topic basis and on a per person basis
 - **Equality:** ensuring equal opportunities to speak and share insights.
 - **Decorum:** remaining civilized and respectful; focusing on issues not personalities.
 - **Safe Environment:** making it possible to share unpopular but necessary points without fear.
- (Mina, 2015)

Habits that can Negatively Impact Meetings

- A Member speaks or makes a motion without being recognized to do so.
- Silent members withhold "out of the box" observations.
- A Member or a public presenter digresses from the agenda.
- The Chair does not enforce bylaw time limits on public presenters.
- An assertive Member dominates a meeting with follow up questions and rebuttals.
- A Member publicly insults or questions the honesty and competence of senior staff.
- Members becoming involved in operational decisions.
- Asking leading questions of delegations or arguing with delegations. (Mina, 2015)

Tips for the Chair

- **Setting the tone:** providing guidelines and direction for the meeting, with the groups support.
- **Deciding who speaks next:** usually on a first come first serve basis.
- **Keeping the meeting on track:** reminding digressing members what item is being considered.
- **Keeping the meeting on time:** reminding long-winded members to be brief and to the point
- **Creating Balance:** asking outspoken members to give way to quieter individuals, inviting other members to comment.
- **Ensuring clarity and encouraging listening:** listening for ambiguities, missed points, generalizations and misunderstandings, and ensuring that people are heard and understood.
- **Re-directing:** shifting discussions from problems and complaints to solutions. (Mina, 2021)

Tips for Members

- Be Curious
- Come to the meeting prepared
- Arrive on time and be there fully
- Listen and learn from debates (open mind)
- Be prepared to share dissenting views if needed
- Function as a team member (Mina,

Suggested formula for a structured comment at the Council table

My point of view is _____. Because _____

My first reason is _____. Example is _____

My second Reason is _____. Example is _____

Therefore, my point of view is _____.

(Mina, 2021)

Standing Rules for Council Meetings

1. The meeting will run in accordance with the relevant provisions of the Town of Creston's Council Procedures Bylaw, No 1875, 2018 as amended from time to time and Roberts Rules of Order.
2. A member shall speak at a Council meeting only after being recognized by the presiding member, except to raise a point of order.
3. Members shall address the Mayor as "Your Worship" and shall refer to other members of Council by their title of "Councillor".
4. If more than one member speaks, the presiding member must call on the member who, in the presiding member's opinion, first spoke.
5. Members who are called to order by the presiding member, must immediately stop speaking, may explain their position on the point of order and may appeal to Council for its decision on the point of order in accordance with Section 132 of the *Community Charter*.
6. Members speaking at Council must use respectful language, must not use offensive gestures or signs, and must speak only in connection with the matter being debated.
7. Council may debate and vote on a motion only if it is first made by one member. Seconding a motion is not indicative of support for that motion. It indicates that the seconder wishes that item to be debated.
8. The Presiding Member may invite a staff member to inform Council with respect to items on the Council agenda.
9. The following rules apply to limit speech on matters being considered at a Council Meeting:
 - (a) a Member may speak more than once in connection with the same question only with the permission of Council; or
 - (b) if the Member is explaining a material part of a previous speech without introducing a new matter; or
 - (c) a Member who has made a substantive motion to the Council may reply to the debate; or
 - (d) a Member who has moved an amendment, the previous question, or an instruction to a Committee may not reply to the debate; or
 - (e) a Member may not speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of Council.
10. Debate on a motion may be closed by unanimous consent, or if unanimous consent is not evident – by a motion to end debate, which requires a 2/3 vote to adopt. This motion may not interrupt a person who was recognized to speak.

Standing Rules for Committee Meetings

Appendix 1: Meeting Guideline Reference

The primary outcome from Committee of the Whole meetings is for Council to feel they have enough information or have had enough conversation around an issue to be able to make a recommendation to Council for action. Just like other committees of Council, the Committee of the Whole does not make final decisions.

1. A member shall speak at a Committee meeting only after being recognized by the presiding member, except to raise a point of order.
2. Members shall address the Mayor as “Your Worship” and shall refer to other members of Council by their title of “Councillor”.
3. If more than one member speaks, the presiding member must call on the member who, in the presiding member’s opinion, first spoke.
4. Members who are called to order by the presiding member, must immediately stop speaking
5. Members speaking at Council must use respectful language, must not use offensive gestures or signs, and must speak only in direct connection with the matter being discussed.
6. The Presiding Member may invite a staff member to inform the Committee of an item with respect to items on the agenda.
7. The following rules apply to limit speech on matters being considered at a Committee Meeting:
 - (a) a Member may speak more than once in connection with the same question, but may not speak for longer than a total of 10 minutes.
 - (b) Committee Discussion on any agenda item may not exceed 15 minutes without a vote of the Committee to extend the time limit.
8. If after 15 minutes the Committee determines there is insufficient information to provide a recommendation to Council, they shall put forward a recommendation to REFER the agenda item to staff, stating what further information is required and the date they wish to receive that information.

Points of Order

Point of Orders consist of four steps:

1. The chair or a member interrupts another member;
2. The interrupted member stops talking;
3. The procedural concern is stated and addressed;
4. The meeting continues.

(Mina, 2021)

Don't sweat the small stuff. According to Roberts Rules of Order, "It is undesirable to raise points of order on minor irregularities of a purely technical character, if it is clear that no one's rights are being infringed upon and no real harm is being done to the proper transaction of business." (Robert, 2020)

If this occurs	You can say
Digression	<p>"Point of Order"</p> <p>When recognized by the Presiding Member: "Can we please get back on topic?"</p>
Interruptions	<p>"Point of Order"</p> <p>When recognized by the Presiding Member: "Can we have one person speaking at a time" or "Can we please hear people out without interruptions?"</p>
Personal Attacks	<p>"Point of Order"</p> <p>When recognized by the Presiding Member: "We should be focusing on issues, not on people!"</p>
Rambling	<p>"Point of Order"</p> <p>When recognized by the Presiding Member "Can we please keep comments brief?"</p>
Side Conversations	<p>"Point of Order"</p> <p>When recognized by the Presiding Member, "Can we Please have one conversation at a time?"</p>

Motions Generally

Motions consist of six steps:

1. A member makes (moves) the motion.
2. Another member seconds the motion. ** Note that seconding a motion does not equate support for the motion, only that the seconder agrees that the motion should be debated.*
3. The Chair states the question and opens the floor for debate – this formally puts the question before Council. The chair then turns towards the maker of the motion to see if they wish to be assigned the floor to speak to the motion.
4. Members debate the motion. Each member has the right to debate the motion once recognized by the presiding official. They may not speak more than once unless they are given permission by the presiding member of Council, and they must not speak for longer than 15 minutes.
5. Once debate has concluded the Chair puts the question to a vote by stating are you ready for the question? Is there any further debate? If no one responds then the question is voted on.
6. The Chair announces the result of the vote.

(Mina, 2021)

SCRIPT

Councillor A: I move THAT Council approves the request from the BC Cancer Foundation for a discretionary grant in the amount of \$500.00 to be allocated from Council's Discretionary Grant Fund.

Councillor B: I second that motion.

Chair: It is moved and seconded THAT Council approves the request from the BC Cancer Foundation for a discretionary grant in the amount of \$500.00 to be allocated from Council's Discretionary Grant Fund. Councillor A, do you wish to speak to this motion?

Councillor A: Yes, Your Worship. I support donating to this cause and think that their organizational mandate aligns with our Council Discretionary Grant Policy.

Chair: Is there any debate on this Motion?

Council: Crickets.

Chair: Hearing none, are you ready for the question? All those in favor (pause), all those opposed (pause).

Chair: The motion is adopted.

Amending Motions

Amendments Generally:

- A member may, without notice, move to amend a motion that is being considered at a Council Meeting.
 - An amendment may propose removing, substituting for or adding to the words of an original motion.
 - These are bite sized changes to the main motion, not a wholesale re-vamp of the motion.
 - A proposed amendment must be reproduced in writing by the mover if requested by the chair.
 - A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote.
 - An amendment may be amended once only.
 - An amendment that has been defeated by a vote of Council cannot be proposed again.
 - Amendments are debated and voted on first. Then the main motion is considered (as amended) or as originally presented.
- (Mina, 2021)

EXAMPLE SCRIPT (Friendly):

Councillor A: I move THAT Council approves the request from the BC Cancer Foundation for a discretionary grant in the amount of \$500.00 to be allocated from Council's Discretionary Grant Fund.

Councillor B: I second that motion.

Chair: It is moved and seconded THAT Council approves the request from the BC Cancer Foundation for a discretionary grant in the amount of \$500.00 to be allocated from Council's Discretionary Grant Fund. Councillor A, do you wish to speak to this motion?

Councillor A: Yes, Your Worship. I support donating to this cause and think that their organizational mandate aligns with our Council Discretionary Grant Policy.

Chair: Is there any debate on this Motion?

Councillor C: I propose that we add the words "before year end."

Chair: Is there any objection to adding "before year end?" (pause)

There being no objections, the main motion has been amended to read:

"THAT Council approves the request from the BC Cancer Foundation for a discretionary grant in the amount of \$500.00 to be allocated from Council's Discretionary Grant Fund before year end."

Is there any debate on the main motion as amended?

Council: Crickets

Chair: Hearing none, we'll vote on the main motion as amended. All those in favor (pause), all those opposed (pause).

*Council Votes in Favor

Chair: The motion is adopted.

EXAMPLE SCRIPT (Formal):

Councillor A: I move THAT the Town of Creston requests a presentation from the Happiness Corporation of British Columbia to discuss social health and wellness indicators in rural communities.

Councillor B: I second.

Chair: It is moved and seconded THAT the Town of Creston requests a presentation from the Happiness Corporation of British Columbia to discuss social health and wellness indicators in rural communities. Councillor A, do you wish to speak to this motion?

Councillor A: No Your Worship.

Chair: Is there any debate on the motion to request a presentation from the Happiness Corporation?

Councillor C: I move to amend the motion by including “and the Laughter Institute.”

Councillor D: I second.

Chair: It is moved and seconded that the main motion be amended by including the Laughter Institute. If amended the main motion would read, THAT the Town of Creston requests a presentation from the Happiness Corporation of British Columbia and the Laughter Institute to discuss social health and wellness indicators in rural communities. Is there any debate on the amendment?

Councillor B raises hand and is recognized by the Chair.

Councillor B: Yes your Worship, the Laughter Institute doesn’t perform social well-being metrics. They are focused on the benefits of Laughter to your individual health, not on the broader community.

Councillor C raises hand and is recognized by the Chair.

Councillor C: The Laughter Institute has recently broadened their scope and I believe they would have valuable information for Council consideration.

Chair: Is there any further discussion on the amendment? (pause) If not, we will vote. Those in Favor of the amendment to include the Laughter Institute (pause). Those opposed? (pause)

The amendment is adopted and the amended motion reads “THAT the Town of Creston requests a presentation from the Happiness Corporation of British Columbia and the Laughter Institute to discuss social health and wellness indicators in rural communities.

Is there any debate on the main motion as amended?”

Hearing none, we’ll vote on the main motion. All those in favor? (pause) All those opposed? (pause)

The motion is adopted and we will request presentations from the Happiness Corporation and the Laughter Institute.

References

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