



**TOWN OF CRESTON  
COUNCIL MEETING AGENDA**

Tuesday, January 9, 2024, 4:00 PM

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

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

**Recommended Motion:**

THAT Council ADOPTS the Regular Council Agenda of January 9, 2024.

4. ADOPTION OF MINUTES

- a. Regular Council Meeting Minutes - December 12, 2023

**Recommended Motion:**

THAT Council ADOPTS the minutes of the Regular Council Meeting held on December 12, 2023.

5. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

**Recommended Motion:**

THAT Council now RESOLVES itself into a Committee of the Whole.

6. DELEGATIONS

- a. Staff Sgt. Brandon Bulziuk, Creston RCMP, regarding Quarterly Update

7. COMMITTEE OF THE WHOLE BUSINESS

- a. Staff Sgt. Brandon Bulziuk, Creston RCMP, regarding Quarterly Update

**Recommended Motion:**

The Committee RECEIVED the delegation from Staff. Sgt. Brandon Bulziuk, Creston RCMP, regarding the Quarterly Update.

- b. Council Direction Request from the Manager of Community Planning and Development regarding a Development Permit 20-11(Grain Elevators))

**Recommended Motion:**

THAT Council DIRECT Staff to amend Development Permit 20-11 for the properties legally described as Lots 1 & 2, District Lot 525, Kootenay District, Plan 10683, Except Plan

EPP37612, PIDs: 007-028-687 and 007-028-652, and located at 215 and 235 Northwest Boulevard, as requested by the applicant and outlined in the attached Staff Briefing Note.

- c. Council Direction Request from the Manager of Community Planning and Development regarding proposed Short Term Rental Fees

**Recommended Motion:**

THAT Council DIRECT Staff to draft a Fees and Charges Amendment Bylaw for Short Term Rentals AND, FURTHER THAT Council DIRECT Staff to bring the Fees and Charges Amendment Bylaw, Zoning Amendment Bylaw No. 1977, 2023, Business Licence Bylaw No. 1793, 2017, Bylaw Notice Enforcement Amendment Bylaw No. 1979, 2023, and Fire Service Bylaw No. 1928, 2021 to an upcoming Regular Council meeting for consideration of 1st and 2nd Readings.

- d. Council Direction Request from the Manager of Community Planning and Development regarding Property Access Bylaw No. 763

**Recommended Motion:**

THAT Council DIRECTS Staff to draft a bylaw to amend or replace Property Access Bylaw No. 763 for Council consideration of 1<sup>st</sup> and 2<sup>nd</sup> readings at an upcoming Regular Council Meeting.

**8. RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE**

**Recommended Motion:**

THAT Council RISE from Committee of the Whole.

**9. ITEMS OF BUSINESS**

- a. Recommendations from the Committee of the Whole held on December 12, 2023

**Recommended Motion:**

THAT Council ADOPTS Recommendations No. 1-2 from the Regular Committee of the Whole Meeting held on December 12, 2023 as follows:

**RECOMMENDATION 1:**

THAT Council DIRECT Staff to revise the Backyard Hen Pilot Program addressing the allowance of chicks inside and coop placement, bringing forward the amendments to an upcoming Committee of the Whole for consideration.

**RECOMMENDATION 2:**

THAT Council RECEIVES FOR INFORMATION the Council Direction Request regarding short term rental bylaws and upcoming provincial and federal measures regarding short term rentals; AND FURTHER, THAT Council DIRECTS Staff to bring forward fee structure options regarding business licencing and fire inspections for short term rentals for consideration an an upcoming Committee of the Whole Meeting.

- b. Request for Decision from the Chief Administrative Officer regarding the Appointment of the Election Officers for the 2024 By-Election

**Recommended Motion:**

THAT Council APPOINT Kirsten Dunbar as the Chief Election Officer; AND FURTHER, THAT Council APPOINTS Donna Cassel and Marsha Neufeld as Deputy Election Officers for the upcoming By-Election March 16, 2024.

## c. Council Action List

**Recommended Motion:**

THAT Council RECEIVES the Council Action List.

## 10. CORRESPONDENCE

## a. Action Recommended

1. Creston Valley Regional Airport - Request for a Letter of Support for Application to BCAAP Grant

**Recommended Motion:**

THAT Council AUTHORIZES the Mayor to write a letter in support of the Creston Valley Regional Airport's application to the BCAAP Grant for the purchase of a standby generator.

2. Garry and Carol Bennett, regarding traffic safety concerns between Highway 21 and Valleyview Drive

**Recommended Motion:**

THAT Council REFER the correspondence from Garry and Carol Bennett regarding traffic safety concerns between Highway 21 and Valleyview Drive to Staff.

3. Trinity United Church, request for funding for Shelter

**Recommended Motion:**

THAT Council

## b. Receive for Information

1. Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy Division, Ministry of Housing, regarding capacity funding for legislative changes to support housing initiatives
2. Regional District of Central Kootenay, regarding the Resident Directed Grant Process for 2024
3. Todd Doherty, MP Cariboo-Prince George, regarding the display of an information poster regarding 988
4. Fort St. John, correspondence to the Honourable Mike Farnworth regarding the Community Safety Act
5. Kootenay River Secondary School, regarding letter of appreciation for Senior Boys Volleyball Discretionary Grant

**Recommended Motion:**

THAT Council RECEIVES the following correspondence:

- Bindi Sawchuk, Assistant Deputy Minister, Housing and Land Use Policy Division, Ministry of Housing regarding capacity funding for legislative changes.
- Regional District of Central Kootenay, regarding the Resident Directed

## Grant Process for 2024

- Todd Doherty, MP Cariboo-Prince George, regarding the display of an information poster regarding 988
- Fort St. John, correspondence to the Honourable Mike Farnworth regarding the Community Safety Act.
- Kootenay River Secondary School, regarding letter of appreciation for Senior Boys Volleyball Discretionary Grant.

11. **BYLAWS**

Nil.

12. **NEW BUSINESS**13. **REPORTS OF REPRESENTATIVES****Recommended Motion:**

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

14. **GIVING OF NOTICES**

Regular Council Meetings: January 9, 16, 23 February 13, 20, 27

15. **ACTING MAYORS SCHEDULE**

- January: Councillor Eisler
- February: Councillor Dumas
- March: Councillor Baldwin

16. **QUESTION PERIOD**17. **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

18. **RECONVENE TO REGULAR MEETING**19. **RESOLUTIONS FROM CLOSED MEETING**20. **ADJOURNMENT****Recommended Motion:**

THAT the Regular Council Meeting of January 9, 2024, be adjourned at TIME.

**TOWN OF CRESTON  
COUNCIL MEETING MINUTES**

Tuesday, December 12, 2023, 4:00 PM  
Council Chambers, 238-10th Avenue North, Creston, BC

- PRESENT:** Mayor Arnold DeBoon  
Councillor Norm Eisler  
Councillor Keith Baldwin (Virtual)  
Councillor Denise Dumas
- REGRETS:** Councillor Monique Arès (Parental Leave)
- 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
- GALLERY:** Wendy DeBoon, Karen Shannon, Mark Beduz, Anne Jackson  
Denis LaRose, Paul Goldsmith, Marg and Lance Meyer, Allan Clement  
Mel Joy, Brenda Bruns, Lisa Ziebarth

**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 #: 409-23***

Moved by Councillor Dumas  
Seconded by Councillor Baldwin

THAT Council ADOPTS the Regular Council Agenda of December 12, 2023.

MOTION CARRIED

**4. ADOPTION OF MINUTES**

- a. Regular Council Meeting Minutes - December 5, 2023

***Resolution #: 410-23***

Moved by Councillor Eisler  
Seconded by Councillor Baldwin

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

MOTION CARRIED

**5. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE**

***Resolution #: 411-23***

Moved by Councillor Eisler  
Seconded by Councillor Dumas

THAT Council now RESOLVES itself into a Committee of the Whole Meeting.

MOTION CARRIED

**6. DELEGATIONS**

Nil.

**7. COMMITTEE OF THE WHOLE BUSINESS**

- a. Council Direction Request from the Manager of Community Planning and Development regarding Backyard Hen Pilot Program Hen Update

**Resolution #: RECOMMENDATION 1:**

The Committee of the Whole Recommends: THAT Council DIRECT Staff to revise the Backyard Hen Pilot Program addressing the allowance of chicks inside and coop placement, bringing forward the amendments to an upcoming Committee of the Whole for consideration.

- b. Council Direction Request from the Manager of Community Planning and Development regarding Short Term Rentals

**Resolution #: RECOMMENDATION 2:**

The Committee of the Whole Recommends: THAT Council RECEIVES FOR INFORMATION the Council Direction Request regarding short term rental bylaws and upcoming provincial and federal measures regarding short term rentals; AND FURTHER, THAT Council DIRECTS Staff to bring forward fee structure options regarding business licencing and fire inspections for short term rentals for consideration an upcoming Committee of the Whole Meeting.

- c. Council Direction Request from the Chief Administrative Officer regarding the Temporary Use of former Fire Hall Property

**Resolution #: RECOMMENDATION 3:**

The Committee of the Whole Recommends: THAT Council DIRECTS Staff to develop a legal agreement with a legal entity, whether it be a non-profit or corporation, to allow the temporary use of the former firefighter dorm space located at 138 10th Avenue North, Creston, BC as an emergency shelter for homeless individuals; THAT the term of the agreement to use the space shall not extend beyond March 31, 2024; AND FURTHER, THAT Council AUTHORIZES Staff to include in the agreement reasonable restrictions of use, requirement of supervision of the occupants, and liability insurance.

**8. RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE****Resolution #: 412-23**

Moved by Councillor Eisler  
Seconded by Councillor Baldwin

THAT Council RISE from Committee of the Whole.

MOTION CARRIED

**9. ITEMS OF BUSINESS**

- a. Recommendations from the Special Committee of the Whole Meeting on December 5, 2023

**Resolution #: 413-23**

Moved by Councillor Eisler  
Seconded by Councillor Dumas

THAT Council ADOPTS Recommendations No. 1-2 from the Committee of the Whole Meeting of December 5, 2023:

**RECOMMENDATION NO 1:** THAT Council RECEIVES FOR INFORMATION the Council Direction Request from the Chief Administrative Officer on potential property locations for a proposed child care facility funded by the ChildCareBC New Spaces Fund; AND FURTHER, THAT Council RECOMMENDS that the Town owned property on Cedar Street is the proposed location for a child care facility for the purposes of the ChildCareBC New Spaces Fund grant application.

**RECOMMENDATION NO 2:** THAT Council RECEIVE the Report from the Director of Finance and Corporate Services regarding amendments to the Fees and Charges Bylaw. MOTION CARRIED

- b. Recommendation from the Regular Committee of the Whole December 12, 2023

**Resolution #: 414-23**

Moved by Councillor Eisler  
Seconded by Councillor Dumas

**RECOMMENDATION 3:**

The Committee of the Whole Recommends: THAT Council DIRECTS Staff to develop a legal agreement with a legal entity, whether it be a non-profit or corporation, to allow the temporary use of the former firefighter dorm space located at 138 10th Avenue North, Creston, BC as an emergency shelter for homeless individuals; THAT the term of the agreement to use the space shall not extend beyond March 31, 2024; AND FURTHER, THAT Council AUTHORIZES Staff to include in the agreement reasonable restrictions of use, requirement of supervision of the occupants, and liability insurance. MOTION CARRIED

- c. Correspondence Receive for Information

1. Union of British Columbia Municipalities regarding the Canada Community Building Fund regarding upcoming payment
2. City of Victoria regarding a request to the Honorable Minister Farnsworth requesting the installation of speed and red light cameras
3. The Honorable Brenda Bailey, Minister of Jobs, Economic Development and Innovation, follow up from the Union of British Columbia Municipalities

**Resolution #: 415-23**

Moved by Councillor Dumas  
Seconded by Councillor Eisler

THAT Council RECEIVES FOR INFORMATION correspondence from:

- The Union of British Columbia Municipalities regarding the Canada Community Building Fund regarding upcoming Payment.
- City of Victoria regarding a request to the Honorable Minister Farnsworth requesting the installation of speed and red light cameras.
- The Honorable Brenda Bailey, Minister of Jobs, Economic Development, and Innovation, following up from UBCM.

MOTION CARRIED

- d. Correspondence Action Recommended

1. Regional District of Central Kootenay, Change of Scope/Extension Request for the Creston Valley Cookbook through Creston Valley Food Action Coalition

**Resolution #: 416-23**

Moved by Councillor Dumas  
Seconded by Councillor Baldwin

THAT Council AUTHORIZES the ReDI Change of Scope/Extension Request from Creston Valley Food Action Coalition for the Creston Valley Cookbook. MOTION CARRIED

**10. BYLAWS**

- a. Fees and Charges Amendment Bylaw No. 1969, 2023 (ADOPTION)

**Resolution #: 417-23**

Moved by Councillor Dumas  
Seconded by Councillor Baldwin

THAT the Fees and Charges Amendment Bylaw No. 1969, 2023, BE ADOPTED.  
MOTION CARRIED

**11. NEW BUSINESS**

Nil.

**12. REPORTS OF REPRESENTATIVES**

- The Mayor reported on his attendance at a Creston Valley Health Working Group Meeting, and a Creston Valley Service Committee Meeting.
- Councillor Baldwin reported on his attendance at a Creston Valley Trails Society Meeting.
- Councillor Dumas reported on her attendance at a Water Services Committee Meeting.
- Councillor Eisler reported on his attendance at a Chamber of Commerce Event.

**Resolution #: 418-23**

Moved by Councillor Dumas  
Seconded by Councillor Eisler

THAT Council RECEIVES the verbal and written reports of representatives.

MOTION CARRIED

**13. GIVING OF NOTICES**

Regular Council Meetings: January 9, 16, 23, 2024.

**14. QUESTION PERIOD**

M. Joy requested a meeting between staff/Council and the business community respecting the proposed use of the firefighter dorms for an emergency shelter.

**15. RECESS AND MOVE TO CLOSED MEETING**

**Resolution #: 419-23**

Moved by Councillor Eisler  
Seconded by Councillor Baldwin

THAT the Regular Council Meeting of December 12, 2023 be recessed at 5:16 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 the acquisition, disposition or expropriation of land or improvements.

MOTION CARRIED

**16. RECONVENE TO REGULAR MEETING**

The Regular Council Meeting reconvened at 5:30 pm.

**17. RESOLUTIONS FROM CLOSED MEETING**

Nil.



**18. ADJOURNMENT**

***Resolution #: 420-23***

Moved by Councillor Dumas

THAT Council ADJOURNS the Regular Council Meeting of December 12, 2023 at 5:30 pm. MOTION CARRIED

**CERTIFIED CORRECT:**

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Arnold DeBoon  
Mayor

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Kirsten Dunbar  
Corporate Officer

# COUNCIL DIRECTION REQUEST (CDR)

Town of Creston



**ACTION DATE:** January 9, 2024

**SUBJECT:** Development Permit 20-11 – 215 and 235 NW Blvd.

**SUGGESTED FOLLOW-UP ACTION:** THAT the Committee of the Whole RECOMMENDS the following motion: THAT Council DIRECT Staff to amend Development Permit 20-11 for the properties legally described as Lots 1 & 2, District Lot 525, Kootenay District, Plan 10683, Except Plan EPP37612, PIDs: 007-028-687 and 007-028-652, and located at 215 and 235 Northwest Boulevard, as requested by the applicant and outlined in the attached Staff Briefing Note.

**CAO COMMENTS:** No additional comments.

## BACKGROUND

Staff Briefing Note:

Attached

Available

Nil

### 1. DEFINE THE TOPIC

**KEY INFORMATION:** Columbia Basin Trust Property Corporation (CBT) requests revisions to their current Development Permit (DP).

**RELEVANT OBSERVATIONS:** Official Community Plan, Bylaw No. 1854, 2017 (OCP) designates Development Permit Areas (DPA) in accordance with the BC *Local Government Act, 488(1)*. In 2023, changes were made to the DP Guidelines as part of the Official Community Plan 5-Year Review Process. Proposed amendments to the Development Permit have been considered using the guidelines in place when the original Development Permit was issued.

**STRATEGIC QUESTIONS:** Economic Health; Service Excellence.

**ESSENTIAL QUESTION:** Does Council wish to amend DP 20-11?

### 2. DETERMINE DESIRED OUTCOMES if the essential question is addressed.

**KEY RESULT:** Council consideration of the proposed amendments to DP 20-11.

**DESIRED BENEFITS OF KEY RESULT:** Development in alignment with the Town of Creston's long-term planning objectives and DPA 4 - Downtown Core guidelines.

**REQUISITES:** None.

**UNINTENDED OUTCOMES:** Less site landscaping and accessibility improvements than originally proposed.

### 3. EXPLORE RESPONSE OPTIONS to achieve the key result (Pros & Cons)

1.	Council direct Staff to proceed with the proposed amendment for DP 11-20;
2.	Council deny the proposed amendment for Development Permit 11-20 and require the current DP to be upheld; or,
3.	Other, per Council direction.

Submitted by:

  
Joel Comer, MCPD

Reviewed by:

CAO

  
Michael Moore, CAO

# STAFF BRIEFING NOTE

Town of Creston



**DATE:** 09/01/2024

**TO:** Michael Moore, Chief Administrative Officer

**CC:** Natasha, Municipal Services Coordinator and Planner

**FROM:** Joel Comer, Manager of Community Planning and Development

**DEPARTMENT:** Community Planning and Development

**SUBJECT:** Development Permit 20-11 – 215 and 235 Northwest Boulevard

**APPENDIX:**  ATTACHED  OTHER DOCUMENT  NOT APPLICABLE

## PURPOSE / ISSUE:

Next Architecture (the applicant), on behalf of Columbia Basin Trust Property Corporation (CBT) (the owner) is requesting amendment to their current Development Permit for the properties legally described as Lots 1 & 2, District 525, Kootenay District, Plan 10683, Except Plan EPP37612, PIDs: 007-028-687 and 007-028-652, and located at 215 and 235 Northwest Boulevard.

The Town of Creston holds financial security in the amount of \$5,000 to ensure satisfactory completion of landscaping or to correct any unsafe conditions.

## BACKGROUND:

On December 16, 2020, Next Architecture applied for a Development Permit to restore the red (southeast) grain elevator and complete general site improvements. On January 27<sup>th</sup>, 2021, Council issued a Development Permit for the property in conformance with Development Permit Area 4 – Downtown Core guidelines. See Appendix A for the Committee of the Whole Report, Appendix B for the Council Report, and Appendix C for the current Development Permit (2021).

## CURRENT SITUATION:

Next Architecture has completed the majority of the said works within the Development Permit. On June 28, 2023, Next Architecture and CBT requested a meeting and site visit with Town of Creston Staff to discuss works completed to date and requested amendments to the Development Permit (See Appendix D for site photos).

Key requests include:

- Removing planters along Northwest Boulevard;
- Changes to the parking layout;
- Not re-planting the grass removed during construction near the parking lot, in order to establish a fire break;
- Maintaining gravel and plywood at the southeast entrance versus originally proposed treated wood and concrete pad entrance;
- Replacing parking boulders with concrete barriers;
- Addition of one planter in the parking lot; and,
- Removal of wheelchair turnaround at southeast entrance.

# STAFF BRIEFING NOTE

## Town of Creston

See Appendix E for the revised landscape plan (2023). See Appendix F for the current landscape plan (2020), annotated by Town Staff with proposed changes.

The proposed amendments do not change the overall intent of the DP. See Table 1 for DPA Guideline Compliance with proposed changes.

Table 1: Development Permit Area 4 – Downtown Core Guidelines

		Compliant?	Comment
<b>5.3.1</b>	<b>Siting and Orientation of Buildings</b>		
<i>i.</i>	Buildings must be orientated to face the streets.	N/A	Existing heritage structures
<i>ii.</i>	Corner buildings must be orientated to face both adjacent streets.	N/A	Existing heritage structures
<i>iii.</i>	Buildings must be located with no setback from the front property line except where setbacks are used to create commercial patio spaces, public areas, or sidewalks.	N/A	Existing heritage structures
<i>iv.</i>	Building entrances must be accessed directly from the public sidewalk (or other public areas), without crossing any parking areas. When entrances are located on the side of the building, a pathway must lead from the sidewalk directly to the entrance.	Yes	
<i>v.</i>	Where possible, buildings shall be orientated to maximize solar gain, and the penetration of natural light into interior spaces, particularly living spaces.	N/A	Existing heritage structures
<b>5.3.2</b>	<b>Architecture</b>		
<i>i.</i>	Storefronts must include some form of pedestrian weather protection over the front entry.	Yes	
<i>ii.</i>	Building facades and roof-lines shall be articulated or detailed in a way that distinguishes individual units on both ground floor and upper level units.	N/A	Existing heritage structures
<i>iii.</i>	Store fronts shall include large display windows.	N/A	Existing heritage structures
<i>iv.</i>	Buildings that are taller than two storeys shall include a stepped-back façade at the 3 <sup>rd</sup> storey, or inset balconies on the 3 <sup>rd</sup> storey.	N/A	Existing heritage structures
<i>v.</i>	Buildings that are complimentary to the historic architecture styles of Creston are strongly encouraged.	Yes	
<i>vi.</i>	Each residential unit must include usable private outdoor space in the form of a balcony or patio which reflects a minimum of 10% of the floor area of the unit and in no case shall be less than 5.6 m <sup>2</sup> (60sf).	N/A	No residential units
<i>vii.</i>	All buildings and site development must incorporate <i>Universal Design Guidelines</i> .	Yes	Site design incorporates elements of Universal Design (barrier free ramp, handrail, accessible parking space, concrete pads or wood decking at points of ingress and egress).
<b>5.3.3</b>	<b>Exterior Building Treatments</b>		
<i>i.</i>	The use of local materials is strongly encouraged, including recycled materials where appropriate.	Yes	Developer used recycled materials as feasible.
<i>ii.</i>	Exterior finishes and treatments shall reflect the cultural and heritage character of Creston's <i>Downtown Area</i> , even when utilizing new materials.	Yes	Restoration of existing heritage structures.
<i>iii.</i>	Large surface areas of concrete, concrete blocks and similar materials are not permitted.	Yes	
<i>iv.</i>	The use of vinyl siding as an exterior building treatment is not permitted.	Yes	
<i>v.</i>	The use of highly reflective or mirrored windows is not permitted.	Yes	
<b>5.3.4</b>	<b>Landscaping</b>		

# STAFF BRIEFING NOTE

## Town of Creston

<i>i.</i>	A site specific landscape plan prepared by a registered Landscape Architect or related professional shall be submitted, as part of the Development Permit application where ground-level public or private space exists in the Development Plan.	Yes	
<i>ii.</i>	<b>Plantings and planting areas shall:</b>		
	<b>a.</b> Provide screening and privacy between residential units;	N/A	No residential
	<b>b.</b> Screen abutting residential buildings from commercial uses where they are not separated by a street or a lane;	N/A	No residential
	<b>c.</b> Screen parking areas from the street;	N/A	Ingress/egress
	<b>d.</b> Screen waste receptacles, dumpsters, and building mechanicals from the street;	N/A	No outdoor waste receptacles.
	<b>e.</b> Be used as a treatment to break up large building facades;	N/A	Heritage building is the focus point.
	<b>f.</b> Define or frame paths, streets, entrances ;	Yes	Planters guide traffic from parking area to building entrance.
	<b>g.</b> Shade buildings and outdoor spaces; and,	N/A	No outdoor seating areas. Building and viewscape are the focal points.
	<b>h.</b> Slow runoff and facilitate on-site infiltration of stormwater.	N/A	Vegetation removed to facilitate firebreak. Stormwater to infiltrate into gravel firebreak / parking.
<b>5.3.5</b>	<b>Parking and Vehicular Access</b>		
<i>i.</i>	Parking areas must not be located between streets and the front of the building.	Yes	
<i>ii.</i>	Parking areas shall be broken up with tree plantings and landscaping.	Yes	Three trees to be planted on north side of parking lot.
<i>iii.</i>	The use of permeable paving materials is strongly encouraged.	Yes	Gravel. Existing sidewalk to be improved. Minimal new hard surfacing with the addition of the accessibility ramp.
<i>iv.</i>	In areas where required on-site parking is not feasible consideration for off-site parking, or the purchase of required parking spaces from the Town, shall be given in accordance with established provisions.	N/A	On-site parking provided. Any change of use in the future will require zoning and parking consideration.
<i>v.</i>	On-site retention and infiltration of stormwater is required where achievable.	Yes	Gravel parking lot.
<i>vi.</i>	Parking for residential uses shall be separated from parking for commercial uses where achievable.	N/A	
<i>vii.</i>	Provisions shall be made for the parking and storage of motorized scooters and bicycles for residents and visitors	N/A	Parking area limited but there is space for scooters and bicycles to park.
<i>viii.</i>	All parking and access routes shall be adequately illuminated utilizing <i>Dark Sky Compliant Lighting Guidelines</i> .	Yes	Adequate street lighting.
<b>5.3.6</b>	<b>Pedestrian Access</b>		
<i>i.</i>	Provide well defined pedestrian access from the adjacent street/sidewalk and/or parking areas to all building entrances.	Yes	
<i>ii.</i>	All walkways shall be designed for <i>Universal Accessibility</i> .	Yes	
<i>iii.</i>	The use of permeable paving materials is strongly encouraged for all walkways and patios.	N/A	Concrete used for accessibility.
<i>iv.</i>	All parking and access routes shall be adequately illuminated utilizing <i>Dark Sky Compliant Lighting Guidelines</i> .	N/A	Existing municipal street lighting.

# STAFF BRIEFING NOTE

Town of Creston



5.3.7	Signs		
<i>i.</i>	All signs shall be in accordance with the requirements of the Town of Creston Sign Bylaw as amended from time to time.	Yes	Any new signs require permits. Any existing signs that do not have permits, must apply.
<i>ii.</i>	Installation of projecting and suspended signs is strongly encouraged.	Yes	Encouraged. Not a definite requirement.

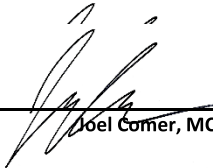
## KEY CONSIDERATIONS:

- The proposed amendments reduce proposed landscaping and accessibility features that were agreed upon for the original Development Permit.
- The proposed amendments still appear to meet the minimum requirements for a Development Permit in this area.
- The Town of Creston holds financial security in the amount of \$5,000.
- Development and material costs increased significantly during the restoration time period.

## OPTIONS FOR FOLLOW-UP ACTION:

1. Council direct Staff to proceed with the proposed amendment for Development Permit 11-20;
2. Council deny the proposed amendment for Development Permit 11-20 and require the current Development Permit to be upheld; or,
3. Other, per Council direction.

Submitted by:

  
 \_\_\_\_\_  
 Joel Comer, MCPD

Reviewed by:

CAO

  
 \_\_\_\_\_  
 Michael Moore, CAO

# COUNCIL DIRECTION REQUEST (CDR)

Town of Creston



**ACTION DATE:** January 19, 2021

**SUBJECT:** Development Permit Application No. 11/20 – 215 & 235 Northwest Boulevard

**SUGGESTED FOLLOW-UP ACTION:** THAT Council DIRECTS Staff to present Development Permit No. 11/20, for Council consideration at an upcoming Regular Council Meeting.

**CAO COMMENTS:** Permit application is consistent with Official Community Plan.

## BACKGROUND

Staff Briefing Note:

Attached

Available

Nil

### 1. DEFINE THE TOPIC

**KEY INFORMATION:** Next Architecture (the applicant) has submitted an application on behalf of CBT Property Corp. for a Development Permit (DP) to allow for restoration of the red (southeast) grain elevator and site improvements on the properties located at 215 and 235 Northwest Boulevard and legally described as Lots 1 & 2, District Lot 525, Kootenay District Plan 10683, Except Plan EPP37612, PIDs: 007-028-687 and 007-028-652.

**RELEVANT OBSERVATIONS:** The development plan appears to meet the applicable Development Permit Area (DPA) 4 – Downtown Core guidelines.

**STRATEGIC QUESTIONS:** Does the application align with the policies of the Official Community Plan?

**ESSENTIAL QUESTION:** Should Staff draft a Development Permit for Council consideration in regards to the proposed development at 215 and 235 Northwest Boulevard?

### 2. DETERMINE DESIRED OUTCOMES if the essential question is addressed.

**KEY RESULT:** Development Permit issued for 215 and 235 Northwest Boulevard.

**DESIRED BENEFITS OF KEY RESULT:** Development and restoration of red grain elevator and site, in conformance with guidelines of DPA 4 – Downtown Core.

**REQUISITES:** Council approval of Development Permit at upcoming Council meeting.

**UNINTENDED OUTCOMES:** None anticipated.

### 3. EXPLORE RESPONSE OPTIONS to achieve the key result (Pros & Cons)

1.	Council direct Staff to draft Development Permit No. 11/20, for Council consideration;
2.	Council refer to Staff for further information (to be specified);
3.	Council deny Development Permit No. 11/20; or,
4.	Other, as per Council direction.

Submitted by:

Ross Beddoes, DCS

Reviewed by:

CAO

Michael Moore, CAO

# STAFF BRIEFING NOTE

Town of Creston

DATE: 1/19/2021

**TO:** Michael Moore, Chief Administrative Officer

**CC:** Joel Comer, Municipal Services Coordinator

**FROM:** Ross Beddoes, Director of Community Services

**DEPARTMENT:** Community Services

**SUBJECT:** Development Permit Application No. 11/20 – 215 & 235 Northwest Boulevard

**APPENDIX:**  ATTACHED  OTHER DOCUMENT  NOT APPLICABLE

## PURPOSE / ISSUE:

This Briefing Note evaluates the Development Permit Application submitted by Next Architecture (the applicant) on behalf of CBT Property Corp. (the owner) to allow for restoration of the red (southeast) grain elevator and site improvements on the properties located at 215 and 235 Northwest Boulevard and legally described as Lots 1 & 2, District Lot 525, Kootenay District Plan 10683, Except Plan EPP37612, PIDs: 007-028-687 and 007-028-652.

## BACKGROUND:

Creston's *Official Community Plan (OCP)*, designates the subject property as *Commercial – Downtown Core (CDC)*, and includes it in *Development Permit Area (DPA) 4 – Downtown Core*.

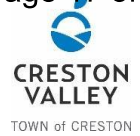


Fig 1. 2017 Orthophoto showing subject properties.



# STAFF BRIEFING NOTE

## Town of Creston



The properties are zoned Light Industrial (M-1). The properties abut the Canadian Pacific Railway right-of-way to the northwest and southwest, Pine Street to the southeast, and Northwest Boulevard to the northeast. The white grain elevator is located on the northwest lot (215 Northwest Boulevard), and the red elevator is located on the southeast lot (235 Northwest Boulevard). The combined area of the properties is ~4,128m<sup>2</sup> (1.02ac), with ~160m of frontage on Northwest Boulevard.

The elevators were constructed in the mid 1930s to provide market access for Creston Valley grains following new agricultural land being made available through the extensive diking of Kootenay River and diversion of Goat River. The elevators have not been available for public use since the early 1970s.

The elevators were purchased in 2018 by Columbia Basin Trust (CBT), “to help preserve the region’s history and share it with future generations”. While CBT has conducted public consultation to determine potential uses for the elevators, a long term plan for the property has not yet been released.

Both elevators are currently unused, but the building adjacent to the southeast of the red elevator is utilized as an art gallery. Much of the site is overgrown with vegetation, with trees and shrubs encroaching on the buildings’ walls and foundations. Site photos are attached to this report as Appendix C.

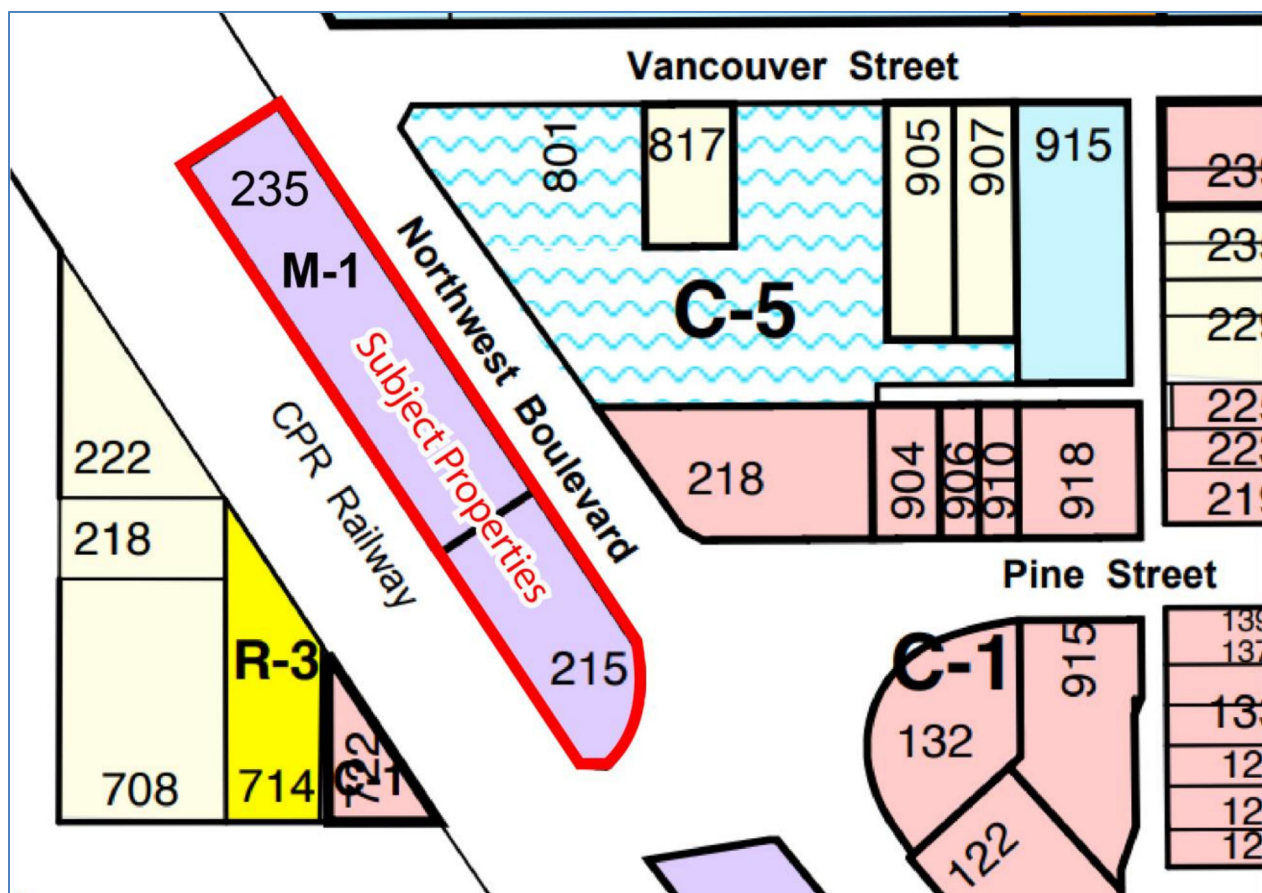


Fig 2. Current zoning of subject properties and area.

# STAFF BRIEFING NOTE

Town of Creston

## CURRENT SITUATION:

The development proposal includes:

- conservation of the red elevator
  - siding replacement/conservation
  - roofing replacement
  - minor interior life safety upgrades
- site drainage improvements
- accessibility, landscaping, and parking area upgrades
- 5m gravel firebreak around red elevator
- Securing of white elevator against wildlife and weather

No change in use or zoning has been requested at this time.

The applicant has submitted detailed drawings which outline the proposal (see Appendix A).

## KEY CONSIDERATIONS:

### **Official Community Plan, Bylaw No. 1854, 2017, DPA 4 – Downtown Core - Conformance**

The proposed development meets the requirements of Development Permit Area 4 (Appendix B).

### **Zoning Bylaw, No. 1123, 1989 - Conformance**

As no change in use is being requested at this time, the proposed development meets the requirements of the Light Industrial (M-1) Zone.

### **Development Permit Security**

As per s.501 of the *Local Government Act*, the Town may require security from the applicant in order to satisfy landscaping conditions, correct an unsafe condition, or correct damage to the environment. Staff recommend requiring security in the amount of \$5,000 in order to ensure satisfactory completion of landscaping conditions.

## OPTIONS FOR FOLLOW-UP ACTION:

1. Council direct Staff to draft Development Permit No. 11/20, for Council consideration;
2. Council refer to Staff for further information (to be specified);
3. Council deny Development Permit No. 11/20; or,
4. Other, as per Council direction.

Submitted by:



Ross Beddoes, DCS

# REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: 1/26/2021

File: 3090-20

SUBJECT: Appendix B.docx

**RECOMMENDATION:** THAT Council DIRECTS staff to issue Development Permit 11/20 to CBT Property Corp., the owners, for the properties legally described as Lots 1 & 2, District Lot 525, Kootenay District, Plan 10683, Except Plan EPP37612, PIDs: 007-028-687 and 007-028-652, and located at 215 and 235 Northwest Boulevard, to allow for conservation of the existing south grain elevator and site improvements, conditional upon security being provided in the amount of \$5,000.

**CAO COMMENTS:** The application is consistent in the policies contained within the Official Community Plan.

**RECOMMENDATION**

Report / Document:

Attached Available Nil 

**KEY ISSUE(S) / CONCEPTS DEFINED:** Background and Development Permit (DP) conformance information can be found in the Staff Briefing Note presented at the January 19<sup>th</sup> Committee of the Whole meeting. The proposal appears to meet the requirements of Development Permit Area (DPA) 4. Staff recommend requiring security in the amount of \$5,000 in order to ensure satisfactory completion of landscaping.

**RELEVANT POLICY:** Official Community Plan, Bylaw No. 1854, 2017 (OCP) designates DPAs in accordance with the BC *Local Government Act, 488(1)*. The OCP defines the justification and guidelines by which DP applications are to be considered for approval. Security required by the Town as a condition of DP registration is administered in accordance with the BC *Local Government Act, 502*.

**STRATEGIC RELEVANCE:** DPs are considered based on guidelines outlined in the Official Community Plan.

**DESIRED OUTCOME(S):** Successful development in accordance with DPA 4 guidelines.

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

1.	Council approve DP 11/20; or
2.	Council refer to Staff for additional information (to be specified); or
3.	Council deny DP 11/20; or
4.	Other, as per Council decision.

**PREFERRED STRATEGY:** Option 1

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:** Conservation of south grain elevator in accordance with DPA guidelines, and improved aesthetic of property.

**ORGANIZATIONAL:** Staff to manage DP process as part of regular duties.

**FINANCIAL:** None anticipated.

**FOLLOW UP ACTION:** Registration of DP on Title, pending security deposit.

**COMMUNICATION:** Continued contact with applicant through DP registration and development process.

**OTHER COMMENTS:** N/A

Submitted by:

Ross Beddoes, DCS

Endorsed by: Other

Reviewed by:

CAO

Reviewers

**Town of Creston  
Development Permit No. DP-11/20**

**TO: CBT PROPERTY CORP.  
300, 445 – 13<sup>th</sup> Avenue  
Castlegar, BC, V1N 1G1**

(the “**Owner**”)

1. This Development Permit is issued subject to compliance with all of the bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

**Lot 1, District Lot 525, Kootenay District, Plan 10683  
(PID: 007-028-687) - AND -**

**Lot 2, District Lot 525, Kootenay District, Plan 10683, Except Plan  
EPP37612  
(PID: 007-028-652)**

**being located at 235 and 215 Northwest Boulevard, Creston, BC**

(the “**Land**”, generally as shown on the attached Location Plan).

3. This Permit has the effect of authorizing the alteration of the Land and the construction of the buildings and structures on the Land in accordance with the following plans and specifications attached to this Permit, and subject to all applicable laws and to the conditions, requirements and standards imposed and agreed to in Sections 5 and 6 of this Permit:
  - a. Appendix ‘A’ – Landscape Plan
  - b. Appendix ‘B’ – Building Drawings

(collectively, the “**Development Plans**”).

4. This Permit shall not have the effect of varying the use or density of the Land nor a flood plain specification.
5. The Permittee, as a condition of issuance of this permit, agrees to:
  - a. Construct the building improvements, develop the Lands, and protect, establish and maintain landscaping, trees and vegetation substantially in conformity with the Development Plans;

6. This Permit is issued on the condition that the Permittee has provided to the Municipality, security in the form of an Irrevocable Letter of Credit (or other acceptable security) to guarantee the performance of the conditions in Section 5 of this Permit respecting landscaping. The security provided shall be for a period of 24 months and shall be in the amount of \$5,000.00.
7. Should the Permittee fail to satisfy the conditions referred to in section 5 of this Permit, the Municipality may undertake and complete the works required to satisfy the landscaping condition(s) or carry out any construction required to correct an unsafe condition(s), at the cost of the Permittee, and may apply the security in payment of the cost of the work, with any excess being returned to the Permittee.
8. Notice of this Permit shall be filed in the Land Titles Office at Kamloops, BC according to the Local Government Act and, upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. The Land shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached hereto which shall form a part hereof.
10. If the Permittee does not commence the construction permitted by this Permit within two years of the date of this Permit, this Permit shall lapse.
10. This Permit prevails over the provisions of the Bylaw, in the event of a conflict.
11. This Permit is not a Building Permit.

**Approval of this Permit by Resolution No. 27-21 of the Council of the Town of Creston was given on the 26<sup>th</sup> day of January, 2021.**

**This Permit was issued on the 27<sup>th</sup> day of January, 2021.**

This Permit in no way relieves the owner(s) or occupier(s) of the responsibility of adhering to all other legislation of responsible authorities which may apply to the Land.

**Town of Creston**

---

Ron Toyota, Mayor

---

Kirsten Dunbar, Corporate Officer

**Location Plan**

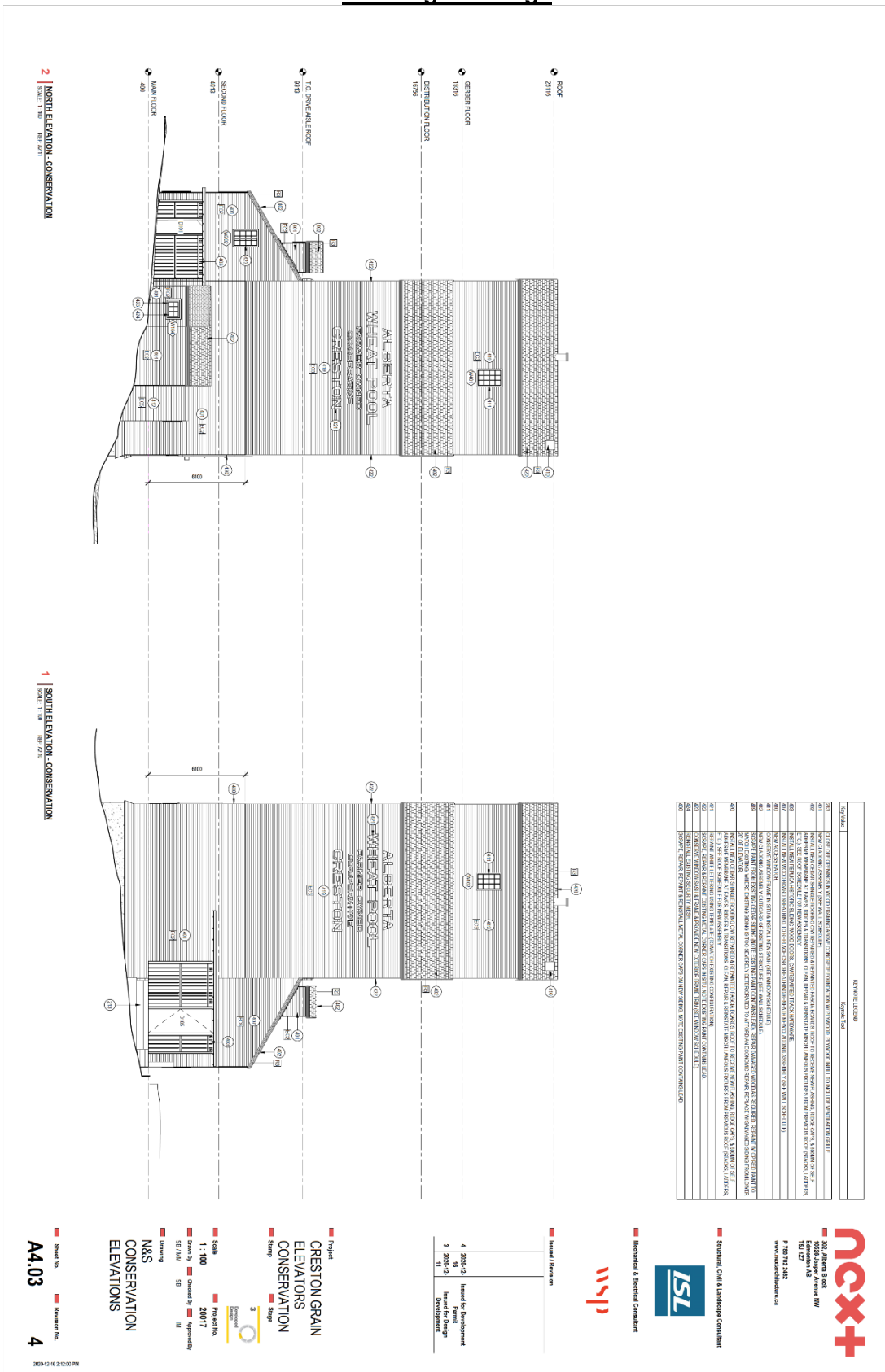


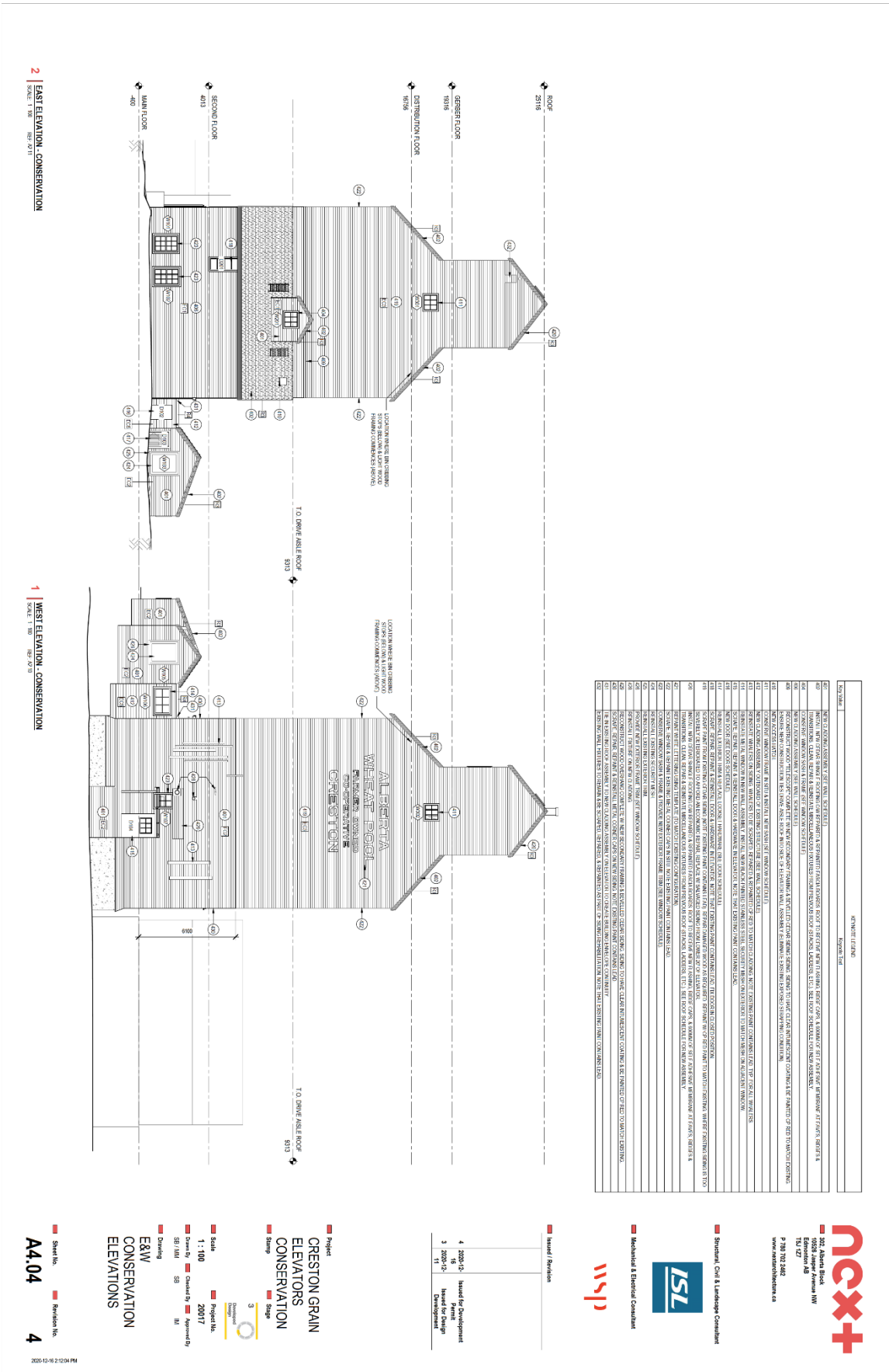






## Appendix 'B' Building Drawings





2 EAST ELEVATION - CONSERVATION  
SCALE: 1/8" = 1'-0"

1 WEST ELEVATION - CONSERVATION  
SCALE: 1/8" = 1'-0"

NO.	REVISION
01	ISSUED FOR PERMIT
02	ISSUED FOR DEVELOPMENT
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Sheet No. **A4.04** Revision No. **4**

Project: **CRESTON GRAIN ELEVATORS CONSERVATION**

Scale: **1:100**

Client: **20017**

Drawn: **SB/AM**

Checked: **SB**

Approved: **AM**

Stamp: **3**

NO.	REVISION
4	ISSUED FOR DEVELOPMENT
16	ISSUED FOR PERMIT
3	ISSUED FOR DEVELOPMENT
20017	ISSUED FOR DEVELOPMENT

**ISL** Structural, Civil & Landscape Consultant

**mwp** Mechanical & Electrical Consultant

**ncx+** 302 Adams Block  
5050 Jasper Avenue NW  
Edmonton, Alberta T5B 4Z7  
780.702.8462  
www.ncxplus.ca



**LIGHTING GENERAL NOTES:**

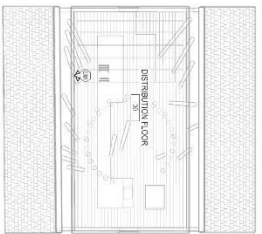
1. THIS PLAN SHOWS ONLY THE RECOMMENDED LIGHTING FIXTURES AND LIGHTING CLASSIFICATION.
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3. ALL LIGHTING FIXTURES SHALL BE INSTALLED IN ACCORDANCE WITH THE IBC AND ALL APPLICABLE CODES.

**LIGHTING KEY NOTES - LEVEL 1:**

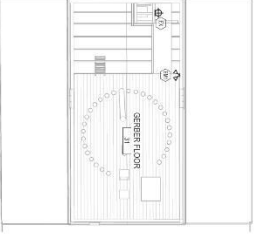
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**LIGHTING KEY NOTES - EXTERIOR:**

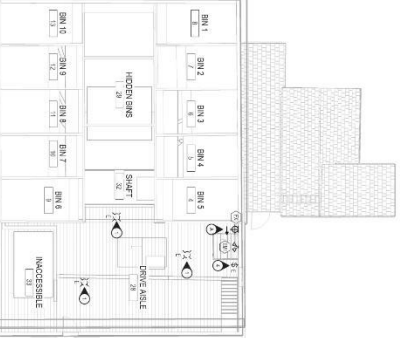
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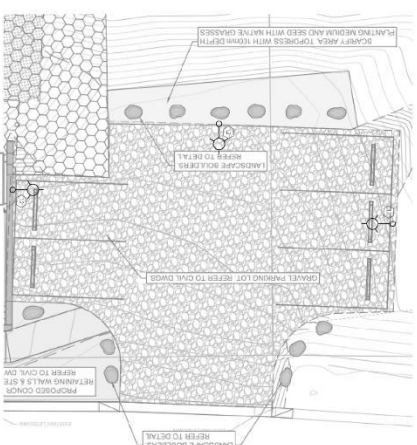
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SCALE: 1/8" = 1'-0"



4 | GEBER FLOOR - LIGHTING PLAN  
SCALE: 1/8" = 1'-0"



2 | SECOND FLOOR - LIGHTING PLAN  
SCALE: 1/8" = 1'-0"



1 | MAIN FLOOR - LIGHTING PLAN  
SCALE: 1/8" = 1'-0"

**ncx+**  
302 Amber Blvd  
6029 Jasper Avenue NW  
Edmonton, AB  
T5A 1Z2  
P 780.302.3425  
www.ncxconstruction.ca



Structural & Civil Consultant



Mechanical & Electrical Consultant

Issued / Revision

B	2022-10-11	ISSUED FOR DESIGN
A	2022-10-11	REDESIGN
1	2022-10-11	ISSUED FOR CONSTRUCTION
2	2022-10-11	REDESIGN

Project  
**CRESTON GRAN  
ELEVATORS  
REHABILITATION**

Scale  
As Indicated  
Drawn by  
Checked by  
Approved by

Sheet No. **E201**  
Revision No. **B**

**Appendix D: Site Photos, June 2023**



Figure 1: North edge of parking lot, facing South.



Figure 2: Main Entry and parking area



Figure 3: Sidewalk area - north, facing south





Figure 4: Sidewalk area – north entrance



Figure 5: Sidewalk area – south facing north



Figure 6: Art gallery and south entry



Figure 7: West property line, facing North



Figure 8: West property line, facing East

## Appendix E



Structural, Civil & Landscape Consultant



Electrical Consultant



Issued / Revision


Project  
**CRESTON GRAIN  
 ELEVATORS  
 CONSERVATION**

Stamp  
 Stage 4



Scale  
**1:150**

Project No.  
**20017**

Drawn By  
 AS

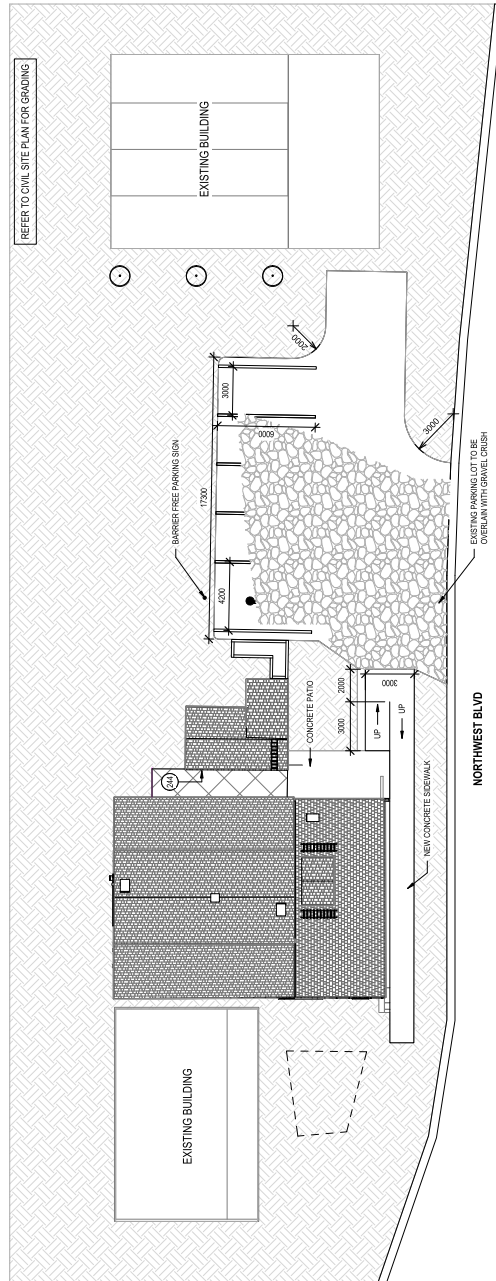
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Drawing  
**SITE PLAN - NEW  
 CONSTRUCTION**

Sheet No. Revision No.

**A1.00**







## Appendix F





# COUNCIL DIRECTION REQUEST (CDR)

Town of Creston



**ACTION DATE:** January 9, 2024

**SUBJECT:** Short Term Rental Accommodation Fees

**SUGGESTED FOLLOW-UP ACTION:** THAT Council DIRECT Staff to draft a Fees and Charges Amendment Bylaw for Short Term Rentals AND, FURTHER THAT Council DIRECT Staff to bring the Fees and Charges Amendment Bylaw, Zoning Amendment Bylaw No. 1977, 2023, Business Licence Bylaw No. 1793, 2017, Bylaw Notice Enforcement Amendment Bylaw No. 1979, 2023, and Fire Service Bylaw No. 1928, 2021 to an upcoming Regular Council meeting for consideration of 1st and 2nd Readings.

**CAO COMMENTS:** Any additional comments regarding the suggestion.

## BACKGROUND

Staff Briefing Note:

Attached

Available

Nil

### 1. DEFINE THE TOPIC

**KEY INFORMATION:** A the December 12<sup>th</sup>, 2023 Regular Committee of the Whole, Council directed Staff to prepare options for a tiered fee strategy for Short term rental business licences. The attached briefing note provides potential fee structures for Council consideration.

**RELEVANT OBSERVATIONS:** The fees proposed at the December 12<sup>th</sup> Committee of the Whole are intended to provide cost recovery while keeping the structure simple. Cost recovery could also be achieved through a tiered fee structure.

**STRATEGIC QUESTIONS:** Livability; Economic Health

**ESSENTIAL QUESTION:** What fees does Council want to add for STR business licences and fire inspections?

### 2. DETERMINE DESIRED OUTCOMES if the essential question is addressed.

**KEY RESULT:** Staff to bring bylaws to Council for consideration of 1<sup>st</sup> and 2<sup>nd</sup> readings following direction on fees.

**DESIRED BENEFITS OF KEY RESULT:** Changes intended to balance long-term housing supply with tourist accommodation by regulating STRs, with an allowance for homeowners to operate STRs as a "mortgage helper". Fees provide partial or full cost recovery.

**REQUISITES:** Staff to draft a Fees and Charges Amendment Bylaw.

**UNINTENDED OUTCOMES:** Possible reduced tourist accommodation options. Potential loss of income for owners of existing non-conforming Short term rentals. Enforcement challenges.

### 3. EXPLORE RESPONSE OPTIONS to achieve the key result (Pros & Cons)

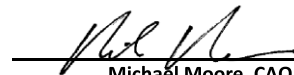
- |    |   |
|----|---|
| 1. | Council direct staff to draft a Fees and Charges Amendment Bylaw for Short term rentals with the fee strategy that Council deems appropriate and further direct Staff to bring all relevant amendment bylaws to an upcoming Regular Council meeting for 1 <sup>st</sup> and 2 <sup>nd</sup> readings. |
| 2. | Council refers to Staff for further information; Or,  |
| 3. | Other, as per Council direction.  |

Submitted by:

  
Joel Comer, MCPD

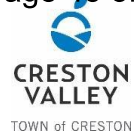
Reviewed by:

CAO

  
Michael Moore, CAO

# STAFF BRIEFING NOTE

Town of Creston



2024-01-

**DATE:** 09

**TO:** Michael Moore, Chief Administrative Officer

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**CC:** Asha DeLisle; Affordable Housing & Climate Change Coordinator

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**FROM:** Joel Comer; Manager of Community Planning & Development

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**DEPARTMENT:** Community Planning & Development

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**SUBJECT:** Short term rental fees

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**APPENDIX:**  ATTACHED  OTHER DOCUMENT  NOT APPLICABLE

## PURPOSE / ISSUE:

On the December 12th, 2023 Regular Committee of the Whole, Council directed Staff to prepare options for a tiered fee strategy for Short term rental business licences.

## BACKGROUND:

Below are tiered options for business licence and fire inspection fees to implement short term rentals in the Town of Creston. As attached accessory dwelling units are proposed to have no limitations for the number of days they can be utilized for an STR, they are more likely over the course of a calendar year to require enforcement and may remove potential housing supply from the long-term rental market. Attached accessory dwelling units are also more likely to require upgrades and follow-up in order to meet fire and building code requirements such as the provision of emergency egress. Lower fees in turn reduce the level of cost recovery.

Additional background information, including anticipated costs to the Town for permitting and regulating Short term rentals and cost comparison with other municipalities, can be found in the December 12<sup>th</sup>, 2023 Staff Briefing Note.

# STAFF BRIEFING NOTE

Town of Creston

## Business Licence Fee Options

Option	Business Licence Fee
<b>1</b> <i>(Recommended Dec. 12, 2023)</i>	<ul style="list-style-type: none"> <li>• \$500 flat fee</li> </ul>
<b>2</b> <i>(Revelstoke model)</i>	<ul style="list-style-type: none"> <li>• \$500 base fee               <ul style="list-style-type: none"> <li>○ + \$250 per bedroom</li> </ul> </li> </ul> <p><i>* This model does not differentiate accessory or principal dwelling STRs.</i></p>
<b>3</b> <i>(Nelson model)</i>	<ul style="list-style-type: none"> <li>• \$1634 for "Guest Suite"</li> <li>• \$800 for "Guest Home" (limited to 6 mon. / yr.)</li> <li>• \$450 for 3+ "Guest Rooms"</li> <li>• \$350 for 2 "Guest Rooms"</li> <li>• \$200 for 1 "Guest Room"</li> </ul> <p><i>* "Guest Room" includes any room used exclusively by the renter, including bedrooms and living rooms without cooking facilities. In most zones there is a 2 bedroom limit.</i></p>
<b>4</b>	<ul style="list-style-type: none"> <li>• \$500 base rate for attached accessory dwelling               <ul style="list-style-type: none"> <li>○ + \$150 per bedroom</li> </ul> </li> <li>• \$250 base rate for principal dwelling               <ul style="list-style-type: none"> <li>○ + \$150 per bedroom</li> </ul> </li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>• \$400 base rate for attached accessory dwelling               <ul style="list-style-type: none"> <li>○ + \$125 per bedroom</li> </ul> </li> <li>• \$200 base rate for principal dwelling               <ul style="list-style-type: none"> <li>○ + \$125 per bedroom</li> </ul> </li> </ul>
<b>6</b>	<ul style="list-style-type: none"> <li>• \$250 base rate for attached accessory dwelling               <ul style="list-style-type: none"> <li>○ + \$100 per bedroom</li> </ul> </li> <li>• \$125 base rate for principal dwelling               <ul style="list-style-type: none"> <li>○ + \$100 per bedroom</li> </ul> </li> </ul>
<b>7</b>	<ul style="list-style-type: none"> <li>• \$125 base rate for attached accessory dwelling               <ul style="list-style-type: none"> <li>○ + \$50 per bedroom</li> </ul> </li> <li>• \$100 base rate for principal dwelling               <ul style="list-style-type: none"> <li>○ + \$50 per bedroom</li> </ul> </li> </ul>
<b>8</b> <i>(no new fees)</i>	<ul style="list-style-type: none"> <li>• \$100</li> </ul>

## Fire Inspection Fee Options

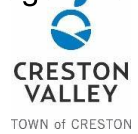
The number of bedrooms or the dwelling type for an STR does not have significant impact to the costs of providing a fire inspection.

A flat fee of \$500 is recommended to provide this service, with a requirement that an STR be re-inspected every 3 years. Council could choose to lower this fee, reducing the level of cost recovery, at their discretion.

**CAO Inserted Note:** Short-term rentals on residential properties do not pay commercial property tax for the portions of the residence used for commercial activity, unlike other home-based businesses that receive "split classification" for property tax purposes. This differs from a hotel or motel accommodator that is required to pay a commercial rate or residential properties with a split classification.

# STAFF BRIEFING NOTE

Town of Creston



*Council could consider reducing or eliminating the fire inspection fee with proof through BC Assessment that the portion of the residence used for commercial activity is assessed as commercial, thus placing the commercial activity on par with other commercial accommodators in the municipality on property taxes levied.*

*In essence, there is a higher level of effort required to identify, inspect and enforce than that of a typical commercial business.*

## CURRENT SITUATION:

Short term rentals are not permitted in the Town of Creston and existing Short term rentals could be subject to \$375 per day in penalties if enforced.

## KEY CONSIDERATIONS:

### Key Considerations:

- The options for business licence fees outlined in this briefing note can be adjusted as Council wishes.
- Fire inspections can be adjusted to meet the level of cost recovery desired by Council, and/or be replaced by a checklist to be completed by the STR operator.
- Reducing fees results in reduced cost recovery.

## OPTIONS FOR FOLLOW-UP ACTION:

1. Council directs staff to draft a Fees and Charges Amendment Bylaw for Short term rentals with the fee strategy that Council deems appropriate and further directs Staff to bring all relevant amendment bylaws to an upcoming Regular Council meeting for 1st and 2nd readings.
2. Council refers to Staff for further information; Or,
3. Other, as per Council direction.

Submitted by:

A handwritten signature in black ink, appearing to read "Joel Comer".

Joel Comer, MCPD

Reviewed by:

CAO

Michael Moore, CAO

# COUNCIL DIRECTION REQUEST (CDR)

Town of Creston



**ACTION DATE:** January 9, 2024

**SUBJECT:** Property Access Bylaw No. 763, 1977.

**SUGGESTED FOLLOW-UP ACTION:** THAT Committee of the Whole RECOMMENDS to Council the following motion: THAT Council DIRECTS Staff to draft a bylaw to amend or replace Property Access Bylaw No. 763 for Council consideration of 1<sup>st</sup> and 2<sup>nd</sup> readings at an upcoming Regular Council Meeting.

**CAO COMMENTS:** Any additional comments regarding the suggestion.

## BACKGROUND

Staff Briefing Note:

Attached

Available

Nil

### 1. DEFINE THE TOPIC

**KEY INFORMATION:** Property Access Bylaw No. 763, 1977 (Appendix A) regulates driveway access to private property. The Property Access Bylaw was written in 1977 and requires updating or replacement. In particular, Staff propose: removal of the application form to allow for updating by Staff as required from time to time; a clear process for both primary and secondary driveway access applications; identification of any inconsistencies with more recent bylaws; consideration of cost sharing; and modernization of requirements inline with the current Works and Services Bylaw.

**RELEVANT OBSERVATIONS:** Staff recommend rewriting the bylaw to provide clarity, modernization, and to ensure that driveways are constructed in accordance with the current Works and Services Bylaw. Secondly, the Application attached to the bylaw makes administering it difficult due to lack of email contact and unclear requirements / approval conditions.

**STRATEGIC RELEVANCE:** Service Excellence.

**ESSENTIAL QUESTION:** Does Council wish to rewrite the bylaw?

### 2. DETERMINE DESIRED OUTCOMES if the essential question is addressed.

**KEY RESULT:** Increase bylaw clarity and usability.

**DESIRED BENEFITS OF KEY RESULT:** Bylaw compliance; improved service.

**REQUISITES:** Staff to prepare a draft bylaw.

**UNINTENDED OUTCOMES:** N/A

### 3. EXPLORE RESPONSE OPTIONS to achieve the key result (Pros & Cons)


1.	Council direct Staff to draft an amendment bylaw for Council consideration of 1 <sup>st</sup> and 2 <sup>nd</sup> readings at an upcoming Regular Council Meeting;
2.	Council direct Staff to maintain status quo; or,
3.	Other, as per Council direction.

Submitted by:

  
Joel Comer, MCPD

Reviewed by:

CAO

  
Michael Moore, CAO



A By-Law of the Town of Creston to provide for the establishment of a policy respecting the provision and maintenance of access to private property.

The Council of the Town of Creston in open meeting assembled enacts as follows:

1. That all owners of property wishing to construct an access or egress from an adjacent street or lane to their property shall make application for permission to construct an access or egress to such property in Form "A" attached herewith and forming part of this By-Law .
2. That all applications for construction of a property access or egress must be submitted to the Town Works Superintendent for approval.
3. That all applications shall be accompanied by a site plan showing proposed location of required access or egress and indicate any other works required to complete the project.
4. That the Town will supply any labour and equipment to install culvert (if necessary) and to alter sidewalk and curb to a width not exceeding twenty.. (20) feet. All materials shall be at the expense of the property owner. This section applies to the first access or egress.
5. That no additional access or egress shall be installed unless approved by the Town Works Superintendent, and, if so approved, at the expense of the property owner and according to the specifications set forth by the Town Works Superintendent.
6. That it shall be the responsibility of the Town to repair any access or egress damaged and to restore any access or egress removed by Town personnel in the course of their duties.
7. That it shall be the responsibility of the property owner to maintain and repair all culverts, sidewalks, and curbs including the keeping of culverts free of all obstructions. In the event that the owner shall fail to do so, the Town Works Superintendent may cause the same to be done and the cost thereof shall be a charge against the lands and premises of the owner and shall be added to the property taxes for the current year.
8. That any removal of an existing access or egress, including restoration of sidewalk and curb and gutter, if such works are present on adjoining lots at the time of removal, shall be at the expense of the owner.

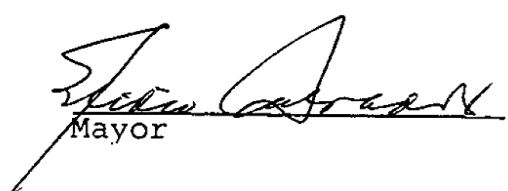
10. That "Property Access By-Law No. 546" is hereby repealed.

READ A FIRST TIME THIS 13th DAY OF June, 1977.

READ A SECOND TIME THIS 13th DAY OF June, 1977.

READ A THIRD TIME THIS 13th DAY OF June, 1977.

RECONSIDERED AND ADOPTED THIS 27th DAY OF June, 1977.

  
Mayor

  
Clerk

FORM "A"

BY-LAW NO. 763

APPLICATION FOR PERMISSION TO CONSTRUCT PROPERTY ACCESS/EGRESS

I/We hereby make application for permission to construct, use and maintain a property access/egress, in accordance with the provision of "Property Access By-Law No. 763, 1977" and amendments thereto, and in accordance with the particulars, plans and specifications submitted herewith. It is understood that the completion of this form constitutes an application only and that the works applied for will not be commenced until a covering permit has been issued.

(a) The proposed works consist of and are described as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(b) Is Culvert required? \_\_\_\_\_

\_\_\_\_\_

(c) Is any sidewalk or curb alteration required? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Applicant(s) \_\_\_\_\_

Address \_\_\_\_\_

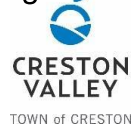
Street & House No. \_\_\_\_\_

Date of Application \_\_\_\_\_

Approved by Town Works Superintendent \_\_\_\_\_

# REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: 2024-01-09

File: 4200-01

SUBJECT: 2024 By-Election – Appointment of Chief Election Officer

**RECOMMENDATION:** THAT Council APPOINT Kirsten Dunbar as the Chief Election Officer; AND FURTHER, THAT Council APPOINTS Donna Cassel and Marsha Neufeld as Deputy Election Officers for the upcoming By-Election March 16, 2024.

CAO COMMENTS: Report submitted by CAO.

**RECOMMENDATION**

Report / Document:

Attached Available Nil 

**KEY ISSUE(S) / CONCEPTS DEFINED:** As per the *Local Government Act*, section 54(1)(d) states an election must be held to fill a vacancy in an elected local government office after a person resigns from office. Pursuant to the *Local Government Act*, 54(4) Council must appoint a Chief Election Officer as soon as practicable.

**RELEVANT POLICY:** *Local Government Act, Local Government Election and Assent Voting Bylaw, 1926*

STRATEGIC RELEVANCE: N/A

**DESIRED OUTCOME(S):** Appointment of a Chief Election Officer to conduct the 2024 Local By-Election.

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

- |    |  |
|----|--|
| 1. | Council APPOINTS the Chief Election Officer and Deputy Election Officers as recommended.                       |
| 2. | Council APPOINTS an alternative individual as the Chief Election Officer and/or Deputy Chief Election Officers |
| 3. | Other, as Directed by Council.   |

PREFERRED STRATEGY: Option 1

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:** Chief Election Officer will begin process of holding a by-election for March 2024.

**ORGANIZATIONAL:** The Chief Election Officer duties are within the Corporate Officer job description.

**FINANCIAL:** Estimate \$25,500 cost associated to holding the by-election.

**FOLLOW UP ACTION:** Chief Election Officer to notify Province of By-election date and follow legislative requirements.

**COMMUNICATION:** Local newspaper advertising, social media and websites.

**OTHER COMMENTS:** N/A

Submitted by:

  
Mike Moore, Chief Administrative Officer

Endorsed by:

Other \_\_\_\_\_

Reviewed by:

CAO \_\_\_\_\_

Reviewers

\_\_\_\_\_



## **Council Action List Report**

**Council Action List Report**

Council Action List

Report Created On: Jan 05, 2024

**Report Legend**  **Priority**  No Update  Overdue

YEAR 1  
**2021 - Council Directed Action List**  
 Identified Council Actions (by resolution) from Council Meetings.

Council Date	Resolution #	Plan Label And Number	Description	Last Update	Last Update Date
November 23, 2021	404-21	Council Action 1.2	<p><b>Installation of Bulletin Board (Community Forests)</b></p> <p>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.</p>	The signage / bulletin board will be installed with the completion of Market Park. Staff are not taking further action until construction is completed.	Aug 28, 2023

YEAR 2

**2022 - Council Directed Action List**

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

Council Date	Resolution #	Plan Label And Number	Description	Last Update	Last Update Date
April 12, 2022	155-22 / 58-23	Council Action 2.1	<p><b>1130 Canyon Street Disposal</b></p> <p>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)</p>	<p><b><u>Reporting Period Update:</u></b></p> <p>Construction on Roof has been completed.</p>	Jan 05, 2024
April 26, 2022	162-22	Council Action 2.2	<p><b>Development Cost Charges</b></p> <p>THAT Council DIRECTS Staff to develop a new municipality-wide <u>Development Cost Charges bylaw</u> for Council consideration at an upcoming Regular Council Meeting.</p>	<p><b><u>Reporting Period Update:</u></b></p> <p>Revising DCC Cost estimates commenced mid-September. Staff will provide report to review cost estimates and update schedule of work to complete.</p>	Nov 10, 2023
July 26, 2022	302-22	Council Action 2.4	<p><b>Art Installation</b></p> <p>THAT Council DIRECT Staff to identify possible locations and associated installation costs of "Woman Rising," by Stewart Steinhauer including consultation with Yagan Nukiy, for consideration at a future Council Meeting.</p>	<p><b><u>Reporting Period Update:</u></b></p> <p>Staff have followed up with an email on January 2nd, and are awaiting feedback.</p>	Jan 02, 2024

Council Date	Resolution #	Plan Label And Number	Description	Last Update	Last Update Date
July 26, 2022	302-22	Council Action 2.5	<p><b>Memorandum of Friendship</b></p> <p>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.</p>	<p><b><u>Brief Outline of Activity.</u></b></p> <p>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.</p> <p><b><u>Challenges</u></b></p> <p>N/A</p> <p><b><u>Next Steps</u></b></p> <p>Reach out for a community to community meeting between Council and LKB Council.</p>	Aug 28, 2023



YEAR 3

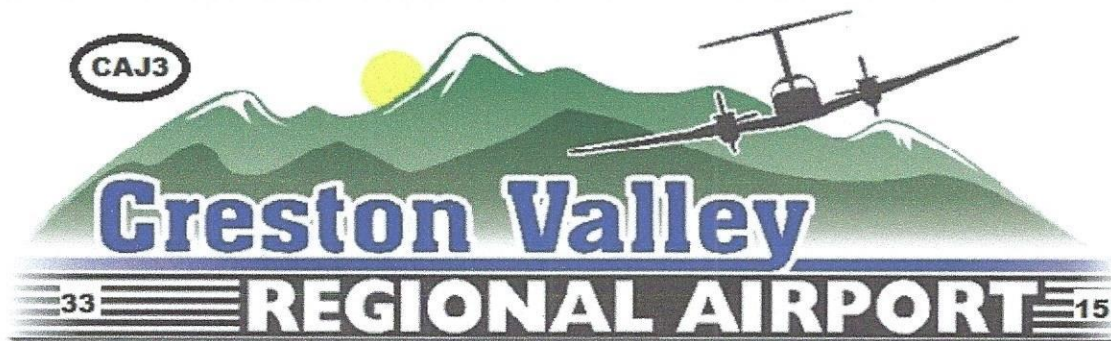
**2023- Council Directed Action List**

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

Council Date	Resolution #	Plan Label And Number	Description	Last Update	Last Update Date
May 23, 2023	152-23	Council Action 3.5	<b>Public Consultation - Climate Action Plan</b> 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.	<b>Reporting Period Update:</b> Updated draft in development, on track for January Council meeting.	Jan 02, 2024
May 23, 2023	162-23	Council Action 3.6	<b>Facility Upgrade Request</b> 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.	<b>Highlights</b> Staff have received quotes, DFCS is exploring potential cost sharing with SD8. <b>Challenges</b> N/A <b>Next Steps</b> Pending feedback from SD8 and Staff to return to Council with options to ensure the external door is wheelchair accessible.	Sep 01, 2023
June 27, 2023	189-23	Council Action 3.7	<b>Electrical Vehicle Chargers</b> 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.	<b>Highlights</b> Amendments to Fees and Charges Bylaw to Council November 2023. <b>Next Steps</b> Procuring EV Chargers.	Oct 06, 2023
July 11, 2023	209-23	Council Action 3.12	<b>Housing Corporation</b> 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.	<b>Highlights</b> Staff have undertaken research and a draft "business model" report is underway. <b>Challenges</b> Staff will have to schedule a small workshop for Council to include in the business modelling prior to completion. <b>Next Steps</b> Schedule workshop with Council for key concepts.	Aug 28, 2023

Council Date	Resolution #	Plan Label And Number	Description	Last Update	Last Update Date
July 25, 2023	225-23	Council Action 3.15	<p><b>Short Term Rentals</b></p> <p>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.</p>	<p><b>Reporting Period Update:</b></p> <p>Council direction to staff to provide report on options for fees / fee structure to be presented in January.</p>	Jan 02, 2024
July 25, 2023	224-23	Council Action 3.18	<p><b>Rising Torsos and Blossom Wishing Wheels</b></p> <p>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.</p>	<p><b>Reporting Period Update:</b></p> <p>Nothing new to report.</p>	Jan 02, 2024
July 25, 2023	229-23	Council Action 3.19	<p><b>Traffic Safety Concerns</b></p> <p>THAT Council REFERS the correspondence from Dr. Johnny Chang regarding a traffic safety concerns on Crawford Hill to staff for further investigation.</p>	<p><b>Reporting Period Update:</b></p> <p>Traffic Analyzers were set up in the Crawford Hill area July 31 - August 11, 2023. Data is being reviewed and evaluated.</p>	Nov 10, 2023
August 22, 2023	252-23	Council Action 3.20	<p><b>Creston Valley Flood Management Partnership</b></p> <p>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.</p>	<p><b>Reporting Period Update:</b></p> <p>Legal team currently reviewing documents with expected completion in January.</p>	Jan 02, 2024
October 24, 2023	341-23	Council Action 3.21	<p><b>Childcare New Spaces Funding</b></p> <p>THAT Council DIRECT Staff to engage a building professional to provide a conceptual drawing of a facility to include housing and childcare and a project construction budget; THAT Council DIRECT Staff to engage a consultant to facilitate the completion of a grant application to the Childcare New Spaces Fund; THAT Council DIRECT Staff to prepare a grant application to BC Housing Community Fund for spring of 2024; THAT Council AUTHORIZES a consultant budget of \$80,000 to be included in the 2024 budget; AND FURTHER, THAT Council DIRECT Staff to begin facilitation of an operating agreement with a non-profit provider for the childcare space and the housing units.</p>	<p><b>Reporting Period Update:</b></p> <p>Grant Application was submit to the ChildCare BC New Spaces fund on December 15, 2023.</p>	Jan 05, 2024

Council Date	Resolution #	Plan Label And Number	Description	Last Update	Last Update Date
November 28, 2023	383-23	Council Action 3.22	<b>Tree Planting Program</b> THAT Council DIRECTS Staff to develop a Tree Planting Program and Tree Protection Bylaw for consideration at an upcoming Regular Committee of the Whole.		
November 28, 2023	384-23	Council Action 3.23	<b>Green Burials</b> THAT Council DIRECT staff to review the Cemeteries Regulations and Operations Bylaw No. 1824, 2015 to consider the inclusion of green/greener burials at Forest Lawn Cemetery in accordance with the Town of Creston Cemeteries Master Plan.	<b>Reporting Period Update:</b> Staff have started review of Bylaw and will have report for Council in Q1.	Jan 02, 2024
November 28, 2023	383-24	Council Action 3.27	<b>Tremendous Communities Grant</b> THAT Council AUTHORIZES the submission of an application for funding to the Tremendous Communities Grant to Tree Canada to purchase trees, tools, and planting materials; AND FURTHER, THAT Council DIRECTS Staff to provide overall grant management upon the successful award of the grant.		
November 28, 2023	383-23	Council Action 3.28	<b>BC Air Access Grant</b> THAT Council DIRECT Staff to move the Creston Valley Regional Airport Master Plan to the 2024 budget process; AND FURTHER, THAT Council AUTHORIZES Staff to apply for a grant to the BC Air Access Grant Program for completing an airport master plan.		
December 12, 2023	414-23	Council Action 3.29	<b>Emergency Shelter</b> THAT Council DIRECTS Staff to develop a legal agreement with a legal entity, whether it be a non-profit or corporation, to allow the temporary use of the former firefighter dorm space located at 138 10th Avenue North, Creston, BC as an emergency shelter for homeless individuals; THAT the term of the agreement to use the space shall not extend beyond March 31, 2024; AND FURTHER, THAT Council AUTHORIZES Staff to include in the agreement reasonable restrictions of use, requirement of supervision of the occupants, and liability insurance.		



December 30, 2023

Mayor Arnold DeBoon  
Town of Creston

Re: Letter of Support - BCAAP Grant Application

Creston Valley Regional Airport Society has applied for a BCAAP Grant for a Standby Generator Plant at the Creston Valley Regional Airport.

Provision of a Standby Generator at the Creston Valley Regional Airport supports the directive by the Province of BC that all communities should work together to have an emergency awareness plan in place.

Supplying power in the event of a commercial power outage will allow the airport to function with all services being available.

We are asking for a Letter of Support from the Town of Creston. We will include this with the application.

Thanking you for your support.

Clear Skies,

A handwritten signature in black ink, appearing to read 'R. Kitching', written over a horizontal line.

Bob Kitching, President  
Creston Valley Regional Airport Society

---

1993 D Airport Road  
Creston, B.C. V0B 1G2

Email: [crestonairport@gmail.com](mailto:crestonairport@gmail.com)  
Phone: 250-428-2733

November 27, 2023

Town of Creston  
Creston, BC

Dear Mayor and Council

We are writing today because we are concerned citizens and of the advantage, we have in being located between Highway 21 and Valleyview Drive. We strongly feel it is our responsibility to report the unsafe and hazardous conditions of the road system that we live between.

Please allow me to explain:

Highway 21:

Used by joggers, walkers, and cyclists several days of the week and different times of the day. In spring it also includes the breeding migration of the turtles at the turnoff from Highway 3. The 80 km/hour speed zone from the turn off at Highway 3 is unsafe for anyone using the road for any of the activities mentioned above. Far too often people are using it as a raceway with speeds within excess of 80 km/hour including the local logging trucks who regularly use it to commute to the local sawmill.

I would like to make the following recommendations to help with the overall improvement and safety of Creston's residents:

- Petition the province to reduce the speed limit to 60 km/hour from Highway 3 to the US border
- Strictly enforce the speed limits along the highway
- Petition the province to expand the roads to include sidewalks for all non motor vehicle traffic
- Add cross walks for foot traffic

Valleyview Drive:

Although we thoroughly enjoy the neighbourhood, unfortunately I can't say anything good about it. It limit my ability and my right to enjoy my backyard because it is noisy and dangerous most times of the day and night. Often it is used more as a raceway instead of a residential road and its unique ability to bypass Northwest Boulevard. This needs to stop before there is significant loss of life and property. It is putting the lives of people and their pets and guests at the motel at extreme risk.

Many residents in Hawk View Estates and Motel guests use the road to walk, cycle and jog. Far too often, motorists come off Highway 21 in speeds nearing 80 km/hour and in some cases closer to ~~150~~ 100 km/hour. These are the people who will cause loss of life and property damage.

With the initiatives that the town is looking at for improvement of the overall flow and reducing the carbon footprint impact (which I strongly support), I have the following recommendations:

- Limit traffic to local traffic only and strongly enforce it
- Option to allow e-vehicles only
- Post no commercial vehicles signs
- Permanent flashing signage that posts the motorist speed and place it where it can be seen instead of 30 feet in the air (they must be in the visual of the driver)

- Add speed bumps every 150 meters
- Remove access to Valleyview from Highway 21 (one way traffic only)
- Expand the road to add sidewalks wide enough for people to walk abreast.
- Purchase the vacant land and turn it into a park system
- Reduce the speed limit to 30 km/hour and enforce it
- Install cement walls between the road and properties bordering Valley View Drive
- Petition province to install crosswalks on Highway 3

We feel very fortunate to live in Creston and enjoy everything it has to offer. We consider ourselves good citizens because we fully support local businesses, pay my taxes on time and respect those around me. As we approach retirement, we also look to ways that we can further enjoy all it has to offer and extend my abilities through volunteering for local non profit organizations. As our property taxes approach 5000.00 per year (we are not complaining), we would like to see those dollars put into the area where we live so we may enjoy it for years to come.

We hope you will take these issues into consideration and look to ways that you can provide immediate improvement while working towards more long term solutions for the citizens of Creston.

Respectfully yours,



Garry and Carol Bennett

██████████  
██████████  
██████████

PS: The street light just off Selkirk into Kootenay Pl  
is burnt out & needs maintenance.



VIA EMAIL

Ref: 63760

December 21, 2023

Mike Moore  
Chief Administrative Officer  
Town of Creston  
Email: mike.moore@creston.ca

Dear Mike Moore:

I am writing to notify you of the funding allocation for the Town of Creston from the \$51 million capacity funding for local government implementation of the legislative changes to support housing initiatives, including small-scale multi-unit housing and proactive planning, development finance, and transit-oriented development.

The Town of Creston will receive \$175,497 by the end of January 2024.

The funding formula reflects the different legislative requirements for municipalities and regional districts, and that smaller communities may need more financial assistance because they have fewer resources.

The funding formula includes a base amount and a per-capita amount (based on BC Stats 2023 estimates).

- For municipalities, the base amount is \$150,000, and the per-capita amount is \$4.39.
- For regional districts, the base amount is \$80,000 and the per capita amount is \$5.80.

This funding is intended to support activities or projects local governments must undertake to meet the new legislative requirements. Examples include updates to an existing zoning bylaw, parking bylaw, Official Community Plan (OCP), Official Development Plan (ODP), Development Cost Charge (DCC) bylaw, Development Cost Levy (DCL) or

.../2

Mike Moore  
Page 2

Housing Needs Report (HNR), as well as the development of a new zoning bylaw, OCP, ODP, DCC, DCL or new amenity cost charge (ACC) bylaw. This funding can also be used to hire staff and/or consultants in support of these activities. More specific information on eligible projects, eligible project costs as well as the reporting requirements will be provided in the funding guidelines when the funding is distributed.

If you have any questions regarding the legislative changes or funding program, please contact Ministry of Housing staff at [PLUM@gov.bc.ca](mailto:PLUM@gov.bc.ca) or 250-387-3394.

Yours truly,



Bindi Sawchuk  
Assistant Deputy Minister  
Housing and Land Use Policy Division  
Ministry of Housing

pc: Teri Collins, Deputy Minister, Ministry of Housing  
Tracy Campbell, Executive Financial Officer, Ministry of Housing  
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure  
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs  
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs  
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure  
Jessica Brooks, Executive Director, Ministry of Housing  
Rebecca Penz, Director, Ministry of Housing





A PROGRAM OF



DELIVERED BY



## 2024 ReDi Grants

**Date:** November 28, 2023  
**To:** Municipalities  
**From:** Melissa Djakovic, Corporate Administration Assistant  
**Re:** 2024 REDI GRANTS APPLICATION PROCESS

The 2024 Proposal Intake Period for the Resident Directed Grants will commence **Wednesday, January 3, 2024** and will end **Wednesday, February 21, 2024 at 4:30 p.m.**

Enclosed with this memo are the following:

- **Pre-Application Worksheet, Application Guide & ReDi Program Schedule**

### 2024 PROPOSAL INTAKE

- ReDi Grants proposal applications continue to be accepted once per year and applications ***must be submitted through the Trust's online application system.***
- The Application Guide, Pre-Application Worksheet and Online Application FAQ's are available on our website at [rdck.ca/ReDi](http://rdck.ca/ReDi).
- Organizations are encouraged to carefully read through the 2024 Pre-Application Worksheet and Application Guide for important information and instructions.
- The Application Guide and Application are developed by the RDCK in consultation with Columbia Basin Trust and align with the intent of the program and parameters outlined in the Contribution Agreement between the RDCK and the Trust.

If you have any questions or receive inquiries, please do not hesitate to direct any inquiries to the Grants Department, thank you.

Melissa Djakovic,  
 Corporate Administration Assistant  
 Email: [grants@rdck.bc.ca](mailto:grants@rdck.bc.ca)  
 Phone: 250-352-8170

### 2024 ReDi Program Schedule

Wednesday January 3 – Wednesday February 21	2024 ReDi Call for Proposals – Applications must be submitted online only
December - January	First Call for Proposal advertisement to appear in local newspapers and online
January - February	Second Call for Proposal advertisement to appear in local newspapers and online
<b>Monday February 12</b>	<b>Directors to provide information regarding Resident Input Meeting format, dates, committee members</b>
<b>Wednesday February 21</b>	<b>Application Deadline Wednesday February 21, at 4:30pm</b>
Monday March 18	Information regarding Resident Input meeting dates on RDCK website
Tuesday March 19	List of proposals <u>not</u> eligible for 2024 ReDi funding consideration to be distributed to Directors
March - April	Advertisements for the Resident Input meetings appear in local papers
Tuesday, April 2 – Monday April 29	Resident Input meetings to be held and deliberation of recommendations
Wednesday May 1	Deadline for Area funding recommendations to be submitted to Grants Coordinator
Thursday May 2 – Tuesday May 7	Organization with unsupported projects will be formally notified
Thursday May 16	Funding recommendations presented to RDCK Board for approval
Monday May 27	RDCK Finance will be provided with a list of approved project proposals in preparation of funding disbursements in June
Thursday June 6	RDCK website will be updated to include listing of 2024 approved project proposals
June – July	ReDi grant cheques, letter and applicable contracts will be forwarded to successful proponents. Funding agreements will be forwarded to proponents in receipt of project funding support of \$5,000.00 or more  (Funding agreements are required prior to the release of funds)
Sunday June 30	projects funded in 2023 should be completed by this date
Thursday October 31	Deadline for project extensions and change of scope for projects funded 2023 and earlier
Tuesday December 31	Deadline for Final Financial Reports for projects funded 2023 and earlier <i>(Organizations failing to satisfy reporting requirements will not be eligible for 2025 ReDi funding consideration)</i>



## 2024 RDCK APPLICATION GUIDE

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This guide identifies what types of projects are eligible and gives you important information on how to complete the application form.

### HOW DO I GET HELP?

Contact the RDCK Grants Coordinator at 250 352-8170 or [grants@rdck.bc.ca](mailto:grants@rdck.bc.ca)

### WHAT IS THIS PROGRAM ABOUT?

ReDi Grants (Resident Directed Grants) are flexible and incorporate community-based funding decisions. They support local projects that provide additional value to Columbia Basin communities and that benefit the broad community and public good.

Each year, Columbia Basin Trust distributes program funds to its local government partners: the regional districts of East Kootenay, Central Kootenay and Kootenay Boundary; the City of Revelstoke; the Town of Golden; the Village of Valemount; and First Nations partners ʔaąam, ʔakisqnuq First Nation, yaąan nukiy, Yaąit ʔa-knuqii't and Shuswap Band.

### WHO CAN APPLY?

**Eligible Applicants:** You may apply if you are a registered non-profit society, First Nation, registered school or local government. Projects must meet community and public needs.

If your group does not fit any of those categories, if you are in the private sector, or if you are applying as an individual, you may only request support up to a maximum of \$4,999 and you must clearly demonstrate how your project will benefit the broad community. Unregistered groups may request support of \$5,000 or more **only** if they are sponsored by an eligible applicant.

Eligible applicants sponsoring an unregistered group or individual must submit the application on behalf of the unregistered group. If the project is successful in receiving funds, the eligible organization will receive the funds and complete the final report. Eligible applicants applying on behalf of unregistered groups or individuals assume all responsibility for the project outlined in the application.

If you have an **overdue or incomplete project final report** from a previous year, your application will be considered **ineligible** until all overdue reports are submitted.

If you're unsure if your organization is in good standing (or if you need to change your primary contact at any time), contact the RDCK Grants Coordinator as soon as possible.

### HOW DO I APPLY AND WHAT'S THE DEADLINE?

Apply online, following the directions in the section Application Information and Instructions. Applications are accepted once per year.

You must apply by **4:30 p.m. on Wednesday, February 21, 2024.**



Late applications will **NOT** be accepted. Only applications submitted through the online application system will be considered. Projects eligible for funding consideration will be posted on the RDCK website in March.

## WHAT ARE THE PROJECT CRITERIA?

Projects need to adhere to the spirit of programs provided by the Trust and support efforts by the people in the Basin for meeting community and public need rather than the needs of private interests or select individuals.

ReDi Grants should support projects that provide additional value for the public good, and assist communities in achieving their collective priorities. **Projects taking place in local communities in the RDCK will be prioritized.**

We encourage you to seek funding from other sources; don't rely solely on Trust funding.

### Projects within the City of Nelson

The City of Nelson has specific criteria regarding Nelson's Sustainability Goals and Community Priorities. Visit the website [here](#) or contact Sonya Martineau, Legislative Coordinator at the City of Nelson: [smartineau@nelson.ca](mailto:smartineau@nelson.ca) or 250.352.8254 for more information.

### Project period

The 2024/2025 project period is May 17, 2024, to June 30, 2025. You must complete your project within this period, and you must not incur expenses before the start date (May 17, 2024). **Expenses incurred prior to this date are NOT eligible.**

## WHAT TYPES OF PROJECTS OR COSTS AREN'T ELIGIBLE?

The Columbia Basin Trust Act requires that Trust funding not relieve any level of government of its normal obligations. Program funds must not be used to fund core services normally funded through the government tax base such as publicly funded education or infrastructure such as roads, sewers, water systems and fire protection.

Applications for multi-year funding will not be accepted.

**Operational costs**—which ensure the continuity of your organization's operations, or costs that would be incurred even if the project didn't proceed—are **not** eligible for funding. These include **but are not limited to:**

- administrative fees;
- wages and other employment-related costs for permanent employees;
- rent and utilities;
- insurance;
- professional fees; and
- recurring contractual obligations.

**Exception:** Operational costs may be eligible if those costs are related to **start-up** costs for a new program or pilot project. You **must** provide a clear plan for ongoing support of the operations after ReDi funding has been spent.



## HOW MUCH CAN I APPLY FOR?

If you are an eligible applicant including a First Nation, registered school, local government or non-profit society registered under the BC Societies Act and in good standing, you may request any amount of funding. However, keep in mind that there is a limited amount of total funding available. Please visit our website to view a list of projects funded in previous years.

If your organization is not a registered non-profit society or other eligible applicant, you may only request funding up to \$4,999 unless your application is sponsored by an eligible applicant. Visit OrgBook BC to see if your organization is registered and in good standing.

Each rural electoral area and municipality in the RDCK receives a share of ReDi funding to be awarded.

ReDi Area	Anticipated minimum funding*
Electoral Area A – Wynndel/ East Shore-Kootenay Lake	\$34,364
Electoral Area B	\$73,697
Electoral Area C	\$34,364
Electoral Area D/ Lardeau Valley	\$84,726
Electoral Area D/Village of Kaslo	\$58,283
Electoral Area E	\$58,280
Electoral Area F	\$59,499
Electoral Area G/Village of Salmo	\$68,728
Electoral Area H – The Slocan Valley	\$67,737
Electoral Area I	\$37,876
Electoral Area J – Lower Arrow/Columbia	\$128,515
Electoral Area K – Arrow Park	\$9,825
Electoral Area K – Burton	\$19,650
Electoral Area K – Edgewood	\$33,686
Electoral Area K – Fauquier	\$19,650
Electoral Area K/ Village of Nakusp, Bayview, Rural Nakusp	\$57,548
Village of New Denver	\$34,364
Village of Silverton	\$34,364
Village of Slocan	\$34,364
Town of Creston	\$75,689



City of Castlegar	\$113,846
City of Nelson	\$145,197

*\*amounts are approximate and subject to change*

## WHAT IS THE COMMUNITY INVOLVEMENT PROCESS?

Public engagement is an integral part of this program. ReDi Grants are intended to be flexible and incorporate community-based funding decisions. Community participation is strongly encouraged.

In March 2024, projects eligible for funding consideration will be posted on the RDCK website.

Community involvement processes will take place in April 2024, and vary for each area and municipality based on the needs of the community. Dates, times, locations, meeting details for each community will be advertised in local newspapers and on the RDCK website.

We recommend applicants make note of the community engagement process for all areas applied to for ReDi Grants funding, learn about the format and process, and attend any planned meetings if possible.

## WHEN WILL A DECISION BE MADE?

Final funding decisions are recommended to the RDCK Board by each local selection committee.

The RDCK Board of Directors will make the final project funding decision at the Board meeting on May 16, 2024. The results will be posted on the RDCK website at [rdck.ca/ReDi](http://rdck.ca/ReDi), and the RDCK Grants Coordinator will email all applicants.

## HOW DO I LODGE A COMPLAINT?

If you wish to lodge a complaint about the administration of the program or the public consultation meeting, submit a written complaint to the RDCK Corporate Officer no later than five working days after the public consultation meeting. This must contain:

- your name and contact information
- a detailed description of the issue.

## WHAT HAPPENS IF MY APPLICATION IS SUCCESSFUL?

Recipients awarded \$5,000 or more **must** sign a funding agreement. Failure to meet the terms and conditions of this agreement may jeopardize your current and future funding through this program.

Grant awards are disbursed in June and July 2024. The funds are typically mailed by cheque or transferred electronically via direct deposit. If a registered organization applied on your behalf, or is acting as your sponsor, the funds will be paid directly to that organization.

For recipients awarded \$5,000 or more, a 10 per cent holdback will be applied and released after a final report is submitted.



## WHAT ARE THE REPORTING REQUIREMENTS?

You must spend funds and prepare project reports according to your project budget and the terms of the funding agreement if applicable as well as what was indicated in the approved project. This includes spending all funds by the project period deadline of **June 30, 2025**. Projects can be audited at any time so ensure you keep accurate records.

Final reports must be submitted by **Wednesday, December 31, 2025**; we will *not* send you a reminder of this.

- Include a description of successes, challenges and outcomes of the project.
- Submit it at [rdck.ca/ReDi](https://rdck.ca/ReDi).

If you have not spent all of the ReDi funding that you received, you must return all unused funds before the final report can be approved.

**Organizations with overdue reports will not be eligible to receive funding in 2025.**

You must contact the RDCK Grants Coordinator by October 31, 2024 if your project will:

- deviate from its original intent;
- incur expenses that differ from the proposed budget;
- be incomplete by June 30, 2025; or
- require an extension for your final report.

## APPLICATION INFORMATION AND INSTRUCTIONS

Refer to the Pre-Application Worksheet for explanations, instructions and examples that will help you complete the online application form. Print it off to prepare your application offline if you wish.

Contact the RDCK Grants Coordinator if you have questions or require more assistance.

- 250.352.8170
- [grants@rdck.bc.ca](mailto:grants@rdck.bc.ca)

## USING THE ONLINE APPLICATION FORM

The Trust's online application system allows you to apply to its various programs. You will need to create an account to access application forms, save drafts and submit completed forms. Here are some tips for using the system:

- When logged in, you can only work on one draft application per program. You must submit an application before you can begin another application within that same program. You can edit submitted applications up until the deadline. (If you want to work on different applications to this program at once, use different worksheets until you are prepared to complete the online application.)
- You can view drafts and submissions after logging in.
- To ensure that your edits are saved, click the **Save Draft** button at the bottom of each page often, especially before navigating away from the page.



- **DO NOT CLICK YOUR BROWSER'S BACK BUTTON:** Your application will not auto-save and you will lose your work. However, the application will auto-save when you click the **Next Page** and **Previous** buttons to navigate between pages.



- Keep your entries precise and clear. It is important to note that space in some sections is limited: see the instructions for each particular section.
  - You have the option to use a worksheet to prepare your application entries or collaborate with others involved in your project. The worksheet is a Word document and will not be accepted as your application to the program. All of the questions you will be asked on the online application form are included on this worksheet.
  - **Drafts saved in the online portal are not a completed application, and your draft will not be submitted automatically. We will not consider any applications left in draft form at the application deadline.**
-





HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Todd Doherty*

Member of Parliament  
Cariboo-Prince George

Dear Mayor Arnold DeBoon,

It's been 3 long years since the government passed my motion to bring 988 to Canada. I'm pleased to report that the easy to remember, 3-digit suicide prevention hotline is live and you can call or text 988 anywhere in Canada.

While I'm extremely proud of this common-sense Conservative policy that will save lives, our work is not done.

I'm hoping your council will pass a motion requiring all municipal/city properties to display the 988 information poster. You can find the electronic version of the poster at: <https://988.ca/get-involved>

I will be forever grateful of the collaborative work that municipalities have done in assisting me in getting this message out. This assistance ultimately resulted in this historic accomplishment that has, and will, continue to help save countless lives each and every day.

There is a draft resolution below, but please feel free to change it to whatever works best for your council.

Thank you for continuing to prioritize the mental health of those within your community.

Sincerely,

A handwritten signature in black ink, appearing to be 'Todd Doherty'.

Todd Doherty, MP  
Cariboo-Prince George

Shadow Minister for Mental Health and Suicide Prevention

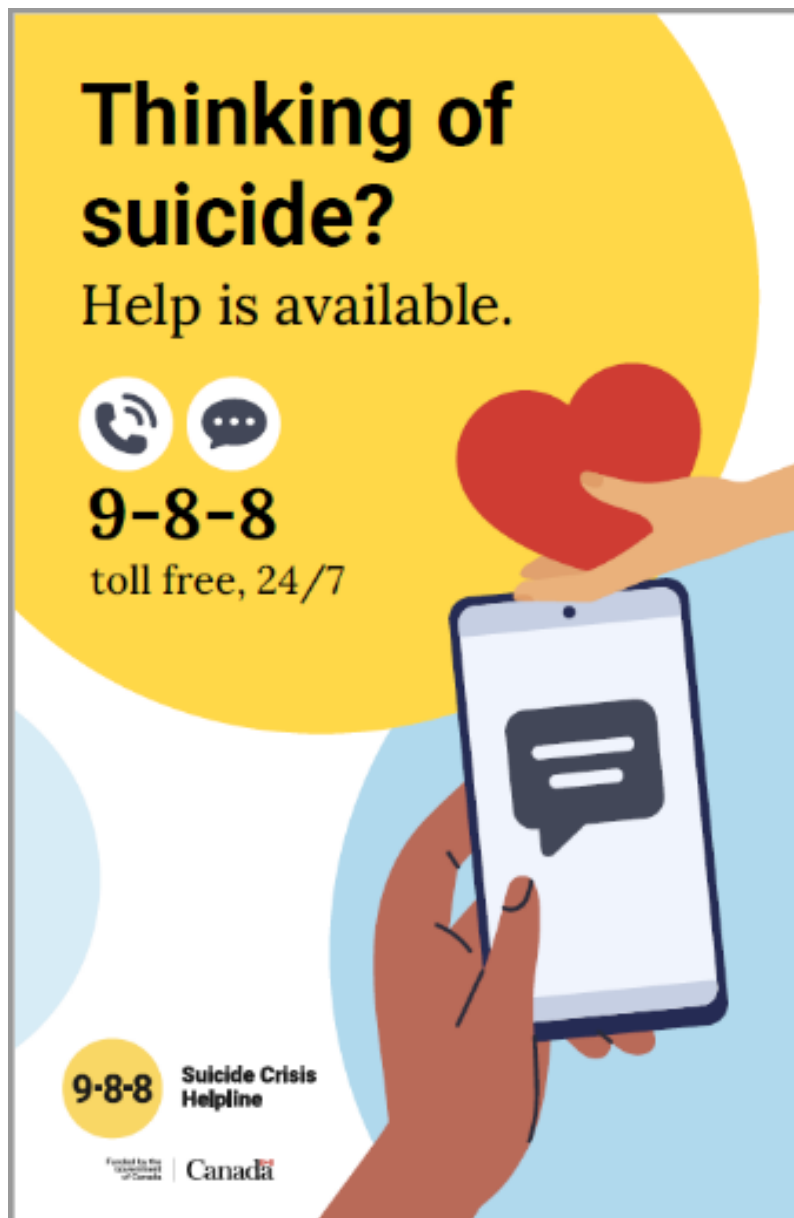
**Draft motion:**

Display of 988 Crisis Line Information Poster

WHEREAS Canada has adopted 988, a National three-digit suicide and crisis hotline;

AND WHEREAS \_\_\_\_\_ Town Council/Municipality/City recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT \_\_\_\_\_ Town Council/Municipality/City continues to endorse the 988 crisis line initiative; and will display the 988 information poster in all Municipal/City buildings.





City of Fort St. John  
10631 100 Street | Fort St. John, BC | V1J 3Z5  
(250) 787 8150 City Hall  
(250) 787 8181 Facsimile

Honourable Mike Farnworth  
PO Box 9041 Stn Prov Govt  
Victoria, BC V8W 9E1

November 29, 2023  
[SWD.Minister@gov.bc.ca](mailto:SWD.Minister@gov.bc.ca)  
[Charlotte.Hunt@gov.bc.ca](mailto:Charlotte.Hunt@gov.bc.ca)

Dear Minister Farnworth,

Over the last few years, Fort St. John and many other communities have experienced increases in criminal activity and social disorder. In part, this deterioration has related to drug addiction and mental illness. It has also related to the apparent inability of the justice system to hold anyone accountable in a meaningful way.

There are many consequences to this decay and one of them has been that more people are advocating for actions that could be described as vigilante, or extrajudicial. This reflects a growing lack of faith that the system is still viable and that the institutions of law and order are still effective. There is growing frustration at unchecked property crime and the experience of watching formerly safe neighborhoods decay. It is demoralizing to watch the revolving door of arrests and releases and overdose deaths. It seems to many in our community that the pendulum has swung far away from the rights of society. People have been communicating with us in increasingly desperate terms, expressing fear and a simple desire to return to the peaceful enjoyment of their homes and neighborhoods. They are asking for a system that holds criminals accountable for their actions in an effective way.

This letter is a reaction to a series of events that have caused fear and anger in several parts of our community. One recent example is the Triangle Park neighborhood on 112<sup>th</sup> Ave, in Fort St. John. It is an established street which boasts a small triangular park with a picnic table and a wonderful set of new playground equipment. It has been a place where many children would stop while walking home from school, or where parents would take their kids to play on a Saturday morning. This park was one thing that gave the Triangle Park neighborhood its identity and made it particularly desirable.

Over the last few years one residence on this formerly quiet street has become the center of violent, frightening, dangerous and unsettling incidents. In the last year there have been two shootings in or at this home. Not long before that, an overdose death occurred on the front doorsteps of the residence. By all accounts this is a place that is obviously involved in the street level drug trade. Activity goes on there night and day. There are countless short duration stops by pedestrians and vehicles, disputes, fights, and assaults. Stolen property often finds its way to the residence and neighbors report being intimidated and frightened while simply getting their mail. No matter what efforts are made by the police, there is no change in the nature and experience of living beside this residence. In part this is because those who are arrested in connection to this home and others like it are usually released.

The latest shooting at Triangle Park originated from within the offending residence. The neighboring home is occupied by a young family with small children. Recently, their home was pierced by a number of bullets in the middle of the night while they were sleeping. They have made the point repeatedly that their children could have been killed. They are right. Police have identified, and we are told, have charged those responsible for the previous shooting but this is scant comfort to anyone. Certainly, it made no difference in preventing the latest shooting.

Lately, Triangle Park is rarely used. Many parents have made the decision to stop spending time there because of the threat posed by those who attend the nearby residence to engage in the drug trade.

While trying to provide reassurance and an effective response to the residents of Triangle Park, we happened upon the Safer Communities Act. Within this Act were a suite of reasonable, and seemingly effective tools that would have been extraordinarily helpful and reassuring to our citizens. The Community Safety Act, might have provided our community with a way to hold the owners of this residence accountable. We might have been able to pursue a process through a Community Safety Order to require the residents of this property to vacate. We might have had the opportunity to go to court to articulate a common-sense solution which would have made it more difficult to be the owner of a residence such as this one. Unfortunately, this Act was never brought into force.

We have explored all options and continue to do so. Frankly though, nuisance and noise bylaws are no substitute for the meaningful support of the Provincial and Federal Government. It is frustrating and disheartening. Our bylaws were enacted to provide solutions to manage conventional municipal problems like un-mowed grass, or loud music. These laws were never designed or intended to manage the impacts of organized crime destroying neighborhoods with impunity.

Having provided this context, the purpose of my letter today is to inquire why the Community Safety Act and the Community Safety Amendment Act were never brought into force. It appears from our review that advocacy on the part of the BC Civil Liberties Association was effective at preventing the enactment of this legislation. Their objections to the proposed legislation seem incredibly indifferent and tone-deaf to the suffering occurring in communities throughout this province.

The BC Civil Liberties association said it believed the proposed law was unnecessary, unjust and would put people's housing security at risk. From our perspective the failure to enact this legislation has put people's housing security at risk. Further, it is both unfair and unjust that our residents should have to leave their homes and flee the violence that has destroyed the character and security of their neighborhoods.

I would implore you to consider where the balance should lie between the rights of our citizens to enjoy a peaceful existence and the rights of those who have destroyed that peace. There is an increasingly prevalent train of thought that there are no consequences for the very worst behavior. Our institutions are threatened by the loss of public faith in their effectiveness. It has become difficult to reassure our citizens that we have the tools to manage these situations. Please consider enacting the Community Safety Act or the Community Safety Amendment Act legislation.

Sincerely,

*Lilia Hansen*

Mayor Lilia Hansen  
On Behalf of Fort St. John Council

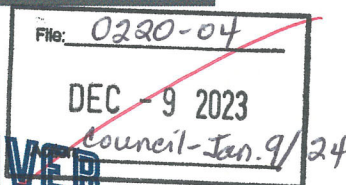
cc: MLA Dan Davies

# Kootenay River Secondary Athletics

223 18th Ave. S. Creston, BC V0B 1G5

Telephone & Fax - (250) 428-2274

<https://krss.sd8.bc.ca>



December 8, 2023

Dear Town of Creston,

On behalf of the senior boys' volleyball team at Kootenay River Secondary School, I would like to extend our deepest gratitude for your generosity and support in sponsoring our team to attend provincials. Your commitment to our program made the journey possible, and the experience memorable. The experience was invaluable for our athletes, providing them with an opportunity to showcase their skills, learn from competing teams, and create lasting memories that will stay with them throughout their lives. One player even stated, "This was the best sports trip experience I have ever had."

Your sponsorship not only contributed to the logistical aspects of the trip, such as transportation and accommodation, but also had a profound impact on the overall morale and spirit of the team. Your belief in our students and your willingness to invest in their growth as both athletes and individuals are deeply appreciated.

We are proud to have had the opportunity to represent our community during the provincial championships. The team did exceptionally well, placing 10th overall in the province. Your support did not go unnoticed. We have acknowledged your generosity on our website, social media and the local newspaper, ensuring that you and your company receive the recognition it deserves.

Once again, thank you for your commitment to the success of our senior boys' volleyball team. We look forward to the possibility of future collaborations and continued success together.

Thank you for being an essential part of our journey.

Sincerely,

KRSS Senior Boys Volleyball Team

Kind regards,

Josh Nicol  
Athletic Director & Teacher  
Kootenay River Secondary School  
[joshua.nicol@sd8.bc.ca](mailto:joshua.nicol@sd8.bc.ca)

