



**TOWN OF CRESTON  
COUNCIL MEETING AGENDA**

**Tuesday, November 14, 2023, 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 November 14, 2023.

4. **ADOPTION OF MINUTES**

- a. Regular Council Meeting Minutes - October 24, 2023

**Recommended Motion:**

THAT Council ADOPTS the minutes of the Regular Council Meeting held on October 24, 2023.

5. **DELEGATIONS**

- a. Trinity United Church, regarding shelter for unhoused individuals

6. **ITEMS OF BUSINESS**

- a. Delegation from Trinity United Church

**Recommended Motion:**

THAT Council RECEIVES the delegation from Trinity United Church.

- b. Amendment to Resolution No. 441-22 Appointment of Signing Authorities

**Recommended Motion:**

THAT Resolution No. 441-22 BE AMENDED as follows:

THAT Council APPOINTS Mayor Arnold DeBoon, ~~Councillor Elford~~ Councillor \_\_\_\_\_, Michael Moore, Chief Administrative Officer, Steffan Klassen, Director of Finance and Corporate Services and Kirsten Dunbar, Corporate Officer as signing authorities to the end of the present Council's term in 2026.

- c. Recommendation from the Cemetery Select Committee Meeting

**Recommended Motion:**

THAT Recommendation No. 1 from the Cemetery Select Committee be ADOPTED as follows:

THAT Council AUTHORIZES the investment of the Cemetery Care Fund Balance as of December 31, 2022 (approximately \$235,000) to the Municipal Finance Authority of British Columbia's Mortgage Fund.

- d. Request for Decision from the Manager of Community Planning and Development regarding Community Development Grant - Accessory Dwelling Unit Plans

**Recommended Motion:**

THAT Council AUTHORIZES the submission of an application for funding to the RDCK Community Development Grant for accessory dwelling unit designs that will be available for free to Creston residents.

- e. Request for Decision from the Manager of Community Planning and Development regarding the Trails Master Plan

**Recommended Motion:**

THAT Council ADOPTS the Trails Master Plan, while reserving the right to consider each recommended action with an associated staff report; AND FURTHER, THAT Council may prioritize the recommendations in a manner that aligns with the Town of Creston Strategic Plan and Five Year Financial Plan.

- f. Request for Decision from the Manager of Community Planning and Development regarding the Complete Communities Program

**Recommended Motion:**

THAT Council APPROVE Regional District of Central Kootenay (RDCK) Staff to submit an application to the Union of British Columbia Municipalities (UBCM) Complete Communities Program in support of growth management planning and that the funding received be managed by the RDCK on behalf of the Town of Creston.

- g. Request for Decision from the Chief Administrative Officer regarding invitation to participate in the Regional Invasive Species Working Group

**Recommended Motion:**

THAT Council RECEIVES FOR INFORMATION the invitation and terms of reference for the Central Kootenay Invasive Species Working Group from Laurie Carr, Development Coordinator of the Central Kootenay Invasive Species Society AND FURTHER THAT Council APPOINT \_\_\_\_\_ as the Town of Creston representative for a one-year term to the Central Kootenay Invasive Species Working Group.

- h. Request for Decision from the Manager of Engineering regarding the RDCK Seeing input from Creston regarding the Finished Compost Access Planning

**Recommended Motion:**

THAT Council DIRECTS Staff to respond to the RDCK indicating that the preferred method for compost distribution in 2024 is for residential collection of compost directly at RDCK compost facility or transfer stations(s) where feasible.

- i. Request for Decision from the Director of Finance and Corporate Services regarding Town of Creston Payroll Policy

**Recommended Motion:**

THAT Council RESCINDS FIN-001-006 Payroll Policy

- j. Request for Decision from the Director of Finance and Corporate Services regarding the Annual Town Budget Public Process Policy

**Recommended Motion:**

That Council RESCINDS FIN-001-011 Annual Town Budget Public Process Policy.

- k. Request for Decision from the Director of Finance and Corporate Services regarding a Community Development Grant for Cemetery Columbaria

**Recommended Motion:**

THAT Council AUTHORIZES the application of a \$6,929 Community Development Grant from the RDCK administered program for the purposes of funding the Town's portion of to support funding for the purchase and installation of a Columbaria (100) units for Forest Lawn Cemetery

- l. Council Board Self Assessment
- m. Correspondence - Action Recommended
1. Royal Canadian Legion, request to advertise in the Annual Military Service Recognition Book

**Recommended Motion:**

THAT Council AUTHORIZE the purchase of a 1/10th Colour Business Card in the amount of \$385 allocated from Council's advertising budget.

2. Ministry of Children and Family Development regarding Proclamation of November as Adoption Awareness Month

**Recommended Motion:**

THAT the Mayor is AUTHORIZED to proclaim November as Adoption Awareness Month in the Town of Creston.

- n. Correspondence - Receive for Information
1. Honourable Ravi Kahlon, Minister of Housing, regarding New Legislation to support local government housing initiatives
  2. Okanagan Basin Water Board regarding Invasive Mussels Protection
  3. Association of Kootenay Boundary Local Governments regarding First Call for Resolutions
  4. Trinity United Church, regarding the Licence of Occupation issued to Mission Thrift Store

**Recommended Motion:**

THAT Council RECEIVES the following correspondence:

- Honorable Ravi Kahlon, Minister of Housing, regarding New Legislation to support local government housing initiatives
- Okanagan Basin Water Board, regarding Invasive Mussels protection

- Association of Kootenay Boundary Local Governments regarding First Call for Resolutions
- Trinity United Church regarding the Licence of Occupation issued to Mission Thrift Store

o. Council Action List

**Recommended Motion:**

THAT Council RECEIVES FOR INFORMATION the Council Action List.

7. **BYLAWS**

a. Five Year Financial Plan (2023-2027) Amendment Bylaw No. 1992, 2023 (ADOPTION)

**Recommended Motion:**

THAT Five Year Financial Plan (2023-2027) Amendment Bylaw NO. 1992, 2023, BE ADOPTED.

8. **NEW BUSINESS**

9. **REPORTS OF REPRESENTATIVES**

**Recommended Motion:**

THAT the verbal and written reports of Staff and Council, BE RECEIVED.

10. **GIVING OF NOTICES**

- Regular Council Meetings - November 28, December 5, December 19, 2023
- Special Committee of the Whole Meeting - November 28-30 (Budget)
- Regular Committee of the Whole Meetings - November 21, December 21, 2023

11. **ACTING MAYORS SCHEDULE**

- November: Councillor Eisler
- December: Councillor Baldwin

12. **QUESTION PERIOD**

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

**Recommended Motion:**

THAT the Regular Council Meeting of November 14, 2023 be recessed at TIME and by the authority of the *Community Charter*, Council move to a Closed Council Meeting with this meeting be closed from the public and/or news media pursuant to 90(1)(c) Labour Relations.

14. **RECONVENE TO REGULAR MEETING**

15. **RESOLUTIONS FROM CLOSED MEETING**

16. **ADJOURNMENT**

**Recommended Motion:**

THAT the Regular Council Meeting of November 14, 2023, be adjourned at TIME.

**TOWN OF CRESTON  
COUNCIL MEETING MINUTES**

Tuesday, October 24, 2023, 4:00 PM  
Council Chambers, 238-10th Avenue North, Creston, BC

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

REGRETS: Councillor Monique Arès

STAFF: Mike Moore, Chief Administrative Officer  
Steffan Klassen, Director of Finance & Corporate Services  
Jared Riel, Fire Chief  
Kirsten Dunbar, Corporate Officer  
Marsha Neufeld, Executive Assistant/HR

GALLERY: Mel Joy  
Allan Clement

**1. CALL TO ORDER**

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

**2. TRADITIONAL TERRITORY ACKNOWLEDGEMENT**

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

**3. ADOPTION OF AGENDA**

**Resolution #: 328-23**

Moved by Councillor Mondia  
Seconded by Councillor Baldwin

THAT Council ADOPTS the Regular Council Agenda of October 24, 2023 as amended, with the addition of item 7 e.) Correspondence regarding the Annual Tour of Lights and f.) Request for Decision from the Chief Administrative Officer regarding Childcare Spaces Fund. MOTION CARRIED

**4. ADOPTION OF MINUTES**

a. Special Committee of the Whole Meeting Minutes - October 10, 2023

**Resolution #: 329-23**

Moved by Councillor Eisler  
Seconded by Councillor Dumas

THAT Council RECEIVES the minutes of the Special Committee of the Whole Meeting held October 10, 2023. MOTION CARRIED

b. Regular Council Meeting Minutes - October 10, 2023

**Resolution #: 330-23**

Moved by Councillor Dumas  
Seconded by Councillor Baldwin

THAT Council ADOPTS the Regular Council Meeting Minutes held on October 10, 2023. MOTION CARRIED

## Regular Council Meeting Minutes – October 24, 2023

- c. Special Committee of the Whole Meeting - October 12, 2023

**Resolution #: 331-23**

Moved by Councillor Baldwin  
Seconded by Councillor Dumas

THAT Council RECEIVES the minutes of the Special Committee of the Whole Meeting of October 12, 2023. MOTION CARRIED

- d. Regular Committee of the Whole Meeting - October 17, 2023

**Resolution #: 332-23**

Moved by Councillor Eisler  
Seconded by Councillor Dumas

THAT Council RECEIVES the minutes of the Regular Committee of the Whole Meeting held October 17, 2023. MOTION CARRIED

**5. DELEGATIONS**

None

**6. PUBLIC PRESENTATION OF THE AMENDED FIVE YEAR FINANCIAL PLAN 2023-2027**

The Director of Finance and Corporate Services provided the public presentation respecting the 2023 Recommended Five Year Financial Plan Amendment.

**Resolution #: 334-23**

Moved by Councillor Mondia  
Seconded by Councillor Dumas

THAT Council RECEIVES the presentation from the Director of Finance and Corporate Services regarding the amended Five Year Financial Plan 2023-2027. MOTION CARRIED

**7. ITEMS OF BUSINESS**

- a. Recommendations from the Special Committee of the Whole Meeting - October 10, 2023

**Resolution #: 335-23**

Moved by Councillor Mondia  
Seconded by Councillor Baldwin

THAT Recommendation No. 1 from the Regular Committee of the Whole Meeting held October 10, BE ADOPTED as follows:

**RECOMMENDATION NO. 1:**

THAT Council RECEIVES the presentation from the Director of Finance and Corporate Services regarding the 2023 Budget Amendment; AND FURTHER, THAT, Council DIRECTS Staff to bring forward the amended Five Year Financial Plan Bylaw to the October 24, 2023 Regular Council Meeting for consideration of first to third readings. MOTION CARRIED

- b. Recommendations from the Regular Committee of the Whole Meeting - October 17, 2023

**Resolution #: 336-23**

Moved by Councillor Dumas  
Seconded by Councillor Baldwin

THAT Recommendations No. 1 - 7 from the Regular Committee of the Whole Meeting held October 17, 2023, BE ADOPTED as follows:

**RECOMMENDATION NO. 1:**

THAT the Committee of the Whole Recommends that Council APPROVE the 2024 Budget Guidelines and the 2024 Budget Schedule.

**RECOMMENDATION NO. 2:**

THAT Council REFERS the following to the 2024 Budget:

- Collis Street Lift Station Emergency Generator
- PH Adjustment System
- High Zone Reservoir Emergency Generator (Water Capital)
- Well # 2 Preventative Maintenance Town Hall North Parking Wall (General Capital)
- Parks Equipment Storage Facility
- Parks Security Camera

**RECOMMENDATION NO. 3:**

THAT Council DIRECTS Staff to research options for development of a public/private tree planting program and tree protection bylaw for Committee consideration; AND FURTHER, THAT Council DIRECTS Staff to submit a 2024 budget sheet for program development and implementation for Council consideration.

**RECOMMENDATION NO. 4:**

THAT Council DIRECTS staff to prepare a replacement plan for the Creston Education Centre playground equipment; AND FURTHER, THAT Council REFERS the replacement plan for the Creston Education Centre to the 2024 budget process.

**RECOMMENDATION NO. 5:**

THAT Council AUTHORIZES the submission of an application for funding to the B.C. Active Transportation Infrastructure Grant Program for end-of-trip facilities and amenities in the Town of Creston; THAT Council DIRECTS staff to present the project for Council consideration as part of the 2024 budget process; AND FURTHER, THAT Council DIRECTS Staff to provide overall grant management upon the successful award of the grant.

**RECOMMENDATION NO. 6:**

THAT Council DIRECT Staff to present the Trails Master Plan for adoption consideration at an upcoming Regular Council Meeting.

**RECOMMENDATION NO. 7:**

THAT the Committee RECEIVES FOR INFORMATION the Council Direction Request from the Manager of Engineering representing the results of the Intersection Assessment completed by WATT Consulting Group Ltd. at Hilton Street and 2<sup>nd</sup> Avenue NW. MOTION CARRIED

## Regular Council Meeting Minutes – October 24, 2023

- c. Request for Decision from the Director of Finance and Corporate Services regarding the Creston Education Center Leases (RDCK and Valley Community Services)

**Resolution #: 337-23**

Moved by Councillor Baldwin  
Seconded by Councillor Dumas

THAT Council APPROVES the Lease Agreement for the Creston Education Centre between the Town of Creston and the Regional District of Central Kootenay; THAT Council APPROVES the Lease Agreement for the Creston Education Centre between the Town of Creston and Valley Community Services; AND FURTHER, THAT Council DIRECTS the Mayor and Staff to execute the Agreements. MOTION CARRIED

- d. Correspondence - Receive for Information

1. Mark Piciacchia, Manager, Indigenous Relations and Government Affairs regarding the Holiday Train 2023 Invitation

**Resolution #: 338-23**

Moved by Councillor Baldwin  
Seconded by Councillor Dumas

THAT Council RECEIVES the correspondence from Mark Piciacchia, Manager Indigenous Relations and Government Affairs, CPKC, regarding the Holiday Train 2023. MOTION CARRIED

- e. Correspondence - Action Recommended

1. Sue's Clothesline, requesting a donation for silent auction to support Creston Ministerial Association Christmas Hampers

**Resolution #: 339-23**

Moved by Councillor Dumas  
Seconded by Councillor Eisler

THAT Council AUTHORIZES the donation of one Town of Creston duffle bag, toque and baseball hat to Sue's Clothesline to contribute to a silent auction supporting Creston Ministerial Association's Christmas Hampers. MOTION CARRIED

- f. Verbal Report regarding the Annual Tour of Lights

**Resolution #: 340-23**

Moved by Councillor Baldwin  
Seconded by Councillor Dumas

THAT Council AUTHORIZES the Mayor to sign the BC Transit Annual Tour of Lights Application Form. MOTION CARRIED



## Regular Council Meeting Minutes – October 24, 2023

- g. Report from the Chief Administrative Officer regarding Childcare Spaces in Creston

**Resolution #: 341-23**

Moved by Councillor Baldwin  
Seconded by Councillor Eisler

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. MOTION CARRIED

**8. BYLAWS**

- a. Five Year Financial Plan (2023-2027) Amendment Bylaw No. 1992, 2023 (1st and 2nd Readings)

**Resolution #: 342-23**

Moved by Councillor Dumas  
Seconded by Councillor Baldwin

THAT Five Year Financial Plan 2023-2027 Amendment Bylaw No. 1992, 2023, BE READ a first time by title a second by content. MOTION CARRIED

- b. Five Year Financial Plan (2023-2027) Amendment Bylaw No. 1992, 2023 (3rd Reading)

**Resolution #: 343-23**

Moved by Councillor Eisler  
Seconded by Councillor Dumas

THAT Five Year Financial Plan 2023 - 2027 Amendment Bylaw No. 1992, 2023, BE READ a third time by title. MOTION CARRIED

**9. NEW BUSINESS**

None

**10. REPORTS OF REPRESENTATIVES**

- The Mayor reported on his attendance at a Situational Update, Wildfires and Drought, Mystery Reader as Erickson Elementary School.
- Councillor Dumas reported on her attendance at a Creston Valley Regional Airport Society AGM, Creston Valley Blossom Festival AGM, Emergency Planning Committee Meeting, and a Trails for Creston Valley Meeting, and Cemetery Select Committee Meeting.
- Councillor Mondia reported on his attendance at a Regional District of Central Kootenay Joint Resource Recovery Committee.

**Resolution #: 344-23**

Moved by Councillor Eisler  
Seconded by Councillor Dumas

THAT Council RECEIVES the verbal and written reports of Council.

MOTION CARRIED

**11. GIVING OF NOTICES**

- Regular Council Meetings - November 14 and 28, 2023
- Regular Committee of the Whole Meeting - November 17, 2023

**12. QUESTION PERIOD**

There were no questions from members of the gallery.

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

***Resolution #: 345-23***

Moved by Councillor Eisler  
Seconded by Councillor Mondia

THAT the Regular Council Meeting of October 24, 2023, be recessed at 5:30 pm and by the authority of the *Community Charter*, Council move to a Closed Council Meeting with this meeting be closed from the public and/or news media pursuant to 90 1 (e) the acquisition, disposition, or expropriation of land or other improvements and 90(1)K negotiations and related discussions respecting the proposed provision of a municipal service. MOTION CARRIED

**15. RECONVENE TO REGULAR MEETING**

The Regular Council Meeting reconvened at 6:19 pm.

**16. RESOLUTIONS FROM CLOSED MEETING**

**17. ADJOURNMENT**

***Resolution #: 346-23***

Moved by Councillor Eisler

THAT the Regular Council Meeting of October 24, 2023, be adjourned at 6:19 pm. MOTION CARRIED

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Arnold DeBoon  
Mayor

\_\_\_\_\_  
Kirsten Dunbar  
Corporate Officer



Trinity United Church  
Box 87, Creston, BC, V0B 1G0

October 12, 2023

To Mayor Arnie DeBoon and the Town of Creston Council,

Trinity United Church has the most unfortunate situation of having two senior citizens camping outside on our church property. They are homeless and we are coming in to winter. They are Creston residents and have no interest in leaving Creston to be in a community with more resources. They have some financial means but lack a safe, warm place to rest their head at night. We are trying to find a way to address this situation in a compassionate manner that follows our beliefs and values.

The Trinity United Church provides a weekly lunch program on Wednesdays that we have done for decades. We also run a thrift store that these men can get their clothing needs met free of charge. However, we do not have a suitable place for these men or others in their situation to reside. Once the snow flies the area that they are currently in will be filled with snow that is plowed from our parking lot to keep our doors open.

One of the biggest issues that we are facing currently is that there is lack of bathroom facilities available in Creston. Our facilities are open a few days a week for only a few hours at a time. The community bathroom facilities (one on Canyon and two in parks are all locked by early evening). This is making it a very unmanageable situation for the church and we need the town council's help in coming up with reasonable solutions.



This is not a new problem for Creston. However, like every other community it seems to be growing exponentially. This is not "our" problem alone. It is a community issue and needs to have some solutions coming from the community level. This problem is not going away and it cannot be ignored by the town.

Please help us help them.



Denis Larose  
Board Chair  
Trinity United Church

Supported by:

Name	Signature
Karen Shannon	K Shannon
Glenn Shannon	B. Shannon
Margaul Goldsmith	M Goldsmith
PAUL GOLDSMITH	
HAZEL McDUFF	Hazel McDuff
RAY WALKER	Ray Walker
Linda Price	L Price
DON PRICE	D Price
Joan Fehseft	J. Fehseft
Michael Kennedy	
MARGE KENNEDY	M Kennedy
VERA HALIFAX	Vera Halifax
Anne Jackson	A Jackson

Name	Signatiure
Rev Ken Jones	Rev. Kath C. Jones
Anjane Gyan-Dyck	Dr. P. A. Gyan-Dyck
Jim KRELL	James Krell
ALICE VAN DUSEN	Alice Van Dusen
Marilyn Ronmark	Marilyn Ronmark
Myra Krell	Myra Jean Krell
Jean Blackstock	Jean Blackstock





Trinity United Church  
Box 87, Creston, BC, V0B 1G0

October 24, 2023

To Mayor Arnold DeBoon and the Town of Creston Council,

In an email from Ms. Kirsten Dunbar on today's date we have been asked to provide more information about what steps we have taken and what community partners we have talked to in regards to addressing the homeless problem in Creston and to provide details about what specific plans we would like the town council to consider. Ms. Dunbar also advised that we would not be placed on the agenda of today's council meeting and that the next meeting would be November 14, 2023.

Our representative on the Ministerial Association has discussed this issue with the board. They had no suggestions but will be writing a letter of support for us to take with us when our delegation is heard at Town Council. Signa Miller was also approached to see if she had any ideas of how the homeless situation could be addressed. Ms. Miller became an advocate for the homeless when she was attempting to assist someone who was homeless last year. She felt there wasn't a lot of support at the Town level as she was asked to find funding to do a study to determine how many homeless people there are currently in Creston.

This is a community issue. It is not new but it certainly has increased significantly. Our ask of the Town Council is to step up and provide our homeless population with a roof, walls and a little heat every night. This can be done in many ways.

1. Open up a park to the homeless at night. Provide bathrooms and build some kind of structure to provide them with shelter from the elements.
2. Use the old firehall as a shelter and hire staff to supervise it at night.
3. Find a church or other building willing to put cots out in their building and provide funding for them to hire staff to supervise. (I understand this is being done in Cranbrook. The town has provided funding to the Anglican Church to put out a certain number of cots each night and staff the site.)

4. Provide shelter in the form of altered sea cans. I believe that Kelowna has started to do this to attempt to provide appropriate shelter to their homeless.
5. An immediate need for the homeless is access to bathroom facilities at night. Currently, there are no bathrooms available to them after 6pm. As a consequence, they urinate and defecate in public. It was brought to our attention today that one of the homeless men who is camping on our property was told by the safety officer that somebody had been defecating behind one of the local dumpsters and that even though it was not him it reflected poorly on him. This gentleman cleaned it up. This man has no access to water and soap so this is absolutely not a safe thing for him to be doing. In Paris, there is a social norm that all men pee against the buildings downtown. The city deals with it by having a city crew who goes around with a hose cleaning up the city before the tourists come out. Either open up a bathroom facility for the homeless or provide the cleaning crew yourself.
6. Winter is upon us. Snow is expected this week. We implore you to demonstrate your compassion by calling a special meeting before November 14, 2023. Surely this situation is dire enough to warrant a special meeting.

Let us as a community be judged by how we treat the most vulnerable among us. Please reach out to other municipalities and find a solution that treats our homeless with the compassion and respect they deserve. Become a community that others look to to find their answers.



Denis Larose  
Board Chair  
Trinity United Church



Karen Shannon  
Co-Manager  
Trinity Treasures Thrift Shop



OCTOBER 24, 2023

Received October 25, 2023

To the Creston Town Council,

As you may or may not be aware, there is a small group of homeless people who have set up camp on the property of Trinity United Church. There are no washroom facilities or appropriate shelter and our warm fall weather will soon end. When it does, Trinity United Church will have to plow any snowfall onto the area of the encampment.

Unfortunately many Canadian towns and cities have already been struggling with this growing issue. As Crestonites we have been incredibly fortunate not to have experienced this situation until now. We as the Creston Ministerial Association believe that this is not simply a church issue but rather a social and moral issue that our entire community must face and deal with. But the Ministerial also believes that the answer to the problem must also involve demonstrating compassion, kindness and love.

So we ask the Town of Creston, is there a plan in place to deal with the inevitable issue of increasing homelessness, and what is the town prepared to do about the encampment?

Thank you for your attention to this matter.

The Creston Valley Ministerial Association

# REQUEST FOR DECISION (RFD)

Town of Creston



**Action Date:** November 14, 2023

**File:** 1855-01

**SUBJECT:** Community Development Grant – Accessory Dwelling Unit Plans

**RECOMMENDATION:** THAT Council AUTHORIZES the submission of an application for funding to the RDCK Community Development Grant for accessory dwelling unit designs that will be available for free to Creston residents;

**CAO COMMENTS:** The RDCK Community Development funds were previously designated by Council to be used for downtown beautification projects.

## RECOMMENDATION

Report / Document:

Attached

Available

Nil

**KEY ISSUE(S) / CONCEPTS DEFINED:** The RDCK Community Development Program was established to support initiatives from non-profit organizations that further the social, economic and environmental well-being of the Regional District's residents and organizations. By applying for this grant for the amount of \$10,000, the funding could support the development of three Accessory Dwelling Unit designs. These designs would adhere to Step Code 4 or higher, be designed with affordability in mind, be configured for 1 to 3 bedrooms, and have accessible options. They would be free for the public to use.

**RELEVANT POLICY:** Housing Action Plan (2023); Official Community Plan (2022)

**STRATEGIC RELEVANCE:** Community Safety & Security; Service Excellence

**DESIRED OUTCOME(S):** The Town is awarded a RDCK Community Development Grant in the amount of \$10,000.

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

- |    |  |
|----|--|
| 1. | Council authorize Staff to apply for the RDCK Community Development Grant for three accessory dwelling unit designs; Or,             |
| 2. | Council declines to authorize Staff to apply for the RDCK Community Development Grant for three accessory dwelling unit designs; Or, |
| 3. | Other, as per Council direction.   |

**PREFERRED STRATEGY:** Option 1

### IMPLICATIONS OF RECOMMENDATION:

**GENERAL:** Funding will allow for development of plans that will save costs for residents in creation of ADUs.

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

**FINANCIAL:** None anticipated.

**FOLLOW UP ACTION:** Staff to hire architect to develop plans in consultation with Staff.

**COMMUNICATION:** Public notification following plans completion.

**OTHER COMMENTS:** N/A

Submitted by:

  
Joel Comer, MCPD

Reviewed by:

CAO



# REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: 11/14/2023

File: 6130-01

SUBJECT: Trails Master Plan

**RECOMMENDATION:** THAT Council ADOPTS the Trails Master Plan, while reserving the right to consider each recommended action with an associated staff report; AND FURTHER, THAT Council may prioritize the recommendations in a manner that aligns with the Town of Creston Strategic Plan and Five Year Financial Plan.

**CAO COMMENTS:** The Official Community Plan (OCP) (p. 104 – Item K) identifies the adoption of a Greenways & Trails Master Plan as a standalone master plan. The OCP makes suggestion to refer to the Greenways & Trails Master Plan seven times throughout the plan.

## RECOMMENDATION

Report / Document:

Attached

Available

Nil

**KEY ISSUE(S) / CONCEPTS DEFINED:** On October 17, 2023, at the Committee of the Whole, Council directed staff to present the plan for adoption at an upcoming Regular Council Meeting. Comments from Council provided at the Committee of the Whole, including pavement markings to delineate user groups and traffic flow, have been incorporated into the plan.

**RELEVANT POLICY:** Official Community Plan Bylaw No. 1854, 2017.

**STRATEGIC FOCUS:** Livability: Connectivity

**DESIRED OUTCOME(S):** Adoption of the Trails Master Plan to guide trail planning, development, and support future grant applications.

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

- |    |  |
|----|--|
| 1. | Council adopt the Trails Master Plan as presented; |
| 2. | Council refer to Staff for more information; or,   |
| 3. | Other, as per Council decision.                    |

**PREFERRED STRATEGY:** Option 1.

### IMPLICATIONS OF RECOMMENDATION:

**GENERAL:** None at this time, but some individual actions may have impacts to be considered by Council.

**ORGANIZATIONAL:** Staff to draft reports on actions for Council consideration as part of regular work load.

**FINANCIAL:** None at this time. Council will evaluate projects based on Trail Master Plan priorities and establish budgets for specific projects through budgeting process.

**FOLLOW UP ACTION:** Staff to provide Council with reports for consideration before project implementation.

**COMMUNICATION:** Staff to post final Trails Master Plan online and include in upcoming communications, as appropriate.


**OTHER COMMENTS:** N/A

Submitted by:

  
Joel Comer, MCPD

Reviewed by:

CAO





# Trails Master Plan

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# Part 1: Introduction and Background

## Territory Acknowledgment

The Town of Creston recognizes, acknowledges, and respects that the lands in this plan are located on the unceded traditional territory of the yaqan nukiy within the Ktunaxa Nation. Since time immemorial the yaqan nukiy stewarded these lands. It is with gratitude that the Town of Creston plans on them.

## 1. About This Plan

### 1.1 Purpose

The Town of Creston's Trails Master Plan provides a long-term strategy for creating a connected and walkable community, which encourages active transportation and outdoor recreation. The Plan addresses the following major components of comprehensive trail development:

1. Urban trail development - focused on safe and accessible travel throughout Town;
2. Rural trail development - focused on providing low-barrier recreational opportunities within Town;
3. Connectivity corridors - focused on developing key streets that serve as important trail system links;
4. Activity hubs - focused on identifying key locations where people regularly frequent to shop, attend school, and recreate; and,
5. Intra-valley trail development - focused on finding opportunities to connect Creston's trail system to a broader network within the Creston Valley.

### 1.2 Document Organization

**Part 1** provides an overview of the Creston community, establishes a vision for trails in Creston, and provides a brief history of trails planning.

**Part 2** provides an overview of best practices including design standards, accessibility, safety, and comfort.

**Part 3** identifies Creston-specific development standards to achieve best practices in Part 2.

**Part 4** illustrates the Town of Creston's existing trail infrastructure.

**Part 5** addresses the major components of comprehensive trail development, where each component is broken down into Background (current status), Strategy (plan for the future), and Location.

**Part 6** provides an overview of various action items the Town can take to implement the Trails Master Plan, such as funding and partnerships.

**Part 7** is the "implementation" component of the Trails Master Plan. It provides recommended actions to address areas for improvements and future trail development.

### 1.3 Plan Scope

**Jurisdiction** In addition to trails within Town, this plan identifies trail opportunities beyond Town boundaries. Creation of trails outside of Town boundaries may require further discussion with private land owners, other levels of government, yaqan nukiy, or community groups.



# Part 1: Introduction and Background

As a municipality, the Town of Creston has direct control over trails within municipal boundaries. It can play a supporting/advocacy role for trail development outside Town boundaries.

**Construction** The trail development standards within this Plan are specific to trail development within Town. Trail standards within this plan are not designed for trails outside of Town boundaries. This Plan does not cover standards for specific sports that may use sections of trails, such as equestrian or mountain bike users.

**Town Plans** Several Town of Creston Plans and bylaws, including the Official Community Plan (2017), Zoning Bylaw (2022), Downtown Revitalization Plan (2023), and Multi-Modal Transportation Plan (2022), all work together to develop a connected community. The Trails Master Plan complements these plans by developing a comprehensive system of active commuting and recreation opportunities within and adjacent to the municipality. Making Creston a trail-forward municipality will create a healthy, active, and vibrant community that supports residents and visitors alike.

## 3. Motivation

Creston is located amongst several communities, including yaqan nukiy, Wynndel, Erickson, Canyon, Lister, Kitchener, West Creston, and Yahk, forming the Creston Valley.

A connected Valley means easy movement between communities, neighbourhoods, schools, and services through a network of roads, sidewalks, trails, and parks. Comprehensive design results in universally accessible, efficient, and enjoyable spaces that are easy to traverse. Positive spin-offs as a result of complete active transportation and recreation development are:

- improved health for all ages;
- cleaner air, water, and soils;
- reduced community greenhouse gas emissions;
- enhanced public realm culture and vitality; and,
- increased sense of place, inclusivity and community.

## 2. Vision

Creston is a community that prioritizes active commuting and recreation. People can get around conveniently and safely, especially on foot, bicycles, and scooters. Creston's downtown is a hub that is genuinely pedestrian, scooter, and wheelchair friendly. Key networks connect children to schools, neighbourhoods to services, visitors to amenities and commercial services, and the Town to the larger Creston Valley.

# Part 1: Introduction and Background

## 4. History of Trails Planning

### 4.1 Greenways and Trails Master Plan, 2003

The Town of Creston's 2003 Greenways and Trails Master Plan was prepared in response to the 2001 Official Community Plan. Many of the proposed trails were completed, including Millennium Trail from Cook Street to the Creston Valley Public Library on 16th Avenue South.



### 4.2 Official Community Plan Public Engagement, 2016

In 2016, the Town of Creston led extensive community engagement for our current Official Community Plan. A hands-on workshop focused on connectivity was an integral part of the community engagement process. The workshop was attended by approximately 60 people who put pen to paper to share their ideas.

The purpose of the workshop was to draw out local knowledge regarding opportunities to:

- increase connectivity for pedestrians and cyclists;
- increase connections to recreation trails, located both inside and outside the municipal boundaries; and,
- increase access to nature.

The workshop participants were divided into six groups, with each group looking at a specific connectivity issue.

**Group 1** focused on children being able to safely walk to school.



# Part 1: Introduction and Background

**Group 2** focused on accessibility issues in the Downtown Core for people with mobility challenges.

**Group 3** focused on the cycling network.

**Group 4** focused on the recreation trail network including walking trails, recreation sites, and intra-valley trails.

**Group 5** focused on the recreation network outside of Town.

**Group 6** focused on connecting parks and green spaces.

With each of the focus areas in mind, the groups identified:

- network gaps;
- ways gaps could be fixed; and,
- potential improvements that could be made to enhance the experience of walking, commuting, accessing services, hiking, biking, and playing in our community.

## 4.3 Multi-Modal Transportation Plan, 2022

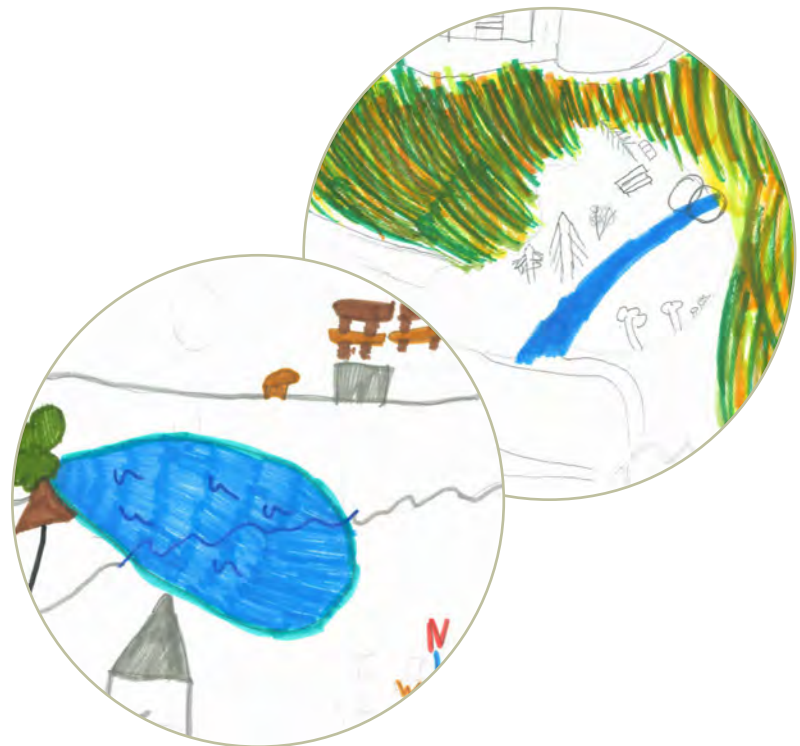
In 2022, the Town of Creston adopted the Multi-Modal Transportation Plan (MMTP). The MMTP identifies and aligns the principles, vision, goals, and objectives for all transportation options within Creston over the next 30 years.

The MMTP primarily focuses on active transportation street design and existing road networks. The MMTP is specific to the Town of Creston and does not extend beyond our municipal borders. The MMTP provides important connections between multi-modal streets and trails.

## 4.4 Youth Engagement, 2023

In 2023, the Town of Creston engaged with Creston youth. Staff walked with Adam Robertson Elementary School students from the school to Schikurski Park to 16th Avenue North using trails, sidewalks, and roads. Students said they felt safest on the trails and enjoyed being close to nature - especially water sources. They also wanted more challenging and playful terrain. Following the walk, students drew maps of their routes, showcasing their favourite parts of the walk. The seasonal stream at Schikurski Park was a hit!

The youth engagement showcased the need to include playful features along walking routes to keep children learning and engaged.



# Part 1: Introduction and Background

## 4.5 Trail Group Engagement, 2023

In 2023, key trail groups sat at the table with Town staff. Discussions included strengths and weaknesses of Creston trails, trail construction standards, critical access points and routes, trail maintenance, and signage. Groups were also asked to prioritize trail projects. Priority number one was completing the Glaser Drive Trail. Second was the Arrow Mountain Active Transportation Highway, followed by the Rail Trail. The groups also expressed the necessity of creating better access to Arrow Mountain, which could support endless trail development.



## 4.6 Senior Engagement, 2023

In 2023, Town staff engaged with seniors from TAPS (Therapeutic Activation Program for Seniors) to understand how seniors interact with Creston trails, what barriers they face, and how they would like to see trails developed. From the engagement session, the most significant concerns were crossings and lack of safe parking at trailheads. Secondly, seniors stated that access to nature was essential. Natural trails with plenty of shade, rest, and drinking water are ideal. During the engagement session, seniors also strongly expressed that seniors should have safe access to water. For example, providing safe access for seniors to Goat River.



# Part 1: Introduction and Background

## 4.7 Online Engagement, 2023

Citizens also had the opportunity to provide feedback online. On the Town's 'Let's Talk Creston' page, community members had the chance to complete surveys, post pictures, ask questions, and participate in a community mapping exercise. Approximately 315 people visited the engagement page, over 70 surveys were submitted, and over 60 comments were given in the community mapping exercise. Survey responses indicated that people want more rural trails for recreation that connect to the broader Creston Valley. Responses also indicated that trails must be connected and looped to be usable and enjoyable. The top two community priorities identified were completing the Glaser Drive Trail and developing a Rail Trail. The top location that people want access to is the Goat River.

Great work and a big thank you to all involved! The feedback from engagement sessions informed trail development standards, trail routes, and community priorities.

## 5. Community Profile

### Active Transportation

In 2021, Creston had a population of 5583 people. Approximately 13% of residents regularly walk, less than 1% of people bicycle or take public transit. Around 2% take an alternative mode (e.g. scooter) of transport for "main trips", such as commuting to work.

### Geography - Town

Creston is situated between the base of Arrow (Goat) Mountain and the Kootenay River on the valley bottom, resulting in a hilled environment posing a challenge for accessible active commuting, particularly when travelling east-west.

The municipality is functionally divided north-south between Cavell and Devon Streets. The absence of municipal roads, sidewalks and trails creates a physical north-south division. Driving north-south is primarily restricted to Highway 3. The lack of sidewalks and trails adjacent to Highway 3 results in unsafe foot and bicycle traffic on the busy road shoulders. This has been improved by developing an urban trail connecting Devon Street to 16th Avenue North, and the Glaser Drive Trail. Still, those living in the north end of Town are most likely to drive to the downtown core.

The Canadian Pacific Railway (CPR) / Highway 3 corridor is a barrier to connecting the Town east-west. Roads across the CPR railway are limited to six locations: Helen / Collis Streets, Devon Street, Valleyview Drive, Pine Street, Cedar Street, and Erickson Road. The only pedestrian crosswalks at these locations are at Pine and Cedar Streets, with one additional pedestrian crossing located roughly at the intersection of Canyon and 10th Avenue.

### Infrastructure - Town of Creston

Creston's internal connectivity is further challenged by local gaps. The leading challenges are:

# Part 1: Introduction and Background

- a discontinuous system of streets;
- challenging intersections;
- limited cycling infrastructure;
- an incomplete network of sidewalks and trails; and,
- inadequate wayfinding infrastructure to guide active transportation / recreation network users.

## Infrastructure - Creston Valley

The Town of Creston is not connected to neighbouring communities via active transportation / recreation infrastructure. Those wanting to walk or roll into Town are limited to highways. There are no Valley trails shared between the Town of Creston and Regional District of Central Kootenay.

## 6. Guiding Principles

The guiding principles for this plan are:

1. Trails support the sidewalk and road network by ensuring easy access to schools, commercial areas, and public facilities.
2. The trail network is both accessible and safe, particularly for the most vulnerable in the community (i.e., children and those with mobility challenges).
3. Trail development supports community desired recreation opportunities.
4. Trail development is comprehensive and is integrated with other Town of Creston planning principles

including:

- inclusiveness;
  - safety;
  - accessibility;
  - convenience;
  - greenhouse gas reduction; and,
  - play.
5. Trails and streets are planted with trees to:
    - reduce urban island heat effect;
    - create energy savings within the built environment;
    - improve comfort and enjoyment of the pedestrian experience; and,
    - enhance community aesthetic.
  6. Where appropriate, identify where trail development and wildfire mitigation efforts can be synergistic.



# Part 2: Accessibility



# Part 2: Accessibility

## 1. Introduction

Making accessibility a priority in community planning has numerous benefits and, most importantly, ensures genuine inclusion in the community. Accessible design focuses on designing for people with diverse abilities. It also considers permanent, temporary, and situational challenges people may face throughout their lifetime. Accessible communities serve seniors, families with young children, persons carrying heavy loads, persons with injuries, and persons living with disabilities better.

Applying the National Disability Authority Universal Accessibility Design Standards leads to built environments that are more usable by everyone. The inclusion of safety measures in community design also enhances accessibility for all. Key safety and accessibility improvements can include:

- safe trail grades;
- proper signage and wayfinding;
- adequate lighting where appropriate;
- rest stops;
- accessible trail surfacing materials;
- addressing points of limited visibility; and,
- reducing vehicular speeds.

### 1.1 Universal Design Standards

#### Principle One: Equitable Use

The design is useful and marketable to people with diverse abilities.

Guidelines:

- Provide the same means of use for all users: identical whenever

possible, equivalent when not.

- Avoid segregating or stigmatizing any users.
- Provisions for privacy, security, and safety should be equally available to all users.
- Make the design appealing to all users.

#### Principle Two: Flexibility in Use

The design accommodates a wide range of individual preferences and abilities.

Guidelines:

- Provide choice in methods of use.
- Accommodate right or left-handed access and use.
- Facilitate the user's accuracy and precision.
- Provide adaptability to the user's pace.

#### Principle Three: Simple and Intuitive Use

Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.

Guidelines:

- Eliminate unnecessary complexity.
- Be consistent with user expectations and intuition.
- Accommodate a wide range of literacy and language skills.
- Arrange information consistent with its importance.
- Provide effective prompting and feedback during and after task completion.



# Part 2: Accessibility

## Principle Four: Perceptible Information

The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.

Guidelines:

- Use different modes (pictorial, verbal, tactile) for redundant presentation of essential information.
- Provide adequate contrast between essential information and its surroundings.
- Maximize "legibility" of essential information.
- Differentiate elements in ways that can be described (i.e., make it easy to give instructions or directions).
- Provide compatibility with a variety of techniques or devices used by people with sensory limitations.

## Principle Five: Tolerance for Error

The design minimizes hazards and the adverse consequences of accidental or unintended actions.

Guidelines:

- Arrange elements to minimize hazards and errors: most used elements, most accessible; hazardous elements eliminated, isolated, or shielded.
- Provide warnings of hazards and errors.
- Provide fail safe features.
- Discourage unconscious action in tasks that require vigilance.

## Principle Six: Low Physical Effort

The design can be used efficiently and comfortably and with minimum fatigue.

Guidelines:

- Allow user to maintain a neutral body position.
- Use reasonable operating forces.
- Minimize repetitive actions.
- Minimize sustained physical effort.

## Principle Seven: Size and Space for Approach and Use

Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.

Guidelines:

- Provide a clear line of sight to important elements for any seated or standing user.
- Make reach to all components comfortable for any seated or standing user.
- Accommodate variations in hand grip and size.
- Provide adequate space for the use of assistive devices or personal assistance.

## 1.2 Community Determined Accessibility Priorities

Accessibility is also a community priority. Community members expressed the need to enhance Creston as a municipality that is accessible and inclusive for all people. The following are community-identified accessibility priorities:

## Part 2: Accessibility

- Encourage, and where possible, require accessibility signage (e.g. accessible washrooms, priority seating, barrier free entrance / exits, etc.) to be included in venues and public facilities.
- Maintain sidewalks to be barrier free, provide easy passage, be wide enough for wheelchairs, and to have dropped curbs, where achievable.
- Assess road crossings in the existing and proposed trail network for sufficiency in the number of crossings and possible enhancement with additional safety features, where appropriate.
- Provide features in new public realm infrastructure and public buildings to accommodate people living with various types and levels of disabilities.
- Encourage scooter and wheelchair parking adjacent to public institutions and commercial establishments, where feasible.
- Require accessible sidewalks from the municipal sidewalk to the front door of all new institutional buildings, new commercial businesses in the downtown core, and multi-family facilities, where achievable.
- Reduce vehicular speeds with traffic calming techniques, where appropriate.
- Enhance the safety and mobility of children, youth, seniors, visitors, and those with mobility challenges through design features (e.g. curb cuts, bump outs, lighting, site lines, etc.).
- Where a curb and accessible parking space are adjacent, require curb letdowns to ensure parking spaces are accessible to the sidewalk.
- Complete and connect the sidewalk and trail network to encourage walking.
- Remove existing barriers in sidewalks, crosswalks, trails, and streets.
- Enable youth living in North Creston to safely walk or bike to school via sidewalks, shared streets, and / or trails north of Devon Street.
- Establish improved signage for education, wayfinding, and safety.
- Conduct an Accessibility Assessment in consultation with community stakeholders to:
  - discover what already works;
  - what needs improvement;
  - what projects are required to make improvements; and,
  - incorporate the findings into the Town of Creston's community and budget planning.

### 1.3 Community Determined Accessible Design Standards

The following Community Determined Accessible Design Standards help achieve the Accessibility Priorities and Universal Design Standards:

- Plant street trees at intervals of 6-9m along trails.
- Maintain natural buffers where they do not compromise safety.

## Part 2: Accessibility



- Maintain visibility from nearby roads / highways where achievable.
- Maintain 20m sight-lines along and to the sides of trails, wherever possible.
- Provide illumination for night use.
- Provide curb cuts at road crossings and at trailheads.
- Install locked bollards or offset barricades at trailheads to prevent unauthorized vehicles, and allow maintenance / emergency vehicle access as approved by the Town.
- Post signage at trailhead indicating if trail is wheelchair accessible.
- Provide interpretive and directional signs, benches, rest / viewing areas where appropriate.
- Ensure all benches and rest / viewing areas have additional 1.5m clearance to allow for wheelchairs if trail is otherwise wheelchair accessible.
- Provide rest areas at least every 500m, where possible. Rest areas should be provided more frequently on steep trails.

# Part 3: Development Standards



# Part 3: Development Standards

## 1. Introduction

The following sections provide an overview of development standards for Creston's trails and connectivity corridors. The development standards aim to achieve the accessibility standards outlined in the previous section and provide concrete criteria for future development.

## 2. Trail Development Principles

The following principles provide the foundation for trail construction standards:

- Link corridors to networks identified in the Multi-Modal Transportation Plan.
- Include bike travel when developing off-street trail systems.
- Design unpaved trails with a surface material that compacts and provides a hard surface to accommodate bikes, scooters and strollers.
- Include adequate signage (e.g. "share the path") to alert trail users to the types of transportation used on certain trails.
- Install lighting (preferably solar) on primary trails to promote public safety, where practical and feasible.
- Create functional trail access points. Trailheads may require vehicle or bike parking, maps, and waste facilities.
- Encourage the Ministry of Transportation and Infrastructure to provide public access to the lands dedicated for the Arrow Mountain Highway Bypass.

- Encourage and support the establishment of linkages for active transportation between the Town of Creston, yaqan nukiy, Erickson, Wynndel, Canyon, Lister, West Creston, and other regional communities.

## 3. Trail Standards

### 3.1 General

When enhancing trails or building new trails, the following Standards apply to all trail types:

#### Construction Standards

- Trails should be curvilinear (no long straight stretches) to keep trail users engaged in their surroundings, and create a more natural aesthetic.
- Ensure switchbacks are wide to avoid shortcutting. (Fig. 1)



Fig. 1

- Use natural topographic features. (Fig. 2)



Fig. 2

# Part 3: Development Standards

- A minimum buffer of 1m from trail edge to private property should be maintained, where feasible.
- Trails built on side-slopes must be cut into the slope, and filled on the downslope if necessary, to create a bench. The type of bench depends on the grade of the side slope. (Fig. 3, 4)

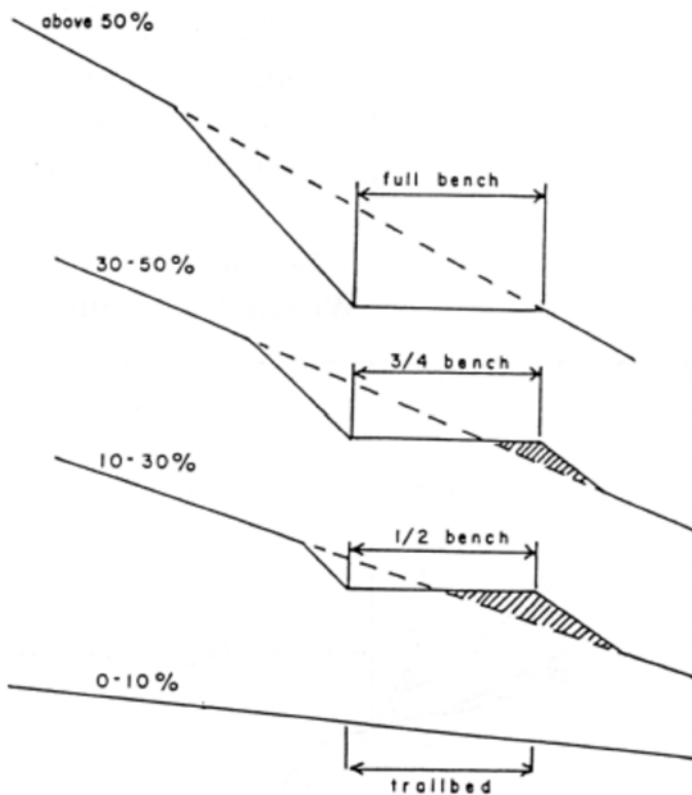


Fig. 3

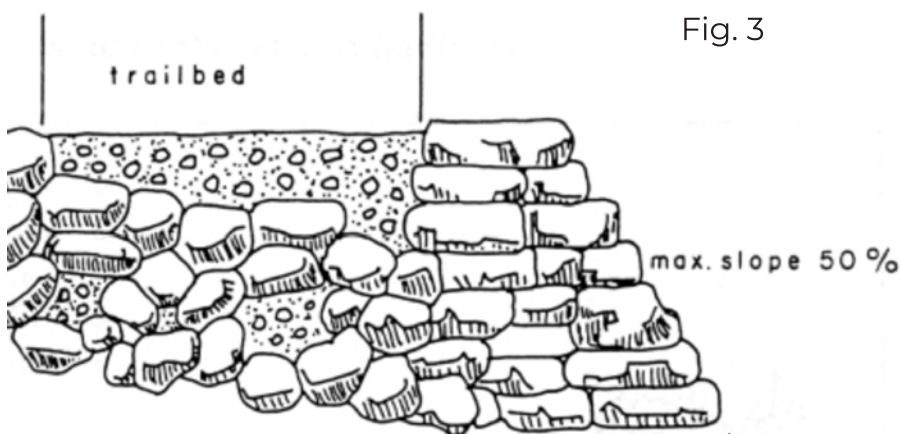
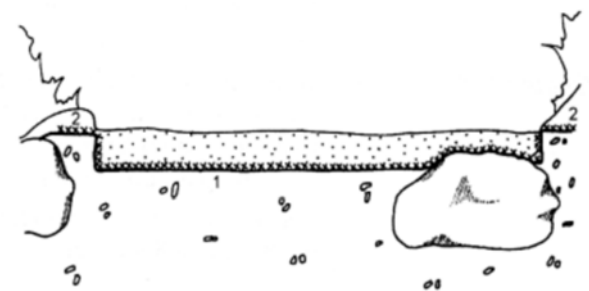


Fig. 4

- Bridge platforms require environmentally sensitive treated wood. Designs must be site specific and approved by the Town prior to construction.
- All work within Development Permit Area 2 – Environmentally Sensitive Development (DPA 2) should meet applicable DPA 2 guidelines as outlined in the OCP.
- Compact unpaved urban trails sufficiently to enable strollers, wheelchairs, and scooters to navigate them easily.
- Compact trail area to provide a firm base for surface materials, where possible.
- Add additional material once natural settling has occurred, where compaction of soil is not possible.
- Place heavy-weight geotextile fabric over compacted tread area. Geotextile fabric is only suitable on grades under 17%. (Fig. 5)



1. Geofabric laid in trailbed excavation
2. Fabric sides buried for stability
3. Tread fill laid on top of fabric

Fig. 5

- Place a minimum 15cm deep mineral soil layer of one of the following types over the geotextile fabric:
  - Pit-run gravel (for best result mix with clay and sand);

## TRAILS MASTER PLAN

# Part 3: Development Standards

- 20mm or 12.5mm crushed angular stone or gravel (for best result mix with clay and sand);
- Crushed limestone rolled to provide a smooth surface (must be graded regularly);
- Fine, compacted shale (superior to compacted gravel); or,
- Decomposing compacted granite (test materials on smaller area first to ensure drainage).
- Avoid or remove rocks and roots as appropriate to type of use. Large roots may provide key support to a nearby tree and should not be removed.

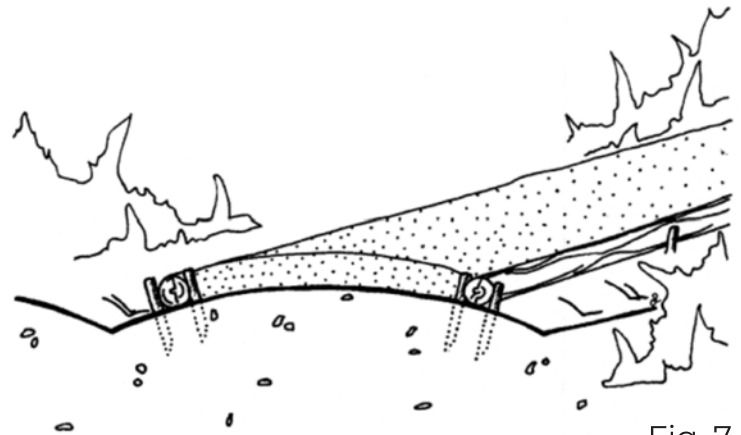


Fig. 7

- Include vegetated drainage swales or ditches on one or both sides of trail to a minimum depth of 20cm below the trail structure, draining to an appropriate outlet/stormwater infiltration area, unless building trail on a naturally crowned surface (i.e., a hilltop or ridge). (Fig. 8)

## Drainage

- Trail bed should be sloped 5% to one (cross slope) or both (crown) sides to allow for drainage. (Fig. 6)

### Slope Gradients

- |   |      |      |     |
|---|------|------|-----|
| 1 | 1:1  | 100% | 45° |
| 2 | 1:2  | 50%  | 27° |
| 3 | 1:3  | 33%  | 18° |
| 4 | 1:4  | 25%  | 14° |
| 5 | 1:5  | 20%  | 11° |
| 6 | 1:10 | 10%  | 6°  |

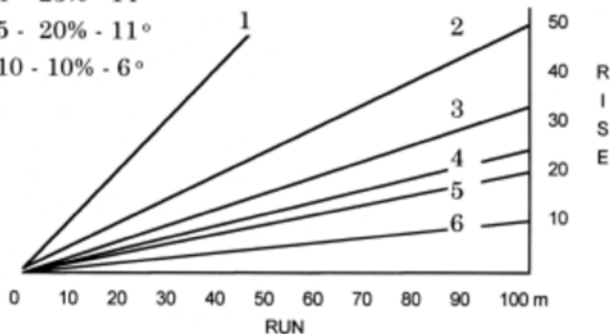


Fig. 6

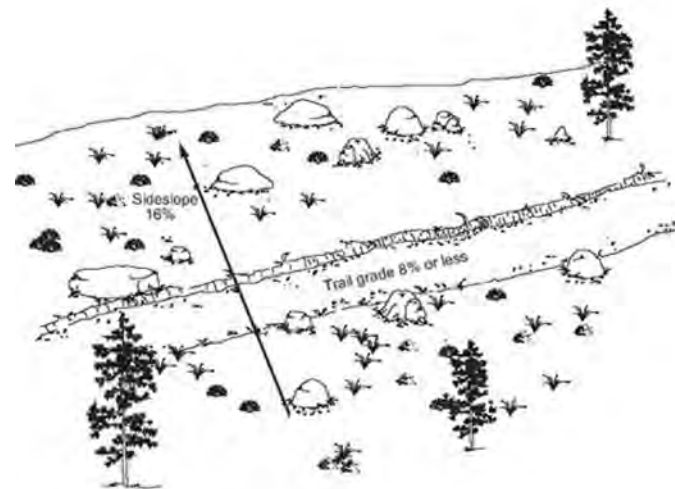


Fig. 8

- Tread area on gravel and asphalt trails should be sloped 2% to one (cross slope) or both (crown) sides to allow for drainage. (Fig. 7)

- Grade of trail alignment should be less than half of the grade of the side slope. This encourages water to flow across the trail and down the side slope rather than down the trail. (Fig. 9)

# Part 3: Development Standards

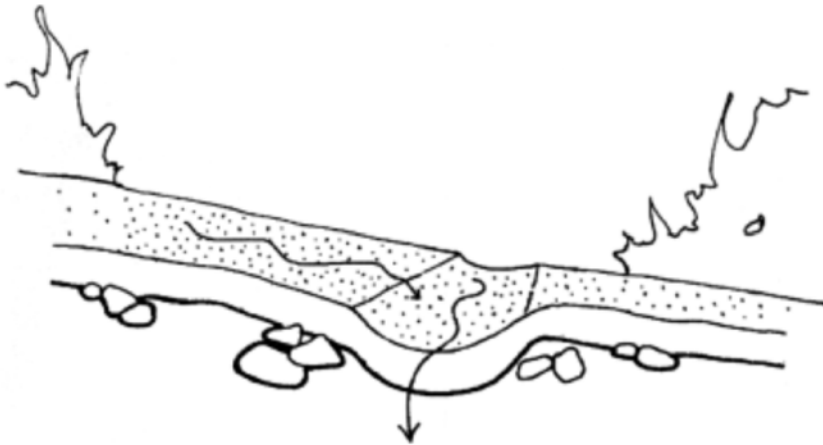


Fig. 9

- Trail grade reversals are encouraged to improve trail drainage.
- Trails built on hillsides must include appropriate back-slope and out-slope to encourage water flow across trail rather than down trail. (Fig 10)

- 1 existing slope
- 2 topsoil spread on embankments
- 3 cut section
- 4 filled section
- 5 surface cross-sloped at 2%

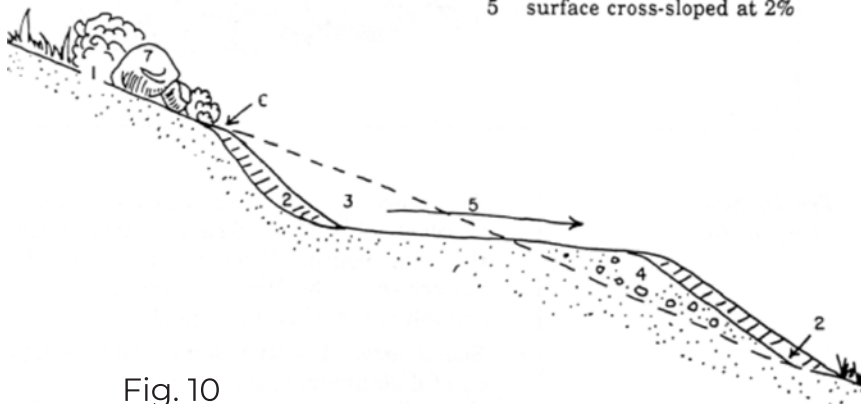


Fig. 10

- Where water collects naturally, drainage depressions / dips may be required to divert run-off from the trail to a drainage swale or natural low area. (Fig. 11)

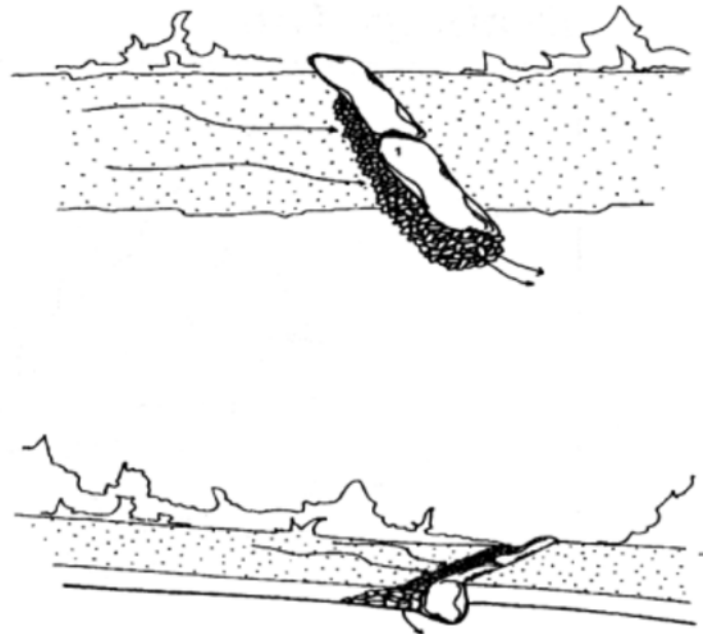


Fig. 11

- Install PVC or metal culverts where drainage dips/depressions are not adequate.
- Place large rocks around the ends of culverts, stabilize the fill material, and hide ends of pipes. (Fig. 12, 13)

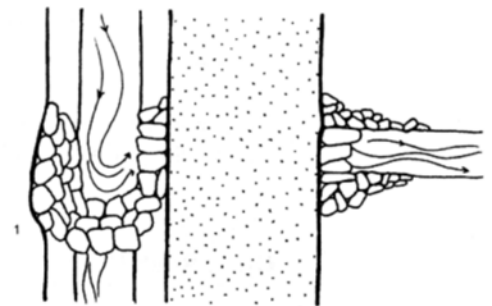


Fig. 12

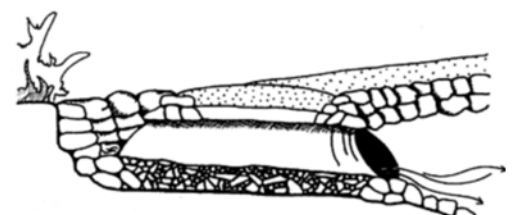
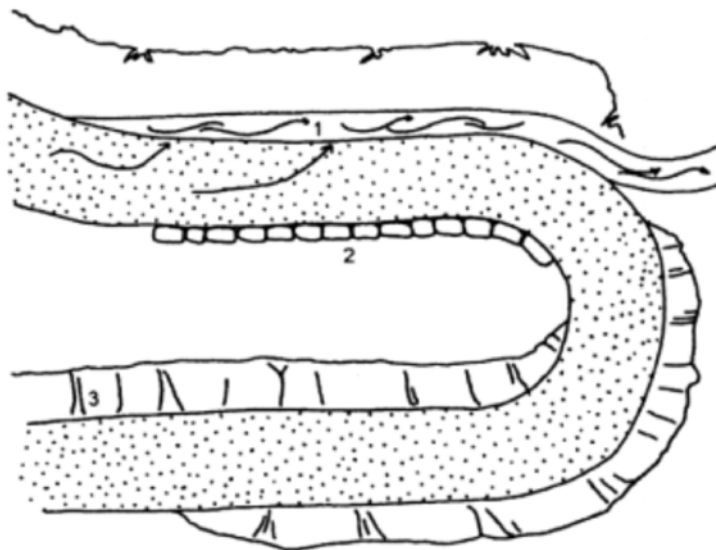


Fig. 13



# Part 3: Development Standards

- Cut pipe ends at a 45 degree angle to reduce the visual impact of the culvert.
- Ensure culverts extend 30cm beyond trail edge.
- Backfill and compact the area around the culvert.
- Place granular surfacing over the pipe to provide a surface for tread.
- Ensure switchbacks are properly drained, particularly at the top, to prevent erosion of corners and lower sections. (Fig. 14)



1. Drainage ditch on uphill side of upper section of switchback protects turn area
2. Retaining wall used to support upper section
3. Lower section also ditched on uphill side, then drained under the trail

Fig. 14

## Trees & Vegetation

- Retain as many trees and as much natural vegetation as possible when planning trail alignment.
- Avoid drip line of trees, wherever possible.
- Clear overhanging foliage to 2.5m - 3.5m clearance from the ground, where practical. (Fig. 15)

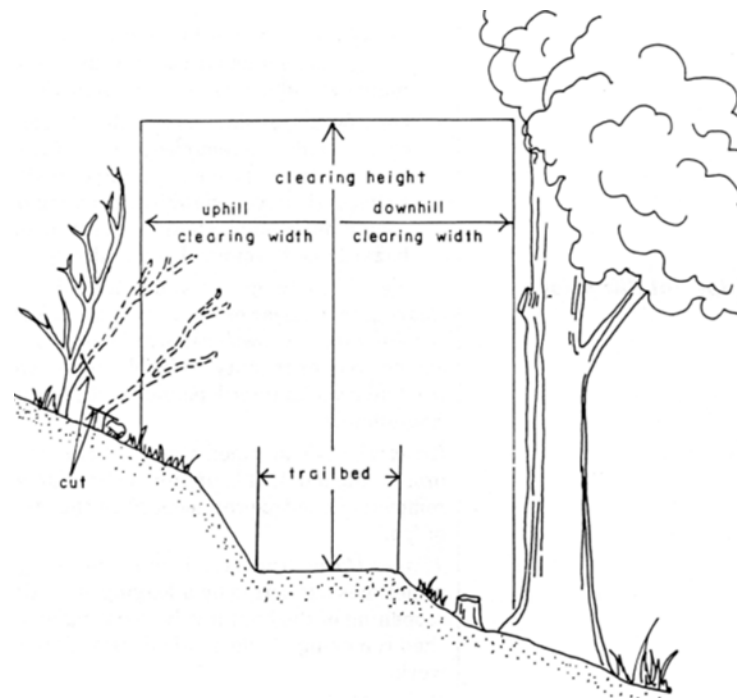


Fig. 15

## Part 3: Development Standards

- Cut branches and trees flush with the tree trunk or ground where trimming is required. (Fig. 16)

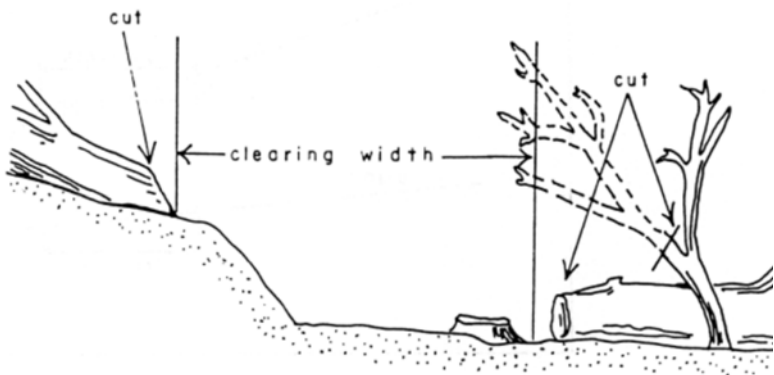


Fig. 16

- Ensure tops of trees are not cut off. Instead, problem trees should be avoided, removed entirely, or have their branches trimmed on the trail side of the trunk.
- Cut small roots back to trail edge.

### Planting Standards

Planting Standards should apply to all trails and corridors, where possible. The following Standards should be applied:

- Plant trees along the sidewalk or road at intervals of approximately 6-9m with setbacks from the sidewalk of 0.5m.
- Consideration will be given to existing underground utilities and lighting Standards to avoid conflicts with infrastructure.
- Species selection should take into consideration tree size at maturity, especially canopy size, as well as suitability for projected local climate and regional bio-geographical conditions.

- Canopies of adjacent street trees should be broad enough to create a continuous shadow corridor and tall enough to cast summer shadows on buildings.
- Reduce the risk of catastrophic tree loss by considering tree species resistance to disease, drought, root damage, and soil loss.

### Inspiration, Play, Rest

Streets and trails should not just be for transitioning between places; rather, they should be a destination in themselves. Inspiring active transportation and recreation networks create safe spaces for learning, skill development, enjoyment, rest, and foster imagination development. Unique infrastructure, colours, and textures create better spaces for all users. Where possible, the following standards should be applied:

- Include 'pause and play' features such as sidewalk murals, unique landscaping, rubber plazas, or interactive art.
- Include seating opportunities for the promotion of rest, social interaction, and enjoyment of viewsapes.
- Create spaces for multi-generational interaction such as including a muraled hop-scotch next to a rest area.
- Particular attention should be paid to locating rest and play features near schools, care facilities, transit stops, and during long sections of trail with minimum stops.

# Part 3: Development Standards

## Wayfinding

Trails should be marked with the following information:

- Trail difficulty;
- Trail length and estimated walking time;
- Trail navigation (i.e. directional signage at decision points);
- Permitted trail uses;
- Trail priority (e.g. bike users yield to pedestrians);
- Where appropriate, delineate users and traffic flow using pavement markings (e.g. painted yellow lines, pedestrian and cyclist markings etc.);
- Ktunaxa (yaqan nukiy) language and information;
- Educational materials where appropriate; and,
- Amenities and key destinations nearby.

## Amenities

- Provide bear-proof garbage receptacles at major intersections and trailheads where appropriate.
- Ensure trails include adequate parking at trailheads proportionate to the anticipated usage.
- Where possible, install drinking fountains.

## Greenway Standards

Greenways are areas that require special protection. The objective for Greenways is to provide long-term water quality protection, prevent flooding, reduce erosion and sedimentation, recharge groundwater

systems, and retain important habitat. The following Standards apply to trails adjacent to water sources or areas of discharge:

- Ensure trails are set back from creeks by a minimum of 2m with riparian planting between the trail and the creek. This planting will help protect water quality through natural filtration and by keeping people and their pets out of the creek.
- Ensure any applicable Federal and Provincial requirements for environmentally sensitive areas are met.
- Ensure trails are planned in conjunction with the Town's Stormwater Management Plan.

## Multi-Modal Transportation Plan

The Multi-Modal Transportation Plan (2022) includes construction standards and design guidelines for pedestrian, cycling, transit, road networks, and overall street design. It is important to consider the MMTP and applicable design guidelines during trail development to ensure seamless transitions between various classifications of active transportation infrastructure.

## 3.2 Rural Trails

Rural trails provide recreational opportunities. Difficulty levels may range from easy to challenging. Trails may be unpaved, uneven, and seasonally unavailable.

## Construction Standards

- Clear foliage to minimum width of 1.2m, where possible.
- Provide tread width of 0.3 - 1m.

## Part 3: Development Standards

- Avoid or remove rocks and roots as appropriate to type of use.
- Cover large roots with soil to protect from damage.
- Compact soil if intended for moderate / heavy use.
- Construct boardwalks in sensitive areas or seasonal flood areas.
- Ensure trails are less than 10% grade, wherever possible, to prevent excessive soil erosion. Where 10% grade is not feasible a 20-30% grade is permitted where soil type allows for it, but these steep grades should not be sustained for more than 15m.
- Use asphalt or chip-seal coating on 15cm granular sub-base for tread surface on highest usage trails, or leave unpaved for moderate usage trails.
- Ensure trails are less than 8% grade, wherever possible, to prevent excessive soil erosion and maintain universal accessibility. Less than 5% grade is ideal. Where an 8% grade is sustained over long distances, flat rest areas are to be provided at appropriate intervals.
- Remove leaf litter and surface soil from tread area and use on the edge of trail to encourage vegetation regeneration when building a trail on a side-slope.
- For Rail Trails, ensure separation from the tracks (fencing may be required).

### 3.3 Urban Trails

Urban trails provide accessible, active transportation options. Trails may be paved, but at a minimum, trails must be compact and accessible to strollers, wheelchairs, scooters etc.. Urban trails range from easy to moderate difficulty, with an easy-going grade.

#### Construction Standards

- Provide 2-3m tread width depending on usage.
- Include 0.3m gravel shoulder on both sides of hard surfaced trails.
- Ensure that base layers are below grade in flat areas to keep trail surface near ground level.
- Excavate trail and infill with drain rock prior to surfacing where trail route is over swampy, clay, sand, or organic soils, and diverting water is not an option. Boardwalks may also be an option in these circumstances.

### 3.4 Connectivity Corridors

Connectivity corridors are an active transportation promenade. Corridors should be treed, well signed, and safe for all users. Corridors should also include benches, rest areas, water fountains, and other features that support active transportation uses. The following Standards should be applied:

- Apply the applicable Urban Standards identified earlier in this section.
- Apply applicable street designs included within the Multi-Modal Transportation Plan.

# Part 3: Development Standards



# Part 4: Existing Infrastructure



# Part 4: Existing Infrastructure

## 1. Overview

Creston's compact nature provides an ideal setting for connecting the community using active transportation infrastructure, including trails. However, most residential neighbourhoods were designed without sidewalks or trails, and connectivity between neighbourhoods and services is poor.

Approximately 20% of our 55 km of roadways are serviced by sidewalks. The Town maintains about 20km of sidewalks and trails and 13 parks that act as activity hubs and trail thoroughfares. Creston also has several informal trails throughout the community on private and public lands. The Town provides access to trails on provincial and municipal land at the Creston Valley Airport. The municipal land for trail use is approximately 30 hectares, with two trails giving access to a network of trails on provincial land west of the Airport. Additionally, two parcels of Town land in Wynndel are used for Mountain Bike trails.

### Rural Trails

Trail	Use	Difficulty	Length
Billy Goat Bluff	Recreation - Hiking	Challenging	2.6km
16th to Devon Street	Recreation/Commuter	Moderate	457m
Hawkview Trail	Recreation/Commuter	Moderate-Challenging	150m
Murdoch to Regina Street	Recreation	Moderate-Challenging	68m
Airport Trail Network	Equestrian	Moderate	10.3km

### Urban Trails

Trail	Use	Difficulty	Length
Steve's Ride	Recreation/Commuter	Easy-Moderate	323m
Millennium Trail	Recreation/Commuter	Easy	556m
Glaser Trail	Recreation/Commuter	Easy	885m
Crestview Trail	Recreation/Commuter	Easy	155m
Library Loop	Recreation/Commuter	Easy	475m
Klaus Korner	Recreation/Commuter	Easy	175m
Schikurski Park Trails	Recreation	Easy	330m
Crawford Hill Trails	Recreation	Easy-Moderate	805m

# TRAILS MASTER PLAN

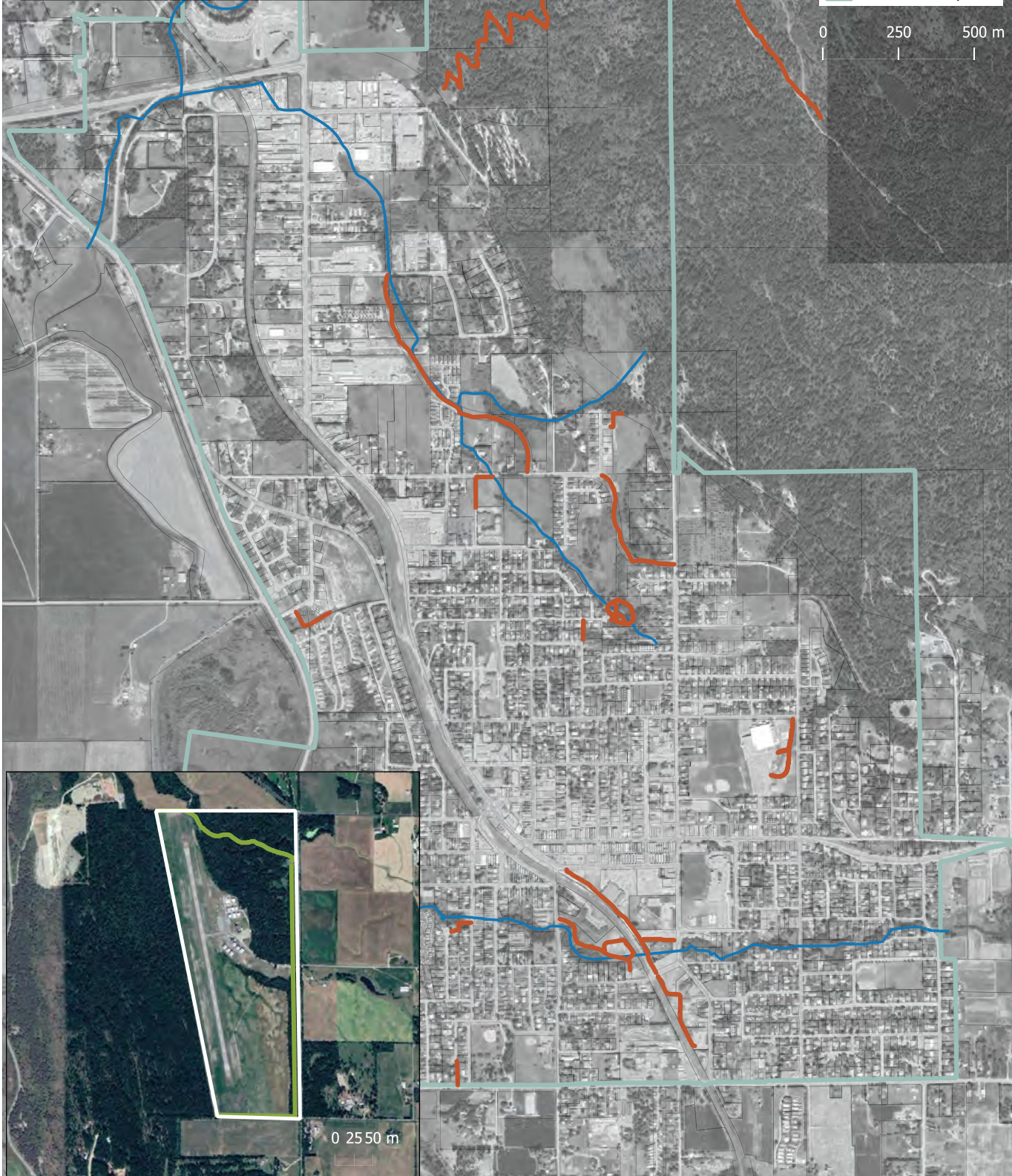


**Legend**

- Existing Trails in Town Boundaries
- Airport Trails
- Mountain Bike Trails
- Creeks
- Town Boundary



0 100 200 m



0 25 50 m



# Part 5: Future Networks



# Part 5: Future Networks

## 1. Introduction

The following section provides an overview of the desired trails, greenways, and corridors essential to Creston's connectivity. This section highlights key routes that align with Creston's current and planned cycling, public transportation and private vehicle networks, and provides important connections to activity hubs throughout the community.

The Trails Master Plan networks work with the Multi-modal Transportation Plan to develop a complete active transportation/recreation system.

## 2. Acquiring Land for Trail Development

Developing trail-forward neighbourhoods is a long-term priority for the Town of Creston. Generally, trails are located on Town-owned property such as unopened road rights-of-way, recreational land, and parks. However, trails can also be located on private property with an appropriate legal agreement.

Municipalities can acquire land for park / trail development in various ways. Some avenues include:

- purchase or lease land;
- partnerships;
- establishing Statutory Rights-of-way on private land; and,
- through subdivision.

Acquiring land at the time of subdivision is one of the most advantageous ways to develop trails. Facilitating connectivity options should always be considered for

new developments and subdivision plans. The Town of Creston is committed to working with developers to encourage active transportation and recreation throughout neighbourhoods, and to connect neighbourhoods to the broader community.

## 3. Trails

### 3.1 Background

Trails provide a welcome separation from automobile traffic. They should be developed wherever possible to separate motorized and non-motorized traffic. They also connect facilities via a green setting, creating important human-nature interactions.

### 3.2 Strategy

The intent is to provide a variety of trail types throughout the community to create an environment that is accessible, meets community needs, and provides recreational opportunities.



Millennium Trail

# Part 5: Future Networks

There are four main 'trail' classifications:

- urban trails - compact gravel or paved surface, universally accessible;
- rural trails - uneven terrain, not universally accessible;
- connectivity corridors - streets developed safely for motorized and non-motorized traffic; and,
- greenways - environmental protection.

In addition to trails, this plan also identifies key intra-valley trail connections and activity hubs.

Complete active transportation networks will combine trail types to connect neighbourhoods to key activity hubs and intra-valley trailheads, and provide looped networks within Town boundaries. The trails listed below are intended to identify priority routes.

## 3.3 Location

### 3.3.1 Urban Trails

Urban trails are created to encourage active transportation for people travelling between various activity hubs within Town, including residential areas, commercial areas, schools, and recreation facilities. Urban trails make active transportation a safer, more pleasant experience for users of all ages and abilities. The Town of Creston

envisions an interconnected network of urban trails strategically situated to reduce the need for commuting by vehicle and to enable an active population.

## Inspiration



**Glaser-King Creek Trail** - The Glaser-King Creek Trail will eventually connect Schikurski Park, Northwest Boulevard Local Area Plan neighbourhood, and the Arrow Mountain Bypass and act as a key north/south passage. Once complete, the trail will encompass the existing 16th Avenue to Devon Street and Glaser trails. Completing the Glaser-King Creek Trail requires two phases:

- connect Payne Street to Helen Street; and,
- pave the trail to increase accessibility for all users and provide an off-street trail option year-round.

Creston's Multi-Modal Transportation Plan includes trail connections / improvements and roadway improvements to develop the Glaser-King Creek Trail as a route suitable for all modes.

The Glaser-King Creek Trail is also a Greenway Trail. The adjacent creeks are



## Part 5: Future Networks

environmentally sensitive. The Glaser-King Creek Trail provides environmental protection opportunities via low-impact development, maintaining a natural stormwater management system, and providing habitat for neighbouring critters that rely on the creek system. Greenway Standards apply.

**Rail Trail** - Creston has a railway that moves goods north-south through Town. The Rail Trail provides an opportunity for a north-south pathway. It will also offer intra-valley connections to Wynndel, Erickson, West Creston, and Canyon. The ultimate goal is to have a Valley-wide rail trail system. This trail extends from Erickson Road to Collis Street along the active railway. Construction of this trail will require negotiation with the Canadian Pacific Railway, and coordination with the RDCK.

**Arrow Mountain Active Transportation Highway** - The Arrow Mountain Active Transportation Highway will be a major commuter and recreational trail along the current Arrow Mountain Highway Bypass. The trail will provide an alternate route from Helen Street to 20th Avenue North and connections to intra-valley trails, including Arrow Creek, West Creston, and Erickson. The trail will also pass north of the Dwight and Rosamond Moore Community Wetland on Crawford Hill. The end of 16th Avenue North could provide an additional access point. This trail may start as a Rural Trail; however, the intent is to eventually pave the trail to realize the path as an 'Active Transportation Highway'. This trail requires further consultation with Minsistry of Transportation and

Infrastructure and the Regional District of Central Kootenay. Statutory rights-of-way have been negotiated with private landowners to facilitate trail development.

**Access Trails** - Access trails are additional, small sections of trail required to access the main trail. See the Future Trails map for Urban Access Trails.

### 3.3.2 Rural Trails

Rural trails provide recreation opportunities. They may also be lightly used as commuter trails, especially for long distances. Rural trails are often constructed on steep slopes, over uneven ground, and can be narrow.

### Inspiration



**Hawkview Trail** – The Hawkview Trail is partially complete. Portions of the trail were acquired at the time of subdivision and will continue to be acquired this way until the trail is complete. When completed, the Hawkview Trail will provide rural trail access between Valleyview Drive and Highway 21, the surrounding neighbourhoods, and create an intra-valley connection to the Kootenay River Ferry Landing Recreation Site. The

## Part 5: Future Networks

trail will intersect Highway 21, an active highway with high speeds. Clear signage should be present to ensure the safe crossing of the highway.

**2nd Avenue Northwest** - The northern portion of 2nd Avenue Northwest is currently an unopened right-of-way providing an opportunity for a rural trail. The creation of this trail will connect Collis Street to the developed portion of 2nd Avenue Northwest. The development of this trail will provide an intra-valley connection to Highway 21. Ultimately, the route will loop back into Town from Highway 21 to the Hawkview Trail. Negotiation will be required with Ministry of Transportation and Infrastructure to widen the shoulder of the Highway, lower the speed limit for the stretch of Highway 21 adjacent to Town boundaries, and provide signage to increase the visibility of active transportation users.

**Dodd's Creek** - The Dodd's Creek Trail is near Dodd's Creek, following a series of unopened rights-of-way and undeveloped Town properties. The Dodd's Creek Trail will connect to Steve's Ride Trail and other downtown trails. The route will include sections of rural trails and low-traffic streets in residential areas.

The Dodd's Creek Trail is also a Greenway Trail. The adjacent Creek is environmentally sensitive. The OCP encourages maintaining a riparian area around the Creek and controlling the quantity and quality of stormwater runoff into the Creek. Greenway Standards apply.

**Access Trails** - Access trails are additional, small sections of trail required to access the main trail. See the Future Trails map for Rural Access Trails.

### 3.3.3 Connectivity Corridors

Connectivity corridors are key streets that connect trails to one another, creating a looped trail system and comprehensive trail network. Connectivity corridors can take various forms, including shared streets and separated multi-use paths. Corridors should be a safe and efficient connections to trail systems while providing an active transportation experience that mimics the feeling of being on a trail. Corridors should be treed, well-signed, and accessible for all users. Corridors should also include benches, rest and play areas, water fountains, and other features supporting active transportation.

### Inspiration



**Devon Street** - Devon Street moves people east-west. Devon Street is central to the Creston Valley Mall, Creston Museum, Creston Valley Tour Company and Rentals, and multiple subdivisions. Ultimately, the Devon Street Corridor will connect to the Glaser-King Creek Trail and the Rail Trail.

## Part 5: Future Networks

**Hillside Street** - Hillside Street is a wide, car-orientated street with a pedestrian sidewalk on the north side of the street. Hillside moves traffic east-west from 20th Avenue North to Northwest Boulevard. Key destinations along Hillside include the Creston and District Community Complex, Creston Valley Hospital, and Adam Robertson Elementary School. Hillside Street provides primary connections to 20th and 16th Avenues (north-south connectivity corridors - see below) and the Rail Trail. Ultimately, Hillside Street will be developed with separated bike and pedestrian pathways to facilitate better active transportation along the corridor. The Multi-Modal Transportation Plan (2022) includes Hillside improvements within the short-term street upgrades. The Multi-Modal Transportation Plan also includes intersection improvements at Northwest Boulevard, and 7th Avenue North to improve safety for all users.

**16th Avenue** - 16th Avenue is a wide thoroughfare street that moves people north-south. 16th Avenue is a key route for individuals accessing the Creston and District Community Complex, Downtown, Kootenay River Secondary School, Erickson Road, and the Glaser-King Creek Urban Trail. 16th Avenue is also near Schikurski Park. The Multi-Modal Transportation Plan recommends creating a cycling lane with a painted buffer and delineator posts, which provides cyclists with separation from vehicles. To enhance the proposed cycling network and support the principles of a connectivity corridor, a separated pathway with street trees

and seating areas should be developed on the east side of 16th Avenue for the entire length of the street.

**20th Avenue** - Currently, 20th Avenue extends from Erickson Road to Alder Street. The long-term plan for 20th Avenue is to push the road north to the longterm proposed location of Glaser Drive, currently located on private land, and then west to link to 16th Avenue. The 20th Avenue Corridor will connect neighbourhoods in the central-east area of Town to nearby services such as the Creston and District Community Complex and the Dwight and Rosamond Moore Community Wetland. The Corridor will connect the Glaser King-Creek Trail, Arrow Mountain Active Transportation Highway, and intersect with the Hillside Street Corridor and Erickson Road Intra-valley Trail. 20th Avenue is a wide street with limited active transportation infrastructure. There is a sidewalk on the east side of 20th Avenue South from Canyon Street to Erickson Road. 20th Avenue has enough space to facilitate



Glaser Drive Trail

## Part 5: Future Networks

the development of a multi-use path, complete with street trees and seating nooks on one side. Crossings will need to be made clear because active transportation infrastructure will only be provided on one side of the street. The MMTP includes guidelines for improving the street crossing at Canyon Street and 20th Avenue.



Millennium Trail

**Helen/Collis Street** - Helen/Collis Street is located at the north end of Town and is orientated east-west. This street connects to the Community Forest and associated trails, the Arrow Mountain Active Transportation Highway, Glaser-King Creek Trail, the Rail Trail, and the 2nd Avenue Trail. Currently, there is no active transportation infrastructure along Helen/Collis Street. Active transportation users do not regularly use Helen/Collis

Street; however, the corridor provides an important east-west connection that will 'close the loop' for many of the proposed and existing trails. Helen / Collis Streets will become a well-signed, treed, and slow shared street.

### 3.2.4 Greenways

A trail network surrounded by trees and vegetation is an integral component of a healthy community. Greenways provide opportunities for active and passive recreation, and improve connectivity and community aesthetic. They are also key for stormwater management and riparian area protection.

#### Inspiration



**Glaser-King Creek Greenway** – See 3.3.1 Urban Trails.

**Dodd's Creek Greenway** - See 3.3.2 Rural Trails.

## 4. Activity Hubs

### 4.1 Background

Activity hubs are nodes where people live, work, or play. Activity hubs include

## Part 5: Future Networks

neighbourhoods, schools, commercial areas, community amenities, and recreation spaces like parks and waterways. Access to activity hubs fosters important human interactions that create community. While activity hubs are near one another in Creston, often they are not easily or safely connected, creating activity hub islands.

### 4.2 Strategy

When developing trails, it is important to consider how trails connect people to activity hubs valued by the community. The Activity Hub strategy intends to ensure that people are easily connected to activity hubs.

### Inspiration



Centennial Park



Pump Track

### 4.3 Location

**Schikurski Park** - Schikurski Park is located in the centre of Town; however, access to the park is limited. The park is accessible from the west via Town streets and a steep walking trail between Murdoch and Regina Streets. The 16th Avenue and Devon Street Trail is located north

of the park, but there are no formal connections to the park because the connecting land is privately held. Ideally, the park will connect to the 16th Avenue-Devon Street Trail via rural and urban trail connections to the north, west, and east. Ultimately, Schikurski Park will become an activity hub and node for other networks.

**Northwest Boulevard Local Area Plan Bylaw No. 1845, 2016 (NWBLAP)** - The NWBLAP is a guiding document for the development of the area north of Devon Street and east of Northwest Boulevard. The long-term vision for the NWBLAP is to create a mixed-use neighbourhood, with human-scale commercial development, park and open space, and residential development. The goal is to have trails throughout the plan area, which will be acquired during subdivision. The Multi-Modal Transportation Plan includes a pedestrian network and intersection upgrades to facilitate connection to the larger active transportation street network.

**Creston & District Community Complex (CDCC)** - The CDCC is a critical activity hub; however, it is an island within the community. The CDCC is central to Kootenay River Secondary School in the south and Adam Robertson Elementary School to the west via Hillside Street and Canyon Street. Children commonly walk these routes to and from school and for extra-curricular activities. Primarily accessible by car, the CDCC lacks trails and sidewalks to connect those using active transportation. To improve overall access, an Urban Trail is



## Part 5: Future Networks

desired via Pine Street and Connectivity Corridors are wanted on Hillside Street and 20th Avenue. Creston's Multi-Modal Transportation Plan includes the development of a new pathway along Pine Street to the CDCC as a short-term improvement. Improvements should also be made to 19th Avenue North to better connect the community to the CDCC, and through the parking lot to provide safer access.

**Centennial Park** - Centennial Park is one of Creston's most active parks and is a hot spot for young families. The park is located in the south area of Town amongst residential neighbourhoods; however, the lack of active transportation infrastructure results in many people choosing to drive. An Urban Trail connecting the south of the Park (Erickson Road) to the north end (Birch Street) is desired to separate vehicle traffic from active transportation and to provide a connection to the existing sidewalk on 11th Avenue. The Multi-Modal Transportation Plan supports this connection by including the development of a sidewalk on the south side of Birch Street - adjacent to the Park as a pedestrian improvement project.

**Downtown** – Creston's downtown will serve as the central node of the active transportation network, with most other corridors branching from it. Downtown is the economic hub of the Creston Valley. During business hours, the bustle of downtown can detract from the active transportation experience. The priority for downtown is to enhance the active transportation experience and create a true active transportation hub with

ample bike parking, repair stations, water stations, trail maps, street trees, rest and play areas.

**Millennium Park** – Millennium Park is in downtown Creston, near Market Park (project name), Creston Valley Public Library, the dog and bike parks, and Steve's Ride trail. Millennium Park is a hot spot for community events and tourists. The Park is well connected to the community via short sections of sidewalk and asphalt trails separated from traffic. Given the centrality of the Park, these trails must continue to be well maintained. Wayfinding signage indicating connecting trails should be placed at the park to highlight Creston's trails and amenities.

**Kootenay River Secondary School** - The Kootenay River Secondary School is an important community hub, providing education, sports fields, tennis courts, and an auditorium – all well-used by the community. Sports tournaments and performing arts venues result in people of all ages needing to get to and from the school. Particular attention should be paid to pedestrian crossings and providing space for students that walk or roll to school. The development of the 16th Avenue Corridor will improve active transportation access to the school.

**Burns Park** - Burns Park is located in the east area of Town and provides an important recreation area for the surrounding neighbourhood. Access to the park is limited to residential streets. The development of the 20th Avenue Corridor will create safer access to the park.

# Part 5: Future Networks

**Adam Robertson Elementary School (ARES)** - Adam Robertson Elementary School is located in the centre of Town. ARES doubles as a community playground during non-school hours and is regularly frequented by families on weekends. ARES will become better connected to the community from the development of the Hillside Corridor. The Multi-Modal Transportation Plan further connects ARES to the north end of Town via sidewalk improvements.

**Dwight and Rosamond Moore Community Wetland (DRMCW)** - The DRMCW is located in the east of Town, in close proximity to the Arrow Mountain Bypass. The recreation site provides trails throughout the park. It is a preferred location for establishing trailhead access to the Arrow Mountain Active Transportation Highway. With parking and waste facilities on site, the DRMCW is a fantastic community hub with lots of potential for future trail development. Negotiation will be required with adjacent landowners to connect DRMCW to the Arrow Mountain Active Transportation Highway and Arrow Mountain.

## 5. Intra-valley Connections

### 5.1 Background

Creston is centrally positioned among neighbouring communities. Routes within Creston should serve those spending their time within Town boundaries and should act as a convenient flow through to other trails in the Valley. Public engagement with Creston and the Regional District of Central Kootenay residents showcased a

desire for a comprehensive trail network where travel is seamless between jurisdictions. The following are Valley identified trails, natural attractions, amenities, and communities that require better active transportation access. Intra-Valley connections have been included to achieve this broader community goal.

### 5.2 Strategy

The Intra-Valley Trails Strategy intends to highlight connections from the Town to trails, recreation sites, and communities in the Valley. The Town will seek partnerships, advocate, and support the development of trails outside the Creston Town boundaries.



16th Avenue + Devon

## Part 5: Future Networks

### 5.3 Location

**Yaqaan Nukiy** - Access to yaqaan nukiy (Lower Kootenay Band) is limited to Highway 21. This route is unsafe for pedestrians and cyclists due to narrow shoulders, an 80km/hr speed limit, and the absence of designated pedestrian passage over the Goat River. Ultimately, movement between yaqaan nukiy and the Town will be safe and accessible to non-vehicle traffic.

**Goat River** - Goat River is an important recreation site for the Creston Community. Goat River is located just south of Town - only a hop, skip, and a jump away. However, accessing the Goat River is risky, as people generally access the site via busy, high-speed roadways. The goal is to provide trail access, removed from Highway 21 to Goat River. Several access routes exist: the Endicott Trail, Goat River South Road, and Highway 21. Improving access to Goat River will require partnerships with yaqaan nukiy, Regional District of Central Kootenay, and possibly the Ministry of Transportation and Infrastructure if stretches of the highway are needed.

**West Creston, Wildlife Centre, Balancing Rock** - Historically, West Creston was accessible via a ferry that crossed the Kootenay River between Kootenay River Road and Reclamation Road. When the ferry was shut down, West Creston became isolated from the Valley. Access to West Creston is now limited to Highway 3. This route is challenging for pedestrians and cyclists due to narrow road shoulders, a 100km/hr speed limit, and the absence of a

designated pedestrian/cyclist passage over the Kootenay River Bridge. This Plan envisions a barrier-separated multi-use trail connecting Creston to West Creston, and re-establish a crossing at the Kootenay River Ferry Landing.

**Dike Systems** - The Creston Valley is surrounded by dike systems, providing an excellent opportunity for rural trail development. Trails on the dikes could be a major attraction for residents and tourists alike. Unlike many other areas in the Kootenays, the dikes are flat and lend themselves to easy walking and biking, which should attract a more diverse group of people and appeal to various ability levels. Dikes in Creston are managed by Diking Districts and yaqaan nukiy, and are primarily located within the Regional District of Central Kootenay and on Lower Kootenay Band Reservation lands. Consultation and partnerships with yaqaan nukiy, RDCK, and Diking Districts are needed. Ultimately, the Town of Creston will connect to the Valley bottom via a recreational trail on the existing dike system.

**Kootenay River Ferry Landing** - Access to the Creston Valley Flats is via Kootenay River Road. The Hawkview Trail will provide a pedestrian access route from Town when it is complete. A highly visible crossing between the Hawkview Trail and Kootenay River Road is desired to complete the trail. The dike system bordering the Kootenay River is a fantastic opportunity for extensive trail development. Extensive consultation and collaboration to allow for access

## Part 5: Future Networks

to the dikes must be undertaken with Diking Districts, yaqan nukiy, the Regional District of Central Kootenay, and other landowners.

**Wynndel + Duck Lake** - Access to Wynndel and Duck Lake is safest via Highway 3A, Crusher Road, McMurtrie Road, and Lower Wynndel Road. The ultimate objective is to connect Creston to Wynndel via a Rail Trail to avoid highway travel entirely. Alternatively, there is an informal trail that follows the gas line from Creston to Wynndel. In the mid-term, the Town of Creston will continue to advocate to the Regional District of Central Kootenay and Ministry of Transportation and Infrastructure to provide clear 'share the road' and crossing signage to increase the visibility of multi-modal use on these roads.

**Canyon-Lister** - A pedestrian bridge used to connect Goat Canyon Road and Osborne Road over the Goat River. When that bridge was decommissioned, access to Canyon-Lister became limited to Highway 3 (Canyon) or Highway 21 (Lister). These routes are unsafe for pedestrians and cyclists, with highway speeds of 80km and narrow shoulders. The goal is to connect Canyon via trails along the railway and re-establish the Goat Canyon/Osborne Road bridge. The unopened right-of-way at the end of Osborne Road should be opened for trail access. This trail would connect to 38th Street in Lister.

**Erickson Road** - Erickson Road is controlled by the Ministry of Infrastructure and Transportation (MOTI) – which limits the Town of Creston's ability to implement any road changes. However, the Town of Creston can advocate to MOTI for improvements. Erickson Road is envisioned to loop trails back into Town and provide an intra-valley connection to Erickson and yaqan nukiy via the Endicott Trail. The Multi-Modal Transportation Plan suggests a multi-use path on the north side of the road. The first phase is completing the pathway from 11th Avenue to 20th Avenue. This pathway can be improved by adding trees to provide separation from the road. An obvious crossing is needed at the Endicott trailhead.

**Airport Lands** - The Creston Valley Airport is located on Town of Creston land, in the Regional District of Central Kootenay. The Airport is surrounded by provincial lands. Currently, there are equestrian trails on the provincial lands, accessed through Town property. Creston's Official Community Plan directs the Town to find ways to provide diverse, non-motorized public access to the trails. Several groups have expressed interest in using the trail network. Negotiations with Regional District of Central Kootenay the Provincial Government, and interested user groups are required to support multi-use trail development on Town and provincial lands.

## Part 5: Future Networks

### Mountain Trail Systems

The Creston Valley is surrounded by mountains. Current mountain trails are primarily used for hiking, with limited options for mountain bikers, skiers, equestrians, etc.. Trail development on Arrow Mountain and neighbouring ranges would open opportunities for hiking, equestrian, mountain biking, snowshoeing, backcountry skiing, and other non-motorized backcountry sports. This will provide outdoor recreation and economic opportunities. The Town of Creston supports backcountry trail development on Arrow Mountain and throughout the Valley.

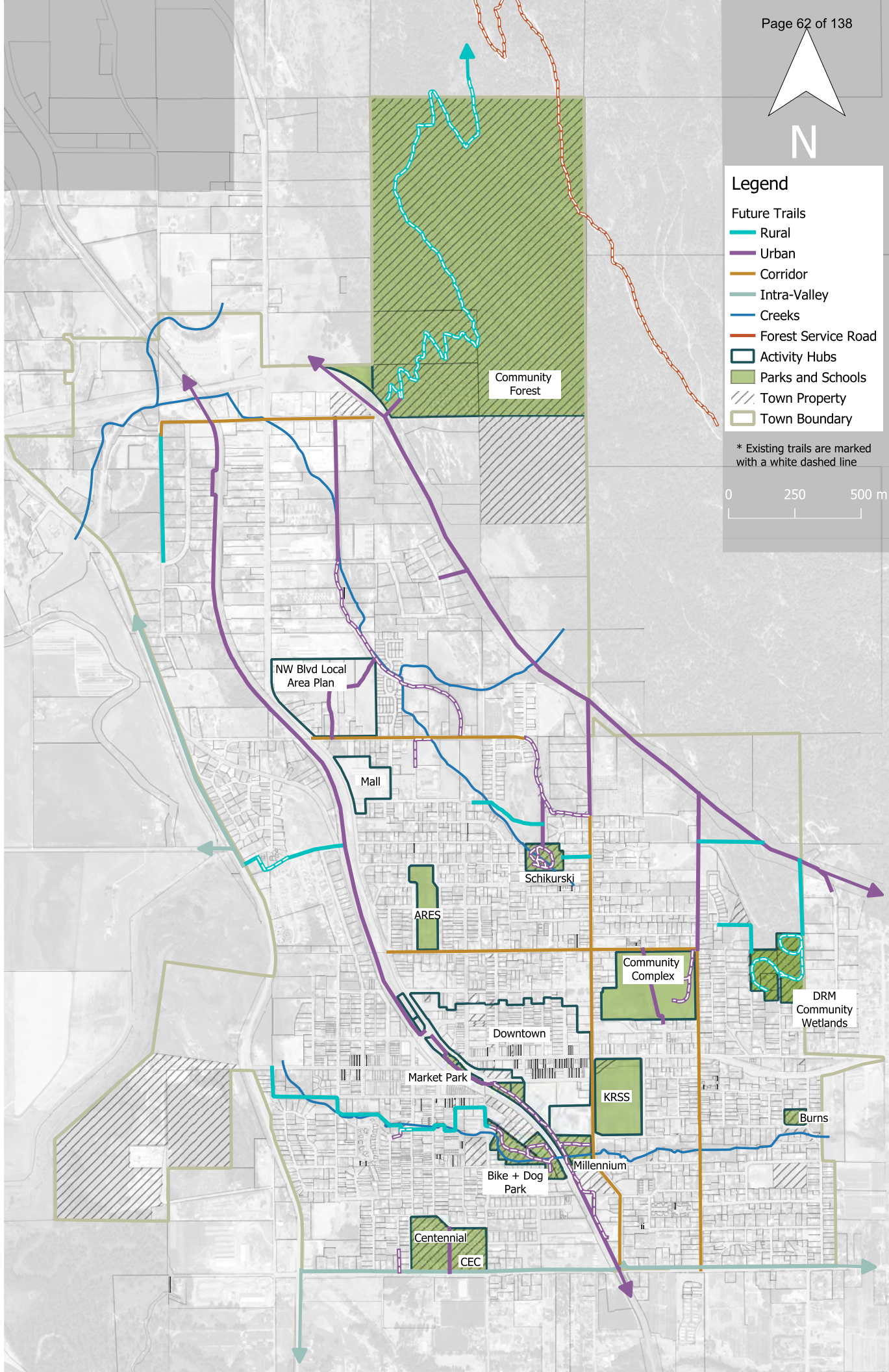
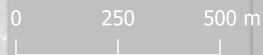


### Legend

#### Future Trails

- Rural
- Urban
- Corridor
- Intra-Valley
- Creeks
- - - Forest Service Road
- Activity Hubs
- Parks and Schools
- Town Property
- Town Boundary

\* Existing trails are marked with a white dashed line



# Part 6: Looking Ahead

## 1. Looking Ahead

Trails projects are just one component of capital projects in the Town. Every year, the Town will look at the priorities of this Plan, the Multi-Modal Transportation Plan, Downtown Revitalization Plan, future Parks Master Plan, and Environmental Stewardship Plan to determine the highest value projects to undertake. There are various action items the Town will take to implement the Trails Master Plan, including:

present trail ideas for consideration and look for opportunities for partnership.

- Look for ways to build trails through partnership with other agencies and sectors.

### 1.1 Funding

- Review capital funding allocation to the trails network for improvements and construction.
- Explore private and public funding opportunities.
- Identify shared projects that support other Master Plan objectives.

### 1.2 Wayfinding

- Continue to implement wayfinding signage for existing trail networks.

### 1.3 Promotion

- Work to bring visibility to existing trail and active transportation networks for residents and visitors.
- Produce up-to-date network maps and expand available information for residents and visitors online.

### 1.4 Partnerships

- Work with and advocate to neighbouring government and trail groups to create an active transportation and recreation system beyond Town limits.
- Encourage trail building groups to



# Part 7: Implementation





# Part 7: Implementation

## 1. Urban Trails

Street	Recommended Actions	Priority High
<p>Glaser-King Creek Trail</p> <p>Outcome: Connect Schikurski Park, Northwest Boulevard Local Area Plan neighbourhood, and the Arrow Mountain Bypass and act as a key passage to Northwest Boulevard.</p>	<ul style="list-style-type: none"> <li>• Acquire rights-of-way to complete trail.</li> <li>• Complete undeveloped section of trail from Payne Street to Helen Street.</li> <li>• Pave trail.</li> <li>• Work to expand trail by:               <ul style="list-style-type: none"> <li>• Developing a trail connection to Schikurski Park from 16th Avenue.</li> <li>• Acquiring trail corridor at time of subdivision along King Creek.</li> <li>• Acquiring trail corridor at time of subdivision along Dale Street.</li> <li>• Installing trail along 10th Avenue and Glaser Drive during construction of these future roads.</li> </ul> </li> </ul>	Effort High
<p>Rail Trail</p> <p>Outcome: Establish a north-south pathway connecting Erickson Road to Collis Street, and intra-valley connections to Wynndel, Erickson, West Creston, and Canyon.</p>	<ul style="list-style-type: none"> <li>• Work with the Canadian Pacific Railway to negotiate trail development adjacent to the railway from Erickson Road to Collis Street within the rail right-of-way.</li> <li>• Acquire rights-of-way at the time of subdivision to develop trail adjacent to the rail right-of-way.</li> <li>• Conduct a survey to establish trail route.</li> <li>• Erect required trail fencing.</li> <li>• Develop trail in phases, connecting the trail to key crossings.</li> </ul>	Priority Medium
		Effort High

## Part 7: Implementation

<p>Arrow Mountain Active Transportation Highway</p> <p>Outcome: Establish an alternate route from Helen Street to 20th Avenue North and connections to intra-valley trails, including Arrow Creek, West Creston, and Erickson.</p>	<ul style="list-style-type: none"> <li>• Work with the Ministry of Transportation and Infrastructure and Regional District of Central Kootenay to develop the Arrow Mountain Highway Bypass corridor into an active transportation trail with loops of various distances, access to Arrow Mountain, and access to Erickson.</li> <li>• Install access trails to the Arrow Mountain Highway Bypass at:             <ul style="list-style-type: none"> <li>• 20th Avenue (to be acquired or negotiated).</li> <li>• 16th Avenue (with signage and possibly parking).</li> <li>• Dale Street (to be acquired at time of subdivision).</li> <li>• Helen Street (add signage and possibly parking).</li> <li>• Rural trails through the Dwight and Rosamond Moore Community Wetland.</li> </ul> </li> </ul>	<p>Priority High</p>
		<p>Effort High</p>

# Part 7: Implementation

## 2. Rural Trails

Location	Recommended Actions	Priority Medium
<p>Hawkview Trail</p> <p>Outcome: Establish rural trail access between Valleyview Drive and Highway 21 and create an intra-valley connection to the Kootenay River Ferry Landing Recreation Site.</p>	<ul style="list-style-type: none"> <li>Continue to acquire trail access at the time of subdivision to complete the trail from Highway 21 to Valleyview Drive.</li> <li>Hard surface trail with gravel, in accordance with Rural Trail Standards.</li> <li>Minimize steep trail grade where possible.</li> </ul>	<p>Effort Low</p>
<p>2nd Avenue</p> <p>Outcome: Connect Collis Street to the developed portion of 2nd Avenue Northwest and Highway 21.</p>	<ul style="list-style-type: none"> <li>Develop a gravel trail on the unopened 2nd Avenue Northwest right-of-way.</li> <li>Install wayfinding signage at the intersection of Collis Street and the 2nd Avenue Northwest Trailhead.</li> <li>Work with the Ministry of Transportation and Infrastructure to widen the East shoulder in Highway 21 from Hilton Street to the Hawkview Trailhead.</li> <li>Work with the Ministry of Transportation and Infrastructure to lower speed limit.</li> </ul>	<p>Priority Low</p> <p>Effort Low</p>

## Part 7: Implementation

<p>Dodd's Creek</p> <p>Outcome: Connect Steve's Ride Trail and other downtown trails. Creek protection and stormwater management.</p>	<ul style="list-style-type: none"> <li>• Encourage creekside improvements such as native plantings in riparian areas and removing invasive species.</li> <li>• Negotiate rights-of-way, with property owners adjacent to the Creek to allow for trail access.</li> <li>• Complete sections of trail on Town owned properties located at:             <ul style="list-style-type: none"> <li>• 9th Avenue South.</li> <li>• Elm Street.</li> </ul> </li> <li>• Complete sections of trail on unopened rights-of-way located at:             <ul style="list-style-type: none"> <li>• Cook Street.</li> <li>• East of 9th Avenue South, to connect north to the lane between Elm Street and Cook Street.</li> </ul> </li> <li>• Implement "share the road" and wayfinding signage where trail intersects with residential streets:             <ul style="list-style-type: none"> <li>• 2nd Avenue South.</li> <li>• Elm Street.</li> <li>• 11th Avenue South.</li> </ul> </li> </ul>	<p>Priority Medium</p> <hr/> <p>Effort High</p>
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# Part 7: Implementation

## 3. Connectivity Corridors

Location	Recommended Actions	Priority Medium
Devon Street  Outcome: Connect to the Glaser-King Creek Trail and the Rail Trail.	<ul style="list-style-type: none"> <li>• Install shared path on south side of the street between Northwest Boulevard and 12th Avenue (see Multi-Modal Transportation Plan (2022) for design guidelines).</li> <li>• Install shared street between Northwest Boulevard and Selkirk Drive (see Multi-Modal Transportation Plan (2022) for design guidelines).</li> <li>• Install share the road signage.</li> <li>• Paint walking and bicycle pavement markers at intersections.</li> <li>• Plant street trees on either side of the street.</li> <li>• Install rest and play features in accordance with the Connectivity Corridor Standards, at the Devon Street and Glaser-King Creek Trail intersection.</li> <li>• Install sidewalk on North side of Devon Street.</li> <li>• Consider street lighting where appropriate.</li> <li>• Complete intersection improvements in accordance with the Multi-Modal Transportation Plan (2022) at Devon Street and Northwest Boulevard.</li> </ul>	Effort Medium

## Part 7: Implementation

<p>Hillside Street</p> <p>Outcome: Develop separated bike and pedestrian pathways to facilitate better active transportation along the corridor.</p>	<ul style="list-style-type: none"> <li>• Complete improvements in accordance with the Multi-Modal Transportation Plan (2022):               <ul style="list-style-type: none"> <li>• Separated bike lanes.</li> <li>• Multi-use path.</li> <li>• Intersection improvements.</li> <li>• Traffic calming measures.</li> </ul> </li> <li>• Pursue opportunities to install public art features on retaining walls.</li> <li>• Install a street art feature at the intersection of Hillside Street and 16th Avenue.</li> <li>• Plant street trees where feasible.</li> <li>• Install a rest feature at the crest of Hillside Street.</li> </ul>	<p>Priority High</p>
		<p>Effort High</p>
<p>16th Avenue</p> <p>Outcome: Connect the Creston and District Community Complex, Downtown, Kootenay River Secondary School, Erickson Road, and the Glaser-King Creek Urban Trail with a separated path.</p>	<ul style="list-style-type: none"> <li>• Complete improvements in accordance with the Multi-Modal Transportation Plan (2022):               <ul style="list-style-type: none"> <li>• Separated bike lanes - 16th Avenue North.</li> <li>• Shared road - 16th Avenue South.</li> <li>• Sidewalk improvements.</li> </ul> </li> <li>• Extend multi-use path for the entire street.</li> <li>• Install a street art feature at the intersection of Hillside Street and 16th Avenue North.</li> <li>• Plant street trees where feasible.</li> <li>• Install a rest feature at the intersection of Scott Street and 16th Avenue.</li> <li>• Install sidewalk on west side of 16th Avenue from Erickson Road to join existing sidewalk.</li> </ul>	<p>Priority High</p>
		<p>Effort High</p>

# Part 7: Implementation

<p>20th Avenue</p> <p>Outcome: Complete the road north to Scott Street and then west to link to 16th Avenue.</p>	<ul style="list-style-type: none"> <li>• Complete improvements in accordance with the Multi-Modal Transportation Plan (2022):               <ul style="list-style-type: none"> <li>• Sidewalk improvements.</li> <li>• Pedestrian crossing improvements at 20th Avenue and Canyon Street in consultation with Ministry of Transportation and Infrastructure.</li> <li>• Shared road - north of Hillside Street to Arrow Mountain Bypass.</li> </ul> </li> <li>• Plant street trees where feasible.</li> <li>• Install “share the road” signage and pavement markers.</li> <li>• Install a multi-use path on the west side of 20th Avenue from Canyon Street to Erickson Road.</li> <li>• Install rest and play features on the right-of-way south of 20th Avenue and Cedar Street intersection on the east side of 20th Avenue.</li> </ul>	<p>Priority High</p>
<p>Helen/Collis Street</p> <p>Outcome: Establish an east-west connection that will ‘close the loop’ for many of the proposed and existing trails.</p>	<ul style="list-style-type: none"> <li>• Plant street trees where feasible.</li> <li>• Install “share the road” signage and pavement markers.</li> <li>• Install a sidewalk on the north side of Helen Street.</li> </ul>	<p>Priority Medium</p>
		<p>Effort Medium</p>

# Part 7: Implementation

## 4. Activity Hub Improvements

Location	Recommended Actions
<p>Schikurski Park</p> <p>Outcome: Connect to the 16th Avenue-Devon Street Trail via rural and urban trail connections to the North and East.</p>	<ul style="list-style-type: none"> <li>• Develop access points to the park via the 16th Avenue-Devon Street Trail.</li> <li>• Complete improvements to 10th Avenue and Cavell Street in accordance with the Multi-Modal Transportation Plan (2022) to increase access to the park.</li> </ul>
<p>Northwest Boulevard Local Area Plan</p> <p>Outcome: Establish trails throughout the Plan area, which will be acquired during subdivision.</p>	<ul style="list-style-type: none"> <li>• Complete intersection improvements to the Devon Street and Northwest Boulevard intersection in accordance with the Multi-Modal Transportation Plan (2022) to increase access to the neighbourhood.</li> <li>• Develop Devon Street as a Connectivity Corridor, as outlined in this Plan.</li> <li>• Ensure development is in accordance with the Northwest Boulevard Local Area Plan to maintain greenspace within the neighbourhood.</li> <li>• Acquire right-of-way to develop a section of trail that will directly connect the neighbourhood to the Glaser-King Creek Trail.</li> </ul>
<p>Creston and District Community Complex</p> <p>Outcome: Connect the CDCC to the broader community via non-motorized transportation.</p>	<ul style="list-style-type: none"> <li>• Develop Hillside Street, 16th and 20th Avenues as Connectivity Corridors.</li> <li>• Encourage development of a trail through the CDCC, connecting the parking lot to Hillside Street.</li> <li>• Complete Pine Street and 19th Avenue improvements in accordance with the Multi-Modal Transportation Plan (2022).</li> <li>• Encourage development of an accessible pedestrian sidewalk that includes safe passage from the parking lots to the front door.</li> <li>• Encourage shade trees in parking and along sidewalk. Green the site with street trees around perimeter.</li> </ul>



## Part 7: Implementation

<p>Centennial Park</p> <p>Outcome: Connect the Park to the broader trail network and develop intra-valley connections via Erickson Street.</p>	<ul style="list-style-type: none"> <li>• Install sidewalks around the perimeter of the park.</li> <li>• Improve intersection safety at 9th Avenue and Birch Street.</li> <li>• Develop an urban trail through the Park in accordance with this Plan.</li> </ul>
<p>Downtown Corridor</p> <p>Outcome: Establish Downtown as a hub for active transportation users and recreation.</p>	<ul style="list-style-type: none"> <li>• Look for opportunities to add resting spaces of various sizes along the route for individuals and groups. For example, add seats, picnic tables, mini plazas.</li> <li>• Create greater variety by replacing grass with forests/orchards, shade trees, and/or edible landscaping.</li> <li>• Complete improvements in accordance with the Multi-Modal Transportation Plan (2022) and Downtown Revitalization Plan (2022).</li> <li>• Install active transportation amenities such as bike parking and “fix-it” stations.</li> </ul>
<p>Millennium Park Loop</p> <p>Outcome: Establish Millennium Park as a tourist and community hub, by ensuring this park is well-maintained.</p>	<ul style="list-style-type: none"> <li>• Consider consolidating the ‘dog park’, ‘bike park’, and ‘Steve’s Ride’ into “Dodd’s Creek Park”. Complete a Master Plan that includes plans for re-grading, planting, noxious plant management, and trail completion.</li> <li>• Consider negotiating a trail agreement from Steve’s Ride Trail to Cook Street adjacent to the railway as a means of providing handicap access on a relatively level path.</li> <li>• Consider removing the fence. Expand park on either side by formalizing the parking areas with shade trees, street trees, and other plantings.</li> </ul>

## Part 7: Implementation

<p>Kootenay River Secondary School</p> <p>Outcome: Create a safer environment for youth to access the school.</p>	<ul style="list-style-type: none"> <li>• Complete improvements to 16th Avenue North and South in accordance with the Multi-Modal Transportation Plan (2022) to increase safety and access to the school.</li> <li>• Complete sidewalk improvements on Dogwood Street in accordance with the Multi-Modal Transportation Plan (2022) to increase safety and access to the school.</li> <li>• Complete the 16th Avenue Connectivity Corridor in accordance with this Plan.</li> </ul>
<p>Burns Park</p> <p>Outcome: Safely connect to the adjacent 20th Avenue Connectivity Corridor.</p>	<ul style="list-style-type: none"> <li>• Complete the 20th Avenue Corridor in accordance with this plan.</li> <li>• Implement improvements on Cedar Street and 22nd Avenue South in accordance with the Multi-Modal Transportation Plan (2022).</li> <li>• Consider the development of a multi-use path on 25th Avenue South from Cedar Street to Elm Street to connect Burns Parks.</li> </ul>
<p>Adam Robertson Elementary School</p> <p>Outcome: Safely move children between home and school using active transportation.</p>	<ul style="list-style-type: none"> <li>• Complete improvements to 9th Avenue North in accordance with the Multi-Modal Transportation Plan (2022) to increase safety and access to the school.</li> <li>• Complete the Hillside Connectivity Corridor in accordance with this Plan.</li> </ul>

# Part 7: Implementation

## 5. Intra-Valley Trails

Location	Recommended Actions
<p>Goat River</p> <p>Outcome: Provide safe access to the popular water site.</p>	<p>Endicott Trail</p> <ul style="list-style-type: none"> <li>• Install signage at Erickson Road to identify the trailhead.</li> </ul> <p>Goat River South Road</p> <ul style="list-style-type: none"> <li>• Install signage to signal Goat River South Road as a key river access point.</li> </ul> <p>Highway 21</p> <ul style="list-style-type: none"> <li>• Encourage the Ministry of Transportation and Infrastructure and the Regional District of Central Kootenay to address the parking problem at the Goat River Bridge, and to lower the speed limit from 80km/hr to 60km/hr.</li> </ul> <p>Goat River Regional District Park</p> <ul style="list-style-type: none"> <li>• Support the development of a Regional District Park on Goat River, in consultation with yaqan nukiy.</li> </ul>
<p>yaqan nukiy Connection on Highway 21</p> <p>Outcome: Facilitate safe commuting between yaqan nukiy and the Town of Creston.</p>	<ul style="list-style-type: none"> <li>• Encourage the Ministry of Transportation and Infrastructure to enlarge shoulder, provide separation between traffic and bikers/walkers, and reduce speed limit.</li> <li>• Install road reflectors, non-automobile bridge on Goat River, and streetlights.</li> </ul>
<p>Arrow Mountain Highway Bypass and Arrow Mountain</p> <p>Outcome: Connect the Arrow Mountain Active Transportation Highway to Highways 3 and 3A.</p>	<ul style="list-style-type: none"> <li>• Pursue partnering with the Ministry of Transportation and Infrastructure and the Regional District of Central Kootenay for the development of the Arrow Mountain Highway Bypass for recreation trails and fire mitigation.</li> <li>• Provide parking at top of Helen Street and 16th Avenue North.</li> <li>• Support continued development of trails on Community Forest lands managed in consultation with yaqan nukiy.</li> </ul>

## Part 7: Implementation

<p>West Creston</p> <p>Outcome: Reconnect West Creston to the rest of the Valley.</p>	<ul style="list-style-type: none"> <li>• Encourage Ministry of Transportation and Infrastructure to: widen the shoulder or construct a designated bike lane; install road reflectors; construct a non-automobile bridge over Kootenay River; install “share the road” or “bikes on road” signage.</li> <li>• Encourage re-establishment of the river crossing between Kootenay River and Reclamation Roads.</li> </ul>
<p>Kootenay River Ferry Landing</p> <p>Outcome: Enhance the Kootenay River Ferry Landing as a recreational area.</p>	<ul style="list-style-type: none"> <li>• Provide parking at junction of Hwy 21 and Kootenay River Road.</li> <li>• Complete connector trail through Hawkview subdivision.</li> <li>• Encourage Ministry of Transportation and Infrastructure to spread calcium to keep dust down in summer.</li> <li>• Work with yaqan nukiy, Diking Districts, and RDCK to establish trail access on the existing dike system.</li> </ul>
<p>Wynndel and Duck Lake</p> <p>Outcome: Facilitate safe active transportation options to Wynndel and Duck Lake.</p>	<ul style="list-style-type: none"> <li>• Encourage Ministry of Transportation and Infrastructure to provide wider shoulder along Highway 3 and Lower Wynndel Road for cyclists and walkers.</li> <li>• Explore off-road trail development opportunities to connect Wynndel and Creston.</li> </ul>
<p>Erickson Road</p> <p>Outcome: Loop trails back into Town and provide an intra-valley connection to Erickson and yaqan nukiy via the Endicott Trail.</p>	<ul style="list-style-type: none"> <li>• Complete improvements in accordance with the Multi-Modal Transportation Plan (2022).</li> <li>• Plant street trees where feasible.</li> <li>• Install wayfinding signage at the intersection of Erickson Road and the Endicott Trail.</li> </ul>

# REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: 2023-11-14

File: 1855-02

SUBJECT: Complete Communities

**RECOMMENDATION:** THAT Council APPROVE Regional District of Central Kootenay (RDCK) Staff to submit an application to the Union of British Columbia Municipalities (UBCM) Complete Communities Program in support of growth management planning and that the funding received be managed by the RDCK on behalf of the Town of Creston.

CAO COMMENTS: N/A

**RECOMMENDATION**

Report / Document:

Attached Available Nil 

**KEY ISSUE(S) / CONCEPTS DEFINED:** The \$10M [Complete Communities Program](#), administered by the Union of British Columbia Municipalities (UBCM) on behalf of the Province, supports local governments and modern Treaty Nations in undertaking assessments of their community completeness to identify current strengths, opportunities, and challenges and determine potential actions to increase their completeness. The proposed project will fund regional growth management planning and build on previous work such as the Regional Housing Needs Assessment. The complete communities' analysis can identify areas to focus growth in the RDCK that are socially, economically and environmentally sustainable. The resulting report can identify growth nodes and provide direction on supporting proposed growth such as asset management, servicing and transportation. This project will be managed by the RDCK, however Creston may be consulted during the data collection process and can benefit from the results of this project.

**RELEVANT POLICY:** Housing Action Plan 2023; Zoning Bylaw 2022; Official Community Plan 2022

**STRATEGIC RELEVANCE:** Community Safety & Security; Service Excellence; Economic Health

**DESIRED OUTCOME(S):** A completed regional growth management plan.

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

- |    |  |
|----|--|
| 1. | Council approve RDCK Staff to submit an application to the UBCM Complete Communities Program in support of growth management planning and that the funding received be managed by the RDCK on behalf of the Town of Creston; Or, |
| 2. | Council reject proposal; or,   |
| 3. | Other, as per Council direction.   |

**PREFERRED STRATEGY:** Option 1

**IMPLICATIONS OF RECOMMENDATION:**

**GENERAL:** Allowing for more diverse mix of land uses, including residential use, can increase the livability of community through better access to services, jobs, and amenities.

**ORGANIZATIONAL:** Potential staff time during the consultation period.

**FINANCIAL:** None at this time.

**FOLLOW UP ACTION:** Send resolution to RDCK Staff in support of the application.

**COMMUNICATION:** Liaise with RDCK Staff and consultants during the project process.

**OTHER COMMENTS:** N/A

Submitted by:

  
Joël Comer, MCPD

Reviewed By:

CAO



## Board Report

<b>Date of Report:</b>	September 27, 2023
<b>Date &amp; Type of Meeting:</b>	October 19, 2023 Open Regular Board Meeting
<b>Author:</b>	Dana Hawkins, Planner
<b>Subject:</b>	UBCM Complete Communities Program
<b>File:</b>	10-5200-20-CCP Complete Communities Program
<b>Electoral Area/Municipality:</b>	All Electoral Areas / Municipalities

### SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to recommend that the Board support a funding application to the UBCM Complete Communities program for regional growth management planning. The proposed project will build on previous work such as the Regional Housing Needs Assessment and Housing Action Plan (HAP) and facilitate one of the recommended actions of the HAP – growth management planning. Staff are recommending a regional application in partnership with interested member municipalities and First Nations.

### SECTION 2: BACKGROUND/ANALYSIS

#### 2.1 Background

##### Housing Action Plan

Safe, affordable, and inclusive housing is vital to societal, economic, and individual health and well-being of Central Kootenay communities and residents. Unfortunately, safe, affordable, and inclusive housing is increasingly difficult to find. On May 18, 2023 the Board endorsed the Housing Action Plan (HAP). The HAP includes recommended actions for the RDCK to provide support and reduce barriers for affordable housing development across the region.

One tool recommended by the HAP with high impact is growth management planning covering the entire region to ensure efficient expansion of servicing and infrastructure in line with long-term community development goals. The RDCK can identify key areas for targeted residential growth in rural areas considering:

- Co- location of housing with social and physical infrastructure;
- A diversity of housing options in growth areas close to amenities, services, and transportation networks; and,
- Alignment of long-term water and servicing requirements with housing needs and long-term objectives.

#### 2.2 Grant Application

##### Complete Communities Program

The intent of the Complete Communities program is to support local governments and modern Treaty First Nations to enhance their ability to make evidence-based land use planning decisions through assessments of their current community completeness. This consists of analysis and identification of strengths, opportunities, challenges and potential actions that align with identified community goals and support creating more complete communities as well as an implementation plan.

The Complete Communities program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$150,000.00. Funding requests for regional projects may be submitted as a single application for

eligible collaborative projects. In this case, the maximum funding available would be up to \$150,000 in base funding plus up to an additional \$50,000 for additional eligible applicants up to \$500,000. The application deadline is January 12, 2024.

### Complete Communities

Complete communities are communities (or areas within a community) which provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a connected and compact area. Creating more complete communities can support a range of identified community goals and offer many interrelated benefits, including:

- More housing and transportation options;
- Increased walkability, accessibility, age-friendliness, and equity;
- Greater efficiency with servicing and infrastructure;
- Environmental sustainability, including reduced GHG emissions, largely from transportation; and,
- Preservation of the natural environment by reducing sprawl.

All communities have the potential to be more complete, regardless of their existing context and physical characteristics. In a small town, a town centre might form the main hub of daily needs, with most housing nearby. In a regional district, complete communities could be the hubs that are part of a connected regional network.

### Proposed RDCK Application

Staff propose utilizing the Complete Communities program to implement the growth management planning recommended tool of the HAP. The complete communities analysis can identify areas to focus growth in the RDCK that are that are socially, economically and environmentally sustainable for generations to come. The resulting report can identify growth nodes and provide direction on supporting proposed growth such as asset management, servicing and transportation. Staff see an opportunity to work with our member municipalities and First Nations and undergo a growth management planning exercise region wide that has never been done before. Staff have contacted all member municipalities and the Yaqan Nukiy and determined there is interest in a regional project. Working regionally would fulfill another recommendation of the HAP.

## **SECTION 3: DETAILED ANALYSIS**

### **3.1 Financial Considerations – Cost and Resource Allocations:**

<b>Included in Financial Plan:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Financial Plan Amendment:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Debt Bylaw Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Public/Gov't Approvals Required:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

The Complete Communities program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$150,000.00.

### **3.2 Legislative Considerations (Applicable Policies and/or Bylaws):**

None at this time.

### **3.3 Environmental Considerations**

Creating more complete communities can benefit the environment by reduced GHG emissions (largely from transportation) and preservation of the natural environment by reducing sprawl.

### **3.4 Social Considerations:**

Using complete communities as a lens to assess future growth aims to provide a diversity of housing to meet identified community needs and accommodate people at all stages of life, and provide a wider range of employment opportunities, amenities, and services within a connected compact area.

### **3.5 Economic Considerations:**

Allowing for a more diverse mix of land uses, including residential use, can increase the livability of a community through better access to services, jobs, and amenities. It encourages economic investment and promotes more efficient use of infrastructure.

### **3.6 Communication Considerations:**

Should the project proceed, an engagement plan would be made.

### **3.7 Staffing/Departmental Workplan Considerations:**

Staff propose the project be led by a consultant with the Planner 2 as project manager. The project will require GIS staff involvement.

### **3.8 Board Strategic Plan/Priorities Considerations:**

‘Partner with our member communities to leverage the skills in the Region to ensure valuable work is done by those who do it well.’

## **SECTION 4: OPTIONS & PROS / CONS**

### **4.1 Summary**

The RDCK Board passed a resolution endorsing the Housing Action Plan, which includes actions the RDCK can take to address housing needs. Staff recommend implementing one of the suggested high impact tools within the plan – growth management planning. Staff have identified a grant opportunity to fund 100% of the project with the opportunity to partner with interested member municipalities and First Nations.

Staff recommend that the Board support a regional funding application to UBCM Complete Communities program for region wide growth management planning.

### **4.2 Options**

#### **1. Support Grant Application**

That the Board direct staff to apply to the UBCM Complete Communities Program for growth management planning.

#### **2. No Further Action**

That the Board take no further action with respects to the UBCM Complete Communities Program.

## **SECTION 5: RECOMMENDATIONS**

That the Board direct staff to apply to the UBCM Complete Communities Program for growth management planning.

Respectfully submitted,  
Dana Hawkins, MCIP, RPP

## **CONCURRENCE**



Chief Administrative Officer – Stuart Horn

Approved

General Manager of Development and Community Sustainability Services – Sangita Sudan

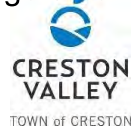
Approved

Planning Manager – Nelson Wight

Approved

# REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: 2023-11-14

File: 0540-20

**SUBJECT:** Regional Invasive Species Working Group

**RECOMMENDATION:** THAT Council RECEIVES FOR INFORMATION the invitation and terms of reference for the Central Kootenay Invasive Species Working Group from Laurie Carr, Development Coordinator of the Central Kootenay Invasive Species Society AND FUTHER THAT Council APPOINT \_\_\_\_\_ as the Town of Creston representative for a one-year term to the Central Kootenay Invasive Species Working Group.

**CAO COMMENTS:** Report submitted by CAO.

## RECOMMENDATION

Report / Document:

Attached

Available

Nil

**KEY ISSUE(S) / CONCEPTS DEFINED:** Central Kootenay Invasive Species Society (CKISS) is establishing a working group based on the RDCK Invasive Species Strategy conducted in 2021 to consider items related to invasive species prevention and provide recommendations on projects and initiatives to municipalities within the RDCK. The Town of Creston has a number of identified invasive species within the municipality, including on municipal owned land. The Town relies on CKISS to provide advice and information in managing invasive species and continue to work collaboratively with the organization as a resource in managing invasive species. Invasive species incursions and spread has implications on social, environmental and economic development. Attached to this report is the invitation email and the terms of reference for the working group.

**RELEVANT POLICY:** Weed Control Act (1996) Section 2 states *"In accordance with the regulations, an occupier must control noxious weeds growing or located on land and premises, and on any other property located on land and premises, occupied by that person."*

**STRATEGIC FOCUS:** Service Excellence: Participate Regionally

**DESIRED OUTCOME(S):** Council appoints a representative for the Town of Creston to the Central Kootenay Invasive Species Working Group.

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

- |    |   |
|----|---|
| 1. | Council receives for information and appoints a member of Council to the working group.         |
| 2. | Council receives for information and does not appoint a member of Council to the working group. |

**PREFERRED STRATEGY:** Option #1

### IMPLICATIONS OF RECOMMENDATION:

**GENERAL:** Collaboration with other stakeholders in developing strategies to address invasive species.

**ORGANIZATIONAL:** No additional workload to staff.

**FINANCIAL:** Some operational costs associated with meeting attendance by appointed elected official.

**FOLLOW UP ACTION:** Advise CKISS of appointed representative.

**COMMUNICATION:** Minutes of the working group will be provided as information to Council.

**OTHER COMMENTS:** N/A

Submitted by:

  
Michael Moore, CAO

Endorsed by: Other \_\_\_\_\_



## Regional Invasive Species Working Group

### DRAFT - Terms of Reference

September 15, 2023

#### 1.0 Application

These terms of reference apply to the Regional Invasive Species Working Group (RISWG) established as per the direction of the Regional District of Central Kootenay (RDCK) Invasive Species Strategy 2021, to consider items related to regional invasive species prevention and provide recommendations on projects and initiatives to municipalities and Areas within the RDCK.

#### 2.0 Role/Purpose of the RISWG

The role of the RISWG is to foster collaboration within the Regional District of Central Kootenay (RDCK) on coordination, resources, programs, and development and management services related to the social, environmental and economic development of the region as it relates to the prevention of invasive species incursions and spread. As well the RISWG will support the further development and implementation of the Invasive Species Strategy.

The RISWG will act in a capacity building role only and municipalities and Areas Boards retain the authority to make final decisions.

#### 3.0 Membership

The RISWG members shall be comprised of local government appointees representing Regional District Areas and municipalities within the Central Kootenay Invasive Species Society Invasive Plant Management Areas of Nelson-Salmo, Lower Arrow (Castlegar), Creston, Kaslo North, Nakusp and Slocan Valley (Silverton, New Denver and Slocan).<sup>1</sup> Every RDCK municipality and the RDCK Board will be invited to appoint a representative to the working group. The RDCK will appoint two (2) members and each municipality is invited to appoint one (1) for a possible total of 11 (RDCK – 2 + Municipalities – 9). A staff person from the RDCK will also attend working group meetings.

- Officials: Chair and Secretary as decided by the committee.
- Term: Representatives will be appointed for a term of 1 year.

#### 4.0 Principles and Objectives of the RISWG

<sup>1</sup> [https://ckiss.ca/wp-content/uploads/2023/03/CKISS\\_Operational-Framework\\_2023\\_FINAL.pdf](https://ckiss.ca/wp-content/uploads/2023/03/CKISS_Operational-Framework_2023_FINAL.pdf)

The objectives of the RISWG are as follows:

- Develop strategies to address projects and initiatives that are related to invasive species such as: food security and agriculture, climate change initiatives, region wide economic development initiatives, infrastructure development, transportation, resource recovery, land and resource management and other initiatives of sustainable community importance in the RDCK.
- Collaborate on resource development such as education and outreach material, by-laws and policies.
- Coordinate consistent messaging, opportunities and regulations throughout the region.
- Collaborate and coordinate on invasive species related projects and initiatives.
- Develop recommendations to the RDCK and participating municipalities.
- Support the implementation and further development of the RDCK Invasive Species Strategy.

**Tasks of the RISWG members are as follows:**

- Undertake related readings and review of information provided;
- Attend meetings as required; and,
- Provide input, feedback and recommendations, including identifying potential opportunities and strategies for consideration

## **5.0 Representation to the RISWG**

**5.1. Technical Representation to the RISWG may include:**

- Consultants and experts
- Staff from RDCK, member municipalities or other regional districts

**5.2 Community Representation to the RISWG may include:**

The RISWG may invite local stakeholder groups or community members, as needed, to provide input on specific topics and initiatives.

## **6.0 Voting**

Voting is limited to all members of the RISWG.

## **7.0 Meetings of the RISWG**

**7.1 Scheduling**

The committee will endeavor to hold meetings at least 4 times per year, with additional meetings to be called as required. The Central Kootenay Invasive Species Society (CKISS), in consultation with the RDCK staff, will call meetings.

CKISS will advertise meeting dates directly to members. These advertisements will explicitly invite attendance from stakeholders who are not members of the RISWG when required.

## **7.2 Protocol and Procedures**

- A simple majority of the members of the RISWG constitutes a quorum.
- RISWG members will respect the contributions of other members and make all efforts to understand alternative viewpoints.
- RISWG members will endeavor to work collaboratively, and to engage in open, honest dialogue. RISWG meetings will not generally be open to the public. Non-members will be granted speaking privileges at the discretion of the Chair.
- CKISS staff will, as long as resources allow, attend meetings to act as a resource to the RISWG by providing expertise, background information and administrative support for facilitation, meeting logistics, minute taking, and agenda preparation.
- Any recommendations to the RDCK or participating municipalities must have majority vote (51%) from RISWG.

## **7.3 Communication**

- Minutes of RISWG meetings will be provided as an information item to the RDCK Board of Directors and participating municipal Councils.
- Specific actionable recommendations arising out of the minutes, and approved by the Board or by responsible municipalities, will be routed through RDCK staff to the appropriate organization or individual.

## **7.4 Funding**

Funding is being provided by the RDCK on a one-year pilot basis for CKISS staff time to develop and lead the RISWG in 2023-24. Following the pilot year, the program will be evaluated and ongoing funding may be requested in order to continue the RISWG.

# REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: 11/14/2023

File: 5360-01

**SUBJECT:** RDCK Seeking Input from Creston regarding Finished Compost Access planning

**RECOMMENDATION:** THAT Council DIRECTS Staff to respond to the RDCK indicating that the preferred method for compost distribution in 2024 is for residential collection of compost directly at RDCK compost facility or transfer stations(s) where feasible.

**CAO COMMENTS:** I support this recommendation as it does not require the Town to undertake, at a cost, providing access to compost created through the organic diversion program.

## RECOMMENDATION

Report / Document:

Attached

Available

Nil

**KEY ISSUE(S) / CONCEPTS DEFINED:** On October 23, 2023 the Manager of Engineering received a letter from the Regional District of Central Kootenay seeking input on how best to distribute finished compost to the public. This letter is attached to this report to inform Council for decision making.

**RELEVANT POLICY:** None

**STRATEGIC RELEVANCE:** Service Excellence: Participate Regionally

**DESIRED OUTCOME(S):** Make compost from the Compost Facility at the Creston Landfill accessible to the public at reasonable cost.

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

1.	Residential collection of compost directly at RDCK compost facility or transfer stations(s) where feasible. - No impact to Town operations or budget
2.	Creston collects bulk compost from RDCK facility to be distributed from a municipal site. - Would require Town operations involvement and budget impact
3.	RDCK provides transportation of bulk compost from RDCK compost facility to a site in Creston. - Would incur RDCK costs charged to Creston and also require Town operations involvement and budget impact
4.	Other as directed by Council

**PREFERRED STRATEGY:** Residential collection of compost directly at RDCK compost facility or transfer stations(s) where feasible. This option has no impact to Town operations or budget in 2024.

## IMPLICATIONS OF RECOMMENDATION:

**GENERAL:** None

**ORGANIZATIONAL:** None

**FINANCIAL:** None

**FOLLOW UP ACTION:** Staff to respond to RDCK prior to November 17, 2023.

**COMMUNICATION:** Community notification will be provided when details are worked out with the RDCK

**OTHER COMMENTS:** N/A

Submitted by:

Colin Farynowski, Manager of Engineering

Reviewed by:

CAO



File: 12-6210-20

October 23, 2023

Colin Farynowski  
Manager of Engineering  
Town of Creston  
VIA EMAIL

Dear Colin Farynowski:

**RE: RDCK FINISHED COMPOST ACCESS PLANNING – SEEKING INPUT FROM ORGANICS PARTNERS**

Since 2017, the RDCK has been working to implement the Regional Organics Waste Diversion Strategy. The Creston Composting Facility opened in June 2022 and the Central Composting Facility opened in August 2023. Feedstocks are supplied through collection programs established by our partners at the Town of Creston, City of Nelson, City of Castlegar, and the Regional District of Kootenay Boundary (RDCKB), from the agricultural and industrial/commercial/intuitional (ICI) sectors, as well as from self-hauled material collected at the Creston Landfill, Ootischenia Landfill, Grohman Transfer Station, and Central Landfill.

The intent of the compost facilities is to produce a Class A (retail-grade) product from all foodwaste-based compost. Compost produced from biosolids accepted at the Central Composting Facility is less likely to achieve Class A standards and will likely be designated as Class B product, which can be land applied in certain situations. Class B compost could be provided to municipal or regional partners if they are able to provide an approved Land Application Plan that meets the Organic Matter Recycling Regulation (OMRR) requirements.

As part of the next stages of program implementation, the RDCK has started the process to develop an End-Product Management Plan (Plan) for the finished Class A and Class B compost. As part of the Plan development, the RDCK passed the following resolution at the August 18<sup>th</sup>, 2022, Regular Open Board meeting:

518/22 *That the Board direct staff to commence planning to manage the Class A compost sales and distribution in-house for the benefit of all residents;*

*AND FURTHER, that the Board supports that as a starting point for costing purposes that 80% of the finished Class A compost be reserved for RDCK use or sales and 20% be reserved for municipal and Regional District of Kootenay Boundary partners that provide feedstock to the composting facilities;*

*AND FURTHER, that the Board direct staff to request that each municipal partner and the Regional District of Kootenay Boundary formally outline what their preferred options for access to finished compost would be, so costing analysis can proceed;*

*AND FURTHER, that the Board supports providing a percentage (0.5%) of Class A compost for free to non-profit organizations that grow and supply food to local area needs;*

*AND FURTHER, that the Board direct staff to engage with the agricultural sector to gauge interest in access to discounted compost and an approximate tonnage that may be desired;*

*AND FURTHER, that the Board direct Staff to return to the Joint Resource Recovery Committee in early 2023 with a report detailing the results of the partners formal requests for access to compost, and recommend sale locations and costs for the Class A product.*

For initial costing purposes it was proposed that up to 20% of the total finished compost would be made available for partners; however this percent distribution could be adjusted based on feedback from partners. RDCK is working to develop pricing for the finished product and is considering a variable rate system depending on the volume of compost desired, which facility or location the material is purchased from, and how it is distributed. The volume or tonnage available to each partner would likely be dependent on the tonnage of foodwaste material supplied by that partner.

The RDCK is anticipating a slow increase in final production tonnages, as municipalities, businesses, and the agricultural sector start to implement their programs. In the first year of operation at the Creston Facility, we are anticipating approximately 150 tonnes (270 m<sup>3</sup>) of Class A compost will be produced. In several years time when the Creston Facility is running at full capacity, the facility is anticipated to produce up to 600 tonnes of Class A compost per year.

The RDCK recognizes that without partnerships with member municipalities and the RDKB, diverting organics from the landfills would not be possible. As part of that recognition, the RDCK is considering options to provide partners with discounted compost for municipal or regional needs, should it be desired. To assist in developing a fair and equitable cost model for the Plan, the RDCK is requesting the following from your organization:

- 1) Anticipated desired quantities of Class A compost for internal uses (e.g. parks/municipal landscaping uses)**
- 2) Preferred method of compost distribution. Options include:**
  - a) Residential collection of compost directly at RDCK compost facility or transfer station(s) where feasible;**
  - b) Municipality collects bulk compost from RDCK facility to be distributed from a municipal site;**
  - c) RDCK provides transportation of bulk compost from RDCK compost facility to a municipal site (would incur a fee for transportation of the material but could be completed as part of an RDCK backhaul scenario to reduce costs);**
  - d) Other: \_\_\_\_\_**



### 3) Identification of non-profit organizations that would utilize compost for local food production, education, or environmental programming

To aid in estimation of desired quantities, the provincial average cost for privately sold foodwaste-derived compost when sold by the cubic meter is approximately \$74.30/m<sup>3</sup> (\$56.80/yard).

The RDCK will provide a Canadian Food Inspection Agency (CFIA) print out label for bulk sales to partner organizations; however, partner organizations would be responsible for following labelling requirements under the *Fertilizers Act* for any further distribution.

RDCK Resource Recovery staff are available to answer any questions about the Organics Waste Diversion Strategy or the Organics Infrastructure Program. Upon request the RDCK could attend an upcoming Council meeting to provide further information and answer questions.

The RDCK aims to complete the costing analysis by February, 2024 with the goal of having compost available to partners in summer of 2024. If your organization would like to be considered in the development of the cost model, please provide the requested information via email by November 17, 2023.

Please do not hesitate to contact me if you have any questions.

Yours truly,



Uli Wolf  
General Manager of Environmental Services

UW/ah/sme

cc: Amy Wilson, RDCK Resource Recovery Manager  
Alayne Hamilton, RDCK Environmental Projects Lead  
Matt Morrison, RDCK Organics Coordinator

# REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: 2023-11-14

File: 3040-01

SUBJECT: Policy Rescindment: Town Policy FIN-001-006 Payroll Policy

RECOMMENDATION: THAT Council RESCINDS FIN-001-006 Payroll Policy

CAO COMMENTS: Redundant corporate policy that is managed through operational processes.

<b>RECOMMENDATION</b>	Report / Document:	Attached <input checked="" type="checkbox"/>	Available <input type="checkbox"/>	Nil <input type="checkbox"/>
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**KEY ISSUE(S) / CONCEPTS DEFINED:** FIN-001-006 Payroll Policy is an unnecessary corporate policy due to the issue being an operational process, not governance level of service. The policy does not align with current practice and the *Employment Standards Act* requires employers to provide specific information on payroll records each pay period. Additionally, at the beginning of Q1 2024, employees will have access to their own records through an online portal that will provide access to historical payroll information, T4s, etc.

**RELEVANT POLICY:** *Employment Standards Act [RSBC 1996] Sections 17, 27 & 28*

**STRATEGIC RELEVANCE:** None

**DESIRED OUTCOME(S):** That FIN-001-006 Payroll Policy be rescinded.

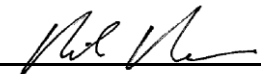
**RESPONSE OPTIONS:** *Possible ways to achieve the main result with analysis highlights*

1.	That Council rescind policy FIN-001-006 Payroll Policy
2.	That Council leaves the policy in place
3.	Other per Council direction

**PREFERRED STRATEGY:** That Council resolve to rescind the old policy as it is unnecessary for the operation of Town business.

IMPLICATIONS OF RECOMMENDATION:
<b>GENERAL:</b> Removal of unnecessary policy.
<b>ORGANIZATIONAL:</b> N/A
<b>FINANCIAL:</b> N/A
<b>FOLLOW UP ACTION:</b> Removal of policy from policy book.
<b>COMMUNICATION:</b> None required – existing operational practice will not change
<b>OTHER COMMENTS:</b> N/A

Submitted by: \_\_\_\_\_  
Steffan Klassen

Endorsed by: Other  \_\_\_\_\_

Reviewed by: CAO \_\_\_\_\_

Reviewers \_\_\_\_\_



**Town of Creston**  
**COUNCIL POLICY**

POLICY:

FIN-001-006

**Payroll Policy**

- PURPOSE** To establish guidelines respecting the submission of payroll requests and/or information.
- SCOPE** All Town of Creston employees.
- POLICY** If any payroll information is required (e.g. holidays, seniority, pay cheques, etc.), the request must go to your supervisor who will reply to you. Office personnel are not to be contacted.

**POLICY RECORD**

Date Approved by Council:

Resolution No.

Next Review Date:

Policy No:

Last Review Date:

Replaces:

Administrative Review:

# REQUEST FOR DECISION (RFD)

Town of Creston



Action Date: 2023-11-14

File: 3040-01

**SUBJECT:** Rescind Annual Town Budget Public Process Policy

**RECOMMENDATION:** That Council RESCINDS FIN-001-011 Annual Town Budget Public Process Policy.

**CAO COMMENTS:** Removal of the policy limits duplicated work in managing two policy documents. This policy is redundant and unnecessary.

## RECOMMENDATION

Report / Document:

Attached

Available

Nil

**KEY ISSUE(S) / CONCEPTS DEFINED:** Policy FIN-001-011 regarding Public participation in the Town's budgeting process is redundant and does not add value to the process. Council meetings are held in open public meetings except for topics narrowly defined in the Community Charter Section 90. All budget discussions are held in open meetings except perhaps limited details related to negotiations, land purchase or labour. Public attendance at a Council or COTW meeting are defined in *Council Procedures Bylaw No. 1875* and do not vary for a budget meeting and therefore a separate policy defining the practice for budget purpose is unnecessary and redundant. Further, any changes to this policy or the *Council Procedures Bylaw No. 1875* would require adjustment to the other document to ensure alignment.

**RELEVANT POLICY:** *Council Procedures Bylaw No. 1875*

**STRATEGIC FOCUS:** Service Excellence: Governance

**DESIRED OUTCOME(S):** To streamline the Town's corporate policies such that redundant policies be either removed or updated. In this situation, the recommendation is to rescind the existing policy since this is addressed by *Council Procedures Bylaw No. 1875*.

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

1.	Council rescinds FIN-001-011 Annual Town Budget Public Process Policy
2.	Other per Council direction
3.	Council does not rescind FIN-001-011 Annual Town Budget Public Process Policy

**PREFERRED STRATEGY:** Option 1

### IMPLICATIONS OF RECOMMENDATION:

**GENERAL:** A policy manual that is clear concise and does not have unnecessary duplication in policy.

**ORGANIZATIONAL:** Reduces the need for Staff to manage two policy documents to ensure alignment.

**FINANCIAL:** None

**FOLLOW UP ACTION:** Removal of the policy from policy book.

**COMMUNICATION:** None required

**OTHER COMMENTS:** N/A

Submitted by:

Steffan Klassen

Reviewed by:

CAO



# Town of Creston COUNCIL POLICY

POLICY:

FIN-001-011

## Annual Town Budget Public Process Policy

**PURPOSE** The purpose of this policy is to ensure that all Budget Meetings held by the Town of Creston shall be open to the public in accordance with the *Community Charter*.

**SCOPE** Town of Creston Council, Staff and the public.

**POLICY** All Budget Meetings shall be open to the public

### GUIDELINES

- 1.0 Members of the public may attend as observers only, to the process and are not permitted to participate in the discussion during Budget Meetings, any comments or concerns are to be presented to the Town, in writing, for consideration.
- 2.0 Prior to the adoption of the Town's Annual Budget Bylaw, a Public Information Meeting will be held to permit members of the public to speak to the Proposed Budget and contents thereof. The Town shall advertise the time, date and location of the Public Information Meeting in one issue of the Creston Valley Advance prior to the scheduled public meeting.

### REFERENCE

- 1.0 *Community Charter* Part 6 – Financial Management – Division 1 – Financial Planning and Accountability.

### POLICY RECORD

Date Approved by Council: February 8, 2000

Resolution No. #112-00

Next Review Date:

Policy No:

Last Review Date:

Replaces:

Administrative Review:

# REQUEST FOR DECISION (RFD)

Town of Creston



**Action Date:** October 25, 2023

**File:** 1855-20-01

**SUBJECT:** Community Development Grant

**RECOMMENDATION:** THAT Council AUTHORIZES the application of a \$6,929 Community Development Grant from the RDCK administered program for the purposes of funding the Town's portion of to support funding for the purchase and installation of a Columbaria (100) units for Forest Lawn Cemetery

**CAO COMMENTS:** Previous Council's identified this program as a funding mechanism for downtown beautification projects.

## RECOMMENDATION

Report / Document:

Attached

Available

Nil

**KEY ISSUE(S) / CONCEPTS DEFINED:** RDCK Areas A,B, C and the Town of Creston agreed to share the \$22,258 shortfall in funding for the purchase of 100 columbaria niches by making an extra contribution to the Cemetery Service rather than have a temporary increase in taxation. Area A, B and C are funding the extra contributions through the Community Development Fund program. Staff is recommending that the Town of Creston fund its \$6,929 share through the same program. The Cemetery Select Committee has recommended this course of action

**RELEVANT POLICY:** Previous Council direction.

**STRATEGIC RELEVANCE:** The Town is a participant in the Cemetery Service that funds the Town owned cemetery operations.

**DESIRED OUTCOME(S):** To provide funding for the columbaria.

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

- |    |   |
|----|---|
| 1. | Council Resolution to use Community Development Funds to fund columbaria project. |
| 2. | Council resolution to use other funds for cost share in the project.              |
| 3. | Other per Council direction   |

**PREFERRED STRATEGY:** Use of Community Development funds is a good way to support the cemetery purchase without using property taxes. This avoids having to do an internal transfer from a Town department.

### IMPLICATIONS OF RECOMMENDATION:

**GENERAL:** Reduction in the amount of Community Development funds available to the Town through the RDCK program.

**ORGANIZATIONAL:** The application process takes about 5 minutes for the staff to complete.

**FINANCIAL:** Small impact – current uncommitted Community Development Fund balance is \$81k

**FOLLOW UP ACTION:** Submission of resolution to RDCK

**COMMUNICATION:** N/A

**OTHER COMMENTS:** N/A

Submitted by:

\_\_\_\_\_  
Steffan Klassen

Reviewed by:

CAO

\_\_\_\_\_  
*[Signature]*

# Council/Board Self-Assessment

**RESPONSE SCALE:**

<b>Always</b>	<b>Frequently</b>	<b>Sometimes</b>	<b>Rarely</b>	<b>Never</b>
5	4	3	2	1

Using the above scale, place a check mark in the box to the right of each statement that most accurately reflect your experience with the item described.

STATEMENT	5	4	3	2	1	Group Score
1. Council/Board members make a consistent effort to work as a team.						
2. Council/Board members know what their peers are working that contribute to the collective good of team and the organization.						
3. Council/Board members quickly and genuinely apologize to one another when they say or do something inappropriate or possibly damaging to the team and the organization.						
4. Council/Board members willingly sacrifice for the good of the organization.						
5. Council/Board members listen to each other and do our best to understand each other's points of view.						
6. Council/Board members openly admit when they need help or clarification.						
7. Council/Board meetings are compelling and not boring.						
8. Council/Board members leave meetings confident that their peers are completely committed to the decisions agreed-upon during the meeting even if there was initial disagreement.						
9. During Council/Board meetings the most important and most difficult issues are put on the table to be resolved.						
10. Council/Board members are passionate and unguarded in their discussion of issues.						
11. Council/Board members call out unproductive behaviors.						
12. Council/Board members respectfully challenge one another about ideas and approaches.						
13. Council/Board members enjoy working together and are comfortable with one another.						
14. Council/Board members end discussion with clear and specific resolutions and calls to action.						
15. Council/Board members are slow to see credit for their own contributions but quick to point out those of others.						

<b>TOTAL</b>	
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# Legion

[www.legionbcyukon.ca](http://www.legionbcyukon.ca)

## British Columbia / Yukon Command The Royal Canadian Legion

### *“Military Service Recognition Book”*

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing another **5,000 copies** of our 18th Annual **“Military Service Recognition Book”**, scheduled for release by Remembrance Day 2024, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 140 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada’s largest “Community Service” organizations, and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **150 Branches and 80 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

**Thank you for your consideration and/or support.**

Sincerely,



**Craig Thomson**  
**President of BC/Yukon Command of The Royal Canadian Legion**





www.legionbcyukon.ca

## British Columbia / Yukon Command The Royal Canadian Legion



### *“Military Service Recognition Book”*

#### Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,071.43	+ \$103.57	= \$2,175.00
Inside Front/Back Cover (Full Colour)	\$2019.05	+ \$100.95	= \$2120.00
Full Colour 2-Page Spread (COLOUR)	\$3,950.00	+ \$188.10	= \$3,950.00
Full Page (Full Colour) 7" X 9.735"	\$1,880.95	+ \$94.05	= \$1,975.00
Full Page B&W 7" X 9.735"	\$1,257.14	+ \$62.86	= \$1,320.00
½ Page (Full Colour) 7" X 4.735"	\$1,100.00	+ \$55.00	= \$1,155.00
½ Page B&W 7" X 4.735"	\$752.38	+ \$37.62	= \$790.00
¼ Page (Full Colour) 3.375" X 4.735"	\$680.95	+ \$34.05	= \$715.00
¼ Page B&W 3.375" X 4.735"	\$533.33	+ \$26.67	= \$560.00
1/10 Page (Business Card-Full Colour)	\$366.67	+ \$18.33	= \$385.00
1/10 Page B&W (Business Card) 3.375" X 1.735"	\$ 314.29	+ \$15.71	= \$330.00

G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



PLEASE MAKE CHEQUE PAYABLE TO:

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The Royal Canadian Legion  
(BC/Y RCL)  
(Campaign Office)  
P O Box 5555  
Vancouver, BC V6B 4B5



**Kirsten Dunbar**

---

**From:** ToC Info  
**Sent:** October-31-23 13:26  
**To:** Kirsten Dunbar  
**Cc:** Donna Cassel  
**Subject:** FW: Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

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**From:** MCF Info MCF:EX <MCF.Info@gov.bc.ca>  
**Sent:** October 31, 2023 11:36 AM  
**To:** ToC Info <info@creston.ca>  
**Subject:** Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

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

**VIA E-MAIL**  
 Ref: 282965

Your Worship Mayor Arnold DeBoon and Council  
 Creston  
 E-mail: [info@creston.ca](mailto:info@creston.ca)

Dear Mayor DeBoon and Council:

As Minister of Children and Family Development, I am once again honoured to declare that November will be recognized as Adoption Awareness Month, and I invite you to celebrate with me and help raise awareness for children and youth still waiting for permanent families.

Adoptive families make a difference in the lives of children and youth by providing care, stability, and a sense of belonging. This month, the province is celebrating the families that give children and youth love and support as permanent members of their family. These families ensure that children and youth have a strong foundation to build their lives and stay connected to their community and culture.

November is also about recognizing that there are children who are still in need of permanent homes. Every child deserves the love and support of a nurturing family. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

I encourage you to share the following resources with your community members who are interested in becoming an adoptive or permanent family in British Columbia, including:

- The [Ways to Adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country;
- [Adopt BC Kids](#) is an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application; and

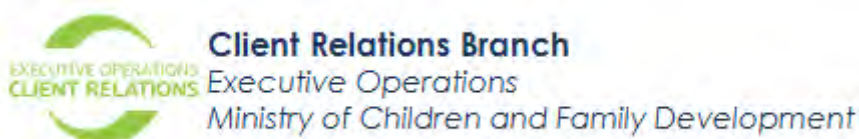
- [The Adoptive Families Association of British Columbia](#) website provides information and support services for families who wish to adopt now or in the future.

Please join me in celebrating November as Adoption Awareness Month. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

Sincerely,

Mitzi Dean  
Minister

*Sent on behalf of the Minister by:*



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



BRITISH  
COLUMBIA

VIA EMAIL

Ref: 62641

November 9, 2023

Their Worship Arnold DeBoon  
Mayor of the Town of Creston  
Email: [arnold.deboon@creston.ca](mailto:arnold.deboon@creston.ca)

Dear Mayor Arnold DeBoon:

RE: New legislation to support local government housing initiatives

Over the past week, I have introduced several pieces of legislation to support local governments to get more homes built faster while enabling updated and new tools to effectively fund the costs of infrastructure and amenities to support increased housing supply and growth. Taken together, these changes are critical to getting more of the right kind of housing built in the right places to provide homes for British Columbians.

Last week, I introduced Bill 44, to support communities to deliver the homes people need quickly by allowing small-scale multi-unit housing across BC. These homes, including townhomes, triplexes, and secondary suites, can generally be built in a reasonable timeframe and blend more seamlessly into neighbourhoods. The legislation will apply to many areas of the province, and we anticipate it will allow up to 4 units in single-detached and duplex zones (or 3 depending on the size/type of lot) and up to 6 units permitted in single-detached and duplex zones close to bus stops with frequent service. It will also allow secondary suites or an accessory dwelling unit on single-detached lots throughout BC.

Bill 44 will also speed up the approvals process by moving away from spot zoning to ensure more comprehensive upfront planning and zoning to meet current and future housing needs. The changes include using a robust, standard methodology for calculating long-term housing needs for all Housing Needs Reports to ensure consistency across the

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**Office of the  
Minister of Housing**

Website:  
[www.gov.bc.ca/housing](http://www.gov.bc.ca/housing)

Mailing Address:  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
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Parliament Buildings  
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Their Worship Arnold DeBoon  
Page 2

province. Municipalities will also be required to update Official Community Plans (OCPs) and zoning bylaws to ensure their communities have sufficient land designated and zoned to meet long-term housing needs and continue to make these updates on a regular basis. The new legislation will also remove the option for local governments to hold public hearings for rezonings for housing projects consistent with OCPs.

Today, I announced new legislation, Bill 47, to support new housing to get built near high-frequency transit, and yesterday Bill 46, to ensure local governments have tools to collect amenity and infrastructure contributions outside of the re-zoning process.

Bill 47 will require local governments to designate areas near high frequency transit stations as 'TOD Areas.' TOD Areas are near SkyTrain stations and busy bus exchanges and are expected to be identified in 29 municipalities in BC. This is different from the 6-unit requirements in the small-scale multi-unit housing legislation which will focus on properties within 400 metres of bus stops with frequent service. TOD areas will include minimum levels of density, size, and dimension prescribed by regulation. Similar to implementing small-scale multi-unit housing requirements, local governments will have a comprehensive provincial policy manual to assist in making bylaw amendments consistent with the TOD legislation. Off-street parking spaces in TOD areas will be determined by the market; local governments will not be able to require off-street residential parking, other than spaces for other uses like commercial, spaces for disabled persons and loading spaces. These changes will help get more of the right kind of housing built in the right places to provide homes for British Columbians. A subsequent letter will notify the identified municipalities in December.

The new legislation will expand the scope of infrastructure for which Development Cost Charges (DCCs) can be collected to include fire protection facilities, police facilities, and solid waste facilities. It also allows local governments to collect DCCs for provincial highway infrastructure projects where there is a cost-sharing arrangement between the municipality and the Province.

The new Amenity Cost Charges (ACCs) tool will allow local governments to collect monetary and in-kind contributions for amenities (e.g., community centres, recreation centres, libraries) to support liveable communities in areas where new housing is going. This tool will provide certainty and transparency for local governments and developers.

.../3

Their Worship Arnold DeBoon  
Page 3

We are aware that local governments require tools and supports to facilitate the delivery of affordable housing in their communities. We are currently exploring policy options and additional tools, including the potential for inclusionary zoning, and I look forward to sharing more about this in the coming months.

I know that the new housing initiatives announced over the past week will take work to implement and require additional resources for your local government to meet the requirements. We have committed to \$51 million in funding for local governments to support planning and capacity to meet these new requirements. The funding will be allocated based on population and the volume of work needed because there are different requirements for municipalities and regional governments. The funding will be distributed in early 2024.

The Province has also provided another \$10 million for a second intake of the Local Government Development Approvals Program (LGDAP), managed by the Union of B.C. Municipalities (UBCM). This funding is in addition to the \$1 billion provided to local governments through the Growing Communities Fund to support the delivery of infrastructure projects needed to support increasing density.

The Ministry of Housing is committed to working together and supporting every community as we move forward with new approaches and new ways to deliver the housing supply our province needs. In the coming weeks, we will be providing policy manuals detailing the site-level specifications for small-scale multi-unit housing and TOD areas. Further guidance will be coming in the new year to support implementation of the development finance tools and pro-active zoning requirements. Ministry of Housing staff will be in touch with your administration in the coming weeks to provide more detail about the changes and about funding and educational support and opportunities.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ravi Kahlon', written in a cursive style.

Ravi Kahlon  
Minister of Housing

pc: Honourable Rob Fleming, Minister of Transportation and Infrastructure  
Honourable Anne Kang, Minister of Municipal Affairs  
Teri Collins, Deputy Minister, 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  
Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing  
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure  
Mike Moore, Chief Administrative Officer, Town of Creston  
(mike.moore@creston.ca)

Links:

Local Government Housing Initiatives Webpage: [Local government housing initiatives - Province of British Columbia](#)

Bill 44 Announcement: [news.gov.bc.ca/releases/2023PREM0062-001706](https://news.gov.bc.ca/releases/2023PREM0062-001706)

Bill 46 Announcement: [news.gov.bc.ca/releases/2023HOUS0063-001737](https://news.gov.bc.ca/releases/2023HOUS0063-001737)

Bill 47 Announcement: [news.gov.bc.ca/releases/2023HOUS0063-001748](https://news.gov.bc.ca/releases/2023HOUS0063-001748)

Local Governments in British Columbia

Oct 18, 2023

**Re: CALL FOR IMMEDIATE ACTION TO PREVENT INVASIVE MUSSEL INTRODUCTION TO B.C.**

Dear B.C. Local Government Boards and Councils,

We are writing to request your support; calling on senior governments for immediate action to prevent the introduction of invasive mussels into B.C. If senior governments fail to act, local governments and First Nations in B.C. will bear the brunt of managing and paying for the costs of invasive mussel mitigation.

On September 18<sup>th</sup>, the State of Idaho announced that invasive quagga mussels had been found in the Snake River, a tributary to the Columbia. The location of the discovery at Twin Falls is less than an 11-hour drive from the B.C. border.

Based on water chemistry analysis, every major population centre in B.C. is at moderate to high risk from invasive mussels. These rapidly spreading species are expected to cost the province more than \$129 million annually, based on costs for infrastructure, maintenance for boats and marinas, lost profits and provincial revenue and loss in residential property values and lost property taxes. These costs do not include the devastating effects on fish – especially Pacific salmon, and aquatic ecosystems in general. Invasive mussels can create toxic algae blooms, litter beaches with razor-sharp shells, clog water intakes and boat motors, and corrode concrete and metal in the water. In the Great Lakes region, invasive mussels have cost more than \$500 million per year just to manage the effects.

In response to the mussel detection in Idaho, state officials released more than 116,000 litres – almost four large tanker-trucks – of a copper-based pesticide into a 26 km stretch of the Snake River, killing invertebrates, algae, plants, and fish, including 2-meter-long sturgeon. This will be followed up with another chemical treatment and a biocontrol treatment. This was considered a better option than allowing the mussels to take hold, but there is still no guarantee that it will have the desired affect. It is possible that mussels have already escaped the containment area, and if so, they will spread through the Columbia Basin over the next several years.

Chemical treatments in most large lakes in B.C. are unlikely to be effective. We do not wish to have such treatments as a public-relations exercise.

The OBWB has provided a detailed memorandum to the Province of B.C. and will provide a letter to both levels of government this week summarizing our Calls to Action (attached). We ask that local government boards and councils provide a letter or resolution of support for these calls to action and send them to the Ministers listed below. We have also prepared a short video presentation outlining the threat of invasive mussels, the current situation in Idaho, and the reasons behind the calls to action. You can view this video on our YouTube channel here: <https://youtu.be/j255iBHtzLg>



**Actions to be taken immediately by the Province of B.C.:**

1. Introduce a temporary moratorium on out-of-province watercraft entering B.C., until the full status of the infestation in the Columbia Basin is assessed, and until the effectiveness of the chemical and biocontrol treatments in Idaho is known.
2. Introduce “pull-the-plug” legislation to be in effect prior to the 2024 boating season, and before the moratorium is lifted, requiring all watercraft owners to remove drain plugs prior to vessels being transported on public roads.
3. Ask Canada’s Minister for Public Safety to issue direction for all watercraft entering Canada at all border crossings, from Saskatchewan to B.C., to be inspected prior to allowing entry.
4. Commit funding to the Invasive Mussel Defence Program of no less than \$4 million per year (all sources), indexed to inflation for at least 10 years going forward.

Following these immediate actions, we call on the province to fill the following gaps in the current inspection and prevention system, and in planning for response and long-term mitigation:

5. Enhance funding to recruit and retain B.C. Conservation Officers, Auxiliary Conservation Officers, and other Invasive Mussel Defence Program staff as needed to 2019 levels (64 inspectors).
6. Update the provincial Early Detection, Rapid Response plan, including a round of consultation with partner organizations prior to finalization.
7. Lead a planning process to create long-term response, containment, and control plans in regions at high risk of introduction and vulnerable to infestation, including the Okanagan, Shuswap, and Kootenay Regions.
8. Promote vulnerability assessments by utilities, local jurisdictions, and private entities.

Finally, we call on the province to reconsider our previous call to action to require inspection for all watercraft entering B.C., both at federal and provincial borders.

**Actions to be taken immediately by the Government of Canada:**

1. We ask that the Minister of Public Safety issue immediate direction to all Canada Border Service Agency locations between Saskatchewan and the Pacific that all watercraft entering Canada in that region be inspected for invasive mussels following provincial protocols.
2. We have asked the Government of B.C. to issue a temporary moratorium on out-of-province boats until the full extent of the infestation is known, and until the success of chemical treatments in Idaho is determined. And so, we also ask that the federal government use its authority to support any such temporary moratorium.

Since 2012, the Okanagan Basin Water Board has run the Don’t Move A Mussel public awareness campaign, including the message to boaters to Clean, Drain, Dry their watercraft before launching in B.C. waters. We are also developing a guide for vulnerability assessments for in-water infrastructure which will allow all facility operators to assess the vulnerability of their source waters and understand specific risks to infrastructure



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components, how to mitigate those risks, and will allow for advanced capital planning for changes or retrofits as needed. The guide should be ready by the end of this year and will be freely available for all users.

We appreciate your consideration and support protecting the waters of B.C.

Yours truly,

**Anna Warwick Sears, Ph.D. — Executive Director**  
**Okanagan Basin Water Board**  
 1450 KLO Road, Kelowna, B.C. V1W 3Z4  
 Email : [anna.warwick.sears@obwb.ca](mailto:anna.warwick.sears@obwb.ca)  
 Office: 250.469.6251

**Addressees for Letters of Support:**

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 Minister of Public Safety, Democratic Institutions and Intergovernmental Affairs  
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[iga.minister-ministre.aig@pco-bcp.gc.ca](mailto:iga.minister-ministre.aig@pco-bcp.gc.ca)

Honourable Diane LeBouthillier  
 Minister of Fisheries, Oceans and the Canadian Coast Guard  
 200 Kent St Station 15N100  
 Ottawa, Ontario K1A 0E6  
[DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca](mailto:DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca)

Honourable Nathan Cullen  
 Minister of Water, Land and Resource Stewardship  
 PO Box 9012 Stn Prov. Govt.  
 Victoria, BC V8M 9L6  
[WLRS.Minister@gov.bc.ca](mailto:WLRS.Minister@gov.bc.ca)

Honourable George Heyman  
 Minister of Environment and Climate Change Strategy  
 PO Box 9047 Stn Prov Gov  
 Victoria, BC V8W 9E2  
[ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)



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CC:

- Okanagan MLAs: Harwinder Sandhu, Norm Letnick, Renee Merrifield, Ben Stewart, Dan Ashton, Roly Russell
- Okanagan MPs: Mel Arnold, Tracy Gray, Dan Albas, Richard Cannings
- Okanagan Nation Alliance, Chiefs Executive Council
- Pacific NorthWest Economic Region: Matt Morrison, Chief Executive Officer
- Invasive Species Council of B.C.: Gail Wallin, Executive Director
- Okanagan Chambers of Commerce
- Thompson Okanagan Tourism Association
- Union of BC Municipalities
- Shuswap Watershed Council
- Okanagan and Similkameen Invasive Species Society

Attachments:

- Letter to Province: Call for Immediate Action to Prevent Invasive Mussel Introduction to B.C.
- Letter to Federal Govt: Call for Immediate Action to Prevent Invasive Mussel Introduction to B.C.
- Memorandum to Deputy Minister: Recommendations for Invasive Mussel Prevention



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Honourable Nathan Cullen  
Minister of Water, Land and Resource Stewardship  
PO Box 9012 Stn Prov. Govt.  
Victoria, BC V8M 9L6  
[WLRs.Minister@gov.bc.ca](mailto:WLRs.Minister@gov.bc.ca)

Oct 18, 2023

Honourable George Heyman  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn Prov Gov  
Victoria, BC V8W 9E2  
[ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)

**Re: CALL FOR IMMEDIATE ACTION TO PREVENT INVASIVE MUSSEL INTRODUCTION TO B.C.**

Dear Ministers,

We are writing to again express our extreme concern over the threats posed by invasive mussels to B.C. waters, recognizing the September 18<sup>th</sup> announcement that invasive quagga mussels have been found in Idaho in the Snake River. On September 25<sup>th</sup>, following meetings with Minister Cullen at UBCM, we provided a memorandum with specific recommendations and details to mitigate, prepare for, and respond to this threat (attached). The calls to action here are a summary of that memorandum.

We are writing to ask for the following actions to be taken immediately by the province of B.C.

1. Introduce a temporary moratorium on out of province watercraft entering B.C. until the full status of the infestation in the Columbia basin is assessed, and until the effectiveness of the chemical and biocontrol treatments in Idaho is known.
2. Introduce “pull-the-plug” legislation to be in effect prior to the 2024 boating season, and before the moratorium is lifted, requiring all watercraft owners to remove the drain plug prior top vessels being transported on public roads.
3. Ask Canada’s Minister for Public Safety to issue direction for all watercraft entering Canada at all border crossing from Saskatchewan to B.C. to be inspected prior to allowing entry.
4. Commit funding to the Invasive Mussel Defence Program of no less than \$4 million per year (all sources), indexed to inflation for at least 10 years.

Following these immediate actions, we ask you to fill the following gaps in the current inspection and prevention system, and in planning for response and long-term mitigation:

5. Enhance funding to recruit and retain B.C. Conservation Officers, Auxiliary Conservation Officers, and other IMDP staff as needed to 2019 levels (64 inspectors).
6. Update the provincial Early Detection, Rapid Response plan (EDRR), including a round of consultation with partner organizations prior to finalization.



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7. Lead a planning process to create long-term response, containment, and control plans in regions at high risk of introduction and vulnerable to infestation, including the Okanagan, Shuswap, and Kootenay Regions.
8. Promote vulnerability assessments by utilities, local jurisdictions, and private entities.

Finally, we ask you to reconsider our previous call to action to require inspection for all watercraft entering B.C., both at federal and provincial borders. Again, the attached memorandum provides details for how this can be accomplished.

In response to the mussel detection in Idaho, state officials released more than 116,000 litres – almost four large tanker-trucks - of a copper-based pesticide into a 26 km stretch of the Snake River, killing invertebrates, algae, plants, and fish, including 2-meter-long sturgeon. This will be followed up with another chemical treatment and a biocontrol treatment. This was considered a better option than allowing the mussels to take hold, but there is still no guarantee that it will have the desired affect. It is possible that mussels have already escaped the containment area, and if so, they will spread throughout the Columbia Basin over the next several years.

Chemical treatments in most large lakes in B.C. are unlikely to have the desired effect, and the Province must take strong immediate action to close the obvious gaps in inspections and legislation to prevent invasive mussels in the first place.

We will also be writing to federal ministers to call for their support in your efforts, especially enhanced inspections at federal border crossings. We will also continue our own efforts in public awareness and education, providing a vulnerability assessment guide to prepare infrastructure, and working with local governments and First Nations to promote these calls to action, and the Clean, Drain, Dry message for boat owners.

The critical time to act is now.

Yours truly,

**Anna Warwick Sears, Ph.D. – Executive Director**  
**Okanagan Basin Water Board**  
1450 KLO Road, Kelowna, B.C. V1W 3Z4  
Email : [anna.warwick.sears@obwb.ca](mailto:anna.warwick.sears@obwb.ca)  
Office: 250.469.6251

CC:

- Okanagan MLAs: Harwinder Sandhu, Norm Letnick, Renee Merrifield, Ben Stewart, Dan Ashton, Roly Russell
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Honourable Dominic LeBlanc  
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269 Laurier Avenue West  
Ottawa, Ontario K1A 0P8  
[iga.minister-ministre.aig@pco-bcp.gc.ca](mailto:iga.minister-ministre.aig@pco-bcp.gc.ca)

Oct 18, 2023

Honourable Diane Lebouthillier  
Minister of Fisheries, Oceans and the Canadian Coast Guard  
200 Kent St Station 15N100  
Ottawa, Ontario K1A 0E6  
[DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca](mailto:DFO.Minister-Ministre.MPO@dfo-mpo.gc.ca)

**Re: CALL FOR IMMEDIATE ACTION TO PREVENT INVASIVE MUSSEL INTRODUCTION TO B.C.**

Dear Ministers,

We are again writing to express our extreme concern over the threats posed by invasive mussels to B.C. waters, recognizing the September 18<sup>th</sup> announcement that invasive quagga mussels were found in Idaho in the Snake River, a tributary to the Columbia River. A May 2023 report by the Province of B.C., *Potential Economic Impact of Zebra and Quagga Mussels in B.C.*, shows that both the Fraser River and Columbia River watersheds are at moderate to high risk of a mussel infestation based on water chemistry. In order to protect Pacific salmon habitat in both of these major river systems, and protect the economy of the west, the Government of Canada must act now.

1. We ask that you issue immediate direction to all Canada Border Service Agency locations between Saskatchewan and the Pacific that all watercraft entering Canada in that region be inspected for invasive mussels following provincial protocols.
2. We have asked the Government of B.C. to issue a temporary moratorium on out-of-province boats until the full extent of the infestation is known, and until the success of chemical treatments in Idaho is determined. We ask you to use your authority to support any such temporary moratorium.

In response to the mussel detection in Idaho, state officials released more than 116,000 litres – almost four large tanker-trucks - of a copper-based pesticide into a 26 km stretch of the Snake River, killing invertebrates, algae, plants, and fish, including 2-meter-long hatchery sturgeon. This will be followed up with another chemical treatment and a biocontrol treatment. This was considered a better option than allowing the mussels to take hold, but there is still no guarantee that it will have the desired affect. It is possible that mussels have already escaped the containment area, and if so, they will spread throughout the Columbia Basin over the next several years.

Chemical treatments in most large lakes in B.C. are unlikely to be effective. Instead, we need senior governments to take strong immediate action to close the obvious gaps in inspections and legislation to prevent invasive mussels in the first place.



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The Okanagan Basin Water Board will continue our own efforts in public awareness and education, providing a vulnerability assessment guide to prepare infrastructure, and working with local governments and First Nations to promote these calls to action, and the Clean, Drain, Dry message for boat owners.

The critical time to act is now.

Yours truly,

**Anna Warwick Sears, Ph.D. — Executive Director**  
**Okanagan Basin Water Board**  
 1450 KLO Road, Kelowna, B.C. V1W 3Z4  
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- Okanagan Chambers of Commerce
- Thompson Okanagan Tourism Association
- Union of BC Municipalities
- Shuswap Watershed Council
- Okanagan and Similkameen Invasive Species Society



## MEMORANDUM

To: Deputy Minister Lori Halls  
From: Anna Warwick Sears, OBWB Executive Director  
Date: September 25, 2023  
Subject: **Recommendations for Invasive Mussel Prevention**

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### Background

This report is a follow-up to our September 21, 2023 meeting with Minister Nathan Cullen and Parliamentary Secretary Kelly Greene, regarding our recommendations on how to prevent zebra and quagga mussels from invading B.C. waters. We discussed the news that there had been positive tests for quagga mussel veligers in Twin Falls, Idaho on the Snake River, a tributary to the Columbia River.

According to the Idaho news media, there were multiple ‘positive samples’ along a 6 km stretch of the Snake River, in the vicinity of Centennial Park, in Twin Falls. The river in this reach is moving at greater than 15.5 m<sup>3</sup>/s, and this is not likely to be a candidate for applications of potash or other pesticides to control mussels – so there is little hope for eradication.

At the meeting, we discussed the importance of taking a ‘disaster management’ approach, including the four pillars of **mitigation, preparation, response** and **recovery**. We have updated our recommendations specific to each of these categories. The minister specifically requested that we send you more information on ‘pull-the-plug’ legislation, and inspection sticker programs. Our analysis of these is given below (pages 5 – 10).

## OBWB Recommendations for WLRS

### Mitigation:

1. Ask the Canada Minister of Public Safety to have the CBSA stop and inspect ALL watercraft coming to B.C. from the U.S., consistently at ALL border crossings from Saskatchewan to B.C.

In the past, we have noted that some border crossings take this duty more seriously than others.

2. B.C. should consider a temporary moratorium on out-of-province boats until the full status of the infestation of the Columbia Basin is assessed.  
As the boating season is close to ending for the season, this would have limited economic impact.
3. Commit funding to the IMDP of no less than \$4 million per year (all sources), indexed to inflation for at least 10 years.

The 2019 budget for the IMDP, the year the program conducted the most inspections, was \$3.5 million, equivalent to \$4.04 million today. This is the minimum level of funding the program should receive. In 2023, the IMDP ran only six inspection stations, with a reduced staff of 43 inspectors, (down from 12 stations and 64 staff in 2019).

4. Enhance funding to recruit and retain B.C. Conservation Officers, Auxiliary Conservation Officers, and other IMDP staff as needed to 2019 levels (64 inspectors).

Do whatever is necessary to recruit and retain seasonal staff for the IMDP. This may require increasing pay levels to attract qualified candidates. It is also important to meet the housing needs of staff who are sometimes deployed to remote locations during the height of tourist and fire-fighting seasons, when competition for accommodations is highest.

5. Introduce “pull-the-plug” legislation to be in effect prior to the 2024 boating season.

Since July 2019, we have called for “pull the plug” legislation, requiring all watercraft owners to remove the drain plug prior to transporting vessels on public roads, to ensure that vessels have been cleaned, drained, and dried before launching in B.C. waters. All other Western Canadian provinces have put this legislation in place, with B.C. as the only exception.

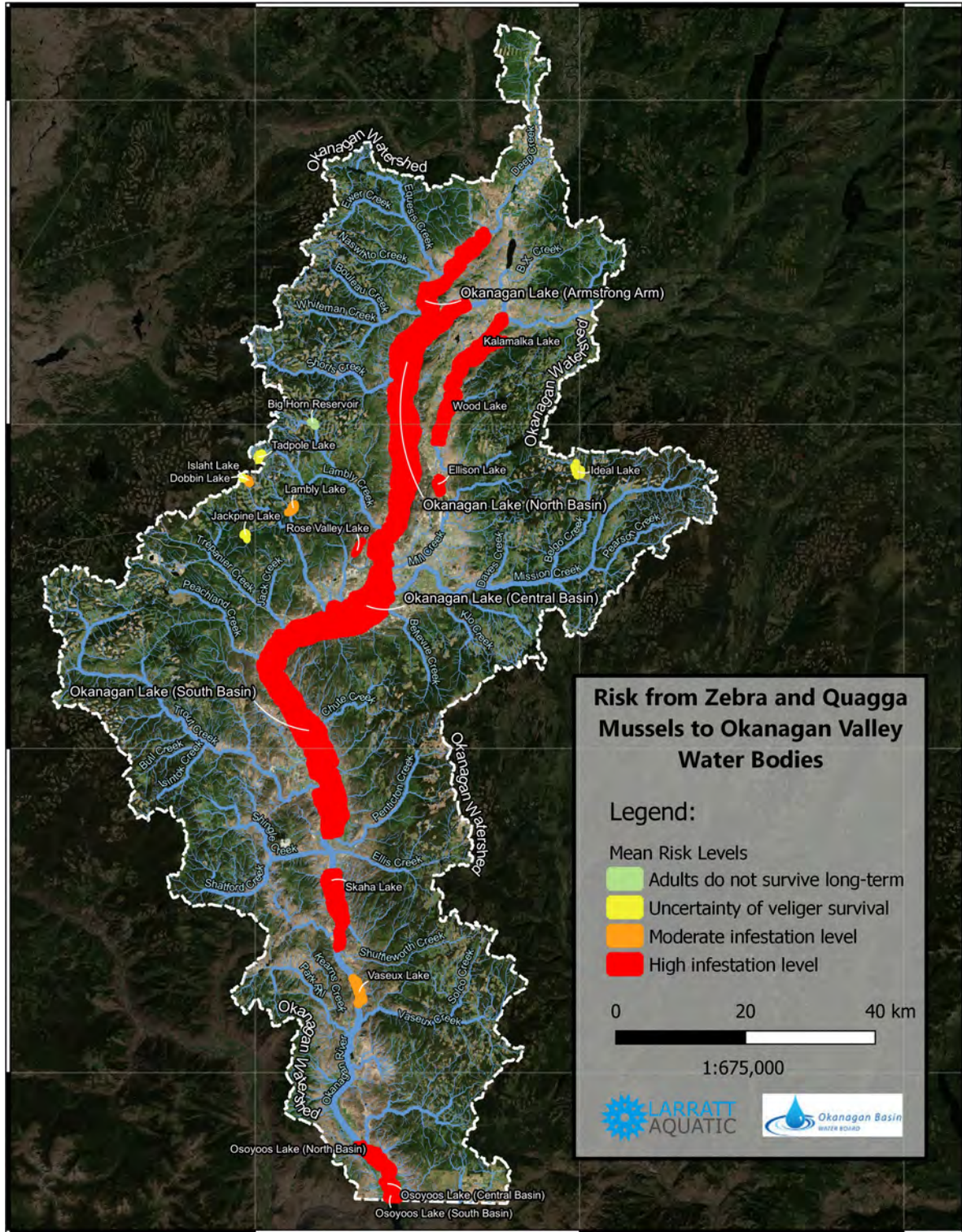
#### **Preparation:**

6. Promote vulnerability assessments by utilities, local jurisdictions, and private entities.

The OBWB has been working with PNWER and other partners to develop a Vulnerability Assessment Guide for freshwater infrastructure, including dams, wastewater and drinking water treatment plants, bridges, docks, intakes, etc. This guide is based on one developed by the U.S. Army Corps of Engineers and is currently under technical review. It contains information on how to assess the vulnerability of a waterbody to infestation, based on water chemistry, and vulnerability of specific forms of infrastructure, as well as proactive mitigation measures such as coatings or cleaning procedures. The guide is expected to be completed by January 1, 2023.

OBWB hired Larratt Aquatic Consultants to analyze the Okanagan water quality database against the Vulnerability Assessment Guide’s criteria for determining levels of infestation by invasive mussels. Larratt produced the map on the following page, showing the expected level of infestation by water body where water chemistry data was available. A similar map could be produced for anywhere in B.C., showing the expected infestation level for specific streams, and by sections of lakes, since not every site is expected to have the same level of infestation throughout a given lake.

This analysis shows that the Okanagan's large valley-bottom lakes are generally expected to experience a more severe infestation than higher mountain lakes and reservoirs.



**Response:**

7. Update the provincial Early Detection, Rapid Response plan (EDRR), including a round of consultation with partner organizations prior to finalization.

The current EDRR was published in 2015. Since then, B.C. has gathered significant information on watercraft travel patterns, at-risk lakes, and economic factors. B.C. has also had to respond to several near misses with contaminated vessels. The new EDRR should incorporate all lessons learned and look to longer-term options for ongoing regional containment, quarantine, and control methods.

8. Lead a planning process to create long-term response, containment, and control plans in regions at high risk of introduction and vulnerable to infestation, including the Okanagan, Shuswap, and Kootenay Regions.

With new information on watercraft travel patterns and water chemistry, we know which regions are at most risk of introduction due to the high number of watercraft travelling there, and which water bodies are at greatest risk due to water chemistry. With this information, it is possible to create plans which could reduce the time for containment of a lake from days to hours and reduce the time for attempted eradication from weeks to days. This planning process could also help to identify regional gaps in prevention, prepare infrastructure, solicit public engagement and feedback, and identify resources for long-term control.

**Recovery**

9. In our more than ten years tracking this issue, we have not heard of any jurisdiction that has 'recovered' from invasive mussels, once they have taken hold. At best, local jurisdictions have had to absorb costs, and learn to live with the societal and environmental damage. Many (but not all) of these costs are given in the WLRS's report from May 2023: [Potential Economic Impact of Zebra and Quagga Mussels in B.C.](#)

## Aquatic Invasive Species – Pull the plug legislation

British Columbia is the last remaining Western province without pull-the-plug legislation in place. Most Northwestern States also require drain plugs pulled prior to transport on roadways. Here is the relevant legislation/regulation for each Western province.

### Alberta Fisheries Act Regulation 220/1997 (2016)

#### Transportation of watercraft 6.1

A person shall not transport an item of watercraft on a highway by means of a conveyance if the watercraft has a drainage hole in the lower hull or bilge that is blocked with a plug. AR 45/2016 s8

<https://www.canlii.org/en/ab/laws/regu/alta-reg-220-1997/latest/alta-reg-220-1997.html#sec6.1>

### Saskatchewan The Fisheries Regulations 88.6 (2018)

#### Transportation of watercraft

No person shall transport a watercraft on a highway by means of a conveyance if the watercraft has a drainage hole in the lower hull or bilge and that drainage hole is blocked with a plug. 6 Apr 2018 SR 22/2018 s12.

<https://pubsaskdev.blob.core.windows.net/pubsask-prod/1869/F16-1r1.pdf>

### Manitoba The Water Protection Act AIS Regulation (2015)

3(3) When transporting a watercraft on land, a person must (a) ensure that the drain plug and all valves or other devices used to drain water from the watercraft are removed or left open, other than plugs used in kitchen or washroom facilities on the watercraft; and (b) ensure that the motor vehicle and any trailer transporting the watercraft are free of aquatic invasive species and aquatic plants.

[https://web2.gov.mb.ca/laws/regs/current/\\_pdf-regs.php?reg=173/2015](https://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=173/2015)

## Inspection/Sticker Program Summary

Overall, stopping at an open inspection station is mandatory in all cases. Oregon, Idaho and Montana require boaters to be inspected and pay certain fees when coming from out of state. These fees are used to pay for inspection programs and monitoring. Out of state boaters pay more than resident boaters.

### Alberta

No passport or sticker system all boats must stop every time they come to an inspection station. No special rules depending on where you live.

#### Fees

- Seems to be a free service.

### Requirements

- **Watercraft inspections are now mandatory.** All passing watercraft, including non-motorized, commercially hauled and privately-hauled watercraft, **must stop every time, regardless of where you are coming from or going to**
- When highway signage indicates that a watercraft inspection station is open, it is mandatory.
  - Bypassing an inspection station results in a \$324 fine
  - Failing to pull the plug leads to a \$180 fine
- When arriving at a station, boaters are required by law to answer a few simple questions to help establish the risk factor.

### Relevant legislation

- Bill 13: Fisheries (Alberta) Amendment Act, 2015
- Ministerial Order 30/2015
- Section 32 (14) of Fisheries (Alberta) Act

### Inspection

- An inspection of your watercraft and trailer will be conducted and sometimes these inspections are supported by trained K-9 inspectors. All areas of boat inspected and you will be asked to show hold is dry.

### Miscellaneous

- [K9 teams search shorelines and boats](#)
- [Inspection webpage](#)
- [2017 Report](#)

## Saskatchewan

We could not find an in-depth provincial plan for boat inspections. Inspections are stated to be mandatory in the province. There was a lot more documentation of the clean drain dry program.

The only references we could find were as follows:

- **Watercraft inspection is mandatory in Saskatchewan** - even if you are just passing through. They work with neighbouring provinces, states and the Canada Border Services Agency to coordinate inspection efforts. So far, Saskatchewan has been successful in preventing the introduction and establishment of AIS.
- Provincial regulations allow **conservation officers to inspect, quarantine and decontaminate watercraft known or suspected to contain invasive species.**
- The province works with other agencies and jurisdictions to coordinate inspection and other prevention measures.
- The ministry will take a risk-based approach to watercraft inspection, focusing on high-risk pathways and targeted enforcement of violations related to aquatic invasive species.

## Washington

There are different requirements for residence and non-residence. A Washington resident pays a \$2 fee and gets a sticker. A non-resident pays a \$24 fee and must obtain a permit.

### Requirements

- Out-of-state boat owners- must get a permit before going to Washington
  - Watercraft operators **not registered in Washington State**, seaplanes, and commercial transporters of specified vessel types **must purchase aquatic invasive species (AIS) prevention permits** to help prevent the spread of AIS in Washington.
  - Permits are valid for one year.
  - It can be purchased online.
  - Each watercraft is given a **registration number** to prove it has been legally registered and is generally **displayed on both sides of the boat's bow**.

### Fees

- **Non-resident \$24 fee** (\$20 permit plus transaction and dealer fees) support the department's efforts to keep Washington's waters free of AIS.
  - AIS prevention permit sales are expected to generate about \$412,000 annually by 2023.
- **Washington residents pay a \$2** annual fee to support the department's AIS program when registering boats.
  - **A valid registration sticker is proof of payment, and an AIS prevention permit is not required.**

### Relevant legislation

- [SB 5303 - 2017-18](#)
- [Aquatic invasive species prevention permit—Operators of vessels and aquatic conveyances.](#)

### Inspection

- Inspections seem to be mandatory but there was no clear documentation.
- [General information](#)
- Exemptions from needing a permit.
  - Residence with a sticker
  - Small watercraft from out of state e.g. canoes
  - Federal and military vessels or watercraft registered as “tenders”

### Miscellaneous

- To access some waters, you need a vehicle access pass – related to hunting regulations.
- [Aquatic Invasive Species Funding Advisory Committee Report and Recommendations](#) – has historical AIS budgets for states and provinces.
- [Link to the permit website](#)

## Oregon

There are two different permits and inspections are mandatory. A waterways access permit is required for everyone and a special permit for out-of-state boatowners; this permit funds the inspection program. Within the state, boatowners must comply with mandatory inspection.

### Requirements

- **Any operator** of a boat or paddle craft 10ft or longer need a **Waterway Access Permit**
  - The Waterway Access Permit is transferrable to another non-motorized watercraft.
  - The 10ft watercraft includes kayaks, canoes, rafts and other inflatables, stand-up paddle boards, et.
- Out-of-state boat owners must get a **Aquatic Invasive Species Prevention Permit**
  - Anyone traveling through Oregon and not launching watercraft in state waters DOES NOT need a permit.
  - Children 13 and younger do not need a permit.
- Oregon motorized boaters must have valid registration decals displayed on their motorboats

Type of Boat	Requirements
Out-of-state motorized boat	Out-of-state Aquatic Invasive Species Permit
Oregon and out-of-state non-motorized watercraft 10 feet or longer	Waterway Access Permit
Out-of-state sailboats 12 feet or longer	Out-of-state Aquatic Invasive Species Permit
Oregon sailboats 10 feet to 11 feet 11 inches long	Waterway Access Permit
Oregon sailboats 12 feet or longer	Oregon sailboat title and registration

- **Mandatory inspection**
  - **All vehicles towing watercraft into Oregon must stop at an inspection station.**
    - There are 6 stations.
  - All boaters must stop if a station is open.
  - Inspection teams are made up of specially trained personnel employed with the Oregon Department of Fish and Wildlife.
  - After the inspection boaters are given an inspection report that is the proof of compliance. – if the boat is contaminated it will be decontaminated on site.

### Relevant legislation

- SECTION 1. ORS 570.855

### Fees

- **The AIS Prevention Permit** costs **\$20** and failure to have one results in a \$50 fine.
  - **The permit costs fund the inspection stations.**
- **Waterway Access Permit:** price depends on permit which are all based on the number of days you want access. Failure to show the Waterways Access Permit to law enforcement can lead to a \$115 fine.

### Miscellaneous

- [2022 report of inspection program](#)



- During the 2022 fiscal year, revenue collected from permit sales totaled **\$768,435** . Oregon motorized permit revenue from boater registrations was \$254,975; non-motorized watercraft \$377,905; out-of-state motorized \$128,940; liveries and guides \$6,615.
  - **The program provided full or partial funding for seven full-time positions, and ten seasonal or part-time positions.**
  - We received additional funding from the US Army Corps of Engineers as part of the Water Resources Reform and Development Act (WRRDA) for \$572,277; these monies help fund additional inspectors and hours of operation at the inspection stations.
- In 2022 the program completed 14,462 watercraft inspections.
- [Webpage for general information](#)
- [Waterways Access Permit](#)
- [AIS Permit](#)

## Idaho

In Idaho there is a mandatory sticker program that funds the inspection stations. It is mandatory to stop at inspection stations.

### Requirements

- **Mandatory to stop at inspection stations.**
- Idaho law requires the owner of any boat and any non-motorized vessel to **buy and display an Idaho Invasive Species Fund sticker** to legally launch and operate the boat in Idaho.
  - This includes nonmotorized boats, rafts, canoes, etc. .
  - Does not include inflatable, non-motorized vessels less than 10 feet long
  - Stickers can be bought online
  - Work with law enforcement to make sure of compliance

### Fees

- The sticker program funds the inspection stations.
  - A one-year sticker is **\$12.0** or a two year sticker is **\$22.50**.

### Inspections

- In 2022, the program performed over 100,000 watercraft inspections and **intercepted 36** mussel-fouled watercrafts. Throughout the history of the program Idaho stations have performed over one million inspections intercepting 413 mussel-fouled watercrafts prior to launching.
- Idaho's inspection stations are placed on major highways at or near the Idaho state line

## Montana

It is mandatory to stop at inspections stations and out of state owners or people crossing the continental divide must get an inspection before launching. There are passes that must be purchased if you are from out of state.

### Requirements

- It is **mandatory to stop at an inspection station**. Motorized and nonmotorized watercraft.
  - Out-of-state boats must be inspected before launching in Montana.

- Must carry a **proof on inspection.**
- Must stop at all inspection stations you encounter.
- If you cross a Continental Divide, you must have your boat inspected before launch.
- **Purchase a AIS Prevention Pass**
  - **Non-resident** watercraft launching in Montana must purchase.
    - Motorized watercraft fee is \$30.
    - Nonmotorized watercraft fee is \$10.
    - Not transferable between vessels

### Fees

- The fee for a permit is \$10 to \$30 deepening on boat type.

### Inspection

- [2022 AIS report](#) – very good report
  - Over 119,000 watercraft inspections
  - **53 zebra and quagga mussel fouled vessels intercepted.**
  - Stations placed on major highways near state borders.

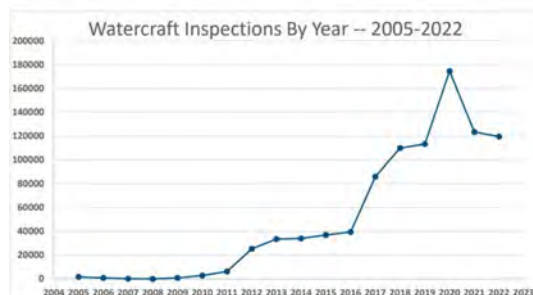


Figure 3. Number of watercraft inspections by year.

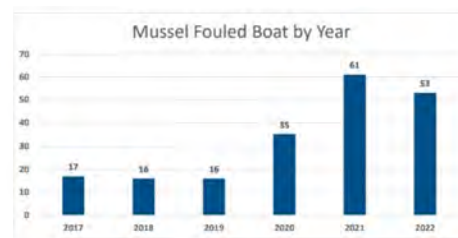


Figure 8. Number of mussel fouled boats intercepted by year.

- Inspections are done by the Ministry of Fish, Wildlife, and Parks as well as other partner groups.

### Miscellaneous

- [Inspection information](#)
- [Traveling to Montana](#)
- [Summary of Laws and regulations.](#)

**Kirsten Dunbar**

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**From:** AKBLG Admin Coordinator <admin@akblg.ca>  
**Sent:** October-26-23 21:47  
**To:** Administrative Coordinator  
**Subject:** First Call for Resolutions 2024 - AKBLG  
**Attachments:** AKBLG CALL FOR RESOLUTIONS 1st call 2024.pdf; Writing Guidelines for Resolutions UBCM.pdf

**CAUTION**

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

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Hi!

**This email is being sent to the CAOs and staff designated for AKBLG support that we have listed as contacts.**

The AKBLG Resolutions Committee is gearing up for 2024 and is asking for your assistance in getting the Resolution process in your community onto your agendas early! Even though the deadline for resolution submission is not until **February 16<sup>th</sup>, 2024** – it will come faster than we think!! All resolutions must be endorsed by the Board or Council so it can take time to finalize submissions. We encourage all our members to closely review the best practises for resolution drafting or contact us for assistance. Last year we had to extend the deadline for resolution submission – but this year, we will be adhering to this deadline due to timing requirements for UBCM to review before our convention.

I have attached detailed information about the requirements for Resolution process as well as UBCM Best practices info. You will note on the guidelines attached, that AKBLG strongly suggests that supporting documentation be submitted together with the resolution.

This year, the Resolutions Committee will also be hosting an informal virtual “roundtable” which will be an opportunity for elected officials to discuss their ideas for resolutions that they would like to bring forward to their Board/Council but who may wish to talk to our committee members for wording suggestions, resolution development, etc. **This session will be held on NOVEMBER 15<sup>th</sup> at 6:00pm PT/7:00pm MT.** Everyone is welcome to attend and a zoom link will be sent out in an email to elected officials following this message.

If you have any questions at all, please don't hesitate to contact me at [admin@akblg.ca](mailto:admin@akblg.ca) or Aidan McLaren-Caux, Resolutions Committee Chair at [resolutions@akblg.ca](mailto:resolutions@akblg.ca).

Thanks!

Linda

Linda Tynan  
Executive Director  
AKBLG  
250.551.5215



## CALL FOR RESOLUTIONS

The main forum for UBCM policy making is the **annual resolutions cycle** and this is an opportunity for local governments of all sizes and from all areas to express concerns, share their experiences and take a united position. This is the first call for resolutions from AKBLG. Resolutions must be submitted to AKBLG by **February 16, 2024**.

It is time to start thinking about resolutions and to have them endorsed by your local government.

Please remember:

- Resolutions are only accepted from AKBLG member local governments and **must have been endorsed by the board or council**.
- Resolutions **must be relevant to other local governments within AKBLG** rather than specific to a single member government.
- UBCM encourages all members to submit resolutions first to Area Associations for consideration. Resolution sponsors should be prepared to introduce their resolutions at the AKBLG Resolutions session.
- Each resolution **should** include a separate backgrounder that is a maximum of 3 pages and specific to a single resolution. The backgrounder may include links to other information sources and reports.
- Resolutions may be combined with other, similar resolutions from other local governments if each local government agrees to co-sponsorship.
- All resolutions, along with any supportive background information, shall be sent to the AKBLG office BY **FEBRUARY 16, 2024**.
- Resolutions should be forwarded by email to [resolutions@akblg.ca](mailto:resolutions@akblg.ca)
- Receipt of emailed resolutions will be confirmed by return email.
- Resolutions should be written in accordance with the UBCM Writing Guidelines (attached to this email).

### Resolutions Preparation Assistance:

If you have questions regarding resolution preparation please contact the AKBLG Resolutions Chair, Aidan McLaren-Caux at [resolutions@akblg.ca](mailto:resolutions@akblg.ca) or the AKBLG Executive Director at [admin@akblg.ca](mailto:admin@akblg.ca). **We are ready to assist you to draft impactful resolutions.**

Thank you,

Your AKBLG resolutions committee,

Aidan McLaren-Caux (Chair), Kyle Hamilton, Kevin Mclsaac, Erin Palashniuk, Wesley Routley



Trinity United Church  
Box 87, Creston, BC, V0B 1G0

October 17, 2023

To Mayor Arnold DeBoon and the Town of Creston Council,

My name is Karen Shannon and I co manage Trinity Treasures Thrift Shop. It has come to my attention that Mission Thrift Store has been granted a permit to attend a local park regularly to collect donations of used items in Creston and take these items back to Cranbrook to sell in their store. I am not sure whether this has started or not and whether this group has been successful in receiving Creston's used items. I also understand that Mission Thrift Store's ultimate goal is to open a thrift store in Creston.

Currently Creston has three charity thrift stores (Trinity Treasures Thrift Shop, Gleaners One and Gleaners Too). We successfully operate on the generosity of the citizens of Creston who give us their used items. Gleaners society operates a food bank and the need for this has grown substantially in recent years. Trinity Treasures supports Trinity United Church which is struggling to survive and thrive. Both organizations also share their profits with other local charities in the Creston area. We have well in excess of 100 volunteers helping us continue to be successful and continue to give back to this community.

Creston also has at least two successful second hand stores operating for profit. Second Hand Heaven and King Fisher Books are operated as small businesses in Creston. They need to purchase their inventory and as a result their prices are a little higher and they focus on the higher end inventory. Not everyone is in a position to give away their donations so Donna Brown (owner of Second Hand Heaven) provides a way for individual to make some money by purchasing their used items. Like many small businesses these stores have struggled to survive through some very difficult economic times and need our support to stay viable.

According to their website "Mission Thrift Store is a non-profit, volunteer-driven, Christian organization with over 50 stores across Canada. We convert donated goods into cash, and the net proceeds of all sales are sent to our joint ministry with Bible League Canada to fund international programs in over 40 countries worldwide." They do not support the local community. In visiting their location in Cranbrook I would argue that they take 100% donated goods and price them closer to and somewhat higher than the second hand stores that operate for profit and send every cent outside of the community. This is an evangelistic group and their goal is to convert people to Christianity around the world.

I have met with Deni Dawson (president of Gleaners Society) and Donna Brown (owner of Second Hand Heaven) and we are coming to you to ask you to reconsider your support for Mission Thrift Store coming to Creston to either take our local used goods out of Creston and/or to open a store in our community.

We look forward to your response and/or meeting with you to discuss this further.

Karen Shannon  
Co-Manager  
Trinity Treasures Thrift Store  
250 977 5923



## **Council Action List Report**

## Council Action List Report

Council Action List

Report Created On: Nov 11, 2023

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

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	<b>1130 Canyon Street Disposal</b> 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)	<b>Reporting Period Update:</b> Five Year Financial Plan Budget Amendment included repairs for the roof at 1130 Canyon. Roof to be covered and waterproofed November 2023.	Nov 10, 2023
July 26, 2022	302-22	Council Action 2.4	<b>Art Installation</b> THAT Council DIRECT Staff to identify possible locations and associated installation costs of "Woman Rising," by Stewart Steinhauer including consultation with Yaqan Nukiy, for consideration at a future Council Meeting.	<b>Reporting Period Update:</b> Discussions with Yaqan Nukiy on the placement of the artwork in Market Park. Staff are awaiting specific feedback from LKB on approval. Staff working with LKB on Yaqan Nukiy Amakis within Market Park to confirm installation of this artwork.	Nov 10, 2023



Council Date	Resolution #	Plan Label And Number	Description	Last Update	Last Update Date
December 6, 2022	470-22	Council Action 2.7	<p><b>Building Request</b></p> <p>THAT Council REFERS the correspondence from the Creston Lions Club regarding the use of the Ambulance Station Bays at 10th Avenue North for their Returnables project to staff for further investigation.</p>	<p><b>Highlights</b></p> <p>Developer with original proposal not proceeding. Staff considering next steps and options for Council's consideration.</p> <p><b>Challenges</b></p> <p>The buildings still need to be completely decommissioned and emptied of municipal assets. Fire department still requires additional time to complete.</p> <p><b>Next Steps</b></p> <p>Staff to update Council with options.</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>Key Activities 3.5.1: Public, staff and stakeholder consultation into the draft plan (90% completed)</b>  <b>Accomplishments</b> Planned consultation on draft plan complete.  <b>Challenges</b> Vocal group of people upset about plan, many live in the RDCK.  <b>Next Steps</b> Staff to review consultation and provide recommendation report to Council.	Aug 04, 2023
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
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>Zoning amendments for Short Term Rentals with updates to Fees and Charges, Bylaw Notice Enforcement, and Fire Services Bylaw upcoming in November 2023.</p>	Nov 10, 2023
July 25, 2023	224-23	Council Action 3.18	<p><b>Rising Toros 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 Toros 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>		
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
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>Staff has engaged C+S Planning and Cover Architecture through contract to undertake the development of a grant application to the ChildCare BC New Spaces fund for December 15, 2023. A meeting with the consultants, staff and KES staff reviewed community needs, considered various properties and upcoming provincial standards in childcare facility design as a starting point for the consultants to begin their work.</p>	Nov 10, 2023

**Town of Creston**

**Bylaw No. 1992**

A bylaw to amend the Five Year Financial Plan (2023 – 2027) Bylaw No. 1970, 2023.

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WHEREAS it is deemed necessary and in the public interest to amend Five Year Financial Plan (2023 – 2027) Bylaw No. 1970, 2023;

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

**Part 1 Citation**

1.1 This Bylaw may be cited as “Five Year Financial Plan (2023 – 2027) Amendment Bylaw No. 1992, 2023”.

**Part 2 Severability**

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

**Part 3 Amendments**

3.1 Five Year Financial Plan (2023 – 2027) Bylaw No. 1970, 2023 is hereby amended by deleting Schedule “A” and replacing with a new Schedule “A” which is attached to and forms a part of this Bylaw.

3.2 The total of the proposed expenditures and transfers to other funds for a year must not exceed the total of the proposed funding sources and transfers from other funds for the year.

3.3 This bylaw shall come into full force and effect upon adoption.

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

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

ADOPTED this    day of            , 2023.

\_\_\_\_\_  
Mayor Arnold DeBoon

\_\_\_\_\_  
Kirsten Dunbar, Corporate Officer

SCHEDULE "A" TO BYLAW NO. 1992

**TOWN OF CRESTON****DRAFT REVISED FIVE YEAR CONSOLIDATED FINANCIAL PLAN**

	2023	2024	2025	2026	2027	TOTALS
<b>REVENUES</b>						
PROPERTY TAXES	\$ 5,218,763	\$ 5,616,000	\$ 5,974,000	\$ 6,245,000	\$ 6,509,000	\$ 29,562,763
OTHER TAXES AND ASSESSMENTS	939,937	945,900	952,400	959,400	966,400	4,764,037
FEES AND CHARGES	5,405,228	6,375,245	5,403,395	5,481,257	5,582,663	28,247,788
OTHER SOURCES	4,643,353	1,740,759	1,664,116	1,609,748	1,619,258	11,277,234
CAPITAL GRANTS	2,416,183	4,671,000	1,800,000	1,564,500	1,342,250	11,793,933
<b>TOTAL REVENUES</b>	<b>18,623,464</b>	<b>19,348,904</b>	<b>15,793,911</b>	<b>15,859,905</b>	<b>16,019,571</b>	<b>85,645,755</b>
<b>EXPENDITURES</b>						
MUNICIPAL PURPOSES	11,004,365	10,709,743	11,034,086	11,229,288	11,530,942	55,508,424
INTEREST ON DEBT	264,789	180,284	178,540	176,734	194,861	995,208
AMORTIZATION	2,085,098	2,136,163	2,390,477	2,462,115	2,522,883	11,596,736
<b>TOTAL EXPENDITURES</b>	<b>13,354,252</b>	<b>13,026,190</b>	<b>13,603,103</b>	<b>13,868,137</b>	<b>14,248,686</b>	<b>68,100,368</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>5,269,212</b>	<b>6,322,714</b>	<b>2,190,808</b>	<b>1,991,768</b>	<b>1,770,885</b>	<b>17,545,387</b>
<b>CAPITAL DEBT AND RESERVE TRANSFERS</b>						
CAPITAL EXPENDITURES	(4,609,906)	(8,455,000)	(3,284,500)	(2,876,700)	(4,211,000)	(23,437,106)
PORTION OF AMORTIZATION EXPENSE UNFUNDED	2,085,098	2,136,163	2,390,477	2,462,115	2,522,883	11,596,736
BORROWING	-	-	-	-	1,000,000	1,000,000
PRINCIPAL ON DEBT	(367,738)	(227,632)	(229,376)	(231,182)	(179,876)	(1,235,804)
TRANSFERS FROM :						
RESERVE FUNDS	554,115	697,500	501,000	471,200	473,500	2,697,315
ACCUMULATED SURPLUS	809,183	782,638	143,704	-	242,910	1,978,435
TRANSFERS TO:						
ACCUMULATED SURPLUS	(390,553)	(214,301)	(541,333)	(683,706)	(451,075)	(2,280,968)
RESERVE FUNDS	(3,349,411)	(1,042,082)	(1,170,780)	(1,133,495)	(1,168,227)	(7,863,995)
<b>NET CAPITAL DEBT AND RESERVE TRANSFERS</b>	<b>(5,269,212)</b>	<b>(6,322,714)</b>	<b>(2,190,808)</b>	<b>(1,991,768)</b>	<b>(1,770,885)</b>	<b>(17,545,387)</b>
<b>Surplus (deficit) plus Capital, Debt and Reserve Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Schedule A to Bylaw 1992

**TOWN OF CRESTON****DRAFT AMENDED FIVE YEAR FINANCIAL PLAN****GENERAL FUND**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTALS</b>
<b><u>REVENUES</u></b>						
PROPERTY TAXES	5,218,763	5,616,000	5,974,000	6,245,000	6,509,000	29,562,763
OTHER TAXES & ASSESSMENTS	116,737	122,000	127,000	132,000	137,000	634,737
FEES & CHARGES	1,953,957	2,032,023	2,066,722	2,068,231	2,129,677	10,250,610
OTHER SOURCES	4,803,353	1,910,759	1,874,116	1,819,748	1,824,258	12,232,234
GAS TAX AND DEVELOPMENT COST CHARGES	326,523	375,000	150,000	375,000	170,000	1,396,523
CAPITAL GRANTS	1,939,660	3,046,000	1,650,000	1,189,500	1,172,250	8,997,410
<b>TOTAL REVENUES</b>	<b>14,358,993</b>	<b>13,101,782</b>	<b>11,841,838</b>	<b>11,829,479</b>	<b>11,942,185</b>	<b>63,074,277</b>
<b><u>EXPENDITURES</u></b>						
OTHER MUNICIPAL PURPOSES	8,550,726	8,224,592	8,486,978	8,633,650	8,874,531	42,770,477
INTEREST ON DEBT	210,624	127,800	127,800	127,800	147,800	741,824
AMORTIZATION	1,308,171	1,367,243	1,519,890	1,591,528	1,652,296	7,439,128
<b>TOTAL EXPENDITURES</b>	<b>10,069,521</b>	<b>9,719,635</b>	<b>10,134,668</b>	<b>10,352,978</b>	<b>10,674,627</b>	<b>50,951,429</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>4,289,472</b>	<b>3,382,147</b>	<b>1,707,170</b>	<b>1,476,501</b>	<b>1,267,558</b>	<b>12,122,848</b>
<b><u>CAPITAL DEBT AND RESERVE TRANSFERS</u></b>						
CAPITAL EXPENDITURES	(3,376,406)	(4,797,000)	(2,865,500)	(2,430,700)	(3,634,000)	(17,103,606)
PORTION OF AMORTIZATION EXPENSE UNFUND	1,308,171	1,367,243	1,519,890	1,591,528	1,652,296	7,439,128
BORROWING	-	-	-	-	1,000,000	1,000,000
PRINCIPAL ON DEBT	(247,051)	(105,264)	(105,264)	(105,264)	(105,264)	(668,107)
TRANSFERS FROM:						
RESERVE FUNDS	550,115	697,500	501,000	471,200	473,500	2,693,315
ACCUMULATED SURPLUS	556,710	228,374	143,704	-	242,910	1,171,698
TRANSFERS TO:						
ACCUMULATED SURPLUS	-	-	-	(140,265)	-	(140,265)
RESERVE FUNDS	(3,081,011)	(773,000)	(901,000)	(863,000)	(897,000)	(6,515,011)
<b>NET CAPITAL DEBT AND RESERVE TRANSFERS</b>	<b>(4,289,472)</b>	<b>(3,382,147)</b>	<b>(1,707,170)</b>	<b>(1,476,501)</b>	<b>(1,267,558)</b>	<b>(12,122,848)</b>
<b>Surplus (deficit) plus Capital, Debt and Reserve Transf</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Schedule A to Bylaw 1992

**TOWN OF CRESTON****DRAFT AMENDED FIVE YEAR FINANCIAL PLAN****WATER FUND**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTALS</b>
<b><u>REVENUES</u></b>						
OTHER TAXES & ASSESSMENTS	390,500	391,000	392,000	393,000	394,000	1,960,500
FEES & CHARGES	1,425,275	1,462,945	1,504,612	1,544,310	1,588,067	7,525,209
OTHER SOURCES	100,000	120,000	90,000	90,000	100,000	500,000
CAPITAL GRANTS	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>1,915,775</b>	<b>1,973,945</b>	<b>1,986,612</b>	<b>2,027,310</b>	<b>2,082,067</b>	<b>9,985,709</b>
<b><u>EXPENDITURES</u></b>						
INTEREST ON DEBT	-	-	-	-	-	-
OTHER MUNICIPAL PURPOSES	577,044	637,340	657,991	673,151	691,548	3,237,074
ARROW CREEK WATER CONTRIBUTIONS	730,778	738,222	745,815	753,560	770,000	3,738,375
AMORTIZATION	240,000	211,443	211,443	211,443	211,443	1,085,772
<b>TOTAL EXPENDITURES</b>	<b>1,547,822</b>	<b>1,587,005</b>	<b>1,615,249</b>	<b>1,638,154</b>	<b>1,672,991</b>	<b>8,061,221</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>367,953</b>	<b>386,940</b>	<b>371,363</b>	<b>389,156</b>	<b>409,076</b>	<b>1,924,488</b>
<b><u>CAPITAL DEBT AND RESERVE TRANSFERS</u></b>						
CAPITAL EXPENDITURES	(193,000)	(355,000)	(200,000)	(216,000)	(227,000)	(1,191,000)
PORTION OF AMORTIZATION EXPENSE UNFUND	240,000	211,443	211,443	211,443	211,443	1,085,772
TRANSFERS FROM:						
ACCUMULATED SURPLUS	-	-	-	-	-	-
TRANSFERS TO:						
TRANSFER TO GENERAL SURPLUS	-	-	-	-	-	-
TRANSFER TO WATER DISTRICT RESERVE	(28,400)	(29,082)	(29,780)	(30,495)	(31,227)	(148,984)
ACCUMULATED SURPLUS	(390,553)	(214,301)	(353,026)	(354,104)	(362,292)	(1,674,276)
<b>NET CAPITAL DEBT AND RESERVE TRANSFERS</b>	<b>(367,953)</b>	<b>(386,940)</b>	<b>(371,363)</b>	<b>(389,156)</b>	<b>(409,076)</b>	<b>(1,924,488)</b>
<b>Surplus (deficit) plus Capital, Debt and Reserve Transf</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Schedule A to Bylaw 1992

**TOWN OF CRESTON****DRAFT AMENDED FIVE YEAR FINANCIAL PLAN****SEWER FUND**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>TOTALS</b>
<b><u>REVENUES</u></b>						
OTHER TAXES & ASSESSMENTS	432,700	432,900	433,400	434,400	435,400	1,733,400
FEES & CHARGES	2,025,996	2,880,277	1,832,061	1,868,716	1,864,919	8,607,050
OTHER SOURCES	70,000	50,000	50,000	60,000	65,000	230,000
CAPITAL GRANTS	150,000	1,250,000	-	-	-	1,400,000
<b>TOTAL REVENUES</b>	<b>2,678,696</b>	<b>4,613,177</b>	<b>2,315,461</b>	<b>2,363,116</b>	<b>2,365,319</b>	<b>11,970,450</b>
<b><u>EXPENDITURES</u></b>						
INTEREST ON DEBT	54,165	52,484	50,740	48,934	47,061	206,323
OTHER MUNICIPAL PURPOSES	1,475,817	1,449,589	1,493,302	1,528,927	1,564,863	5,947,635
AMORTIZATION	536,927	557,477	659,144	659,144	659,144	2,412,692
<b>TOTAL EXPENDITURES</b>	<b>2,066,909</b>	<b>2,059,550</b>	<b>2,203,186</b>	<b>2,237,005</b>	<b>2,271,068</b>	<b>8,566,650</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>611,787</b>	<b>2,553,627</b>	<b>112,275</b>	<b>126,111</b>	<b>94,251</b>	<b>3,403,800</b>
<b><u>CAPITAL DEBT AND RESERVE TRANSFERS</u></b>						
CAPITAL EXPENDITURES	(1,040,500)	(3,303,000)	(219,000)	(230,000)	(350,000)	(4,792,500)
PORTION OF AMORTIZATION EXPENSE UNFUND	536,927	557,477	659,144	659,144	659,144	2,412,692
PRINCIPAL ON DEBT	(120,687)	(122,368)	(124,112)	(125,918)	(74,612)	(493,085)
TRANSFERS FROM:						
ACCUMULATED SURPLUS	252,473	554,264	-	-	-	806,737
TRANSFERS TO:						
ACCUMULATED SURPLUS	-	-	(188,307)	(189,337)	(88,783)	(377,644)
WWTP REPLACEMENT RESERVE	(240,000)	(240,000)	(240,000)	(240,000)	(240,000)	(960,000)
<b>NET CAPITAL DEBT AND RESERVE TRANSFERS</b>	<b>(611,787)</b>	<b>(2,553,627)</b>	<b>(112,275)</b>	<b>(126,111)</b>	<b>(94,251)</b>	<b>(3,403,800)</b>
<b>Surplus (deficit) plus Capital, Debt and Reserve Transf</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## Schedule A to Bylaw 1992

**2023 CAPITAL EXPENDITURE FINANCING****GENERAL CAPITAL EXPENDITURES**

From operating and surplus	538,032
From Infrastructure grants	1,698,647
From long term debt	-
From reserves	383,924
From government organizations	-
From non-government organizations	755,803
	<u>3,376,406</u>

**WATER CAPITAL EXPENDITURES**

From operating and surplus	193,000
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**SEWER CAPITAL EXPENDITURES**

From operating and surplus	653,623
From capital contributions	386,878
From infrastructure grants	-
	<u>1,040,500</u>

**TOTAL CAPITAL**

	<u><u>4,609,906</u></u>
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**TOWN OF CRESTON FINANCIAL OBJECTIVES AND POLICIES**

The Town of Creston Financial Planning Guidelines reflects Council's direction to increase alternative revenue streams wherever possible to reduce reliance on property taxes in order to maintain existing programs and services. Council is also committed to having the sufficient funding available to ensure that current infrastructure is proactively maintained thereby delaying much higher replacement costs as long as possible. In order to insure that funding is available for planned capital replacement and infrastructure renewal, Council policy is to have reserves funded for those purposes.

The Financial Plan for 2023 shows property taxes are 32.7% of proposed funding sources identified in section 165(7) of the *Community Charter*. This amount is higher in comparison to 2022, which was 28.7%, because of higher grants revenues budgeted in 2022. With the requirement to pay for 70% of the RCMP costs since 2012, the reliance on taxation has increased.

Council has considered the distribution of property taxes among the various property classes. It is Council's policy to adjust the mill rates such that the ratio of taxes paid by the various classes remains relatively constant from year to year taking into account new construction.

Permissive tax exemptions approved by Council are a means of supporting organizations within the community that furthers Council's objectives of enhancing the quality of life and delivering services economically.

As part of the Town of Creston's economic development strategy, Council may establish one or more revitalization tax exemption programs to encourage investment in the Town's existing commercial enterprises, the development of new commercial ventures, such as tourism related businesses, with the objectives of stimulating new economic growth and revitalization of existing commercial uses in the Town as well investments in new residential rental units to help ease the shortage of rental suites.

# CRESTON FIRE & RESCUE

## Operational Performance Update October 2023



INCIDENTS	OCT 2023
Fire & Fire Related	12
Medical	29
Motor Vehicle Incident	2
Public Assist	6
<b>TOTAL</b>	<b>49 ↑</b>

INCIDENTS YEAR TO DATE	2023	2022
Fire & Fire Related	84	80
Medical	256	329
Motor Vehicle Incident	51	42
Public Assist	107	103
<b>TOTAL</b>	<b>498 ↓</b>	<b>554</b>

Creston	OCT 2023
Average Response Time*	11:01 min ↑
Firefighters	32 ↑
Current WEP Firefighters	6
WEP Hire Rate	80%
Public Education	1
Public Engagement	3
Fire Inspections	2

\*Response time is composed of call-processing time, turnout time and travel time.

**Public Education & Engagement Events:**

- Infant CPR/Chocking Course
- CVYN Flag Football
- CVYN Apple Festival
- Halloween Safety Stop