



# VILLAGE OF SILVERTON

## AGENDA

REGULAR MEETING OF COUNCIL TO BE HELD

June 11, 2019

COUNCIL CHAMBERS – VILLAGE OFFICE – 421 LAKE AVE.

7:00 PM

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A. CALL TO ORDER

B. THE VILLAGE OF SILVERTON ACKNOWLEDGES THE INDIGENOUS PEOPLES ON WHOSE TRADITIONAL TERRITORIES WE STAND

C. ADDITION OF LATE ITEMS IF ANY

D. ADOPTION OF THE AGENDA

E. ADOPTION OF THE MINUTES

1. Minutes of Regular Council Meeting of May 14, 2019
2. Minutes of the Committee of the Whole May 22, 2019

F. DELEGATIONS AND PETITIONS

1. West Kootenay EcoSociety

## **G. UNFINISHED BUSINESS/BUSINESS ARISING**

### G1. Kootenay-wide Inter-Community Business Licence

#### **Recommendation:**

Pursuant to the report of the Chief Administrative Officer, the Village of Silverton Council receive the report from the Office of Innovation and Collaboration titled "Kootenay-wide Inter-Community Business Licence (ICBL) Proposal"; AND

FURTHER, approve the proposal to be part of the ICBL partnership with participating municipalities throughout the Kootenays; AND

FURTHER that staff update the corresponding Village Policies and Bylaws, as required.

### G2. Kootenay Savings resolutions for Corporate credit card

#### **Recommendation:**

Pursuant to the report of the Chief Administrative Officer, the Village of Silverton Council authorize CAO Hillary Elliott to be the business representative; AND

FURTHER authorize CAO Hillary Elliott as the authorized user; AND

FURTHER that the spending limit for the card and authorized user be \$10,000.00.

## **H. NEW BUSINESS**

### 1. 2018 Annual Report and Financial Statements

Receive for information.

## **I. CORRESPONDENCE FOR INFORMATION**

1. BC Rural Health Network
2. Access Awareness Day June 1, 2019
3. Kootenay Cannabis Symposium – Report, reflections and summary

## **J. COUNCIL REPORTS**

### **1. Mayor Jason Clarke**

- BC Mayors Caucus
- Slocan Lake Arts Council Liaison

### **2. Councillor Leah Main**

- RDCK Director for the Village of Silverton
- West Kootenay Boundary Regional Hospital Board
- Rosebery Parklands and Trails Commission
- Winlaw Regional and Nature Park Commission
- Slocan Valley Economic Development Commission
- FCM Board
- Health Committee – Slocan District Chamber of Commerce
- RDI Climate Adaptation project Team

### **3. Councillor K. Gordon**

- Municipal Emergency
- Slocan District Chamber of Commerce
- Composting Project Liaison Alternate
- RDI Climate Adaptation project Team Alternate

### **4. Councillor T. Gordon**

- Recreation Commission No. 6
- Ktunaxa Kinbasket Treaty Advisory Committee (TAC)
- RDI Climate Adaptation project Team

### **5. Councillor Arlene Yofonoff**

- Cultural Planning Group
- Composting Project Liaison (Healthy Community Society of the North S.V.)
- RDI Climate Adaptation project Team Alternate

## **K. ADMINISTRATION REPORTS**

1. CAO Report
2. Public Foreman Report

## **L. BYLAWS AND POLICY**

None at this time.

**M. PUBLIC INPUT PERIOD/PRESS**

Terms of reference as per the Procedure Bylaw include;

- The maximum time allotted is two (2) minutes.
- The Public Input is for items on the Council Agenda only.
- The Public Input Period provides an opportunity for public input only, without expectation of response from Council.

N. **IN CAMERA MEETING:** there will be an In-Camera Meeting at this time. This meeting will be closed to the public in accordance with Sections 90 – 1 (c) employee relations; (i) solicitor-client privilege.

The Regular Meeting recessed at \_\_\_\_\_pm in order to conduct the Closed Meeting.

The Regular Meeting reconvened at \_\_\_\_\_pm

**O. ITEMS BROUGHT FORWARD FROM IN CAMERA**

**P. ADJOURNMENT**

**MINUTES OF THE *REGULAR COUNCIL MEETING* HELD IN COUNCIL CHAMBERS ON TUESDAY, MAY 14, 2019 AT 7:00PM**

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**PRESENT:** Mayor Clarke, Councillors K. Gordon, T. Gordon, L. Main, A. Yofonoff

**ABSENT:**

**STAFF:** H. Elliott, Chief Administrative Officer

**A. CALL TO ORDER**

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Mayor Clarke Called the Meeting to Order at 7:00 pm.

**B. THE VILLAGE OF SILVERTON ACKNOWLEDGES THE INDIGENOUS PEOPLES ON WHOSE TRADITIONAL TERRITORIES WE STAND**

**C. ADDITION OF LATE ITEMS IF ANY**

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I11 – RDCK Housing Needs Report RE: Letter of Support

**D. ADOPTION OF THE AGENDA**

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052/2019 - Moved, seconded that the Agenda be adopted as amended.

CARRIED

**E. ADOPTION OF THE MINUTES**

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053/2019 - Moved, seconded that the Regular Council Meeting Minutes of April 9, 2019, Special Council Meeting of April 30, 2019 at 4:00pm, and Special Council meeting of April 30, 2019 at 4:30pm be adopted as presented.

CARRIED

# MAY 14, 2019 MINUTES OF THE REGULAR COUNCIL MEETING

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## F. DELEGATIONS AND PETITIONS

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None at this time.

## G. UNFINISHED BUSINESS/BUSINESS ARISING

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None at this time.

## H. NEW BUSINESS

### H1. ELECTRONIC COLLECTION SERVICE

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054/2019 - **Moved, seconded** that Silverton Village Council refer this item to the next Committee of the Whole on May 22, 2019.

## I. CORRESPONDENCE FOR INFORMATION

### I1. 2018 CIP FUNDED PROJECT RE: REQUEST TO REALLOCATE FUNDS

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055/2019 - **Moved, seconded** That the Village of Silverton Council approve the reallocation of funds as requested by Slocan Lake Solutions.

CARRIED

### I11. RDCK HOUSING NEEDS REPORT RE: LETTER OF SUPPORT

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056/2019 - **Moved, seconded** That the Village of Silverton Council write a letter of support in principle for the RDCK Housing Needs Report.

CARRIED

# MAY 14, 2019 MINUTES OF THE REGULAR COUNCIL MEETING

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## J. COUNCIL REPORTS

### J2. COUNCILLOR MAIN'S REPORT

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**057/2019 - Moved, seconded** That the Village of Silverton Council direct staff to develop a similar Declaration based on the Regional District resolutions passed on April 10, 2019 regarding "Climate Action Imperative".

CARRIED

## K. ADMINISTRATION REPORTS

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Administration Reports received for information.

## L. BYLAWS AND POLICY

### L1. 2019 – 2023 FIVE YEAR FINANCIAL PLAN BYLAW NO. 510 - 2019

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**058/2019 - Moved, seconded** That the Village of Silverton Council reconsider and finally adopt 2019 – 2023 Five Year Financial Plan Bylaw No. 510 - 2019.

CARRIED

### L2. 2019 TAX RATE BYLAW NO. 511 - 2019

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**059/2019 - Moved, seconded** That the Village of Silverton Council reconsider and finally adopt 2019 Tax Rate Bylaw No. 511 - 2019.

CARRIED

## **MAY 14, 2019 MINUTES OF THE REGULAR COUNCIL MEETING**

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### **M. PUBLIC INPUT PERIOD/PRESS**

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Mr. Vern Hartman spoke to requests on behalf of the Silverton Community Club for the July 1, 2019 celebrations.

Mr. Don Broughton inquired about meeting procedures, the CAO report, and the process for hiring the campground attendant.

### **N. IN CAMERA MEETING:**

The Regular Meeting recessed at 7:55 pm in order to conduct the Closed Meeting.

The Regular Meeting reconvened at 8:32 pm.

### **O. ITEMS BROUGHT FORWARD FROM IN CAMERA**

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None at this time.

### **P. ADJOURNMENT**

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060/2019 – Moved that Council adjourn at 8:33 pm.

CERTIFIED CORRECT:

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Mayor Clarke

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Chief Administrative Officer



MINUTES OF THE COMMITTEE OF THE WHOLE COUNCIL MEETING HELD IN COUNCIL CHAMBERS ON WEDNESDAY, MAY 22, 2019 AT 4:00PM

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**PRESENT:** Mayor Clarke, Councillors K. Gordon, T. Gordon, L. Main, A. Yofonoff

**ABSENT:**

**STAFF:** H. Elliott, Chief Administrative Officer

**A. CALL TO ORDER**

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Mayor Clarke called the meeting to order at 4:00pm.

**B. THE VILLAGE OF SILVERTON ACKNOWLEDGES THE INDIGENOUS PEOPLES ON WHOSE TRADITIONAL TERRITORIES WE STAND**

**C. ADDITION OF LATE ITEMS IF ANY**

**D. DELEGATION**

None at this time.

**E. DISCUSSION**

**E1. Welcome sign – Welcome to Silverton, Please Drive Gently**

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Direct staff to look into cost for a wood or metal sign.

**E2. Human/Wildlife conflict – annual discussion**

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Direct staff to obtain current WildSafe BC coordinator information.

**MAY 22, 2019 Committee of Whole Council Meeting Minutes**

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Direct staff to present changes to Council to the Garbage Bylaw for best practices regarding deterring wildlife.

**E3. Compost Bins Placement**

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Councillor A. Yofonoff and K. Gordon as Council liaisons will discuss with partners regarding changing composting bin placement to be brought back to staff for discussion with all stakeholders (Council Liaisons, Society members, and Village staff).

**E4. Electronic Recycling**

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Received for information. Future discussion once new RDCK recycling depot is in place.

**F. ADJOURNMENT**

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Meeting adjourned at 4:50 pm.

CERTIFIED CORRECT:

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Mayor Clarke

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Chief Administrative Officer



June 5, 2019

Dear Silvertown Mayor & Council,

The West Kootenay EcoSociety and our local volunteer team and supporters in Silvertown will be coming to your council meeting on June 11. We will be presenting on the topic of transitioning to 100% renewable energy no later than 2050.

Transitioning to 100% renewable energy by 2050 means carbon-neutrality at the community-level with any energy use coming from renewable sources; including electricity, heating and cooling, transportation and waste management for the whole village. That means homes, businesses and village operations. Starting with energy efficiency and energy conservation as priorities, then procuring any remaining energy from renewable sources is how get to 100% renewable energy.

Local governments around the world are leading the global movement to phase out fossil fuels and phase-in clean energy in order to build healthier and safer communities and have stronger economies.

Your community supports the transition to 100% renewable energy. Slocan, New Denver, Rossland, Nelson and the Regional District of the Central Kootenay have already passed resolutions and committed to 100% renewable energy. So have 7 other cities across Canada (Victoria, Saanich, Vancouver, Regina, Guelph, Oxford County and Charlottetown), over a hundred in the US, and hundreds more worldwide. Companies across the globe are pledging to transition to 100% renewable energy, with many already reaching this goal. This is truly a strong movement. This is Silvertown's opportunity to join the network of innovative municipalities and be a leader for a healthier, safer, stronger, and more active community.

Since we started this campaign in 2016, we've had a number of successes:

- Developed the West Kootenay Community Energy and Infrastructure Report to give us a baseline analysis of where we're at with community carbon pollution, policies and incentive programs;
- Completed Energy Modeling that shows it is possible to get to 100% renewable energy by 2050 in the West Kootenays;
- Hosted a regional conference on renewable energy and energy efficiency in Castlegar in 2017 which featured keynote speakers from 100% renewable cities: Vancouver, BC (former Deputy Mayor, Councillor Andrea Reimer, and Climate Change Manager, Matt Horne) and Oxford County, ON (Jay Heaman, Manager of Strategic Initiatives). It was attended by over 200 residents, and 75 local government and other key stakeholders;
- Hired an Energy Planning Director to work with local government across the region who have signed-on to 100% renewable energy to develop the cutting-edge *West Kootenay 100% Renewable Energy Plan* to achieve this ambitious goal, thanks to support from

FCM. This project is underway and we would be very happy to work with Silverton council and staff to ensure Silverton's opportunities and needs are represented;

- Engaged over 8,000 people, including over 30% of Silverton's residents, to sign-on to support 100% renewable energy and over 70 local businesses and organizations.

I'm looking forward to presenting to Council to overview this initiative. I encourage you to pass a resolution supporting 100% renewable energy and to encourage the Village to work with us and other local governments on developing the strategy to achieve a clean energy future.

With respect,

Montana Burgess  
Executive Director  
West Kootenay EcoSociety  
[Renewablekootenays.ca](http://Renewablekootenays.ca)



## Administrative Report: Hillary Elliott, CAO

Village of Silverton Council

**Regular Meeting of Silverton Village Council June 11, 2019**

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### **Executive Summary**

The purpose of this report is to present information regarding the Kootenay-wide Intercommunity Business Licence partnership.

### **Background**

Council received information earlier this year regarding this Economic Development initiative that has been supported by the provincial Small Business Branch.

Due to the challenges for small businesses, specifically in the purchasing of business licences in multiple communities for mobile businesses (such as contractors) that have negative administrative and financial impacts due to purchasing multiple business licences for the communities they provide service, the Kootenay-wide Intercommunity Business Licence initiative was created.

### **Financial Impact**

The fee for a Kootenay-wide business licence is \$100.00 for all the participating local governments and municipalities. The fee is part of the revenue for the community the business purchases the business licence from.

### **Discussion**

Small businesses are the backbone of our province and our community and greater area. This is an economic initiative that does not have a negative impact on the Village's administration and has a great benefit for the small businesses that are eligible and work in multiple communities, like the Slocan Valley.

Benefits for local governments:

- Increases licencing compliance
- Reduces business licence application processing
- Improves information flow among participating LG
- Increases ability to monitor compliance

Benefits for Businesses:

- Saves time and money by purchasing on Mobile Licence instead of multiple business licences

- Reduces administrative burden
- Allows businesses to expand operations to where their services are needed

Benefits for Residents:

- Increases choice in service providers
- Provides assurance that the contractors they hire are licenced to work in their area

**Recommendation:**

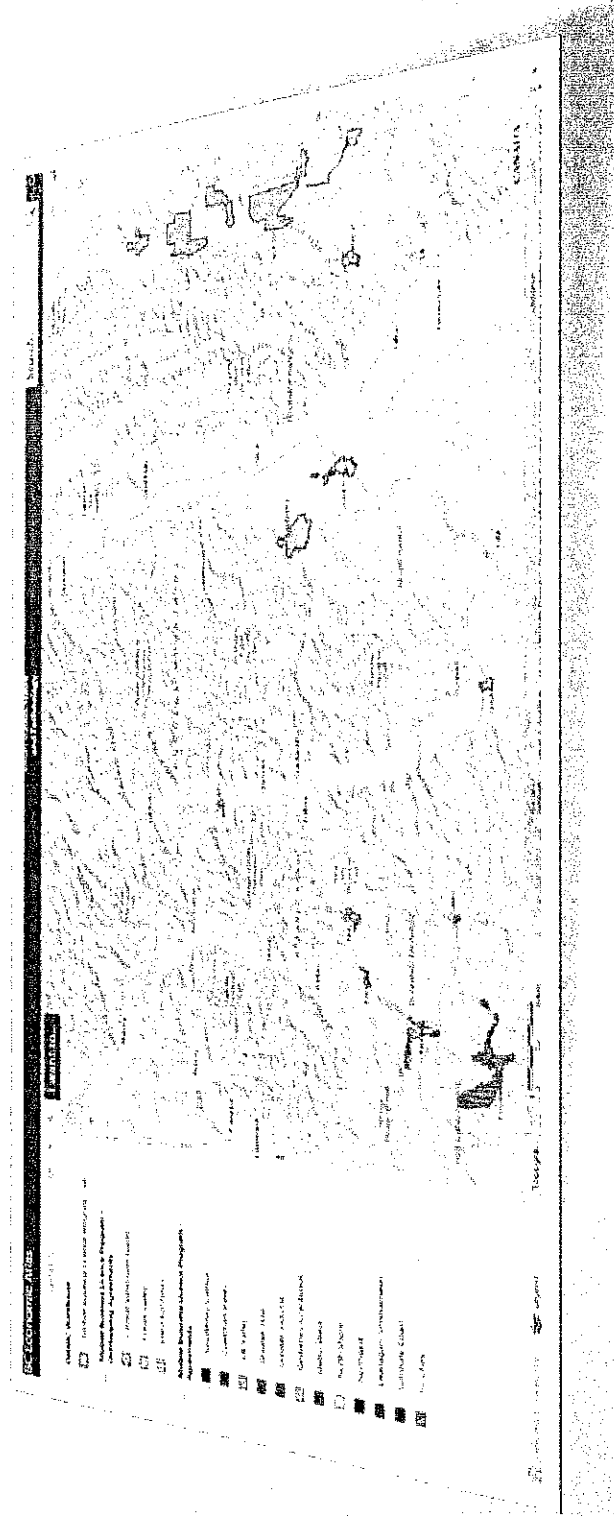
Pursuant to the report of the Chief Administrative Officer, the Village of Silverton Council receive the report from the Office of Innovation and Collaboration titled "Kootenay-wide Inter-Community Business Licence (ICBL) Proposal"; AND

FURTHER, approve the proposal to be part of the ICBL partnership with participating municipalities throughout the Kootenays; AND

FURTHER that staff update the corresponding Village Policies and Bylaws, as required.

Hillary Elliott  
CAO, Village of Silverton

# Kootenay-wide Intercommunity Business Licence



Partnership Options



# Agenda

- Where are we now?
- Why should we do this?
- Business Licence Analysis & Fees
- Eligibility and Options
- What is the Province's interest?
- Implementation Plan
- Tools





# July 26, 2018 Kootenay-wide ICBL Teleconference

## Decision:

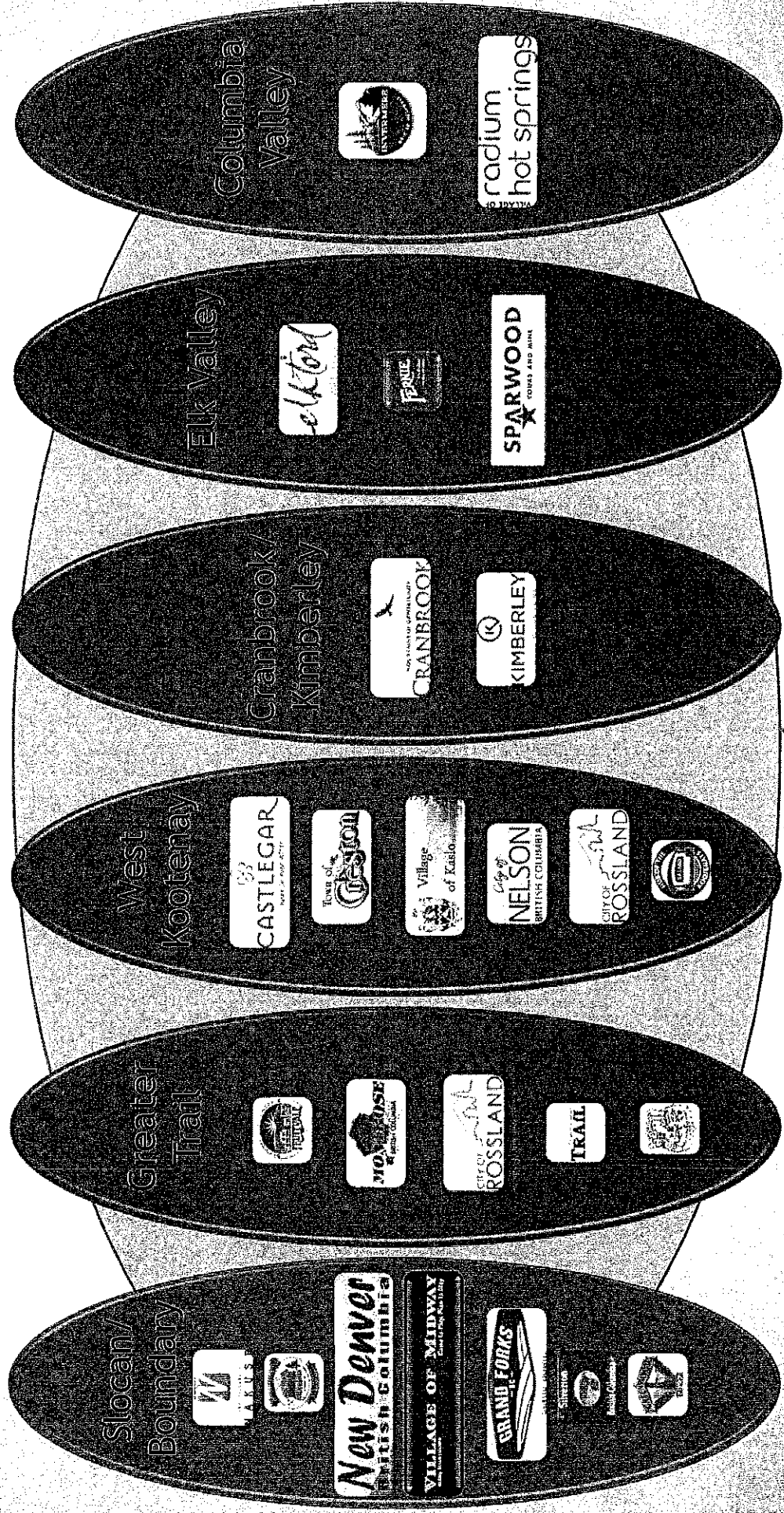
- Open to taking options for expansion to councils
- Agreed that broadening partnership built on success
- Acknowledged likelihood of substantial non-compliance
- Welcomed other Kootenay communities into discussion
- Make cannabis related business ineligible
- Kick-off with a two year pilot
- Target January 2020 launch due to municipal elections
- “Any other municipalities that adopt this bylaw at a later date.”

## Actions:

- Provide revenue analysis
- Invite other Kootenay communities to discussion



# Where are we now?





# Why should we do this?

## Benefits for communities:

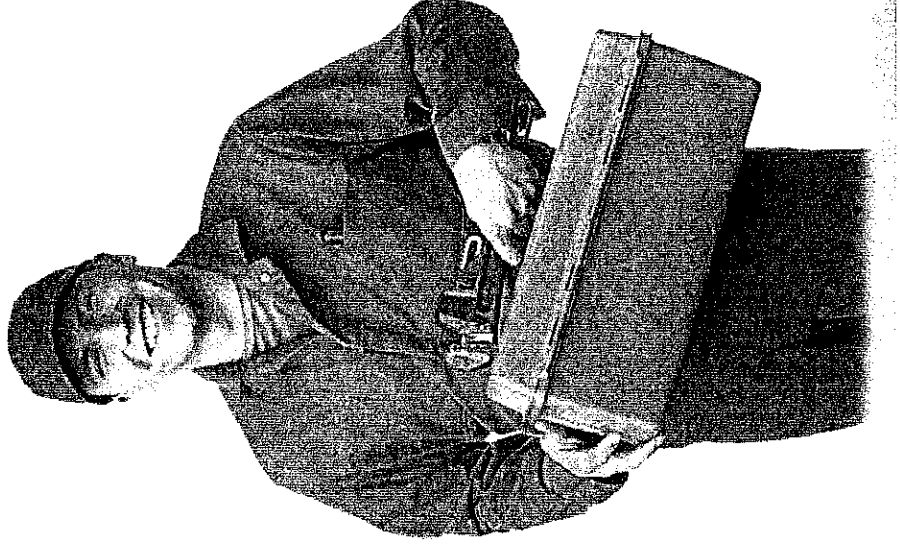
- increases licensing compliance: simplicity of applying for one business licence encourages clients to fulfill other licencing requirements;
- reduces business licence application processing (**56% reduction**);
- improves information flow and ability to monitor compliance between communities (e.g. Mobile Business Registry);
- strengthens communities through collaboration; and
- demonstrates business friendliness.

## Benefits for Residents:

- increases choice in service providers.

## Benefits for Business For Businesses:

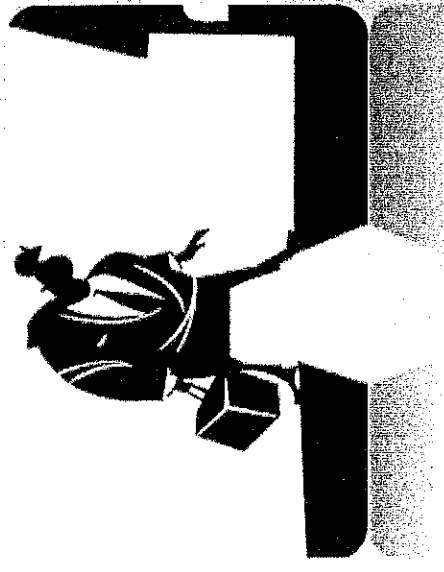
- saves time and money by purchasing one ICBL instead of multiple licences;
- reduces administrative burden; and
- allows businesses to operate where their services are needed.



# **Business Licence Analysis: 2017 Baseline Information**

2017 business licence data identified 3,387 mobile businesses operating between Kootenay communities, who purchased 3,755 business licences.

Only 276 or 8% of mobile businesses purchased multiple licences, which suggests substantial lack of compliance, even considering the four different inter-community business licence programs in place in the Kootenays.





# Fee: \$90 Considering 10% Compliance Factor

Participating Municipality	Baseline Revenue	Projected Revenue at IML Fee \$90	Increase in revenue due to increase in compliance of 10%	Projected Revenue with Compliance Increase IML Fee \$90	Net Change in Revenue Pre to Post IML at \$90 Fee Level, incl. compliance factors	Total Business Licence Revenue	% Gain/Loss in Revenue
Castlegar	\$8,208	\$10,046	\$1,838	\$11,398	\$3,190	\$75,827	4.21%
Kaslo	\$1,380	\$195	\$270	\$465	-\$915	\$11,382	-8.04%
Creston	\$960	\$1,020	\$900	\$1,920	\$960	\$34,330	2.80%
Nelson	\$10,350	\$6,840	\$2,430	\$9,270	-\$1,080	\$220,635	-0.49%
Salmo	\$1,150	\$825	\$360	\$1,185	\$35	\$9,980	0.35%
Rossland	\$1,521	\$1,450	\$810	\$2,260	\$739	\$28,885	2.56%
Cranbrook	\$15,900	\$15,120	\$4,770	\$19,890	\$3,990	\$189,500	2.86%
Ferme	\$5,700	\$6,080	\$2,250	\$8,330	\$2,630	\$77,970	3.37%
Elkford	\$4,500	\$760	\$540	\$1,300	-\$3,200	\$23,625	-13.54%
Sparwood	\$7,200	\$2,660	\$1,260	\$3,920	-\$3,280	\$31,260	-10.49%
Montrose	\$468	\$825	\$0	\$825	\$357	\$475	75.16%
Warfield	\$588	\$260	\$90	\$350	-\$238	\$1,560	-15.26%
Trail	\$13,695	\$7,290	\$990	\$8,280	-\$5,415	\$52,939	-10.23%
Invermere	\$1,600	\$2,850	\$1,620	\$4,470	\$2,870	\$42,950	6.88%
Radium	\$1,613	\$330	\$270	\$600	-\$1,013	\$12,588	-8.04%
Nakusp	\$890	\$740	\$810	\$1,550	\$660	\$17,507	3.77%
Slocan	\$275	\$495	\$90	\$585	\$310	\$2,400	12.92%
Silverton	\$50	\$0	\$0	\$0	-\$50	\$2,175	-2.30%
Grand Forks	\$2,425	\$1,735	\$1,350	\$3,085	\$660	\$28,450	2.32%
<b>Total</b>	<b>\$78,473</b>	<b>\$59,523</b>	<b>\$20,160</b>	<b>\$79,683</b>	<b>\$1,211</b>		

- Did not receive Fruitvale's business licence data (only ICBL data)
- Did not receive any business licence data from Kimberley.
- Compliance has been estimated as high as 30% in some ICBL agreements.
- Assumed that non-resident mobile business would choose cheapest base business licence (e.g. Castlegar \$85 v.s. Nelson \$135).



# Fee: \$135 Considering 10% Compliance Factor

Participating Municipality	Baseline Revenue	Projected Revenue at IML Fee \$135	Increase in revenue due to increase in compliance of 10%	Projected Revenue with Compliance Increase IML Fee \$135	Net Change in Revenue Pre to Post IML at \$135 Fee Level, incl. compliance factors	Total Business Licence Revenue	% Gain/Loss in Revenue
Castlegar	\$6,208	\$12,613	\$2,025	\$14,638	\$6,430	\$75,827	8.48%
Kaslo	\$1,380	\$240	\$405	\$645	-\$735	\$11,882	-6.46%
Creston	\$960	\$1,290	\$1,350	\$2,640	\$1,680	\$84,330	4.89%
Nelson	\$10,350	\$8,235	\$3,645	\$11,880	\$1,580	\$220,635	0.69%
Salmo	\$1,150	\$1,050	\$540	\$1,590	\$440	\$9,980	4.41%
Roseland	\$1,521	\$1,675	\$1,215	\$2,890	\$1,369	\$28,885	4.74%
Cranbrook	\$15,900	\$17,955	\$7,155	\$25,110	\$9,210	\$139,500	6.60%
Fernie	\$5,700	\$7,520	\$3,375	\$10,895	\$5,195	\$77,970	6.66%
Elkford	\$4,500	\$940	\$810	\$1,750	-\$2,750	\$23,625	-11.64%
Sparwood	\$7,200	\$3,290	\$1,890	\$5,180	-\$2,020	\$31,260	-6.46%
Montrose	\$468	\$1,050	\$0	\$1,050	\$582	\$475	122.53%
Warfield	\$388	\$350	\$135	\$485	-\$103	\$1,560	-6.60%
Trail	\$13,695	\$8,595	\$1,485	\$10,080	-\$3,615	\$52,939	-6.83%
Invermere	\$1,600	\$3,525	\$2,430	\$5,955	\$4,355	\$42,950	10.14%
Radium	\$1,613	\$420	\$405	\$825	-\$788	\$12,588	-6.26%
Nakusp	\$890	\$920	\$1,215	\$2,135	\$1,245	\$17,507	7.11%
Slocan	\$275	\$630	\$135	\$765	\$490	\$2,400	20.42%
Silverton	\$50	\$0	\$0	\$0	-\$50	\$2,175	-2.30%
Grand Forks	\$2,425	\$2,140	\$2,025	\$4,165	\$1,740	\$28,450	6.12%
<b>Total</b>	<b>\$78,473</b>	<b>\$72,438</b>	<b>\$30,240</b>	<b>\$102,678</b>	<b>\$24,206</b>		

\$ 425



# Fee: \$225 Considering 10% Compliance Factor

Participating Municipality	Baseline Revenue	Projected Revenue at IML Fee \$225	Increase in revenue due to increase in compliance of 10%	Projected Revenue with Compliance with increase IML Fee \$225	Net Change in Revenue Pre to Post IML at \$225 Fee level, incl. compliance factors	Total Business Licence Revenue	% Gain/Loss in Revenue
Castlegar	\$8,208	\$17,743	\$9,375	\$21,118	\$12,910	\$75,827	17.03%
Kaslo	\$1,380	\$350	\$675	\$1,005	-\$375	\$11,882	-3.29%
Creston	\$960	\$1,850	\$2,250	\$4,080	\$3,120	\$34,330	9.09%
Nelson	\$10,350	\$11,025	\$6,075	\$17,100	\$6,750	\$220,635	3.05%
Salmo	\$1,150	\$1,500	\$900	\$2,400	\$1,250	\$9,980	12.53%
Roseland	\$1,521	\$2,125	\$2,025	\$4,150	\$2,629	\$28,885	9.10%
Granbrook	\$15,900	\$23,625	\$11,925	\$35,550	\$19,650	\$139,500	14.09%
Fernie	\$5,700	\$10,400	\$5,625	\$16,025	\$10,325	\$77,970	13.24%
Elkford	\$4,500	\$1,300	\$1,350	\$2,650	-\$1,850	\$23,625	-7.85%
Sparwood	\$7,200	\$4,550	\$3,150	\$7,700	\$500	\$31,260	1.60%
Montrose	\$468	\$1,500	\$0	\$1,500	\$1,032	\$475	217.26%
Warfield	\$588	\$530	\$225	\$755	\$167	\$1,560	10.71%
Trail	\$13,695	\$11,205	\$2,475	\$13,680	-\$15	\$52,939	-0.03%
Invermere	\$1,600	\$4,875	\$4,050	\$8,925	\$7,325	\$42,950	17.05%
Radium	\$1,613	\$600	\$675	\$1,275	-\$338	\$12,588	-2.68%
Nakusp	\$890	\$1,280	\$2,025	\$3,305	\$2,415	\$17,507	13.79%
Slocan	\$275	\$900	\$225	\$1,125	\$850	\$2,400	35.42%
Silverton	\$50	\$0	\$0	\$0	-\$50	\$2,175	-2.30%
Grand Forks	\$2,425	\$2,950	\$3,375	\$6,325	\$3,900	\$28,450	13.71%
<b>Total</b>	<b>\$78,473</b>	<b>\$98,268</b>	<b>\$50,400</b>	<b>\$148,668</b>	<b>\$70,196</b>		

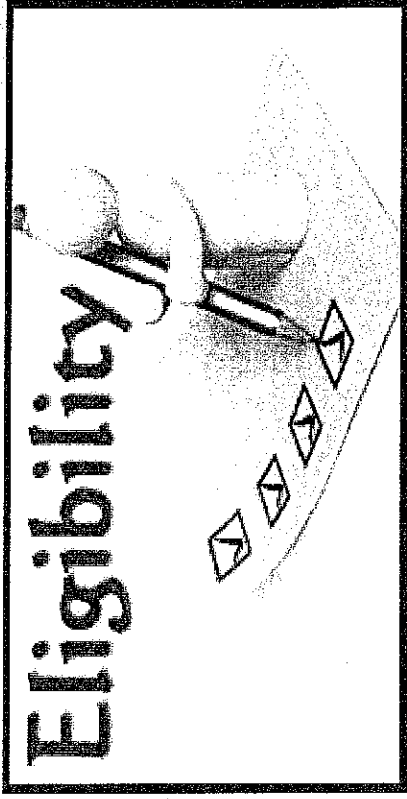


# West Kootenay ICBL Eligibility

Eligible business types are those that “perform a service or activity within more than one Participating Government by moving from client to client rather than having clients come to them.”

The following businesses are excluded:

- Social escort services;
- Vehicles for hire (for example, taxis, limousines or buses)
- Body-rub services;
- Mobile food vendors, fruits stands, flea markets, trade shows or other similar businesses; and
- Cannabis related businesses (a business which involves the sale of cannabis).

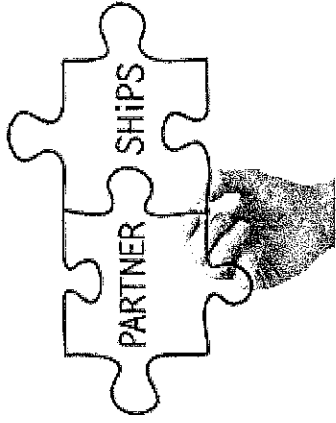




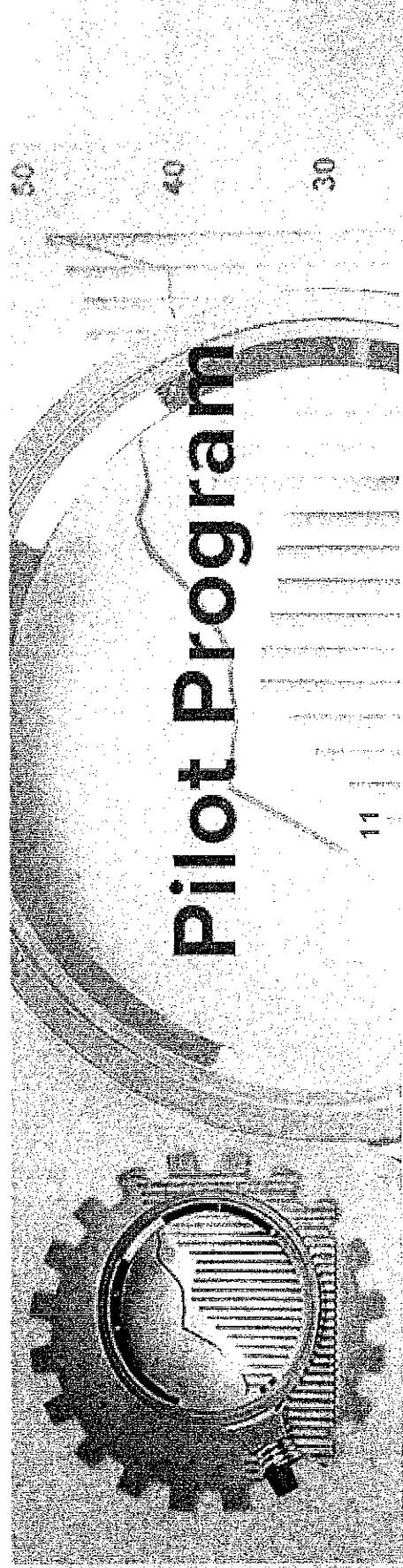


# Other Options

- Businesses from non-participating communities are eligible, which encourages broader compliance (e.g. regional district).



- Two year pilot program, January 2019 - December 2020 agreement





# Implementation Guide / Checklist

1. Contact your neighbouring communities and start the discussion - partner identification. ✓ **Complete**
2. Determine the details of your ICBL program, including:
  - Pilot program or permanent;
  - eligible business types to be included in your ICBL;
  - price point of the ICBL; and
  - type of revenue collection model (i.e. revenue sharing or seller retains). ✓ **Complete**
3. Seek approval from Council / Executive to proceed.
4. Each community amends or enacts required Bylaw setting out the terms of the ICBL agreement.
5. Set up access to the shared database for bylaw enforcement.
6. Initiate program.

# Tools

### REQUEST FOR DECISION

**TO:** Mayor and Council  
**FROM:** City Manager  
**DATE:** 2011-03-07

**SUBJECT:** Request for Decision regarding amendments to the City of Surrey, British Columbia, Municipal Business License Bylaw.

**BACKGROUND:** The City of Surrey is currently reviewing its Municipal Business License Bylaw. The current bylaw is outdated and does not reflect current business practices. The City Manager is requesting that Council approve amendments to the bylaw to ensure it remains relevant and effective.

**RECOMMENDATION:** The City Manager recommends that Council approve the amendments to the bylaw as presented.

**CONCLUSION:** The amendments are necessary to ensure the bylaw remains current and effective. Council's approval is requested.

### Request for Decision

**TO:** Mayor and Council  
**FROM:** City Manager  
**DATE:** 2011-03-07

**SUBJECT:** Request for Decision regarding amendments to the City of Surrey, British Columbia, Municipal Business License Bylaw.

**BACKGROUND:** The City of Surrey is currently reviewing its Municipal Business License Bylaw. The current bylaw is outdated and does not reflect current business practices. The City Manager is requesting that Council approve amendments to the bylaw to ensure it remains relevant and effective.

**RECOMMENDATION:** The City Manager recommends that Council approve the amendments to the bylaw as presented.

**CONCLUSION:** The amendments are necessary to ensure the bylaw remains current and effective. Council's approval is requested.

### Lower Mainland InVest Reciprocal Non-Resident Bylaw Amendment: Implementation Plan

Task	Lead	Due Date	Status	Comments
1. Review current bylaw and identify areas for amendment.	City Manager	2011-03-15	Completed	Review completed. Areas for amendment identified.
2. Develop implementation plan for amendments.	City Manager	2011-03-31	In Progress	Plan development underway.
3. Obtain Council approval for amendments.	City Manager	2011-04-15	Pending	Council meeting scheduled for 2011-04-15.
4. Implement amendments.	City Manager	2011-05-01	Not Started	Implementation to begin after Council approval.
5. Monitor implementation and report back to Council.	City Manager	2011-06-01	Not Started	Monitoring and reporting to begin.

Task	Lead	Due Date	Status	Comments
1. Review current bylaw and identify areas for amendment.	City Manager	2011-03-15	Completed	Review completed. Areas for amendment identified.
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3. Obtain Council approval for amendments.	City Manager	2011-04-15	Pending	Council meeting scheduled for 2011-04-15.
4. Implement amendments.	City Manager	2011-05-01	Not Started	Implementation to begin after Council approval.
5. Monitor implementation and report back to Council.	City Manager	2011-06-01	Not Started	Monitoring and reporting to begin.



# Main Takeaways

- Strengthen through Collaboration
- Reduce Unnecessary Administrative Burden (45% Reduction)
- Increase Compliance (5%-30%)
- Provide More Choices for Businesses and Residents
- Demonstrate Business Friendliness



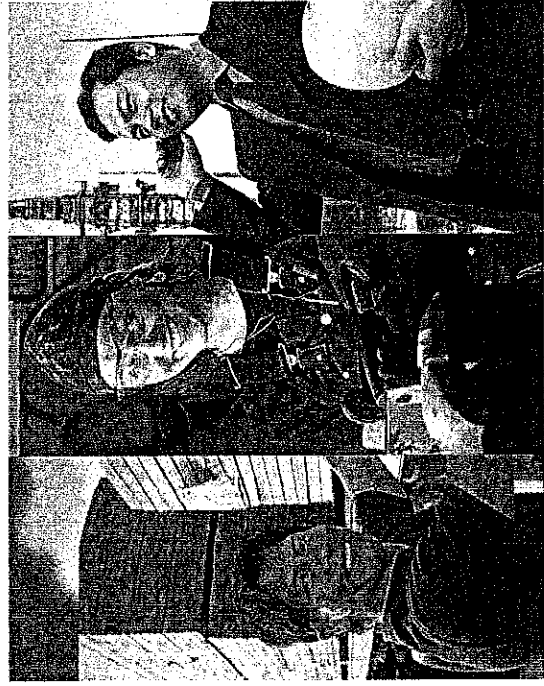


# Contact Us for More Information

**Darby Cameron, Senior Policy Analyst, Small Business Branch**

(778) 698 1691

Email: [darby.cameron@gov.bc.ca](mailto:darby.cameron@gov.bc.ca)





**BRITISH COLUMBIA**

# Mobile Business Licence Program

A Mobile Business Licence allows eligible businesses (e.g. contractors) to operate across participating communities without having to buy a separate business licence in each community.

## There are many benefits to a Mobile Business Licence:

### For Local Governments:

- Increases licensing compliance
- Reduces business licence application processing
- Improves information flow among participating local governments
- Increases ability to monitor compliance

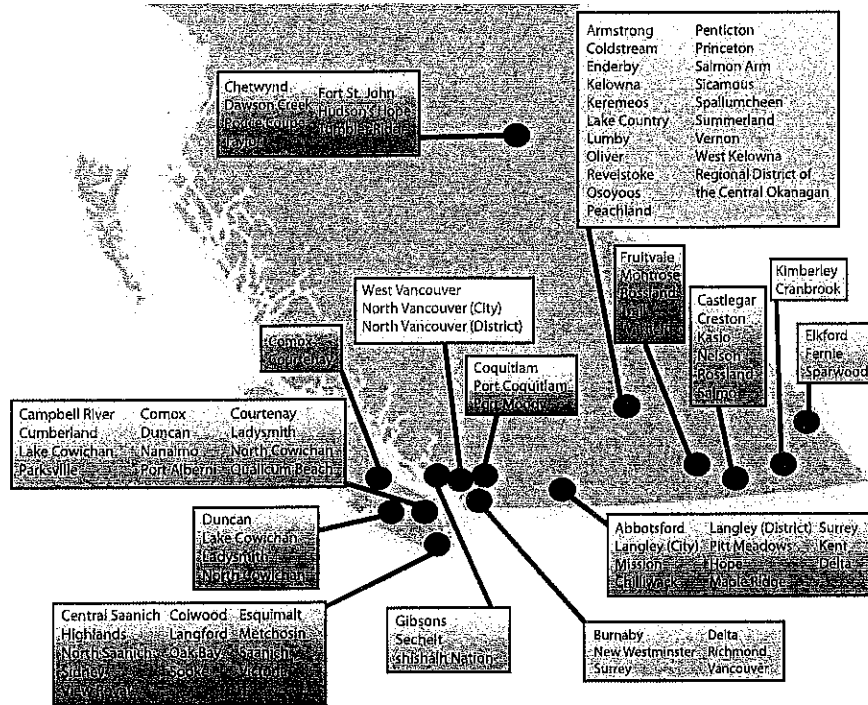
### For Businesses:

- Saves time and money by purchasing one Mobile Business Licence instead of multiple business licences
- Reduces administrative burden
- Allows businesses to expand operations to where their services are needed

### For Residents:

- Increases choice in service providers
- Provides assurance that the contractors they hire are licensed to work in their area

## Mobile Business Licence Program Participants



## Interested in joining the Mobile Business Licence Program?

Contact the Small Business Branch

250-387-4699 | [SmallBusinessBranch@gov.bc.ca](mailto:SmallBusinessBranch@gov.bc.ca)

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

**Attachments**

City of ###

BYLAW NO. #####

**A BYLAW TO ESTABLISH A SCHEME FOR INTER-COMMUNITY BUSINESS LICENCING AND REGULATION OF TRADES, OCCUPATIONS AND BUSINESSES**

WHEREAS Council may, pursuant to Section 8(6) of the Community Charter, regulate in relation to business;

AND WHEREAS pursuant to Section 14 of the Community Charter, two or more municipalities may, by bylaw adopted by the Council of each participating government, establish an Inter-Community scheme in relation to one or more matters;

AND WHEREAS pursuant to Section 15(1) of the Community Charter, Council may provide terms and conditions that may be imposed for obtaining, continuing to hold or renewing a licence, permit or approval and specify the nature of the terms and conditions and who may impose them;

AND WHEREAS Council has given notice of its intention to adopt this bylaw by publishing such notice in two consecutive issues of a newspaper, the last publication appearing not less than three (3) and not more than ten (10) days before the hearing and has provided an opportunity for persons who consider they are affected by this bylaw to make representations to Council at a hearing pursuant to Section 59 of the Community Charter,

NOW THEREFORE the Council of the City of ### in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as the City of ### "INTER-COMMUNITY BUSINESS LICENCE BYLAW 2019 NO. #####.

2. Definitions

In this bylaw, unless the context otherwise requires,

- |                            |  |
|----------------------------|--|
| "Business"                 | has the meaning as defined by the "Community Charter Schedule – Definitions and Rules of Interpretation".  |
| "Excluded Business"        | means a Business excluded from application for an Inter-Community Business Licence and includes those Businesses referred to in Schedule 'A' attached hereto and forming part of this Bylaw. |
| "Inter-Community Business" | means a Business that performs a service or activity within more than one Participating  |

	Government by moving from client to client rather than having clients come to them. This includes but is not limited to trades, plumbers, electricians, cleaning services, pest control or other similar Businesses. This does not include fruit stands, flea markets, trade shows or other similar Businesses.
"Inter-Community Business Licence"	means a Business Licence which authorizes Inter-Community Business to be carried on within the boundaries of any or all of the Participating Governments in accordance with this Bylaw and will be in addition to a Standard Business Licence.
"Standard Business Licence"	means a licence or permit, other than an Inter-Community Business Licence, issued by a Participating Government that authorizes a Business to be carried on within the jurisdictional boundaries of that Participating Government.
"Participating Government"	means the following communities that have adopted the Inter-Community Business Licence Bylaw and any other communities that adopt this bylaw at a later date: City of Castlegar City of Cranbrook City of Creston City of Fernie City of Golden City of Grand Forks City of Greenwood City of Kimberley City of Nelson City of Rossland City of Trail District of Elkford District of Invermere Village of Canal Flats Village of Fruitvale Village of Kaslo Village of Midway Village of Montrose Village of Nakusp Village of New Denver Village of Radium Hot Springs Village of Salmo Village of Silverton



“Person”	Village of Slocan Village of Warfield has the meaning ascribed to it by the Interpretation Act.
“Premise”	means a fixed or permanent location where the applicant ordinarily carries on Business.
“Principal Government”	means the Participating Government where a Business is physically located, or has a Premise, or, where the licensee does not maintain a Premise in any of the Participating Governments, the Government that issues the Inter-Community Business Licence.

### 3. Regulations

- a) Subject to Section (c) and (e), a person who has obtained an Inter-Community Business Licence may carry on business within a Participating Government for the term authorized by the Inter-Community Business Licence without obtaining a Standard Business Licence in the other Participating Governments.
- b) A Participating Government may issue an Inter-Community Business Licence to an applicant for an Inter-Community Business Licence provided the Business type is an Inter-Community Business and is not an Excluded Business, the applicant has a valid Business Licence issued by that Participating Government, and the applicant meets the requirements of this Bylaw.
- c) A person holding an Inter-Community Business Licence must comply with all other regulations and bylaws of the Participating Government in which they are carrying on Business.
- d) A Business that operates under an Inter-Community Business Licence in more than one Participating Government shall only apply for an Inter-Community Business Licence from the Participating Government in which they maintain a Premise.
- e) Notwithstanding the issuance of an Inter-Community Business Licence, every person who carries on, maintains, owns or operates, within a Participating Government, any profession, business, trade, occupation, calling, undertaking or thing in or from more than one branch, office, place, premise or store shall obtain a separate Standard Business Licence for each branch, office, place, premise or store. And further, notwithstanding Sections (b), (c), and (d), the Participating Governments agree that where an applicant for an Inter-Community Business Licence:
  - i. does not maintain Premises in any of the Participating Governments, then the applicant may apply at any one of them; or

- ii. maintains a Premise in more than one of the Participating Governments, the applicant must apply at one of the Participating Governments where they maintain a Premise.

#### 4. Fees

- a) The fee for an Inter-Community Business Licence is \$100 and shall be paid in full at the time of application and will be retained by the Participating Government that issues the licence.
- b) The fee for an Inter-Community Business Licence is separate and additional to any Business Licence fee that may be required.
- c) The annual Inter-Community Business Licence fees prescribed in this bylaw may be reduced pro-rate in respect of any person who becomes liable to be licensed AFTER the commencement of the licence period, on the same basis as the municipal business licence.

#### 5. Application

- a) Every Inter-Community Business Licence shall be issued on a standard form provided for that purpose, as agreed upon from time to time by the Participating Governments and including, as a minimum, the following information:
  - i. Disclosing the nature and character of the profession, business, trade, occupation, calling, undertaking or thing to be carried on, maintained, owned or operated by the applicant;
  - ii. Declaring the mailing address and contact information for such profession, business, trade, occupation, calling, undertaking or thing;
  - iii. Declaring the number of persons engaged or occupied in such profession, business, trade, occupation, calling, undertaking or thing;
  - iv. Disclosing the number of distinctive lines of goods sold or offered for sale;
  - v. Including any other information concerning the profession, business, trade, occupation, calling, undertaking or thing which the Participating Government may require.
- b) Each Participating Government shall provide to all other Participating Governments standardized information regarding the Inter-Community Business Licences issued, by way of at least weekly updates on a shared database ([www.mobilebusinessregistry.ca](http://www.mobilebusinessregistry.ca)) available to all Participating Governments.

#### 6. Suspension or Cancellation of an Inter-Community Business Licence

- a) A Council or Designated Officer or Employee of a Participating Government may exercise the authority of the Principal Government in accordance with Sections 15 and 60 of the Community Charter to suspend or cancel an Inter-Community Business Licence. The suspension or cancellation shall be in effect throughout all of the Participating Governments and it shall be unlawful

for the holder to carry on the Business authorized by the Inter-Community Business Licence in any Participating Governments for the period of the suspension or cancellation.

- b) Before suspending or canceling an Inter-Community Business Licence under Section 6(a), the Participating Government must give the licence holder notice of the proposed action and must inform the licence holder of their right to be heard.
  - i. If the licence holder wishes to exercise this right, the Participating Government shall communicate in writing to the licence holder and Principal Government that issued the Inter-Community Business Licence, together with such documentary evidence of the reasons for suspension or cancellation as may be available and the request to be heard. Such Principal Government shall then, as soon thereafter as reasonably possible, provide the Licence Holder an opportunity to address their respective Council who will then consider whether to suspend or cancel the Inter-Community Business Licence.
  - ii. If the licence holder does not exercise their right to be heard, the Participating Government may suspend or cancel the Inter-Community Business Licence in accordance with Section 6(a).
- c) Any conduct by a licence holder resulting in a hearing made under Section 6(b)(i) shall be considered by the Council of the Principal Government as though it happened within the jurisdiction of the Principal Government.
- d) A decision by a Principal Government or Participating Government to cancel or suspend an Inter-Community Business Licence under Section 6 (b) shall be honoured by all Participating Governments.
- e) Nothing in this Bylaw impedes the authority of a Participating Government to suspend or cancel any Business Licence issued by that Government, or to enact regulations in respect of any class of Business Licence in accordance with Section 15 of the Community Charter and amendments thereto.

#### 7. Miscellaneous

- a) A Participating Government may, by notice in writing to each of the other Participating Governments, withdraw from the Inter-Community Business Licence scheme established by this Bylaw.

Notice must:

- i. Set out the date on which the withdrawing Government will no longer recognize the validity within its boundaries of business licences issued pursuant to this Bylaw, which date must be at least six months from the date of the notice; and
- ii. Include a certified copy of the Bylaw authorizing the withdrawal.

- b) An Inter-Community Business Licence issued prior to the effective date of the withdrawal shall, until it expires, remain valid within the boundaries of the withdrawing Government.
- 8. Severability
  - a) If any section, paragraph or phrase in this Bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, that portion shall be severed and the remainder of this Bylaw shall continue in full force and effect.
- 9. Effective Date:

This Bylaw shall come into full force and effect on the first day of January 2020 and operate as a pilot program until December 2021.

PASSED FIRST READING #####  
PASSED SECOND READING #####  
PASSED THIRD READING #####  
ADOPTED #####

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MAYOR/CHIEF/CHAIR

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CORPORATE OFFICER

SCHEDULE 'A'  
EXCLUDED BUSINESSES

The following Business types are Excluded Businesses for the purposes of application for an Inter-Community Business Licence under the Inter-Community Business Licence Scheme set out in the bylaw:

1. Social escort services.
2. Vehicles for hire (for example, taxis, limousines, or buses).
3. Body-rub services (which includes the manipulating, touching or stimulating by any means, of a Person or part thereof, but does not include medical, therapeutic or cosmetic massage treatment given by a person duly licensed or registered under any statute of the Province of British Columbia governing such activities or a therapeutic touch technique).
4. Mobile food vendors, fruit stands, flea markets, trade shows or other similar Businesses.
5. Cannabis related businesses ( a business which involves the sale of cannabis).

# Kootenay-wide Intercommunity Business Licence: Progress Meeting Minutes

January 30, 2019  
Teleconference  
10:00 – 11:00 am

## Participants

Chris Jury, Nelson	Michelle McIsaac, Trail	<b>Regrets:</b>
Chris Prosser, Invermere	Norm McInnis, Fernie	Mark Read, Radium
Dan Drexler, Grand Forks	Steffan Klassen, Creston	Curtis Helgesen, Elkford
Diane Heinrich, Grand Forks	Tom Thompson, Nelson Chamber	Catherine Allaway, New Denver
Dolores Sheets, Greenwood	Jennifer Weetmore, CF Boundary & Grand Forks	Naomi Humenny, Cranbrook
Hillary Elliot, Silverton	Gerri Brightwell, Province	Ron LeBlanc, Slocan Valley ED Coordinator
Maryse Leroux, Kimberley	Darby Cameron, Province	Ryan Waitmough, Columbia Valley ED
		Andrea Wilkey, CF Central Kootenay

## DISCUSSION

Reviewed decision and action items from July 26 2018 Kootenay-wide teleconference.

### Decisions

- Open to taking options for expansion to councils
- Agreed that broadening partnership built on success
- Acknowledged likelihood of substantial non-compliance
- Welcomed other Kootenay communities into discussion
- Make cannabis related business ineligible
- Kick-off with a two year pilot
- Target January 2020 launch due to municipal elections
- "Any other municipalities that adopt this bylaw at a later date."

Actions

- Province to provide revenue analysis
- Province to invite other Kootenay communities to discussion

**Where are we now?**

Existing ICBL Partnerships:

- Greater Trail does revenue sharing
- Elk Valley redistributed revenues to regional economic development organization.
- Others do not do revenue sharing

Potential new partners are the following:

- Slokan Valley: Nakusp, New Denver, Silverton, Slokan
- Boundary: Grand Forks, Greenwood, Midway
- Columbia Valley: Invermere, Radium, Canal Flats

**Why should we do this?**

Reviewed program benefits for communities, residents and businesses include a 56% reduction in unnecessary administrative burden for businesses holding multiple licences.

Chris noted that the West Kootenay partnership was proving positive for businesses and that the Greater Trail communities were the "missing piece."

Steffan noted that the West Kootenay partnership was smooth to roll out and the Kootenay-wide partnership should be as well.

Hillary encouraged the partnership to support more businesses to come into the community—the broader the partnership, the better. The Kootenay-wide partnership will make it easier for everyone and make communities more "open for business."

**Business Licence Analysis: 2017 Baseline Information**

2017 business licence data identified 3,387 mobile businesses operating between Kootenay communities, who purchased 3,755 business licences.

Only 276 or 8% of mobile businesses purchased multiple licences, which suggests substantial lack of compliance, even considering the four different inter-community business licence programs in place in the Kootenays.

Note that many communities provided only partial or no data at all so the number of mobile businesses is greater.

Suggests high probability of substantial non-compliance

**ICBL Fee**

**1. \$90 Fee**

Data Analysis Variables

Did not have Kimberley or Fruitvale's base business licence data  
Compliance is represented at 10% but could be as high as 30%

Revenue disparity between communities is likely to be lower than represented in the analysis. For example, Castlegar does particularly well due to the assumption that non-residents would choose a community with a lower base business licence fee (e.g. Castlegar \$85 v.s. Nelson \$135). In practice, non-resident businesses are unlikely to universally purchase cheaper base licence. Tried other revenue sharing options such as by population or keeping 85% and sharing the remainder evenly. By population greatly favoured larger communities and sharing a portion evenly options made some better off (e.g. Kaslo) but others worse (e.g. Greater Trail communities). Each revenue sharing option requires the redistribution of funds, which is additional administration, going against the key goals of this program to reduce unnecessary administrative burden.

Results

\$90 fee best suited to supporting overall "revenue neutrality"  
Kootenay-wide bylaw can replace existing agreements due to businesses having no concerns with the additional cost (e.g. West Kootenay \$85 to \$90 increase).

**2. \$135 Fee**

\$135 price point meets revenue neutrality between Elk Valley communities, who direct revenues toward the Elk Valley Economic Initiatives.

Possible negative feedback from businesses that may wish to work only in the smaller jurisdictions.

Will business care about the small additional fee in return for the ability to work throughout the Kootenays? (e.g. West Kootenay \$85 to \$135 = \$50, Greater Trail \$90 = \$45, Elk Valley \$100 = \$35).

Could keep existing partnerships but this may lead to some confusion over jurisdictions (e.g. Rossland in three options = Greater Trail, West Kootenay and Kootenay-wide).

Cranbrook/Kimberley may wish to keep their existing agreement at \$75.

Trail presently gains a huge sum from non-resident businesses, which will be redistributed among

**Decision**

\$100 is a good blend:

- \$90 or \$135 were preferred options
- \$100 seamless for Elk Valley communities
- Businesses would welcome the slight increase in return for the broader accessibility throughout the Kootenays.
- Greater Trail communities could continue to share revenues in the same manner as their existing partnership so that revenue change would be limited.
- Any revenue loss would be unsubstantial



<p>partners with the Kootenay-wide ICBL. Trail could choose not to partner and keep the existing partnership but other communities will have a competitive advantage with the Kootenay-wide partnership.</p> <p>Michelle noted that internal municipal analysis suggested revenue impact would be greater than represented in Province's analysis. Darby noted that compliance was taken into consideration and that he would be pleased to show all calculations transparently.</p>	
<p><b>3.        <u>\$225 Fee</u></b></p> <p>\$225 ensures all communities essentially break even or gain revenues.</p> <p>All communities will likely wish to maintain their existing agreements as option for local businesses, which may contribute to confusion of the varied ICBLs and jurisdictions.</p> <p>The Kootenay-wide ICBL will be less attractive to many businesses.</p>	
<p><b>Eligibility</b></p> <p>Making businesses from non-participating communities eligible will encourage broader compliance (e.g. regional district based businesses) and is a standard practice between ICBL partnerships.</p> <p>Norm asked why mobile food vendors were not eligible. Communities did not want mobile food vendors to be eligible for ICBLs due to complexities around public safety, diversity of local government requirements and competition with bricks and mortar businesses. Many BC communities have a separate mobile food vendor bylaw such as New Westminster: <a href="https://www.newwestcity.ca/database/files/library/7850Mobile_Food.pdf">https://www.newwestcity.ca/database/files/library/7850Mobile_Food.pdf</a></p>	<p><b>Decision:</b></p> <p>Make non-resident businesses eligible</p>
<p><b>Prorating Options</b></p>	<p><b>Decision:</b> Prorate on the same basis as standard business licence</p>
<p><b>Tools</b></p> <p>Province can provide draft request for decision that each community can tailor to their council as well as draft bylaw, implementation plan and a bylaw adoption tracker to make this process as streamlined as possible to implement.</p> <p>Steffan noted that year end finances made this time of year busy for communities, likely contributing to lower teleconference participation.</p>	<p><b>Decision and Action:</b></p> <p><b>Darby</b> to follow up with each of the existing ICBL teams to ensure sufficient commitment to bring the broader partnership forward for the consideration of councils and, if so, help right-place each of the tools to ensure the best interest of communities.</p> <p><b>Norm</b> offered to follow up with Elk Valley communities to discuss the broader partnership.</p>



## Administrative Report: Hillary Elliott, CAO

Village of Silverton Council

**Regular Meeting of Silverton Village Council June 11, 2019**

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### **Executive Summary**

The purpose of this report is to present information regarding the Village corporate credit card.

### **Background**

Kootenay Savings Mastercard provider recently discontinued the service for our credit card.

After research through Kootenay Savings, on-line, and speaking with the CFO, the Village of New Denver, and the Village of Slocan, the following resolution is mandatory for obtaining the credit card and is the best choice for the Village, at this time.

The CAO will be the only staff or Council member authorized to use the credit card. All users must be named in the resolution, have the limit for that user stated, and must have their name on the credit card along with the corporate name, Village of Silverton.

### **Financial Impact**

The credit card is competitive with other corporate business cards. The Village pays any charges to the credit card monthly and does not accrue any interest charges.

### **Discussion**

The Village requires a credit card for corporate business. Most commonly annual dues and fees for operations and for booking accommodation and travel for Council and staff.

### **Recommendation:**

Pursuant to the report of the Chief Administrative Officer, the Village of Silverton Council authorize CAO Hillary Elliott to be the business representative; AND

FURTHER authorize CAO Hillary Elliott as the authorized user; AND

FURTHER that the spending limit for the credit card and authorized user be \$10,000.00.

Hillary Elliott  
CAO, Village of Silverton

H 1

# VILLAGE OF SILVERTON

## 2018 Annual Report & Financial Statements

For the year ended  
December 31, 2018

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Message from Mayor Jason Clarke

Silverton Council

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Vision and Guiding Principles

Strategic Priorities

What We Do & Our Successes in 2018

2018 Financial Statements

2018 Statement of Financial Information

## MESSAGE FROM THE MAYOR

It is my pleasure to introduce the 2018 Annual Municipal Report for the Village of Silverton. I am in year five of being your Mayor and I continue to be honoured to hold the position.

Thank-you to the Village Council and the citizens of Silverton for their continued support in the initiatives our staff has taken on as well as the professional development of Council – myself included. Without your support we would not be able to attend the conventions we do. Without attending these conventions we would be out of the loop on what is happening in our region, province and country. We would be less effective elected officials both through loss of voice to the region, province and country as well as the loss of our continual education. Lastly, we would not have had the chances we've had to forge the relationships and partnerships we have.

As you may know we have been successful for 5 years in a row now getting Councillor (and RDCK Director) Leah Main elected to the FCM (Federation of Canadian Municipalities) board via the BC Caucus. This year we were also successful in getting Leah Main elected as the Caucus Chair. This means that Silverton is a key player in setting policy used to engage the Federal Government via the FCM organization. It also means that we have a continued opportunity to help ensure that both federal policies and granting programs are viewed through a rural lens.

I have decided not to run again for the AKBLG (Association of Kootenay Boundary Local Governments) Executive. When I joined the AKBLG Executive I wanted to see the organization gain capacity, increase its effectiveness for its members and have a better set of documentation with which to run its business. After four years all of these things are well in hand.

This year having been an election year has seen the addition of two new members of Council. Tanya Gordon and Kerry Gordon bring with them a wealth of knowledge and experience. We are fortunate to have them on our Council; they are valuable new members to our high functioning team.

We are still wrapping up many of the initiatives started in previous years. One that comes to mind is the outdoor exercise equipment being installed in the day park. We are very pleased to see this nearing completion.

Despite having a very full plate our dedicated and hardworking staff are managing to fit in an OCP (Official Community Plan) review. Over the next year we will see community engagement events, questionnaires and a fair bit of outreach to ensure that we have ample community input into the visioning of Silverton for the next decade.

In a nutshell, Silverton's Staff and Council will continue to work tirelessly on your behalf doing our best to keep Silverton vibrant and thriving.

Thank-you all for doing your part to realize this shared goal.

Jason Clarke  
Mayor



# Silverton Village Council ( 2018 – 2022 term )

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- Mayor Jason Clarke
- Councillor Kerry Gordon
- Councillor Tanya Gordon
- Councillor Leah Main
- Councillor Arlene Yofonoff

## Village of Silverton Staff Listing

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- Chief Administrative Officer ..... Hillary Elliott
- Administrative Assistant ..... Christine Baal
- Public Works Foreman ..... Leonard Casley
- Public Works Assistant ..... Manuel DaRosa
- Chief Financial Officer ..... Colin McClure

## Vision and Guiding Principles

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- Silverton will be an innovative and vibrant Village where people desire to live, work, play and retire. We aspire to be a community that works together to provide opportunities, protect the natural environment, natural eco-systems, built and natural assets.
- Through visionary leadership, citizens are engaged in maintaining a safe, caring and vibrant community that honours our culture, heritage and the environment.
- The vision of the Village of Silverton is to create and nurture an environment in which people are able to pursue the fulfillment of their values in harmony with the community and the environment.
- We should live within the carrying capacity of the natural environment, including our watershed.
- We should leave the next generation with equal or better opportunities than the present generation has enjoyed. We should create a harmonious balance between economic opportunity, social conscience and environmental stewardship.
- We must look beyond traditional municipal boundaries and urban/rural boundaries to incorporate regional ecosystem boundaries.
- Successful sustainability is a grass roots initiative that must be supported by the community.

Strategic Plan for Annual Report 2018 (Rated by top five priorities)

Category	Project	Priority
Administration	Policy Overview & Remediation	3
Administration	Continue supporting Staff development	
Administration	Bylaw Overview & Remediation	
Administration	OCP review & update	
Administration	Record Management Improvements	
Communication	Better communication and civic engagement	
Communication	Engaging young people - volunteerism, committees, commissions, public office, etc...	
Communication	Better engagement w/school	
Communication	Young family support	
Economic Development	Creating a maker space	
Economic Development	Keep revenue local	
Economic Development	Village Selling - Soil, Gravel, Woodchips	
Facilities	Better understanding of our facilities	
Facilities	Maintenance Plan/Asset Management Plan	1
Facilities	Gallery re-opening project	2
Facilities	Creekside Campsite - Large roof over washroom/basin area (5K cost)	
Facilities	Get facilities to operate more smoothly - be more profitable	
Facilities	Campground Update - Wireless internet	
Facilities	Geothermal/District Heating - get baseline	
Facilities	Campground Overhaul - communal fire pit, programming for campers, sing along	
Facilities	Campground Update - Power hookups (serviced campsites)	
Facilities	Campground Overhaul - permanent structures - micro homes - yurts - cob home etc...	
Infrastructure	Water lines - tying in dead ends	
Infrastructure	Footbridge - (railing replacement etc...)	
Infrastructure	Community Forest to protect the watershed	4
Infrastructure	Fencing around reservoir	
Infrastructure	Community Garden	
Infrastructure	Broad Band/Fiber to home	
Infrastructure	Street Lights (installing our own w/LED)	
Infrastructure	Day Park - Gazebo & Power	
Infrastructure	Pave all streets	
Infrastructure	Day Park - Seating	
Lake/Creek	Dike Maintenance	
Lake/Creek	Riparian protection - Education	
Lake/Creek	Signage	
Lake/Creek	Education in general	
Lake/Creek	Lake Management	
Lake/Creek	Lake shore walking trail	
Lake/Creek	Silverton Creek mouth erosion	
Lake/Creek	Water craft education	
Other	Food Security	
Other	Changing over pews in Village Office	
Services	Properly Maintaining current services	5
Services	Recycling - Waste Elimination	
Services	Recycling - Electronics	



# What We Do and Our Successes in 2018

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## Corporate Services

The administrative function of the organization under Corporate Services is responsible for the overall treasury function of the Village including, but not limited to, coordination of budgets and five-year financial plans, property taxation, financial cash management, payroll, accounts receivable/payable and financial forecasting and controls. The staff are responsible for managing and monitoring the Village's overall budget as well as providing financial data and advice to Village Council and staff.

It is the objective of the Village through the office staff to operate an efficient and self-sufficient municipality while maintaining a well-served, safe, livable and sustainable community. Our focus is to provide maximum efficiency and reasonable taxation, while also making provision for future infrastructure and service needs. The staff are committed to sound financial management of its operations, debt, and reserve balances and addressing our aging municipal infrastructure. The Village will effectively plan and steward the continuance of a healthy financial framework on these issues for current and future generations.

The legislative responsibilities of the staff and organization is to provide corporate and other assistance to Village Council in their efforts to address community issues and provide good governance. This aspect of the organization is responsible for managing and maintaining all Village records and ensuring access to those records. Staff undertake such works as contractual agreements, policies, bylaws, agendas, meeting minutes and conducts general elections.

## Public Works / Environmental Services

### Streets:

This department is overseen by the Public Works Foreman with the assistance of the public works assistant. Staff provides and maintains a number of essential services and infrastructure for the Village. This would include roads and drainage, management of the Village's fleet, parks operations, building maintenance, water, recycling and overall management of the environmental services.

Staff are responsible for the maintenance and repair of the paved and unpaved street network in the Village. Maintenance would include pothole patching, crack sealing, grading, street sweeping, snow removal, sidewalk repair, maintenance and replacement. The replacement and upgrade of deteriorated roadways is subject to annual budgetary review and is prioritized based upon many factors such a surface condition and the condition of the existing underground infrastructure. The five-year financial plan reflects a commitment to the improvement of the streets in a strategic and fiscally responsible manner. The Village has a dedicated team of employees who work diligently to ensure that the roadways and pedestrian sidewalks are well maintained for the protection and safety of the citizens of Silverton.

### Water, Storm Water:

Staff are responsible for the water collection and distribution of the municipal water system and storm water collection system for the Village. The Village has a team of qualified operators responsible for overseeing and maintaining the water and storm water facilities and main line and service infrastructure.

The Village maintains compliance with federal, provincial and local regulations and policies in maintaining our water and storm water collection and distribution systems in the Village. The Village draws its water from a ground water source to our infrastructure which includes 2 deep water wells. The water is pumped to 2 water reservoirs then is distributed to water zones. The Village has approximately 5,600 feet of water distribution mains.

## Solid Waste Collection and Recycling:

The Village offers curbside garbage collection services on a weekly basis. Recycling services are provided by on-site recycling feeder stations located on the grounds of the Village Office. The recycling component has diverted a substantial volume of material away from the waste stream. This is proving to be very sustainable and reduces costs for landfill operations.

## Parks:

The staff are responsible for the maintenance and repair of all Village parks. Key maintenance operations include grass maintenance, irrigation, facility and equipment maintenance and repair and replacement.

## 2018 Successes

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- Implementation of Phase 1 Asset Management Program
- Modernization of a number of bylaws and policies
- Regional collaboration and sub-regional collaboration with municipalities in the Slocan Valley on issues of mutual interest
- Completed a capital improvement project at the Silverton Gallery, with a new mechanical heating and cooling system and a new fire suppression system
- Re-opened the Silverton Gallery building to the public and signed a lease with the Slocan Lake Arts Council for the building
- Purchased outdoor exercise equipment and engaged with local expertise for best placement for circuit training
- Continued Wildfire Mitigation
- A funding program for a regional partnership in FireSmart and Emergency Management
- Completed 2018 Bull Trout survey, Bull Trout Wildlife Habitat Area (WHA) proposal to province
- Barlett Creek hydrogeomorphic assessment

**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**FINANCIAL STATEMENTS**  
**DECEMBER 31, 2018**

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**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**INDEX TO THE FINANCIAL STATEMENTS**  
For the Year Ended December 31, 2018

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**Independent Auditors' Report**

**Financial Statements**

Statement of Financial Position

Statement of Operations

Statement of Changes in Net Financial Assets

Statement of Cash Flows

Notes to the Financial Statements

Schedule A - Statement of Tangible Capital Assets

Schedule B - Schedule of Segmented Information



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## **INDEPENDENT AUDITOR'S REPORT**

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To the Mayor and Council  
Corporation of the Village of Silverton

### **Opinion**

We have audited the financial statements of the Corporation of the Village of Silverton, (the Village), which comprise the statement of financial position as at December 31, 2018, and the statement of operations, statement of changes in net financial assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation of the Village of Silverton as at December 31, 2018, and its results of operations, its changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Other Matters**

The financial statements of the Corporation of the Village of Silverton for the year ended December 31, 2017, were audited by Berg Lehmann Chartered Professional Accountants who expressed an unmodified opinion on those statements on April 23, 2018.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

Those charged with governance are responsible for overseeing the Village's financial reporting process.



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## INDEPENDENT AUDITOR'S REPORT (continued)

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant of the Village's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Grant Thornton LLP*

Chartered Professional Accountants

April 30, 2019

Nelson, B.C.

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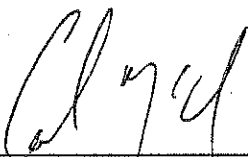
**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**STATEMENT OF FINANCIAL POSITION**

As at December 31, 2018

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	<u>2018</u>	<u>2017</u>
<b>Financial Assets</b>		
Cash and cash equivalents (Note 2)	\$ 558,843	\$ 593,309
Accounts receivable (Note 3)	<u>223,820</u>	<u>321,692</u>
	<u>782,663</u>	<u>915,001</u>
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities (Note 4)	131,727	141,882
Deferred revenue (Note 5)	<u>18,600</u>	<u>70,039</u>
	<u>150,327</u>	<u>211,921</u>
<b>Net Financial Assets</b>	632,336	703,080
<b>Non -Financial Assets</b>		
Tangible capital assets (Note 6)	2,787,220	2,564,805
Prepaid expenses	<u>19,825</u>	<u>21,618</u>
	<u>2,807,045</u>	<u>2,586,423</u>
<b>Accumulated Surplus (Note 7)</b>	<u>\$ 3,439,381</u>	<u>\$ 3,289,503</u>

Commitments and Contingencies (Note 10)

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Colin McClure, CPA, CA  
Chief Financial Officer



**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**STATEMENT OF OPERATIONS**  
For the Year Ended December 31, 2018

	2018 Budget (Note 11)	2018	2017
<b>Revenue</b>			
Taxes	\$ 148,139	\$ 149,025	\$ 139,746
Sale of services	63,531	43,809	62,005
Other revenue from own sources	34,110	23,778	21,033
Investment income	1,500	4,646	5,689
Grants - unconditional	273,000	281,261	273,009
Grants - conditional	528,366	320,308	632,413
Water user fees	73,859	74,288	70,405
Gain on disposal of tangible capital assets	-	1,362	-
	<u>1,122,505</u>	<u>898,477</u>	<u>1,204,300</u>
<b>Expenses</b>			
General government	288,764	265,254	256,321
Protective services	242,900	130,603	71,615
Transportation services	134,472	125,584	129,997
Environmental health services	26,262	27,238	23,556
Parks, recreation and cultural services	68,600	44,524	57,528
Water utility operations	51,086	46,408	51,703
Amortization	115,535	108,988	111,961
	<u>927,619</u>	<u>748,599</u>	<u>702,681</u>
Annual surplus	194,886	149,878	501,619
Accumulated surplus, beginning of the year	<u>3,289,503</u>	<u>3,289,503</u>	<u>2,787,884</u>
<b>Accumulated surplus, end of the year</b>	<u>3,484,389</u>	<u>3,439,381</u>	<u>3,289,503</u>

The accompanying summary of significant accounting policies and notes form an integral part of these consolidated financial statements

**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
For the Year Ended December 31, 2018

	<u>2018 Budget</u>	<u>2018</u>	<u>2017</u>
Annual surplus	194,886	149,878	501,619
Acquisition of tangible capital assets	(412,500)	(340,963)	(669,342)
Amortization of capital assets	<u>115,535</u>	<u>108,988</u>	<u>111,961</u>
Proceeds on sale of tangible capital assets	-	10,922	-
(Gain) / loss on disposal of tangible capital assets	<u>-</u>	<u>(1,362)</u>	<u>-</u>
	(102,079)	(72,537)	(55,762)
Use (acquisition) of prepaid expenses	<u>-</u>	<u>1,793</u>	<u>(9,902)</u>
Increase (decrease) in net financial assets	(102,079)	(70,744)	(65,664)
Net financial assets, beginning of year	<u>703,080</u>	<u>703,080</u>	<u>768,744</u>
<b>Net financial assets, end of the year</b>	<u>601,001</u>	<u>632,336</u>	<u>703,080</u>

The accompanying summary of significant accounting policies and notes form an integral part of these consolidated financial statements

**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**STATEMENT OF CASH FLOWS**  
For the Year Ended December 31, 2018

	<u>2018</u>	<u>2017</u>
<b>Cash Provided by (Used In)</b>		
<b>Operating Activities</b>		
Annual surplus	\$ 149,878	\$ 501,619
<b>Items not involving cash:</b>		
Amortization of tangible capital assets	108,988	111,961
Gain on disposal of tangible capital assets	<u>1,362</u>	<u>-</u>
	<u>257,504</u>	<u>613,580</u>
<b>Increase (decrease) in non-cash operating items:</b>		
Accounts receivable	97,872	(274,725)
Accounts payable and accrued liabilities	(10,155)	119,969
Deferred revenue	(51,439)	(6,461)
Prepaid expenses	<u>1,793</u>	<u>(9,902)</u>
	<u>295,575</u>	<u>442,461</u>
<b>Capital Activities</b>		
Proceeds from disposal of tangible capital assets	10,922	-
Acquisition of tangible capital assets	<u>(340,963)</u>	<u>(669,342)</u>
<b>Net increase (decrease) in Cash</b>	(34,466)	(226,881)
<b>Cash and cash equivalents, beginning of year</b>	<u>593,309</u>	<u>820,190</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 558,843</u>	<u>\$ 593,309</u>

The accompanying summary of significant accounting policies and notes form an integral part of these consolidated financial statements

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**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
December 31, 2018

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**1. Significant Accounting Policies**

The Corporation of the Village of Silverton (the Village) is a local government in the Province of British Columbia. The financial statements have been prepared in accordance with Canadian public sector accounting standards.

The following is a summary of the Village's significant accounting policies:

(a) Revenue Recognition

Sources of revenue are recorded on the accrual basis and include revenue in the period in which the transactions or events occurred that give rise to the revenues. Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Sale of services and user fee revenues are recognized when the service or product is rendered by the Village.

Grant revenues are recognized when the funding becomes receivable. Revenue unearned in the current period is recorded as deferred revenue.

(b) Deferred Revenue

Deferred revenue represents funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes as well as licenses, permits, other fees and grants which have been collected, but for which the related services have not been performed and or projects have not been constructed. These amounts will be recognized as revenues in the fiscal year in which they are used for the specified purpose, the services are performed and or the projects are constructed.

(c) Government Transfers

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates can be made.

(d) Financial Instruments

The Village's financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities. It is management's opinion that the Village is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values.

(e) Interest and Actuarial Gains on Long Term Debt

The Village records interest expense on long-term debt on an accrual basis and actuarial gains when realized as a reduction of the principal balance.

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**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
December 31, 2018

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1. **Significant Accounting Policies** (continued)

(f) **Tangible Capital Assets**

Tangible capital assets, comprised of capital assets and capital assets under construction, are recorded at cost and are classified according to their functional use. Amortization is recorded on a straight-line basis over the estimated useful life of the asset commencing the year the asset is put in to service. Donated tangible capital assets are reported at fair value at the time of donation. Estimated useful lives are as follows:

Buildings	40 years
Furniture, Equipment & Vehicles	5 to 10 years
Technology	5 years
Roads and Paving	40 years
Bridges and other Transportation Structures	40 years
Water Infrastructure	10 to 40 years

(g) **Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(h) **Statutory Reserves**

Statutory reserves are funds that have been restricted by council. Formal establishing bylaws have been adopted pursuant to the Community Charter, which define how these reserves are to be used.

(i) **Use of Estimates**

The preparation of consolidated financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported revenues and expenses during the reporting period. Significant areas requiring estimates include the useful lives of tangible capital assets for amortization, future employee benefits, allowance for doubtful accounts and provision for contingencies. Actual results could differ from management's best estimates as additional information becomes available in the future.

(j) **Budget**

Budget data presented in these financial statements is based on the Village's Five Year Financial Plan for the years 2018-2022, adopted by Council on May 10, 2018.

**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
December 31, 2018

**2. Cash and Cash Equivalents**

Cash and cash equivalents in the statement of financial position are comprised of:

	2018	2017
Cash	\$ 468,210	\$ 504,146
MFA bond and money market funds	<u>90,633</u>	<u>89,163</u>
	<u>\$ 558,843</u>	<u>\$ 593,309</u>

Municipal Finance Authority (MFA) pooled investment funds are considered equivalent to cash because of their liquidity.

**3. Accounts Receivable**

	2018	2017
Property taxes	\$ 26,493	\$ 25,121
Utility billings	10,436	6,646
Other governments	10,497	36,691
Trade & other receivables	<u>176,394</u>	<u>253,234</u>
	<u>\$ 223,820</u>	<u>\$ 321,692</u>

**4. Accounts Payable and Accrued Liabilities**

	2018	2017
Trades payable	\$ 112,921	\$ 135,893
Accrued wages and benefits	<u>18,806</u>	<u>5,989</u>
	<u>\$ 131,727</u>	<u>\$ 141,882</u>

**5. Deferred Revenue**

	2018	2017
Grants and other	<u>\$ 18,600</u>	<u>\$ 70,039</u>

**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
December 31, 2018

**6. Tangible Capital Assets**

	Cost	Accumulated Amortization	2018 Net Book Value	2017 Net Book Value
Land	\$ 93,917	\$ -	\$ 93,917	\$ 93,917
Buildings	1,470,654	465,798	1,004,856	732,249
Vehicles, equipment & furniture	268,936	217,900	51,036	68,264
Engineering infrastructure	644,871	269,204	375,667	357,835
Transportation infrastructure	301,730	203,942	97,788	105,331
Water machinery and equipment	65,897	45,335	20,562	20,268
Water infrastructure	<u>1,770,311</u>	<u>626,917</u>	<u>1,143,394</u>	<u>1,186,941</u>
	<u>\$ 4,616,316</u>	<u>\$ 1,829,096</u>	<u>\$ 2,787,220</u>	<u>\$ 2,564,805</u>

See Schedule A - Statement of tangible capital assets for more information.

**7. Accumulated Surplus**

	2018	2017
<b>Operating</b>		
General	\$ 247,746	\$ 227,106
Water	<u>53,197</u>	<u>27,285</u>
	<u>300,943</u>	<u>254,391</u>
<b>Reserves</b>		
General	115,797	102,223
Water	10,343	10,292
Community works fund	<u>225,078</u>	<u>357,792</u>
	<u>351,218</u>	<u>470,307</u>
	652,161	724,698
<b>Invested in capital assets</b>	<u>2,787,220</u>	<u>2,564,805</u>
<b>Total Accumulated Surplus</b>	<u>3,439,381</u>	<u>3,289,503</u>

**8. Taxes Levied For Other Paid Authorities**

In addition to taxes levied for municipal purposes, the Village is legally obligated to collect and remit taxes levied for the following authorities. These collections and remittances are not recorded as revenue and expenses in the Villages financial statements.

	2018	2017
Provincial Government - School taxes	\$ 111,174	\$ 115,276
Provincial Government - Police taxes	11,636	11,510
Regional District of Central Kootenay	48,000	47,377
Central Kootenay Hospital District	12,571	13,021
British Columbia Assessment Authority	1,949	2,082
Municipal Finance Authority	<u>9</u>	<u>9</u>
	<u>\$ 185,339</u>	<u>\$ 189,275</u>

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**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
December 31, 2018

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**9. Pension Plan**

The Village of Silverton and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2017, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation of the Municipal Pension Plan at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The next valuation will be as at December 31, 2018 with results available in 2019.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

The Village of Silverton paid \$18,839 (2017 - \$18,302) for employer contributions to the plan in fiscal 2018.

**10. Commitments and Contingencies**

**Regional District Debt**

Regional District debt is under the provisions of the Community Charter of BC a direct, joint and several liability of the District and each member municipality within the District including the Village of Silverton.

**Reciprocal Insurance Exchange Agreement**

The Village is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of British Columbia. The main purpose of the exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange agreement, the Municipality is assessed a premium and specific deductible based on population and claims experience. The obligation of the Municipality with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several and not joint and several. The Village irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other Subscriber may suffer.



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**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**NOTES TO THE FINANCIAL STATEMENTS**  
December 31, 2018

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**11. Budget Data**

The reconciliation of the approved budget for the current year to the budget figures reported in these financial statement is as follows:

	<u>2018</u>
Budget surplus per Statement of Operations	\$ 194,886
Less: Capital expenditures	412,500
Budgeted transfers to surplus and reserves	4,898
Add: Budgeted transfers from reserves	106,977
Amortization	<u>115,535</u>
Net annual budget	<u>\$ -</u>

**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**SCHEDULE A - STATEMENT OF TANGIBLE CAPITAL ASSETS**

For the Year Ended December 31, 2018

	Opening Balance	Additions & reallocation of assets under Construction		Disposals	Closing Balance	Accumulated Amortization Opening balance	Amortization Expense	Reduction on Disposals	Accumulated Amortization Closing Balance	Net Carrying Amount End of year
Land	\$ 93,917	\$ -	\$ -	\$ -	\$ 93,917	\$ -	\$ -	\$ -	\$ -	\$ 93,917
Buildings	1,165,303	305,151	-	-	1,470,654	433,254	32,544	-	465,798	1,004,856
IT, equipment & furniture	280,183	-	(11,247)	-	268,936	211,919	7,668	(1,687)	217,900	51,036
Engineering infrastructure	612,416	32,455	-	-	644,871	254,581	14,623	-	269,204	375,667
Transportation infrastructure	301,730	-	-	-	301,730	196,399	7,543	-	203,942	97,788
Water machinery and equipment	62,540	3,357	-	-	65,897	42,272	3,063	-	45,335	20,562
Water infrastructure	1,770,311	-	-	-	1,770,311	583,370	43,547	-	626,917	1,143,394
Total	\$ 4,286,600	\$ 340,963	\$ (11,247)	\$ -	\$ 4,616,316	\$ 1,721,795	\$ 108,988	\$ (1,687)	\$ 1,829,096	\$ 2,787,220

**Tangible Capital Assets**

**THE CORPORATION OF THE VILLAGE OF SILVERTON**  
**SCHEDULE B - SCHEDULE OF SEGMENTED INFORMATION**

For the Year Ended December 31, 2018

	General Government	Protective Services	Transportation Services	Environmental		Parks & Recreation	Water Utility	2018 Total
				Health Services	Services			
<b>Revenues</b>								
Taxes	\$ 149,025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,025
Sales of Service	93	-	-	18,344	-	-	-	43,809
Other revenue from own services	3,761	3,200	-	-	25,372	-	2.5	23,778
Investment income	4,644	-	-	-	-	-	2	4,646
Grants - unconditional	281,261	-	-	-	-	-	-	281,261
Grants - conditional	1,519	75,087	15,318	-	228,384	-	-	320,308
Water user fees	-	-	-	-	-	74,288	-	74,288
Gain on disposal of assets	-	-	1,362	-	-	-	-	1,362
	<u>440,303</u>	<u>78,287</u>	<u>16,680</u>	<u>18,344</u>	<u>270,548</u>	<u>74,315</u>		<u>898,477</u>
<b>Expenditures</b>								
Wages and benefits	143,875	-	72,884	-	-	29,588	-	246,347
Supplies and services	121,379	130,603	52,700	27,238	44,524	16,820	-	393,264
Amortization	3,246	4,189	15,748	647	38,548	46,610	-	108,988
	<u>268,500</u>	<u>134,792</u>	<u>141,332</u>	<u>27,885</u>	<u>83,072</u>	<u>93,018</u>		<u>748,599</u>
<b>Annual Surplus (Deficit)</b>	<u>171,803</u>	<u>(56,505)</u>	<u>(124,652)</u>	<u>(9,541)</u>	<u>187,476</u>	<u>(18,703)</u>		<u>149,878</u>

**The Corporation of the Village of Silverton**  
**2018 STATEMENT OF FINANCIAL INFORMATION**

**Statement of Financial Information (SOFI)**

**THE CORPORATION OF THE VILLAGE OF SILVERTON**

**Fiscal Year Ended December 31, 2018**

**TABLE OF CONTENTS**

Documents are arranged in the following order:

1. Statement of Financial Information Approval
2. Management Report
3. Audited Financial Statements
4. Schedule of Debt
5. Schedule of Guarantee and Indemnity Agreements
6. Statement of Severance Agreements
7. Explanation of differences to Audited Financial Statements
8. Schedule of Remuneration and Expenses
9. Schedule of Payments for the Provision of Goods and Services

**Statement of Financial Information (SOFI)**

**THE CORPORATION OF THE VILLAGE OF SILVERTON**

**Fiscal Year Ended December 31, 2018**

**STATEMENT OF FINANCIAL INFORMATION APPROVAL**

We, the undersigned, approve the attached statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.

---

Jason Clarke  
Mayor

---

Colin McClure, CPA, CA  
Chief Financial Officer

Prepared as required by *Financial Information Regulation*, Schedule 1, section 9

**Statement of Financial Information (SOFI)**

**THE CORPORATION OF THE VILLAGE OF SILVERTON**

**Fiscal Year Ended December 31, 2018**

**MANAGEMENT REPORT**

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Mayor and Council are responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, Grant Thornton, Chartered Professional Accountants, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the City's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of The Corporation of the Village of Silverton

---

Colin McClure, CPA, CA  
Chief Financial Officer  
June 11, 2019

**Statement of Financial Information (SOFI)**

**THE CORPORATION OF THE VILLAGE OF SILVERTON**

**Fiscal Year Ended December 31, 2018**

**SCHEDULE OF DEBT**

Information on all long term debt is included in the Audited Financial Statements of The Corporation of the Village of Silvertton.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 4



**Statement of Financial Information (SOFI)**

**THE CORPORATION OF THE VILLAGE OF SILVERTON**

**Fiscal Year Ended December 31, 2018**

**SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS**

The Corporation of the Village of Silverton has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Prepared under the Financial Information Regulation, Schedule 1, section 5

**Statement of Financial Information (SOFI)**

**THE CORPORATION OF THE VILLAGE OF SILVERTON**

**Fiscal Year Ended December 31, 2017**

**STATEMENT OF SEVERANCE AGREEMENTS**

There was no severance agreements made between The Corporation of the Village of Silverton and its non-unionized employees during the fiscal year ended December 31, 2018.

Prepared under the Financial Information Regulation, Schedule I, subsection 6(8)

**The Corporation of the Village of Silverton**  
**PAYMENT TO FINANCIAL STATEMENT RECONCILIATION**  
**Fiscal Year Ended December 31, 2018**

**S.O.F.I. Report Scheduled Payments**

Remuneration	\$ 221,925	
Employee Expenses	13,624	
Employer CPP/EI	<u>13,461</u>	\$ 249,010
Payments for Goods and Services		<u>793,684</u>
<b>Total of Scheduled Payments</b>		<b><u>\$1,042,694</u></b>
<b>Total of Financial Statement Expenditures</b>		<b><u>\$ 748,599</u></b>

The difference between the Total of Scheduled Payments and the Total Financial Statements Expenditures are due to:

- Adjustments to account for the difference between payments made on a cash basis, and the audited financial statements reporting expenditures on an accrual basis of accounting. This would include adjustments for opening and closing balances of inventories, prepaid expenses, and accrued liabilities.
- List of payments to suppliers include 100% GST while the expenditures in the financial statements are net of the applicable GST rebate.
- Capital expenditures are shown as payments to the vendor in this report. However, the total financial statement expenditures do not reflect these payments as they report amortization of all the capital assets.
- The Schedule of Payments of Goods and Services includes payments made on behalf of third parties, which are recovered from these parties and the expense is excluded from the Financial Statements.
- Payments to some suppliers are reported directly to the Balance Sheet and therefore are not reported as expenditures

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(2d) and subsection 7(1b)

THE CORPORATION OF THE VILLAGE OF SILVERTON  
 SCHEDULE OF REMUNERATION AND EXPENSE  
 YEAR ENDED DECEMBER 31, 2018

NAME		REMUNERATION	EXPENSE
<b>ELECTED OFFICIALS</b>	<b>POSITION</b>		
Bell, Carol	Councillor	\$ 2,633	\$ 1,427
Christian, Bill	Councillor	2,633	-
Clarke, Jason	Mayor	4,417	7,533
Main, Leah	Councillor	2,633	1,666
Yofonoff, Arlene	Councillor	2,633	-
<b>TOTAL ELECTED OFFICIALS</b>		<u>14,949</u>	<u>10,626</u>
<b>DETAILED EMPLOYEES &gt; \$75,000</b>		\$ -	\$ -
<b>TOTAL EMPLOYEES &lt;= \$75,000</b>		<u>206,976</u>	<u>2,998</u>
		<u>206,976</u>	<u>2,998</u>
<b>TOTAL</b>		<u>\$ 221,925</u>	<u>\$ 13,624</u>
<b>TOTAL EMPLOYER PREMIUM FOR CPP/EI</b>			\$ 13,461

Prepared under the Financial Information Regulation, Schedule 1, section 6 to subsection 6(6)

THE CORPORATION OF THE VILLAGE OF SILVERTON  
SCHEDULE OF PAYMENTS TO SUPPLIERS OF GOODS AND SERVICES  
YEAR ENDED DECEMBER 31, 2018

**DETAILED SUPPLIERS >\$25,000**

<u>SUPPLIER NAME</u>	<u>EXPENSE</u>
BC Hydro	\$ 42,607
City of Nelson	30,013
Great Outdoor Gym Ltd.	33,979
Ministry of Finance	29,794
Venture Mechanical Stystems Ltd.	320,581
Village of New Denver	27,835
<b>TOTAL DETAILED SUPPLIERS &gt;\$25,000</b>	<u>484,809</u>
<b>TOTAL SUPPLIERS &lt;= \$25,000</b>	<u>308,875</u>
<b>TOTAL SUPPLIERS</b>	793,684
<b>GRANTS AND CONTRIBUTIONS &gt;\$25,000</b>	-
<b>TOTAL PAYMENTS, GRANTS AND CONTRIBUTIONS</b>	<u>\$ 793,684</u>

Prepared under the Financial Information Regulation, Schedule 1, section 7(1) and (2)

## Why we exist

The BC Rural Health Network was formed in December 2017 to create a strong and unified voice advocating provincially for the improvement of healthcare services for people living in rural British Columbia.

When it comes to healthcare, the concern shared by rural BC residents can be summed up in one word: "access". For many years, rural BC residents have recognized that their communities have been underserved by a healthcare system moving more towards centralization, especially for the delivery of specialized care.

To address these concerns, grassroots organizations dedicated to finding solutions for their communities have sprung up across the province. As these organizations matured it soon became apparent that they were not alone in their efforts and began to embrace the idea of working together to address common concerns and share ideas for solutions development. The BC Rural Health Network is an idea whose time has come.



One of the purposes of the BC Rural Health Network is to create a forum for public discussion on healthcare issues affecting rural British Columbians. We welcome your input and invite you to share your stories. We look forward to hearing from you.

BC RURAL HEALTH NETWORK  
Box 257, Princeton, BC, V0X 1W0  
telephone: (250-295-0822)  
email: [bcruralhealthnetwork@gmail.com](mailto:bcruralhealthnetwork@gmail.com)

Facebook: BC Rural Health Network  
Twitter: @bcruralhealthnetwork

BRITISH  
COLUMBIA  
RURAL HEALTH  
NETWORK



Providing rural British Columbians with a strong and unified voice advocating for the improvement of healthcare services across the province.

# BC RURAL HEALTH NETWORK

Each rural community in British Columbia has its own distinct character and therefore its own unique healthcare concerns. Across the province, residents in these communities have organized to address these concerns. The BC Rural Health Network (BCRHN) brings these organizations together with a common goal: to share successful strategies and to work collaboratively to improve services for all rural British Columbians.

## MEMBERSHIP

Membership is open to any organization or individual that supports the goals and vision of the BCRHN.

Our goal is to have representation from all areas of the province, forming a strong and unified voice for all rural BC residents.

## COMMON CONCERNS

Rural BC communities share many common concerns, including:

- long wait times for primary care resulting from chronic shortages of healthcare professionals
- inadequate access to transportation services, a requirement for many rural residents who need to travel to healthcare appointments outside their home community
- limited or non-existent communication between off-site managers, resulting in inefficiencies in staffing, equipment and material decisions

## OUR GOALS

The goals of the BCRHN focus on the need to provide solutions to common problems through cooperative and collaborative enterprise with key stakeholders:

- share successful strategies between member organizations
- advocate for policy change at the provincial level aimed at providing all rural residents with access to timely and efficient primary health care
- identify areas of research and to provide fertile ground for this research to take place
- work in partnership with other provincial organizations to attain our goals
- include indigenous communities through the involvement of the First Nations Health Authority
- improve access to mental health services
- promote patient centred, team based, community focused primary healthcare reform



## GUIDING PRINCIPLES

The following principles guide the work of the BC Rural Health Network:

1. All British Columbians have the right to timely and efficient healthcare regardless of where they live or how much money they make.
2. While rural BC communities have their own distinctive character, they also share common concerns regarding access to healthcare services.
3. Residents in rural communities are recognized as authorities on what is best for their community. Grassroots healthcare advocacy organizations exist in rural communities because of the recognized need to improve services.
4. Improvement to services will result from collaborative, cooperative relationships developed between community organizations and provincial policy makers.
5. Together we present a strong and unified voice for change.



## BC Rural Health Network

### Membership Form

As a member of the BC Rural Health Network, I/we support the following purpose and guiding principles of the Network:

#### **Purpose:**

To promote and support a health care system that improves and sustains the health and well being of residents of rural communities across British Columbia as part of a high functioning health care system.

#### **Guiding Principles:**

- All British Columbians are entitled to efficiently provided, timely and effective healthcare services.
- While the rural communities of BC differ widely in terms of needs, desires, strengths, challenges and distinctive characters they share many concerns regarding obstacles to essential healthcare services.
- Residents in rural communities are recognized as authorities on what is best for their community. Grassroots healthcare advocacy organizations exist in rural communities because of the recognized need to improve services.
- Improvement to services will result from collaborative, cooperative relationships developed between community organizations, health authorities, local elected officials, local health workers, and provincial policy makers.
- Together we present a strong and unified voice for change.

### **Membership Categories**

#### Regular Members

- any person, organization or association that support the purpose, principles, and objectives of the BCRHN is eligible to become a Regular Member.
- Regular Members are entitled to make motions, vote and/or hold office as Directors, receive minutes of all meetings, and receive written financial statements.



### Associate Members

- provincial organizations, associations or individuals that support the purpose, principles, and objectives of the BCRHN are eligible to become Associate Members.
- Associate Members are not entitled to make motions, vote or hold office as Directors.
- Associate Members are entitled to receive minutes of all meetings and written financial statements as presented at the AGM

### Affiliate Members

- provincial organizations that wish to participate as an observer and provide support to the BCRHN are eligible to become Affiliate Members
- Affiliates may be included in meetings and activities at the discretion of the Board.
- Affiliates are not entitled to make motions, vote or hold office as Directors.

### **Membership Fees**

Membership fees are due upon receipt of the membership form. The membership renewal date is June 1st. The inability to pay a membership fee will never exclude anyone from becoming a member of the BCRHN.

#### Regular Member

Organization	\$50.00
Individual	\$30.00

#### Associate Member

Organization	\$30.00
Individual	\$25.00

<u>Affiliate Member</u>	\$20.00
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**BC Rural Health Network**

**Membership Application Form**

Name of Organization or Individual: \_\_\_\_\_

Membership category (see below):

\_\_\_ Regular Member

\_\_\_ Associate Member

\_\_\_ Affiliate Member

Contact information:

email: \_\_\_\_\_

telephone: \_\_\_\_\_

Names and titles of lead members in the organization:

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How many members in your organization? \_\_\_\_\_

Names of communities represented by your organization:

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## **Membership Categories**

### Regular Members

- organizations or associations that support the purpose, principles, and objectives of the BCRHN are eligible to become Regular Members.
- an individual may apply to the Board to become a Regular Member.
- Regular Members are entitled to make motions, vote and/or hold office as Directors.
- Regular Members are entitled to receive minutes of all meetings of the BCRHN, including General Meetings, Board Meetings, and the AGM.
- Regular Members are entitled to receive written financial statements as presented at the AGM.

### Associate Members

- provincial organizations, associations or individuals that support the purpose, principles, and objectives of the BCRHN are eligible to become Associate Members.
- Associate Members are not entitled to make motions, vote or hold office as Directors.

### Affiliates

- Affiliates are provincial organizations who wish to participate as an observer and provide support to the BCRHN.
- Affiliates are not paying members and may be included in meetings and activities at the discretion of the Board.
- Affiliates are not entitled to make motions, vote or hold office as Directors.

**BCRHN Membership Application Form**

Date of Application (year/month/date): \_\_\_\_\_

Membership category (check one):

- Regular Member
- Associate Member
- Affiliate Member

Name of Organization or Individual: \_\_\_\_\_

Contact information:

email: \_\_\_\_\_ telephone: \_\_\_\_\_

postal address: \_\_\_\_\_ postal code \_\_\_\_\_

Names and titles of lead members in the organization:

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

How many members in your organization? \_\_\_\_\_

Names of communities represented by your organization:

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

Membership fee enclosed: \$ \_\_\_\_\_

Please consider making an additional donation in support of the BCRHN. Donation amount enclosed: \$ \_\_\_\_\_

Are you willing to volunteer? Please express your interest by checking one or more of the following areas of expertise or experience:

- finance
- communications
- promotional
- organizing
- other \_\_\_\_\_



people. planning. positive change.

Dear Mayor and Council:

RE: Access Awareness Day – June 1, 2019

June 1, 2019 is Access Awareness Day! Access Awareness Day provides an opportunity to look at our communities and reflect on ways to make them more accessible and inclusive for everyone! Access Awareness Day is part of National AccessAbility Week which takes place from May 26 to June 1, 2019.

As part of National AccessAbility Week, the goal is to recognize the efforts of individuals and communities that are actively removing barriers such that Canadians of all abilities have the best chance to succeed! The theme for this year's Access Awareness Day is "Accessibility Makes Communities Complete". As part of this year's planning, our goal is to draw attention to accessibility as being integral to where people live, work, learn and play.

Each year, as part of our annual Access Awareness Day campaign we reach out to local governments and community partners to learn more about the work that they are doing to ensure that all citizens are able to share their talents, experiences and abilities in all aspects of community life – social, physical, cultural, economic, and recreational. Please find enclosed thirty (30) copies of posters that have been developed to help build increased public awareness and support around accessibility and to recognize the importance of working together to ensure that everyone is included. Please share these posters with your local library, your accessibility committee, your department of parks and recreation and other local partners. Also, please do not hesitate to request additional posters.

I am also pleased to announce that this year, the Government of Canada's Social Development Partnerships Program – Disability component as well as the Ministry of Social Development and Poverty Reduction have made \$500 in funding available to municipalities and community-based disability groups who are holding local accessibility events. If you are planning an event, please do not hesitate to reach out to share your ideas and to request this funding. We know that by building accessibility we are creating stronger and healthier communities.

Email us at [abattalova@sparc.bc.ca](mailto:abattalova@sparc.bc.ca) or tweet us at @SPARCBC to request funding for your event or to request additional materials or posters.

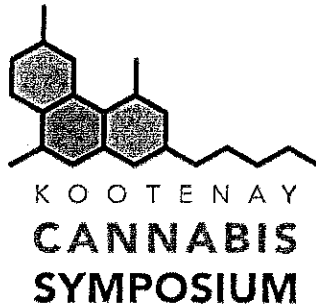
Thank you for the part that you play in helping to make our communities more accessible and inclusive for everyone!

Sincerely

Alfiya Battalova  
Manager of Accessibility Initiatives, SPARC BC



RECEIVED  
RCM May 21/19



## Kootenay Cannabis Symposium - Report, reflections and summary

On October 19th 2018, Cannabis was legalized in Canada. This landmark decision created a new era for a plant that has spent the last 95 years in prohibition. Over the last 40 years, communities around BC developed an economy and culture intrinsic to cannabis. In light of the new legal framework, concern is prevalent regarding the livelihood of individuals, families and communities.

In response to these concerns the Kootenay United Cannabis Association was formed, 'To unite, protect, and advocate for the cannabis industry within the Kootenay region of British Columbia by supporting the right to a fair and reasonable transition into the legal market. Ensuring economic security and prosperity for our region and continued access to a growing market for our products.'

On April 11th, 2019, the Kootenay United Cannabis Association (KUCA) organized and hosted the Kootenay Cannabis Symposium gathering over 200 stakeholders at the Prestige Lakeside Inn, in Nelson, BC, to talk about the barriers and challenges of transitioning into the legal cannabis industry, and to workshop potential solutions. The symposium was comprised of members from the local industry, delegates from various levels of government, academics and non-governmental organizations. Although attendance was mostly regional, some participants came from across the country to attend the event.

This event represented the first occasion that the cannabis community assembled to discuss how it wanted to address the impacts/opportunities presented by cannabis legalization. The current legalization framework is posing drastic consequences to the socio economic wellbeing of rural communities in BC. It is imperative that the perspectives of all the stakeholders, particularly those held by members of the preexisting cannabis industry, be considered at both federal and provincial levels.

### Support and Attendance

Participation in the event was considered substantial with two thirds of the event attended by local cultivators and processors. Although it is important to note that the most vulnerable populations from the industry were under-represented. This is a cross-section of the community that sees the least hope or simply does not have the immediate capacity to meet compliance requirements.

In attendance was Health Canada's Joanne Garrah, Director of Licensing and Security, Controlled Substances and Cannabis Branch. She presented the latest update from Health Canada. She was able to engage directly with a number of participants after her presentation and is keen to receive the report of findings that will come

from the event. It was a wonderful opportunity to have such a well-respected representative from Health Canada in the room as the lead federal department managing the Cannabis file.

The BC Cannabis Legalization and Regulation Secretariat (Ministry of Public Safety and Solicitor General) was represented by Mary Shaw, Executive Lead, and Wendy Norris, Senior Policy Manager. Ms. Shaw presented the latest update from their department. Together they participated in the day's agenda and were able to hear firsthand about barriers and solutions from participants. The Cannabis Secretariat is in the midst of a consultation process that will be informed by the content of the symposium.

Regional Rural Development Managers Richard Topeczer, Gerri Brightwell and Larry Olson from BC FLNRD Ministry were enlisted to help facilitate break-out sessions. In addition to their contribution to the event, they received the benefit of bearing witness to the scale and inner workings of the local industry. This experience informs them about what sector development work can be done to support the industry in transition.

The event was moderated by Brittny Anderson, from Nelson City Council and co-founder of the Cannabis Conservancy. Ron LeBlanc (Slocan Valley Economic Development Partnership/RDCK) and Meeri Durrand (RDCK Planning Department), participated as presenters and facilitators. Ms. Durand also participated in the afternoon panel discussion.

Others in attendance included Walter Popoff (RDCK Director, Area H), Jessica Lunn (Mayor of Slocan) Tom Zeleznik (Mayor of Nakusp) and Colin Moss (New Denver Town Councilor).

It was a mutually beneficial event in that local residents and industry members witnessed the engagement and felt the support of their local government representatives. While elected officials got an inside look into this sector, along with the opportunities and threats that hinge upon how the region's cannabis industry moves forward.

The symposium was supported and attended by Community Futures, Nelson and District Chamber of Commerce and Selkirk College's Community Education and Workforce Training. Tracey Harvey from Selkirk College and the University of Guelph was an active co-organizer, presenter and facilitator of the day. Her PhD academic research is focused on examining how to effectively transition to the new rural cannabis economy. Abra Brynne of The Food Policy Council was an active advisor, facilitator and hostess of the afternoon panel discussion entitled 'Moving Forward'. Her years of researching and reporting on food policy was a valuable asset to the day, giving tangible references to case studies in which we could draw similarities from.

## **Presentations**

The schedule for the day included informative presentations followed by facilitated workshops.

Ron LeBlanc, the Slocan Valley Economic Development Coordinator, offered a summary of his report entitled 'Slocan Valley Cannabis Synopsis - The Business of Transition' which assesses the state of the industry and the potential impacts of legalization in the Slocan Valley. His anecdotal analysis suggests that many of the local cultivators will be prohibited from transitioning within the current framework.

Ron's leadership shows courage in bringing these concerns to the awareness of government.

Paul Kelly from Community Futures Central Kootenay (CFCK) spoke about the CFCK's commitment to transitioning industry and noted the significant effect that dollars generated by the cannabis community have had in creating a robust Kootenay economy.

He touched on the free "Cannabis Business Planning "101" class they've been running in conjunction with the RDCK. Their aim is to teach potential market entrants some basics around zoning and development permits,

Health Canada applications, basic legal business operations (Cash flow planning, GST, PST, Excise tax, BC employment standards, bookkeeping and payroll requirements), as this will be new to many transitioning growers.

He also outlined some of the additional supports CFCK is here to provide – Business loans, community business counselling, business training classes, and WorkBC's Self-Employment Program.

Tracey Harvey from Selkirk College and the University of Guelph offered an invaluable contribution to the day's content. She outlined salient points on the risks of not intentionally transitioning rural, historically producing cannabis economies and the need for genuine stakeholder participation during such a complex process that can deeply affect a mostly hidden, and underrepresented group. Highlighting how rural cannabis stakeholders have not been heard or understood during federal and provincial policy formulation and how these stakeholders are imperative to involve in partnership for equitable policy. She also discussed proven transitional economic strategies, which the Kootenay region is particularly well suited because of the top shelf quality craft cannabis that comes from this region, as well as the extensive experiential knowledge and strong social capital. Her final recommendation, to collaborate as a region to develop a cannabis cluster of economic innovation and knowledge generation is a functional strategy that should be driven by stakeholders, including industry.

David Robinson, board member of the BC Craft Cannabis Association has long standing relationships with many stakeholders in the cannabis industry. His garden store Pacific Northwest has been the main supplier for many in the industry. Known as the Garden Sage, David has been guiding people regarding cultivation practices for many years. David Robinson is a face that everyone in the local industry knows and trusts after years of business together.

He presented his thoughts on the importance of transitioning this industry and provided an estimate that 25,000 kilograms of high quality product is produced a year in this region. His optimistic vision is built upon twenty years of relationships with his customers, knowing that the Kootenay region holds the most knowledge and experience to produce the highest quality product. Given the proper tools and support from all levels of government he is assured that the Kootenay region will thrive.

Josh and Kelly Dunn of Dragonfly Earth Medicine and the Pure Collective are known internationally in the industry. They advocate for the plant and promote the case for growing regenerative cannabis on small farms. With a worldwide collective of Peer Certified farmers they have an informed perspective on the consequences of legalization in various regions across North America. Though they warn of a painful transition as the global industry opens up, they assert that sun grown, sustainable cannabis and hemp, collective cooperation and value added products will establish the most resilient path forward.

## **The Common Challenges and Barriers**

The morning workshops were designed to identify the barriers faced by participants who are transitioning to the legal cannabis market. These sessions were developed to make room for a wide diversity of perspectives including the voices of cultivators and processors in their various capacities, local organizations, government representatives, academics, retailers and ancillary businesses.

By allowing participants to express their concerns and remain nameless, insight was gained regarding how regulations are impacting individuals on a personal level. This is significant. As Ron LeBlanc points out, there are various levels of capacity to transitioning. The experiential feedback demonstrates how policy is, and isn't, working and how different groups are affected and impacted.



Participants were invited to fill in personal worksheets. Followed by a collective sharing process that divided their points into four categories: Federal Barriers, Provincial Barriers, Local Government Barriers, Human Resources/Business/Finance Included here is a distilled and interpreted selection of the workshop sheets.

### Barriers/Challenges to transitioning

<u>Federal</u>	<u>Provincial</u>
<ul style="list-style-type: none"> <li>• Lack of clear and accessible licensing information               <ul style="list-style-type: none"> <li>◦ Around application process: compliance, building requirements, SOP's.</li> </ul> </li> <li>• Prohibitive licensing cost and taxation schemes for small entrepreneurs               <ul style="list-style-type: none"> <li>◦ High fees, taxes, compliance costs, cost of new builds and testing.</li> <li>◦ Taxation is not reasonable for micros which should be based on potential output for year.</li> <li>◦ The disconnect between the various levels of government adds a significant amount of confusion and complexity creating chaos at the local level in rural areas</li> </ul> </li> <li>• Unrealistic canopy size for micro license class               <ul style="list-style-type: none"> <li>◦ Both for indoor and outdoor</li> </ul> </li> <li>• Ineffective microbial testing               <ul style="list-style-type: none"> <li>◦ Plate cultures add a significant amount of time to the process; threshold levels unrealistic and impedes organic production</li> </ul> </li> <li>• No transition plan for pre-existing entrepreneurs               <ul style="list-style-type: none"> <li>◦ With no plan to transition existing economy, pre-existing facilities have to shut down, and face a lack of funding opportunities required for new-builds and land purchase/lease.</li> <li>◦ Pre-existing small farmers do not have capacity to transition and are left with no viable option to transition.</li> <li>◦ Pre-existing small farmers have no support around protecting their valuable genetics in the legal landscape</li> </ul> </li> <li>• Marketing and branding restrictions               <ul style="list-style-type: none"> <li>◦ Do not allow for differentiation of small craft and artisan producers.</li> </ul> </li> <li>• Restrictive hemp regulations               <ul style="list-style-type: none"> <li>◦ Hemp that is under the same licensing as cannabis will debilitate Canada's competitiveness on world market (ie with lost opportunities), as well due to limited strains allowed.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Restrictive ALR regulations               <ul style="list-style-type: none"> <li>Non-Farm use variance <b>Provincial</b> <ul style="list-style-type: none"> <li>◦ In ALR creates a series of issues (see appendix)</li> <li>◦ It is challenging to engage the ALC</li> </ul> </li> </ul> </li> <li>• Lack of Provincial support for small business development               <ul style="list-style-type: none"> <li>◦ Call for price control measures to effectively compete with the illicit market and create certainty around market value</li> <li>◦ Address retail concerns and slow adoption of federal regulations creating expensive bottlenecks for the small entrepreneur as they remain in limbo</li> <li>◦ Address poor communication between federal government and the province to ensure clarity on regulations</li> <li>◦ Address lack of information and ability to answer questions about compliance issues, ie building science</li> </ul> </li> <li>• Centralized distribution issues               <ul style="list-style-type: none"> <li>◦ Distribution through LDB is environmentally unsustainable, and inequitable economically, and logistically for small entrepreneurs</li> <li>◦ Small entrepreneurs require farmgate and options for online sales.</li> </ul> </li> </ul>

### Local Government

- Limited local control and capacity:
  - Local government is tasked with addressing the roll-out of the legal cannabis industry, but with limited tools, due to the overarching and restrictive legislation of senior governments.
  - Results in an inability for locally derived, place-based solutions most appropriate for unique rural places
- Revenue sharing between province and local governments remains undetermined.
  - This needs to be addressed as soon as possible to increase incentive and reason to develop local policy for sector development including issues of water and land rights and access.
- Missing clarification regarding justice, equity programs and level of enforcement for transitioning areas
  - No accommodation of pre-existing industry participants
  - Address the trust issues of those who are the most vulnerable because of potential exposure of themselves and their families
  - Amnesty is required to create a more participatory environment

### HR/Business/Finance

- Training and educational challenges
  - Need for adequate training in Health Canada procedures for staff (Master Growers, etc.)
  - Provide support to transition work force, acquire WCB, address CRA requirements and standard labor procedures
  - Address lack of business skills & training
- Micro license business viability concerns
  - Address capacity limitations through application support and by providing access to capital
  - Support issue of seasonality of outdoor production and staff availability
  - Revisit testing standards and risk of failures
  - Eliminate predatory consultancy costs farmers face because of the arduous application process by providing support for application
  - Address inequitable access to business advice and supply agreement consultation
  - Address significant CRA requirements that are prohibitive for a small business
  - Help with challenges around finding legitimate investors and/or funding, grants (like other sectors)

## Data Crunch

22 tables took part in the facilitated workshops to identify barriers and challenges. With the intention of removing repetitive comments and streamlining the categories, a committed team of data processors compiled and summarized the information over lunch. As the symposium reconvened we were able to buy time for the team to complete their process with the sharing of some local grassroots cannabis culture poetry. Though not as timely as we had imagined, the data was processed and Tracey Harvey represented the findings to the larger group. A link to photographs of the original work sheets have been posted along with this report on our website.

## Solutions Work shopping -

The data processed from the first session identified an overwhelming amount of feedback concerning the Federal Regulations. We felt it necessary to adapt the second workshop to provide ample opportunity to share ideas and solutions regarding federal issues.

Once again, individual worksheets were geared towards identifying personal perspectives. Asking participants to reflect on key barriers and suggest potential solutions to address them. The room was divided into groups which collectively compiled solutions and ideas in response to identified barriers. Participants were also given time to offer feedback solutions on other categories (provincial, local etc) below is a distilling of the top issues from each category.

The format for these discussions, although limited, supplied a sampling of ideas. These have been edited to a degree though some may remain vague in explanation. This Report will seek to develop upon a selection of the last section of the report.

The collective worksheets on barriers/challenges and solutions can be found in the attached appendix or is available for download on the website under [KUCA Symposium Report](#)

## Federal Regulations

<u>Barriers</u>	<u>Solutions/Ideas/Suggestions</u>
<ul style="list-style-type: none"><li>Lack of clear accessible licensing information</li></ul>	<ul style="list-style-type: none"><li>Establish a Health Canada intake process to clear up any questions on application elements and process</li><li>Increase dedicated cannabis representatives who can be contacted for timely assistance to questions</li><li>Create accessible information packages</li><li>Streamline process to be more timely</li><li>Hire more staff to process questions and applications</li><li>Provide federal building standards and SOP examples to follow.</li></ul>

<ul style="list-style-type: none"> <li>• Prohibitive licensing cost and taxation schemes for small entrepreneurs</li> </ul>	<ul style="list-style-type: none"> <li>• Suggestion to implement a smaller license class to address the needs of smaller cultivators</li> <li>• Allow for stacked micro licensing: that includes nursery, cultivating and processing operations for entrepreneurs and artisans to maintain boutique advantage, opportunities to support tourism and farmgate sales.</li> <li>• Examine small farm livestock licensing for application to the cannabis industry</li> <li>• Suggest Health Canada commits to a goal to achieving a certain number of licensed micros by end of 2019</li> <li>• Suggest a quota for micro system,</li> </ul>
<ul style="list-style-type: none"> <li>• Unrealistic canopy size for micro license class</li> </ul>	<ul style="list-style-type: none"> <li>• Suggestion to Increase canopy size for indoors to double, and outdoors to quadrupled, to support a viable business which is prone to crop failure, and when sungrown, limited to one crop per year.</li> </ul>
<ul style="list-style-type: none"> <li>• Ineffective microbial testing</li> </ul>	<ul style="list-style-type: none"> <li>• GPCR tests more effective at identifying specific pathogens, quicker turnaround times and more flexible for allowing beneficial microbes (more suitable for organics)</li> <li>• Consult smaller producers as to what works for them</li> <li>• Support for more localized labs</li> <li>• Differentiate between pathogenic and non-pathogenic microbes</li> <li>• Allow for non-pathogenic microbes</li> </ul>
<ul style="list-style-type: none"> <li>• No transition plan for pre-existing entrepreneurs</li> </ul>	<ul style="list-style-type: none"> <li>• Support a staged transition for existing ACMPR holders so they can realistically transition over a number of years.</li> <li>• Focus on testing compliance so those transitioning can get product to market and meet supply demand and pay taxes.</li> <li>• Recommend an amnesty period for those that are in transition or retraining to encourage previous participants to transition</li> <li>• Consider equity program like that is employed by The City of Sacramento CA which prioritizes previous industry and charges zero applications fees.</li> </ul>

<ul style="list-style-type: none"> <li>Restrictive hemp regulations</li> </ul>	<ul style="list-style-type: none"> <li>Allow for more strain diversity.</li> <li>Remove hemp licensing from same classification as Cannabis, or make security and licensing process simpler to open the various low risk benefits the plant can bring to small farmers.</li> <li>Suggest the Ministry of Agriculture handles the cannabis program to allow for access to existing programs.</li> </ul>
<ul style="list-style-type: none"> <li>Branding and Marketing is too restrictive</li> </ul>	<ul style="list-style-type: none"> <li>Some allowance to differentiate for micros</li> <li>Allow for smaller brands (micros) to tell story</li> <li>Certification branding (regenerative, organic, micro?)</li> </ul>

### Provincial Regulations

<b>Barriers</b>	<b>Solutions/Ideas/Suggestions</b>
<ul style="list-style-type: none"> <li>Restrictive ALR regulations</li> </ul>	<ul style="list-style-type: none"> <li>Allow for more reasonable process in determining ALR land use for cannabis production. Suggestion for indoor cannabis production on ALR to perhaps be based on land quality, local agricultural economy, and grandfathering historical sites</li> <li>Suggest more greenhouse design options with open floor or permeable floor with <u>perimeter foundations</u> for more high technology options that can produce multiple crops per year</li> <li>Advocate for better response times and more responsive relationships with ALC.</li> </ul>
<ul style="list-style-type: none"> <li>Centralized distribution issues</li> </ul>	<ul style="list-style-type: none"> <li>Allow for localized distribution</li> <li>Create regional testing facilities, then allow direct sales to outlets or drop shipping costs</li> <li>Farmgate and online sales for micro entrepreneurs. Examine meat sales licenses for small farms as a potential model to emulate which ensures safety and traceability.</li> </ul>

<ul style="list-style-type: none"> <li>• Lack of Provincial support for small business development/Price controls/Retail concerns and bottlenecks</li> </ul>	<ul style="list-style-type: none"> <li>• Suggestion to move the cannabis portfolio into Ministry of Agriculture or Ministry of Jobs, Trade, Technology</li> <li>• Advocate for more local control over micro-licensing in BC because of its pre-legalization importance to provincial economy and society</li> <li>• Create a provincial task force to address federal licensing and industry concerns for small entrepreneurs.</li> </ul>
<ul style="list-style-type: none"> <li>• Need for transparent and honest education</li> </ul>	<ul style="list-style-type: none"> <li>• Provide an education program that supports communities to transition.</li> <li>• Raise awareness of economic importance of industry</li> <li>• Educate to remove traditional stigmas and create a more balanced display of health risks/benefits.</li> </ul>

### Local Government

<b>Barriers</b>	<b>Solutions/Ideas/suggestions</b>
<ul style="list-style-type: none"> <li>• Limited local control and capacity: <ul style="list-style-type: none"> <li>◦ Local government is tasked with addressing the roll-out of the legal cannabis industry, but with limited tools, due to the overarching and restrictive legislation of senior governments.</li> <li>◦ Results in an ability for locally derived, place-based solutions most appropriate for unique rural places.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Local government agencies need to be supported in making decisions that promote respectful and inclusive industry development that support the health and well-being of their communities</li> <li>• Encourage and support collaboration with other local governments</li> <li>• Advocate to the provincial government to create guidelines for micro licenses with appropriate zoning recommendations</li> <li>• Grandfather existing operations</li> <li>• Local government should play a supportive role in dialogues between local applicants and ALC for a more localized discernment of land use</li> <li>• Consider utilizing existing models of micro-brewery and winery tourism to apply to this sector</li> <li>• Permit consumption lounges further creating local and small town opportunities</li> <li>• Encourage regional government involvement in supportive roles for business development and education.</li> </ul>

<ul style="list-style-type: none"> <li>• Revenue sharing between province and local governments remains undetermined.</li> <li>• This needs to be addressed as soon as possible to increase incentive and reason to develop local policy and place specific sector development as well address water and land rights and access.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish revenue share of excise tax to support local governments that are interested in developing a cannabis industry</li> <li>• Support local government investment through R&amp;D, tourism, grants for community based projects (to encourage involvement and investment for long term success)</li> </ul>
<ul style="list-style-type: none"> <li>• Missing clarification regarding justice, equity programs and level of enforcement for transitioning areas</li> </ul>	<ul style="list-style-type: none"> <li>• Explicitly accommodate pre-existing industry participants</li> <li>• Address trust issues of those who are the most vulnerable because of potential exposure of themselves and their families</li> <li>• Amnesty is required to create a more participatory environment</li> <li>• Establish guidelines for how municipalities can regulate the industry based on user experience and safety, rather than enforcement</li> <li>• Support a staged transitional period for pre-existing industry participants</li> <li>• Explicitly protect those that are most dependent and vulnerable during this transition (families, single parents, elders)</li> </ul>

### Human Resources/ Business/ Finance

<b><u>Barriers</u></b>	<b><u>Solutions/Ideas/Suggestions</u></b>
<ul style="list-style-type: none"> <li>• Training and educational challenges               <ul style="list-style-type: none"> <li>◦ Need for adequate training in Health Canada procedures for staff (Master Growers, etc...)</li> <li>◦ Address lack of business skills &amp; training</li> <li>◦ Provide support to transition work force, acquire WCB, and address CRA requirement's and standard labor procedures.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Create programs to support industry in acquiring necessary training</li> <li>• Create a (local) Selkirk College Cannabis Facility               <ul style="list-style-type: none"> <li>◦ eg. To train QA's to HC requirements</li> </ul> </li> <li>• Create, distribute and share resources as related to QA staff, SOP's and GPP's</li> <li>• Consider creating a hub to manage shared resources and services like transport services, and staff sharing</li> <li>• Offer Business Training 101</li> </ul>

<ul style="list-style-type: none"> <li>• Micro license business viability concerns <ul style="list-style-type: none"> <li>◦ Address capacity limitations by providing access to capital and help finding legitimate investors and/or funding, grants (like other sectors)</li> <li>◦ Revisit testing standards to help reduce risk of failures</li> <li>◦ Eliminate predatory consultancy costs by providing support for applications</li> <li>◦ Address inequitable access to business advice and supply agreement consultation</li> <li>◦ Address significant CRA requirements that are prohibitive for a small business</li> <li>◦ Overcome restrictions around branding</li> <li>◦ Support issue of seasonality of outdoor production and staff availability</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Advocate for single stacked license that entails nursery, cultivation and processing for micro license applicants</li> <li>• Promote farmgate sales, and drop shipping/distribution requirements and costs for micro license applicants</li> <li>• Support tourism as value-added growth to businesses</li> <li>• Work collaboratively and regionally to create a regional brand</li> <li>• Partner with existing local certifications</li> <li>• Create and promote regional appellations such as common with wine</li> <li>• Advocate for different supply management structure for micro's who cannot absorb the same degree of risk as corporate large LP's</li> <li>• Application guides must be made available to help avoid consulting fees</li> <li>• Wave fee for first year and implement service standards - bill in arrears</li> <li>• Focus on production practices, localized testing, and traceability of product by allowing direct sales system for micro's (which reduces major public safety concerns experienced by large centralized operations)</li> <li>• Promote local business models that support healthy wages to sustain living standards</li> <li>• Support for the creation of Co-Ops (producer and worker-owned), collectives and clusters of businesses.</li> <li>• Consider unionization</li> <li>• Consider government sanctions on large corporations prohibiting import deals and giving Canadians at least a 5 year head start in the cannabis business</li> </ul>

## Interpreting the data

A significant amount of common ground was shared during the event, yet the primary intent of the day was to address the hurdles being experienced by the Micro license applicants, and/or those within the pre-existing cannabis economy wanting to transition to the legal market. Due to the prevalent nature and important



community structure involving families, the success of a transition for these smaller cultivators is imperative to the well-being of the regional economy. There is a focus on those attempting the application process, but we will also be addressing the perspectives of those that are not seeing a path to transitioning. The following paragraphs will seek to develop and examine some of the key content from the barrier and solutions data, yet it should be noted that this content is interpreted by KUCA.

Again, the raw worksheets can be accessed through the KUCA website for reference.

### **Policy does not support Rural B.C. Communities**

the general feedback from our work shopping suggests that the majority of the challenges come from the Federal Regulations. Overwhelmingly the data shows a lack of consideration on the part of policy makers of the existing cannabis economy.

We are faced with federal policy that is unrealistic for most to navigate. From the perspective of policy analysts, the regulations are not designed with the goal of having small farmers succeed. The policies are clearly written for corporate entities and did not take into account the grassroots or historic rural communities that rely on the cannabis economy. Indeed, rural communities historically were not adequately consulted with respect to developing policy relevant to rural hinterlands.

As it stands the provinces can tweak retail and distribution to suit their jurisdictions. A question that arises is why provinces cannot deal with cultivation as it suits their jurisdictions, at least in the case of micro-licenses. Each province has its own differences with the value and meaning of the industry in the pre-legalization era. For rural BC, this industry has been important to its well-being for the past 40 years.

The current policy framework allows only a small number of pre-existing operators to transition into the new legalized cannabis economy. The rest will be left facing grave consequences of the loss of their livelihood.

### **Caught in the Illicit Market**

While some cultivators do not intend to transition for various reasons, it is important to note that in face of this policy most are left with no choice as they are under resourced with time, capital and/or knowledge to make the transition. Stonewalled and pigeonholed, those that are most vulnerable; families, single parents, and older generations, are the least likely to make the transition. Many communities throughout BC rely on this economy. When forestry sectors crashed in the late 80's, cannabis cultivation became a safety net for rural areas keeping these communities alive. There are few other options for employment in many rural regions where the cannabis industry filled that need.

With the most vulnerable populations remaining in the black market, and their eventual exposure to impending enforcement, it is imperative for the three levels of government to consider these socio economic impacts in such communities. In order to make the transition fair and equitable for those that have historically relied upon cannabis cultivation and the accompanying culture, it is crucial to review cannabis policy and its limitations affecting this largely misunderstood population.

A concern voiced in the work shopping is the risk of 'sticking one's head out' and potentially jeopardizing livelihood. Although some of these individuals want to produce product for the legal market, none are currently offered a reasonable option for moving forward.

## **No Transition Plan, No Reasonable Options**

Unfortunately, a lack of consultation with rural industry participants led to unreasonable policy for small farmers that currently means licensing is largely unattainable. To intentionally transition the industry, staged timelines for adoption and amnesty of transition into CRA's database are needed. Testing outcomes, rather than building standards, could have been the starting point for Micro license applicants. Additionally, timelines for transition could have been laid out, which allowed applicants to meet certain requirements by certain dates. This would provide ACMPR license holders the opportunity to produce product that could be sold on the legal marketplace if it passed testing. A focus on product quality, and methods of production would have determined its outcomes. Lessons can be applied from Sacramento California, where a previous illicit industry is intentionally being transitioned. Sacramento is prioritizing previous industry participants, or pre-existing license holders, giving them top priority on the license application process, no application fees, and a secure allotment of dedicated applications for this portion of the industry.

In comparison, one can look to the meat policy implemented across Canada in 2007. Similarly, small farmers were not consulted. Overnight a community of small farmers became criminals for processing their farm raised livestock themselves and selling it to their neighbors. While the reverse is true for cannabis regarding the law, the policy is having a similar effect on the communities' socio-economic wellbeing. In time a class licensing system was put in place for livestock production, but the damage was already done. It may seem worthwhile to consider this case in comparison, and implement a similar system. The Class E, C and D licensing system of livestock production does not transpose exactly, but it could inform policy regarding cannabis law. Small farms need permission to produce products and sell directly to customers and regulation standards need to focus on quality control and traceability rather than excessive testing and incompatible distribution models.

## **Reconsider Canopy Sizes**

The prescribed canopy sizes for micro licenses are not considered economically viable for many. Farmers request the sanctioned indoor canopy size to be doubled at the current limit, and the outdoor quadrupled. The reason for the larger increase for outdoor production is because outdoor cultivation produces only one crop per annum and many of the licensing fees are still substantial. Ideas for an alternative 'mini' micro license have also been suggested. This idea includes the limitation of production size while broadening the license to a stacked or an all in one license ie. Nursery, cultivation, production. This mini-micro option would allow more flexibility for marketing, cannabis tourism and bud & breakfast integration. It could be a more accessible model for many smaller cultivators. Again, referral could be made to the class licensing system of livestock production which aims to meet the various needs of different scales of operations in rural areas.

## **Testing**

From the perspective of the grassroots and the general micro applicant attempting to meet compliance standards within the legal framework, the regulations around quality assurance and testing is prohibitive. The methodologies for the larger scale producers do not meet the needs of the micro licenses. Though quality control is recognized as an important issue, the policy approach to this topic is reminiscent again of what happened to small farms around meat production in 2007. We suggest a focus on environmental controls, good practices and traceability (direct sales records) for the smaller cultivators and producers rather than rigorous sterility and unrealistic standards currently being mandated. This is a major issue from a small business perspective. Furthermore, small producers will likely have to rely on irradiation as microbial parameters are unrealistic.

As was referred to in the solutions work shopping, a more specific form of testing needs to be adopted. In various states in the US, qPCR (quantitative Polymerase Chain Reaction) is a more specific way to test and even more accurate when looking for particular pathogens. This method is also significantly quicker. The current regulations have very low tolerance for any microbes. While cannabis has been historically consumed outside of this degree of scrutinization, with proper protocols in place it should be highly feasible to produce a product that is 'safe' to consume. It was voiced as a concern by many that these limitations annihilate the possibility of truly organic standards. Organic production utilizes many beneficial microbes to promote healthy plant growth and to keep harmful ones away.

### **Environmental Concerns and wasteful use of resources**

The content of this report is largely focused on the barriers to transitioning, yet it must be stated that a large amount of feedback was offered around the potential environmental impacts resulting from the regulations at all levels. From the excessive packaging mandated by the federal government, to the central distribution model of the provincial system that relies on unnecessary transport of all product to one location. More nuanced are the ecological costs implicit with zoning, ALR, and finance. The reasoning for this lies in a few factors. The first being the need to finance with clean capital. As the preexisting industry has to find ways to create clean paths financially, many are left having to abandon suitable, existing farm buildings since there is often no traceability back to clean funds used for their construction. Zoning setbacks and ALR regulations also create a similar situation in which cultivators have to drop existing structures and build a new or not at all. This is a massive and wasteful barrier implicit of restrictive bureaucracy. From both an economic and ecological perspective, a case could have been made for 'grandfathering' in preexisting operations (ACMPR, MMAR license holders)

### **The Global Context**

The global marketplace for Cannabis is said to be valued between 130 to 200 billion dollars. As the second country in the world to federally legalize cannabis, Canada is well positioned to be a leader in this industry. While it is an ever-changing marketplace, it would seem as if there would be plenty of room to promote and support the pre-existing industry to mobilize and be a part of this opportunity. Removing the Cannabis portfolio from Health Canada's control could open up opportunities for this industry on the global platform. Many participants in the workshops expressed the wish for this file to be shifted to the Ministry of Agriculture, to federally leverage existing programs to support activities of the industry.

For the Kootenays and many other rural areas in British Columbia the international and historical reputation for cannabis culture is renowned. The opportunity that exists for these rural regions should be supported. If this unique culture is not backed for success, another economic opportunity will pass us by around cannabis tourism. When one looks at wine tourism throughout BC over the last 15 years we can only begin to imagine what this could mean for economic growth in rural regions of our province as people come to explore the cannabis culture, farms, and history.

### **Moving Forward?**

The energy generated at the symposium was lively, productive and inspiring. The experience of collectively identifying and unifying around issues in the changing industry, built upon participants' common ground. The importance of the momentum that came from this day and its ripple effects cannot be overstated. Participants left with a sense of hope, encouraged by the significant levels of shared experience and the support of the surrounding community. While the intangible aspect of the connections made and the information shared cannot be quantified, grassroots events like these give communities an opportunity to start mobilizing and

building capacity. This is something the corporate world has had a great head start on. The KUCA witnessed a tremendous value in this process and hopes to find the support to initiate events like these again, both locally and provincially. The day resulted in showing several identifiable initiatives that are already unfolding as positive steps for removing barriers within the community.

Community Futures has become instrumental in providing business education in their Cannabis 101 workshop. They are also proactive in seeking partnerships and funding to support the application process and compliance requirements, as well as to reduce costs and confusion for applicants.

As many of the outlined barriers and challenges are policy based, advocacy is a major component. The Kootenay United Cannabis Association will continue to update their policy papers and build membership. With community input, we will advocate politically on their behalf. With our mandate and commitment to non-biased organizational processes we aim to keep a united movement so that the Kootenay small farmers have a fair chance to a prosperous future. We will also endeavor to develop relationships throughout BC that promote the success of small farmers, producers, retailers and communities that have relied on cannabis cultivation.

It is our hope that our advocacy and regional focus will provide agency and groundwork for other regions, and organizations throughout BC and Canada.

The symposium corresponded with the BC Cannabis Secretariat's consultation process. We anticipate that this process reflected the many voices and perspectives shared at the event. There is a general and potential feeling of provincial support, however it is vital that the livelihood of small farmers and rural communities reliant on cannabis cultivation, continues to be considered.

Tracey Harvey's thesis asserts that the success of transitioning rural economies lies in cluster groups of diversification and value added products. While corporate entities are speedy at mobilizing and getting to market, there is the hypothesis that long term sustainability of this industry for small cultivators lies in cooperative groups and collectives. These business models and social structures will offer communities and small farmers more security and democracy as this industry unfolds. A number of coops and collectives are already in process in the Kootenays and we expect more forming soon in order to address the specific needs of small producers.

## **Summary**

The Kootenay Cannabis Symposium was a landmark event for the region. The significance of an event of this nature has been reviewed throughout BC. For the first time the grassroots cannabis community was able to come out and work together to identify solutions to the many challenges they are faced with in transitioning to the legal market. For many outsiders to the industry it was eye opening to see a community of family people and everyday citizens who rely on the livelihood this plant brings them.

As the many presentations and discussions reiterated during the day, the importance of and dependence on cannabis in this region, and throughout BC, cannot be overstated. The plant and its cultivation is intrinsic to the history, culture, customs and economy of the Kootenays. A number of anecdotal attempts have been made to quantify its contribution to the economy, however, due to the historical underground nature of the industry, the exact economic relevance can only be guessed. We can categorically assert that this industry is tied deeply to communities, local schools and businesses, to hardware, garden supply and groceries stores. The economic multiplier effect resulting from consequences of the Cannabis Act will impact families and communities throughout BC if this industry is not given a reasonable chance to succeed.

Furthermore, the symposium offered an opportunity for the local cannabis community to feel the support of government, municipalities and regional organizations. The facilitated process that KUCA provided revealed the potential of how policy might have been developed had cannabis experts of the grassroots been consulted. These policies reflect little to no interest and understanding of the small scale producer, underpinning the stigmatization and barriers still faced. We support the academic and anecdotal research presented by Tracey Harvey that suggests that the creation of good policy must include dialogue with those that it impacts, namely in this case, the small farmers and producers. To reiterate, developing policy that integrates the pre-existing industry is imperative to the economic well-being of many rural communities across BC. As the legalization process progresses, it is necessary and fair to ensure an atmosphere of leniency and safety in order to have an appropriate consultation process.

British Columbia, and specifically the Kootenays, has the skills and workforce ready to adapt and transition to the new cannabis economy. In many ways this is Canada's 'ground zero' for Cannabis. The wealth of knowledge, the community support, the clean environment and historic legacy make it prime to be a leader in producing quality cannabis for both the recreation and medical markets as well as value added products. We invite policy makers to make room at the table for rural communities in BC; including the farmers, medical patients and workers. And by so doing, recognizing their historical contribution and expertise and allowing them a reasonable and equitable opportunity to transition.

**Thank You, the KUCA Directors**

<http://www.kuca.ca/>

**Kootenay United Cannabis Association would like to thank our sponsors**



Slocan Valley

The BC Cannabis Cooperative



west kootenay permaculture COOP

DESIGN FARM



## Mayor Clarke's Report to June 04, 2019

- △ VoS Strategic Planning Workshop (May 08)
  - First of two meetings
  - Council was brought up to speed on what is currently in the works
  - Council brainstormed what they would like to see happen over the next few years
  - Will narrow scope and numerate priorities at a later meeting
  
- △ Meeting with MOTI (May 14)
  - Hugh Eberle – District Manager, Transportation
  - Katie Ward – District Operations Manager
  - Got some questions answered – have a better understanding of the relationship between MOTI and YRB
    - MOTI provides oversight to ensure YRB is meeting the specifications of the contract
  
- △ VoS Regular Meeting (May 14)
  - See E(1)
  
- △ May Queen Pageant (May 16 & 17)
  - Well attended
  - 2 Candidates
    - Miss New Denver 2019 – Kira Popil Johnson
    - Princess – Stephanie Smith
  
- △ May Days Parade & Award Ceremony (May 19)
  - Wonderful weekend, well attended with good weather
  
- △ Invasive Species Presentation (May 21)
  - See J(1)a
  
- △ SVLGF (May 21)
  - Introduced the new Councils to each other
  - Caught everyone up on what initiatives are currently undertaken
  - Explained the purpose and direction of the Slokan Valley Local Governments Forum (aka Quartet)

# J(1)

- Information sharing
  - Resource sharing where possible
  - Strategizing on regional initiatives
- ▲ VoS Committee of the Whole (May 22)
- See E(2)
- ▲ Meeting with SIFCo (May 23)
- Introduced Stephan to Council
  - Talked about the existing interface work
  - Talked about upcoming FireSmart program
- ▲ FCM AGM (May 30 – June 02)
- Well attended – over 2K voting delegates and 3.5K participants total
  - Passed resolutions (7 in total)
    - See J(1)b
  - Great talks from our political leaders
  - Met many newly elected officials and strengthened old relationships
  - Attended a Climate Caucus meeting
    - This is a growing grass roots movement
    - Looking to share information share and make climate action a non-partisan topic with the Provincial and Federal Governments
  - Leah Main was re-elected to the BC Caucus
    - Councillor Main was also elected Chair of the BC Caucus
  - Lots of information to unpack
    - See J(1)c

## LOCAL GOVERNMENTS

# Call to Action Against Invasive Species J(1)a

City roads and pump stations infiltrated by knotweed?

Water systems clogged by pond scum?

City parks inundated with hawkweed or tree-of-heaven?

Playgrounds swarming with European fire ants?

*Knotweeds in Robert's Creek, BC*

## Invasive Species cause significant economic impacts in our communities including agriculture, recreation, and other industries.

Public awareness and pressure is growing to reduce the impacts of invasive species. In some areas, landowners are threatening legal action against neighbours who allow invasive species to spread onto their land. Urban and rural local governments need to be vigilant and pro-active to avoid long-term risks to infrastructure, lands and biodiversity. Investing today in prevention and early control avoids significant ongoing operational costs in the future and long term impacts on ecological health.

## LOCAL GOVERNMENTS TAKING ACTION

Local Governments are at the front line for invasive species identification and management. They are frequently the first to detect or be notified about invasive species on public or private lands. Local governments have responded to the growing threat through dedicating funding, establishing management plans and enacting bylaws to mitigate impacts within their communities.

As an important first step, local governments can assess their readiness:

1. What dedicated funding and skilled staff does your organization provide to tackle invasive species?  
.....
2. How are you managing priority species on local government lands (i.e. parks, roadsides, drainage channels)?  
.....
3. How do you record and monitor the progress of on-the-ground operations?  
.....
4. What partnerships has your government established to address invasive species?  
.....
5. How are you engaged with provincial and federal governments, private landowners, regional invasive species organizations and others?  
.....
6. How do your current bylaws, policies or plan(s) address invasive species?  
.....
7. How do your plans coordinate across departments (i.e. Parks, Environment, Planning, Engineering, Public Works)?  
.....
8. What actions are being taken to manage specific 'pathways' of spread such as soil movement, pet and aquarium trade, mowing, disposal, etc.  
.....

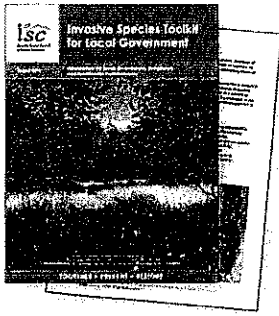
To maximize efforts and outcomes, close collaboration with provincial and federal authorities is vital along with neighbouring jurisdictions, private land and right of way owners. Non-government organizations such as the Invasive Species Council of BC, regional invasive species committees, local stewardship and youth groups help contribute to success in reducing the spread.



Knotweed is a top-ten invasive species in BC. Governments in BC are spending millions annually to reduce the risk to roads, bridges and foundations.

*Help your local government be a leader in BC. Protect your communities and assets by planning for preventing and managing invasive species.*





The Invasive Species Toolkit for Local Governments is a valuable resource for local governments initiating or expanding their programs.

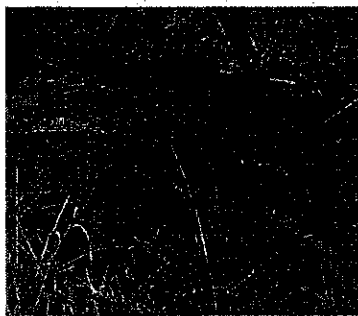


Cariboo Regional District controls invasive hawkweeds on private lands and roadsides.

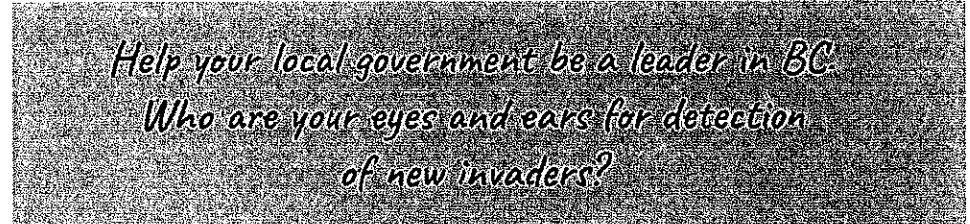
## INVASIVE SPECIES REGULATIONS

The Forest and Range Practices Act, the Controlled Alien Species Regulation, the Weed Control Act, and Community Charter enable local governments to take action to control 'invasive species of high concern' within their boundaries.

In addition, municipal bylaws, such as the Resort Municipality of Whistler's Environmental Protection Bylaw, can provide further clarity and consistency for land managers. Many local governments compile invasive species inventories and actively control invasive plants—both on crown and private lands. Although historically focused solely on invasive plants, some local governments are broadening to "invasive species" due to increasing concerns about emerging species such as European fire ants, feral pigs, invasive mussels and nutria.



Parrot's feather clogs waterways that are necessary for flood prevention and drainage in the City of Richmond.



This 'Call to Action' was identified as a high priority by members of the Local Government Invasive Species Network and was developed with the guidance and expertise of local government advisors across BC.

Get involved with the Local Government Invasive Species Network, established with the support of the Invasive Species Council of BC. A local government listserv, meetings and workshops are available to support municipal leaders and staff in reducing the threat of invasive species to their communities.



Removal of ivy from the City of Port Moody.

To find out more or to join the Local Government Invasive Network, contact Danielle Toperczer, *Invasive Species Council of BC* at [dtoperczer@bcinvasives.ca](mailto:dtoperczer@bcinvasives.ca) or go to [bcinvasives.ca](http://bcinvasives.ca) for more resources.

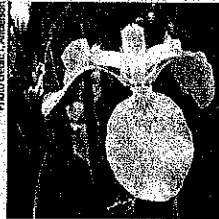
*The Invasive Species Council of BC (ISCBC) is a registered charity that coordinates and supports stakeholders in the struggle against invasive species in BC. The ISCBC focuses its actions on outreach, education, training, and inter-agency and cross-border collaboration for strategic planning and rapid response.*

# Know the Invaders!

One of the first steps to preventing the spread of invasive species is being able to identify them. Below are some high priority species in our area:



Zebra Mussel



Yellow Flag Iris



American Bullfrog



Northern Pike



Fragrant Water Lily



Flowering Rush

Visit [CKISS.ca](http://CKISS.ca) to learn more about the other high priority species in the Kootenays.

## Clean, Drain, Dry ALL Watercraft & Equipment!



**CLEAN** all equipment, vehicles, and gear. Wash and disinfect all items that have been in contact with water. Remove any mud, silt, or plants.



**DRAIN** all equipment, vehicles, and gear. Drain all water from all items. Dry out all items completely.



**DRY** all items completely before launching the watercraft into another body of water.

- Contact [CKISS.ca](http://CKISS.ca)
- Use 'Report-Invasives BC' & 'Report-a-Weed' Apps
- Call RAPP line 1-877-952-RAPP for zebra and quagga mussels and fish
- Call provincial hotline 1-888-WEEDSBC

## For more information



1-844-352-1160



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



[info@ckiss.ca](mailto:info@ckiss.ca)

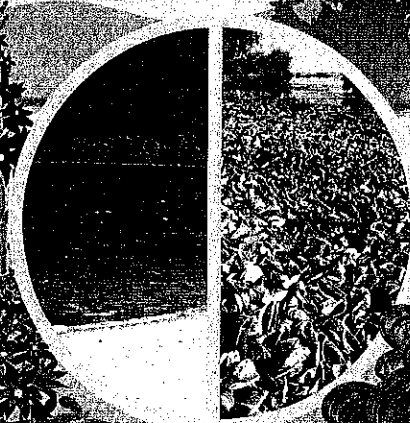
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**FWCP**  
Fish & Wildlife  
Conservation Program  
**COLUMBIA POWER**

# Protect Our Waters

from aquatic invasive species!



It would only take a boat carrying Zebra or Quagga Mussels to cause a devastating lake infestation. Let's work together to keep these destructive mussels out of B.C.

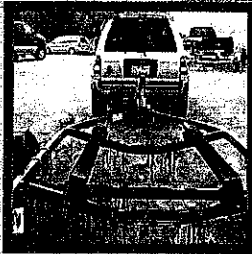


# What are Aquatic Invasive Species?

▶ Aquatic Invasive Species are non-native plants and animals that have been introduced into an ecosystem where they do not belong. They are able to reproduce and spread quickly through waterways causing negative

impacts on our environment, communities and infrastructure. Humans are the #1-way invasive species are introduced and spread. Learn what simple actions you can take to protect our waters!

## How do they spread?



### Unwashed watercraft & equipment

Invasive species like Zebra & Quagga Mussels can travel undetected on boats and trailers. Even their larvae can survive up to 30 days in standing water.



### Releasing pets & plants into natural environments

Invasive species drastically disturb the natural web of life when people dump their aquariums into the "wild". Releasing pets into the wild is both inhumane and dangerous.



### Planting invasive species & improper disposal of garden waste

Invasive species can quickly spread along waterfronts and creek banks. Even the most beautiful species can spread unwanted plants.

## What are their impacts?



### Environmental

- Cause toxic algae blooms
- Introduce parasites & diseases
- Reduce biodiversity & weaken aquatic ecosystems
- Out-compete native species for space and resources
- Bullfrogs will eat ANYTHING that fits in their mouths, destroying natural ecosystems.



### Economic

- Decrease in tourism
- Higher utility bills, taxes, & maintenance costs
- Reduce waterfront property values
- Infestations can cause massive damage to infrastructure like this hydroelectric dam pipe clogged with invasive mussels.



### Social

- Contaminate drinking water
- Reduce swimming, fishing & boating opportunities
- Threaten local fisheries
- Cause health problems
- Dense patches of invasive species can make it difficult to fish swim or even reach a beach.

## What can I do to help?



### Clean, Drain, Dry

- Properly clean ALL your watercraft AND equipment
- Remember to drain any standing water in hoses, tanks or bilges
- Contact CKISS.ca to find a boat wash location near you



### Don't Let it Loose!

- Know a pet's long-term needs before purchase
- Find a new home for your unwanted pets
- Drain aquariums on dry land
- Find alternatives to release by contacting CKISS.ca



### Be PlantWise!

- Choose non-invasive plants for your garden
- Never compost invasive plants
- Dispose of invasive plants responsibly
- Contact CKISS.ca for proper disposal methods

## Know the Invaders!

One of the first steps to preventing the spread of invasive species is being able to identify them. Below are some high priority species for our area.



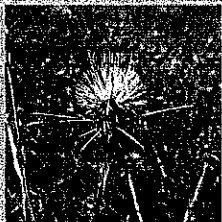
Knotweed



Giant Hogweed



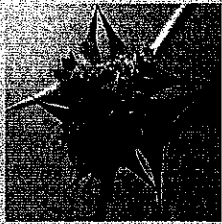
Blueweed



Yellow Star Thistle



Feral Pigs



Puncturevine

Visit [CKISS.ca](http://CKISS.ca) to learn more about the other high priority species for the Kootenays.



### Play Clean Go

Help Prevent the Spread of Invasive Plants and Animals

- Arrive with clean gear
- Stay on trails
- Burn local firewood
- Before leaving the recreation site remove mud and seeds from your shoes, gear, vehicle and pets

- Contact [CKISS.ca](http://CKISS.ca)
- Use 'Report-Invasives BC' & 'Report-a-Weed' Apps
- Call RAPP line 1-877-952-RAPP to report illegal dumping of garden waste on crown land
- Call provincial hotline 1-888-WEEDSBC

### For more information



1-844-352-1160

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

[info@ckiss.ca](mailto:info@ckiss.ca)

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# Protect the Kootenays

from terrestrial invasive species



*Thickets of invasive knotweed thistle along roadsides in BC are not only a visual nuisance but also damage infrastructure even a small fragment of knotweed can result in new infestation. Let's work together to prevent the spread!*



# What are Terrestrial Invasive Species?

▶ Terrestrial Invasive Species are non-native plants and animals that are introduced into an ecosystem where they do not belong. They are extremely competitive and lack natural predators that keep them under control. They spread quickly and bring harmful

impacts to ecosystems, your health and wallet! Human behaviour is the #1 way invasive species are introduced & spread. You can make a difference. Learn what simple actions you can take to help protect the Kootenays!

## How do they spread?



**Planting invasive species & improper disposal of garden waste.**

Even though some invasive species look beautiful, they can quickly take over a garden. *Do not plant any plants in your garden that you have brought home from other gardens.*



**On dirty vehicles, recreation equipment, clothing & your pets.**

Some small plants and seeds can easily hitchhike on your outdoor gear from one recreational site to another. *Be sure to clean your gear and wash your pets before you leave a recreational site.*



**Moving firewood from one location to another.**

Firewood can be infested with insects, eggs or fungal spores. If you move firewood, you might also be moving invasive species. *Do not move firewood from one location to another.*

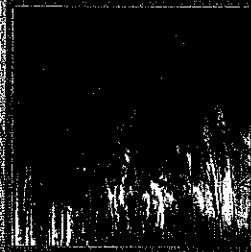
## What are their impacts?



**Environmental**

- Degraded wildlife habitat
- Reduced biodiversity & cause extinction of endangered species
- Displace native plants & animals

*These white-pinked lilies were introduced into a local park.*



**Economic**

- Increase taxes & maintenance costs
- Increase wildfire hazard risk to homes & infrastructure
- Reduce crop quality & yield
- Reduce property values

*These plants are causing a fire hazard in a local area.*



**Social**

- Cause health issues
- Increase drinking water
- Reduce recreation opportunities including hiking, biking & canoeing

*Do it right and they've all the same to you. Do it wrong and they're all the same to you.*

## What can I do to help?



**Be Plant Wise**

- Choose non-invasive plants for your garden
- Dispose of invasive plants properly
- Visit GISS for proper disposal methods
- NEVER compost invasive species



**Play Clean Go**

- Arrive and leave recreation site with clean clothing, gear, equipment & pets
- Stay on marked trails
- Educate yourself on high priority species in your community
- Report the invaders



**Buy it Where You Burn it**

- Buy firewood where you will burn it
- Burn it on site, buy only what you'll need
- Don't move firewood, never take it home

# Has Your Watercraft Been Outside BC in the Last 30 Days?



**IF YES, SEE OTHER SIDE**



**IF NO, avoid transporting aquatic invasive species around BC by cleaning your watercraft at these locations:**

Alnsworth	Woodbury Resort & Marina, 4112 Hwy 31
Castlegar	Castle Car Wash, 2133 Columbia Avenue
Castlegar	Shell, 1760 Columbia Avenue
Cranbrook	Mike's Auto Wash, 300 Van Horne Street
Cranbrook	Shell, 1733 Cranbrook Street N.
Crescent Valley	Esso, 1303 Hwy 6
Creston	Husky, 631 20th Avenue S.
Creston	Arrow Mountain Car Wash, 506 Helen Street
Elkford	Race Trac Gas, 351 Alpine Way
Fernie	Fernie Quality Car Wash, 1561 8th Avenue
Fruitvale	Twin Peaks Car Wash, 1967 Main Street
Golden	Downtown Auto Wash, 520 8th Avenue N.
Kaslo	Kaslo Automotive - Carwash, 400 4th Street
Invermere	Petro Canada, 185 Laurier Street
Kimberley	Petro Canada, 660 304th Street
Montrose	Tempo, 660 10th Avenue
Nakusp	Esso, 1101 Hwy 23
Nelson	Nelson Car Wash, 524 Nelson Avenue
New Denver	AFD/Glacier View Services, 702 Union Street
Radium	Petro Canada, 4921 Hwy 93
Revelstoke	R Carwash, 203 Hwy 23
Salmo	Johnny Boy's Carwash, 209 Railway Avenue (Hwy 6)
Sparwood	Husky, 121 Aspen Drive
Trail	OK Car Wash, 8137 Old Waneta Road
Trail	GT Car Wash, 8258 Hwy 3B
Valemount	Valemount Car Wash, 5th Avenue

Aquatic invasive species can have negative impacts on the environment, economy, and public health. They can damage local fisheries, increase taxes, and cause health problems.



**CLEAN** off all plants, animals, and mud from watercraft and related equipment (e.g. waders, fishing gear, life jackets)



**DRAIN** onto dry land any item that can hold water (e.g. bilge, ballast, wells, buckets)



**DRY** all items completely before launching the watercraft into another body of water

# Has Your Watercraft Been Outside BC in the Last 30 Days?



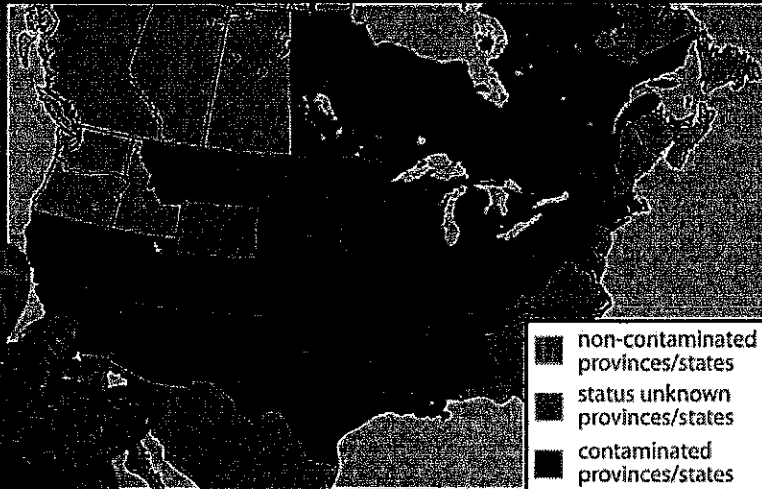
IF NO, SEE OTHER SIDE



IF YES, then your watercraft might be transporting invasive zebra or quagga mussels. Help protect BC waters from these devastating aquatic invasive species.

## Has Your Watercraft Been in a Mussel-Infested Province or State in the last 30 days?

Zebra and Quagga Mussel Distribution  
(Map Updated January 2018)



## Report It. It's the Law!

If you have visited a red or gray shaded province or state in the past 30 days, **DO NOT** attempt to clean the watercraft yourself. Your watercraft may require decontamination. Call 1-877-952-7277 (RAPP line)

For more information:

[ckiss.ca](http://ckiss.ca)



funded by:



Columbia Basin trust



COLUMBIA POWER  
WILLIAMS ENERGY



**Laurie Carr**  
Development  
Coordinator

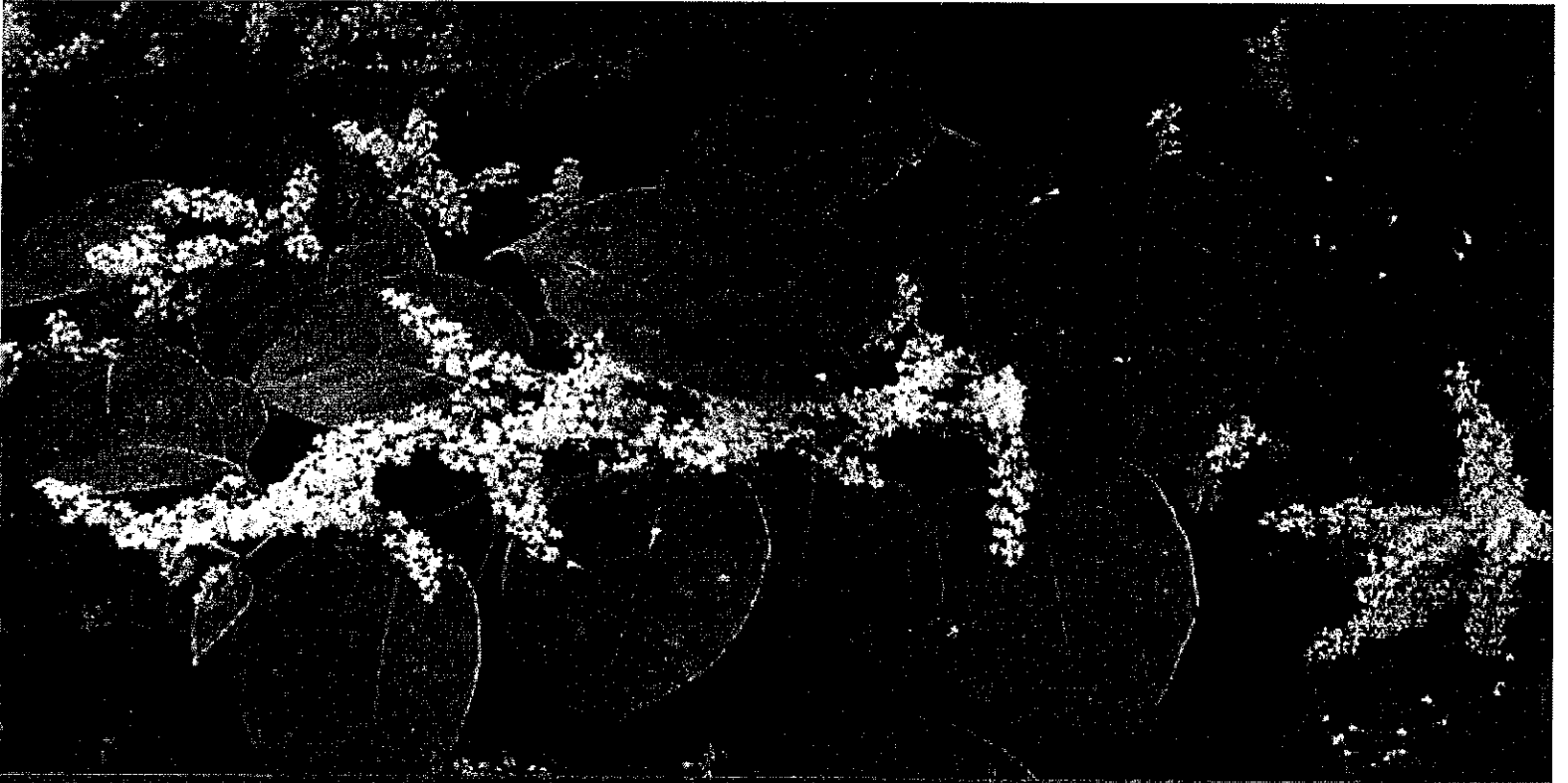
[lcarr@ckiss.ca](mailto:lcarr@ckiss.ca)

Office: 1 (844) 352-1160, ext 210

Fax: 1-844-334-4777

Mailing Address: Suite 19-622 Front Street, Nelson, BC, V1L 4B7





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

**Resolutions referred to the Annual Conference by the Board of Directors/  
Résolutions renvoyées au Congrès annuel par le conseil d'administration**

**1. Expand the Airports Capital Assistance Program**

**WHEREAS**, Airports play a fundamental role in opening up peripheral regions and in transporting goods and people, as well as providing emergency transportation;

**WHEREAS**, Airports contribute to the economic development of regions and dynamic use of land;

**WHEREAS**, Airport authorities are struggling to find the necessary funds to ensure that their facilities remain safe and secure, to maintain their equipment and ensure runways in good condition;

**WHEREAS**, The federal Airport Capital Assistance Program (ACAP) funds capital projects related to safety, airport property protection and operating cost reduction;

**WHEREAS**, ACAP is available only for airports that offer year-round commercial passenger service with a minimum of 1,000 passengers per year;

**WHEREAS**, Many airports do not meet the ACAP eligibility criteria as they do not offer regular services; and

**WHEREAS**, ACAP funding has been capped for several years; now therefore be it

**RESOLVED**, That FCM urge the federal government to extend eligibility for ACAP to all small airports, including those providing commercial passenger service to fewer than 1,000 passengers per year, and to increase funding available for the program.

*Union des municipalités du Québec*

---

**Background Research and Assessment:**

*Issue*

This resolution calls on FCM to urge the federal government to extend eligibility for the Airports Capital Assistance Program (ACAP) to all small airports, including those providing commercial passenger service to fewer than 1,000 passengers per year. It also calls on the federal government to increase the amount of annual funding available for the program.

*Background*

The federal Airports Capital Assistance Program (ACAP)

ACAP was created in conjunction with the National Airport Policy in 1994 to help eligible airports pay for capital projects to maintain and improve airport safety. ACAP funds capital projects that address one or more of the following priority areas: rehabilitation of airside facilities or purchase of equipment for aircraft rescue and firefighting, purchase of heavy mobile equipment, and improvements air terminal safety. Examples of ACAP-funded projects in 2018-2019 include:

rehabilitation of airside pavement, runway lighting and taxiways, and purchase of maintenance equipment, such as de-icers, snow blowers, plow trucks, friction testers and wildlife fencing.

Any owner or operator of an eligible airport may apply for funding. Airports are eligible to apply for ACAP funding if they offer year-round commercial passenger service with a minimum of 1,000 passengers per year, and serve less than 525,000 passengers per year. An exception to this rule is if the airport qualifies as remote under the National Airports Policy, in which case the 1,000 passenger per year minimum does not apply. The airports must not be owned by the Government of Canada and must meet all federal certification requirements.

ACAP has provided up to \$38 million per year to successful applicant airports since the program began in 1995. To date, Transport Canada reports having invested more than \$785.9 million for 904 projects at 182 airports through ACAP.

### *Analysis*

This resolution addresses an issue that is the direct concern of municipalities on a national level and falls within the jurisdiction of the federal government. Small airports play a critical role as part of regional transportation networks. They are also important for tourism and local economic development. Small and remote airports that do not have scheduled passenger service do not have the means to raise funds by taxing passengers, yet maintaining airport infrastructure is critical to the viability of the communities these airports serve. Given the lack of access to capital funding, such airports are also limited in their capacity to attract passenger service and thus generate revenue.

In May 2017, the *Union des municipalités du Québec* (UMQ) completed a comprehensive survey and Financial Analysis of Capital Requirements of Airports in Quebec (in French). Findings of the study, which looked at capital requirements for 136 airports in Quebec, concluded that an average investment of \$79.3 million per year over the next 5 years would be needed to support maintenance and development of Quebec's airports. The majority of required investments implicate airports operated by municipal and regional authorities. Additionally, the study also identifies several regional airports in Quebec – including those located within the communities of Saint-Anne-des-Monts, Rocher-Percé, and Saint-Georges – that are ineligible for funding due to existing ACAP passenger service requirements, making them responsible for financing their own infrastructure maintenance and expansion.

It should be noted that air travel results in higher GHG emissions per passenger-kilometer than car, bus or train travel. This is especially true for short-haul flights in smaller aircraft. FCM's Board of Directors has adopted policy supporting federal efforts to work with municipalities to reduce GHG emissions from the transportation sector (Policy Statement on Climate Change).

On January 31, 2019, the federal government announced that it was increasing the annual budget for ACAP from \$38 million to \$48.6 million, partly addressing one of the calls this resolution is making.

FCM has existing policy in support of this resolution through Section 2.2 of the Policy Statement on Transportation, which calls on the federal government to ensure that small airports and National Airport System airports are eligible for funding through the Airport Capital Assistance Program, or through other federal funding programs. This resolution expands on FCM's existing policy by specifically calling for the 1,000 passenger per year eligibility threshold to be reassessed and modified.

*Recommendation*

**2019 MARCH BOARD RECOMMENDATION: Category A – Concurrence**

**2019 ANNUAL CONFERENCE DECISION: Carried**

---

## 2. Gender-based Violence

**WHEREAS**, Every six days in Canada a woman is killed by her intimate partner;

**WHEREAS**, One in five women experience some form of abuse in their intimate relationship;

**WHEREAS**, The majority of victims of spousal abuse are female, accounting for 83% of all victims;

**WHEREAS**, Every year in Canada 362,000 children witness or experience family violence;

**WHEREAS**, Gender based violence affects every community across Canada;

**WHEREAS**, The cost of violence against women costs the national justice system, social assistance budgets and municipal budgets millions of dollars per year;

**WHEREAS**, In the 2018 federal budget, the Government of Canada announced a national strategy for response to gender-based violence (GBV) that includes funding of \$86 million over five years, focusing on prevention, support for survivors and their families, and promotion of responsive legal and justice systems;

**WHEREAS**, Municipalities are on the front lines in addressing gender-based violence in our communities and therefore are in a position to offer insights on the needs and possible directions for the federal funding; therefore be it

**RESOLVED**, That FCM endorse in principle the federal government's national strategy to address gender-based violence; and be it further

**RESOLVED**, That FCM advocate with the federal government for municipalities to be consulted on how the strategy and the funding is implemented.

*City of Edmonton, AB*

---

### **Background Research and Assessment:**

#### *Issue*

This resolution calls on FCM to endorse, in principle, the federal government's national strategy to address gender-based violence (GBV) and to advocate for municipal involvement in the implementation of the strategy, including funding decisions.

#### *Background*

In 2016, the federal government undertook consultations with stakeholders – including provincial-territorial governments, academia and civil society – to find ways to address the issue of gender-based violence in Canada. Findings of the engagement process were used to inform development of a strategy to prevent and address GBV, including suggested roles for the federal government. National Strategy to Prevent and Address Gender-Based Violence

In June 2017, the federal government announced its national strategy to address GBV. The strategy – called *It's Time: Canada's Strategy to Prevent and Address Gender-Based Violence* – builds on current federal initiatives, coordinates existing programs and lays the foundation for greater action on GBV.

The Strategy is based on three pillars:

- Prevention;
- Support for survivors and their families; and
- Promotion of responsive legal and justice systems.

The strategy aims to fill gaps in support for diverse populations, which could include: women and girls, Indigenous Peoples, LGBTQ2 community members, gender non-binary individuals, those living in northern, rural, and remote communities, people with disabilities, newcomers, children and youth, and seniors.

### Funding Allocation

The strategy proposes a whole-of-government approach to prevent and address GBV, with investments across multiple departments and agencies, including: Status of Women Canada; the Public Health Agency of Canada; Public Safety Canada; the Department of National Defence; the Royal Canadian Mounted Police; and Immigration, Refugees and Citizenship Canada. Funding is allocated to support initiatives being undertaken by each of these agencies (further details can be found [here](#)).

Budget 2017 included \$100.9 million over five years, and \$20.7 million per year ongoing, to support the implementation of the GBV Strategy. This will include the creation of the GBV Knowledge Centre within Status of Women Canada. The Knowledge Centre will better align existing resources across government and support the development and sharing of research and data to enable more coordinated, evidence-based action on GBV.

Budget 2018 proposed an additional \$86 million over five years, starting in 2018-19, and \$20.0 million per year ongoing, to expand the Strategy. New investments will focus on preventing teen dating violence, cyberbullying, enhancing victim-care services, and investigative capacity of the RCMP. Budget 2018 also proposed an expansion of the [RCMP Sexual Assault Review](#) and establishment of a national framework to address GBV in post-secondary institutions.

Budget 2019 proposes additional measures to address GBV, including a whole-of-government strategy to combat human trafficking, legislative amendments for increased access to family justice, and enhancements to the federal [Women's Program](#) to advance gender equality, which includes support for projects that will address GBV.

### *Analysis*

This resolution addresses an issue that is a direct concern of municipalities at a national level and falls within the jurisdiction of the federal government. GBV affects communities in all parts of Canada and has financial impacts on social assistance, policing, local support services and municipal budgets. GBV can also pose unique challenges for rural communities as availability and cost of transportation can create additional barriers to timely access of victim support services.

Municipalities are on the front lines of addressing gender-based violence in communities. Examples of municipally-led initiatives and policies that address GBV include: Vancouver, BC – [Women's Equity Strategy](#) (2018), Edmonton, AB – [Gender Based Violence and Sexual Assault Prevention Initiative](#) (2015), Toronto, ON – [Action on Intimate Partner Violence against Women](#) (2015), and Winnipeg, MB – [Winnipeg Safe City: Working for a City Free from Violence Against Women and Girls](#) (2013).

Given their experience and involvement in community-led initiatives aimed at combatting GBV and the impacts on the frontlines, municipalities would be able to offer insights on local needs and possible directions for the federal funding, including how to maximize these benefits for communities.

FCM has not previously adopted policy in support of a national strategy to address GBV, however has a number of related policies:

- In §1.1 of the Policy Statement on Crime Prevention, FCM has standing policy that endorses the United Nations Economic and Social Council's (ECOSOC) Guidelines for the Prevention of Crime, which encourage crime prevention through social development. These guidelines are grounded in a number of international standards and norms, including the U.N. Declaration on Elimination of Violence against Women, which specifically targets GBV against women.
- Additionally, §2.1 of the Policy Statement on Crime Prevention, FCM policy states that FCM will continue to work with key partners and stakeholder to provide constructive and actionable recommendations to the federal government on how to reduce crime and victimization and share knowledge and experience that can help municipalities effectively prevent crime.

This resolution is consistent with these past policies and interventions.

*Recommendation*

**2019 MARCH BOARD RECOMMENDATION: Category A – Concurrence**

**2019 ANNUAL CONFERENCE DECISION: Carried**

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## Emergency Resolutions / Résolutions urgentes

### **3. Federal Climate Change Adaptation Funding and Support for Regional Disaster Mitigation and Flood Planning**

**WHEREAS**, the City of Gatineau is particularly impacted by the effects of extreme weather events, including major floods in 2017 and 2019, a tornado in 2018 and more frequent heavy rainfalls;

**WHEREAS**, a recent report released by Environment and Climate Change Canada found that Canada has and will continue to warm, on average, twice as much as the rest of the world, and the effects of this warming are already being experienced by Canadian municipalities; and

**WHEREAS**, a recent study commissioned by the Union of Quebec Municipalities found that the cost of adapting to climate change for Quebec municipalities could hit \$4 billion over the next five years; and

**WHEREAS**, the Insurance Bureau of Canada reported that in 2018 insured damage for severe weather events across Canada reached \$1.9 billion, and while this figure represents the fourth highest amount of losses on record, the losses in 2018 were caused not by any single large event but by the culmination of many smaller disaster events; and

**WHEREAS**, investing in disaster mitigation and climate change adaptation infrastructure has been demonstrated to not only increase the resiliency of communities but also reduce the economic losses associated with extreme weather events; and

**WHEREAS**, the majority of federal funding programs for disaster mitigation and climate change adaptation (e.g. National Disaster Mitigation Program, Municipalities for Climate Innovation Program, Disaster Mitigation and Adaptation Fund) are fully subscribed and/or nearing completion; and

**WHEREAS**, increasing community resilience through disaster mitigation and climate change adaptation cannot be successfully achieved without collaboration between multiple stakeholders, including federal, provincial and municipal governments, private landowners, residents, First Nations, and businesses, and there is a need to ensure that future funding for disaster mitigation and adaptation encourages a regional, multi-stakeholder approach; therefore be it

**RESOLVED**, that FCM call on the Government of Canada to provide predictable, flexible, long-term infrastructure funding to help municipalities reduce disaster risk and adapt to climate change, with funding levels based on the latest assessments of the impact of climate change and the cost of adapting municipal infrastructure; and be it further

**RESOLVED**, that FCM call on the Government of Canada to ensure that future investments in disaster mitigation and climate change adaptation support a regional approach where costs and benefits are shared between all orders of government; and be it further

**RESOLVED**, That FCM call on the Government of Canada to provide support for regional climate risk assessments and disaster risk reduction plans, including watershed-level flood mitigation plans.

*City of Gatineau, Quebec*



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## **Background Research and Assessment:**

### Issue

This resolution calls on FCM to advocate for greater support and investment in long-term infrastructure funding through a regional approach to disaster mitigation and climate change adaptation.

### Background

In September 2018, the Standing Committee on Environmental Issues and Sustainable Development approved "federal investment in disaster mitigation and climate change adaptation infrastructure" as a 2019 federal election priority.

FCM's Policy Statement on Climate Change states: The federal government should support local governments to build and adapt infrastructure to make it more resilient to climate change through sustained, predictable funding models, ideally through an allocation-based funding model.

### Analysis

A recent report from Environment and Climate Change Canada found that, on average, Canada is warming at twice the rate as the rest of the world and climate impacts are already being felt, particularly in our northern regions. Flooding continues to be one of the most frequent and costliest natural disasters in Canada. A 2016 report by the Parliamentary Budget Officer estimated that from 2016-2021, flooding alone would account for 70% of federal Disaster Financial Assistance Arrangement (DFAA) payments, costing the federal government an estimated \$673 million per year. The same report pointed to a lack of coordination between levels of government and recommended regional planning at the watershed level to mitigate flood risk over time.

The cost for municipalities to adapt to the impacts of climate change will be high. A recent report from Groupe AGÉCO estimates that the cost to adapt to climate change impacts in Quebec could be as high as \$4 billion over the next 5 years. However, it has been demonstrated that investing in mitigation/prevention projects has a high return on investment: every dollar spent on mitigation saves \$6 in damages. Natural infrastructure, in particular, can provide significant and cost-effective disaster mitigation benefits: natural wetlands in southern Ontario, for example, have been shown to reduce flood damage costs by up to 30%-40%. Natural infrastructure, however, does not abide by jurisdictional boundaries and requires a regional approach to planning and management.

According to early results of FCM's Municipalities for Climate Innovation Program (MCIP), many municipalities are in the very early stages of planning for climate change adaptation. Therefore, while it is critical to invest in disaster mitigation and adaptation infrastructure, it will also be critical to invest in the development of regional planning approaches and frameworks to ensure investments are integrated and effective. The addition of a regional planning approach to disaster mitigation and climate change adaptation aligns well with overall FCM policy and supports more effective investments by the federal government.

### Recommendation

**2019 APRIL EXECUTIVE COMMITTEE RECOMMENDATION: Category A – Concurrence**

**2019 ANNUAL CONFERENCE DECISION: Carried**

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#### **4. Municipal Engagement in the Canadian Broadband Strategy**

**WHEREAS** FCM has been calling on the federal government to create an ambitious, long-term national broadband strategy with clear targets; long-term, predictable funding; and an emphasis on affordability;

**WHEREAS** in October 2018, federal, provincial and territorial ministers agreed to developing a long-term strategy to improve access to high-speed Internet services for all Canadians;

**WHEREAS** Budget 2019 made significant commitments to funding broadband infrastructure for rural, remote and northern communities;

**WHEREAS** reevaluating targets for fixed and mobile broadband on a regular basis will ensure that rural communities do not fall behind in the development of new technologies, or suffer from a loss of access or decrease in quality of services;

**WHEREAS** municipalities have on-the-ground knowledge with respect to the challenges their communities face in accessing broadband and as such can provide important input into data collection and can leverage their expertise to support the achievement of the objectives of the Canadian Broadband Strategy; therefore be it

**RESOLVED** that FCM urge the federal government to engage municipalities in the development of the Canadian broadband strategy and in the design and eligibility criteria of the new federal broadband fund; and be it further

**RESOLVED** that FCM encourage the federal government to include considerations for evolving speed targets in the Canadian broadband strategy; and be it further

**RESOLVED** that FCM encourage the Canadian Infrastructure Bank to engage with municipalities so that projects that have demonstrated engagement with local governments and that consider local needs are prioritized.

*Association of Yukon Communities, YK*

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#### **Background Research and Assessment:**

##### Issue

FCM has long advocated for increased federal involvement in developing the telecommunications infrastructure that is critical to the social, cultural and economic vibrancy of Canada's rural, northern and remote communities. FCM welcomed the unprecedented investment committed in Budget 2019 to developing Canada's broadband infrastructure; however, municipalities need to be engaged in the development of a National Broadband Strategy. Moreover, FCM's work must continue in order to ensure the federal investments prioritize affordability and monitor evolving speed and service needs. Budget 2019 also anticipated \$1 billion of investment in broadband through the Canadian Infrastructure Bank. It will be important to monitor the roll-out of these funds through the Bank to ensure local needs are being met.

##### Background

At the September 2018 Board of Directors meeting, the Board adopted policy on a National Broadband Strategy and adopted "FCM's Rural Broadband Strategy" as a 2018-2019 priority for

the Rural Forum. FCM's policy on broadband will be priority of the 2019 platform development process. Given the recognized importance of this issue politically, staff committed to working to ensure that all parties are aware of FCM's policy recommendations on the broadband file in advance of the next federal election in an effort to secure pledges for significant new investments in rural broadband.

In January 2019, the federal government created a new ministerial portfolio: rural economic development. The new Minister, Bernadette Jordan, has a mandate to focus on improving rural broadband internet.

### Analysis

Since 2009, the federal government has made commitments to closing the broadband gap in Canada; however, greater federal action and national oversight has been needed to ensure Canadians in rural, remote and northern communities across the country have adequate access to broadband services. The federal government's commitment in 2018 to developing a long-term strategy with provincial and territorial ministers is a positive step to improving access to high-speed Internet services. It will be important for municipalities to be engaged in the development and implementation of this strategy to ensure that local needs are considered. Furthermore, in order to ensure that Canada's broadband targets reflect present realities, the federal government should collect and analyse data on broadband access, observed speeds and other key metrics, and on user needs and technical requirements on a regular basis.

In anticipation of the upcoming federal election, there is a critical opportunity to communicate to each of the federal parties and influence their election platforms. In September 2018, the Board approved Rural Broadband as one of FCM's election priorities. Adopting more detailed recommendations to the federal government on the development of rural broadband and a national strategy will help draw attention to this FCM priority. Furthermore, with the appointment of the new federal Minister for Rural Economic Development, it would be timely to have detailed policy specific to municipal engagement in the Canadian broadband strategy in order to further our discussions with the minister's office.

### Recommendation

**2019 APRIL EXECUTIVE COMMITTEE RECOMMENDATION: Category A – Concurrence**

**2019 ANNUAL CONFERENCE DECISION: Carried**

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## 5. Prioritizing Housing Affordability

**WHEREAS** the National Housing Strategy prioritizes housing solutions for low- and moderate-income households, per FCM's recommendations;

**WHEREAS** renters and homeowners at a range of income levels and in cities and communities of all sizes are increasingly unlikely to be able to access or maintain a home that is affordable to them and meets their needs;

**WHEREAS**, on average, owning a home is more expensive now than at any time in the last 30 years;

**WHEREAS** average rent increases are outstripping inflation in many housing markets;

**WHEREAS** housing affordability pressures are exacerbated by record-high household debt-to-income levels in a rising interest-rate environment;

**WHEREAS** the stability of national and local housing markets has a direct linkage to national and local economic outcomes;

**WHEREAS** housing affordability is correlated to positive health and socioeconomic outcomes;

**WHEREAS** the federal government has influence over the affordability of housing, both rented and owned, through the regulation of mortgages and mortgage insurance, taxation levers and its spending power;

**WHEREAS** the federal government's 2019 budget underscored that housing affordability is a federal concern, and that it has an important role to play in addressing it through the announcement of the First-Time Home Buyer Incentive and enhancements to both the Rental Construction Financing Initiative and Home Buyer's Plan;

**RESOLVED** that the federal government assess and publicly report on the impact of budget 2019 measures designed to improve housing affordability for renters and owners; and

**RESOLVED** that the federal government work with municipalities through FCM to determine the most effective federal role in improving housing affordability for renters and owners at the local level.

*City of Victoria, B.C.*

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### **Background Research and Assessment:**

#### Issue

The resolution acknowledges the role that FCM played in ensuring the National Housing Strategy focuses on housing solutions for those in greatest need, but identifies that other households with comparatively higher incomes are also facing housing affordability pressures. These pressures negatively impact those households, the municipalities in which they live and national economic outcomes.

The resolution points out that the federal government has acknowledged its role in supporting housing affordability, most recently in Budget 2019.

The resolution proposes a public evaluation of Budget 2019 housing affordability measures, but also joint work between the federal government and municipalities through FCM to identify the most effective federal role in improving housing affordability for both renters and owners.

### Background

Prospective buyers and some existing owners are under pressure as home affordability is at its worst point since 1990. Renters are facing tightening vacancy rates and, accordingly, average rent increases that are outstripping inflation in many housing markets. Underpinning all of this is growing household debt-to-income levels with the average household carrying almost \$1.80 in debt for every \$1 of income.

Housing affordability challenges exist in all parts of Canada and in communities of all sizes. In 2016, 11.6 percent of households living in communities with populations between 10,000 and 100,000 people were living in core housing need, compared with 14 percent in centres of at least 100,000 people. A household is considered to be in core housing need if they cannot locally access a home that has enough bedrooms for the family size and composition; that does not need major repairs and does not require them to pay more than 30 percent of pre-tax income in housing costs.

Housing need data from 2016 for communities under 10,000 people is not yet available, but other data sets demonstrate similar pressures in rural Canada. Statistics Canada's 2014 General Social Survey found that adults in rural Ontario were more likely to report experiencing homelessness or hidden homelessness than urban residents.

Housing affordability pressures in the North are elevated, with 15.2 percent, 15.5 percent and 36.5 percent of households living in core housing need in communities in Yukon, NWT and Nunavut, respectively. Some groups are disproportionately facing housing affordability pressures across the country, including Indigenous Canadians, seniors and lone-parent families.

Budget 2019 included several measures designed to support housing affordability, including an expansion of the existing Rental Construction Financing Initiative; the expansion of the existing Home Buyers Plan; the development of a First-Time Home Buyer Incentive; and the launch of a Housing Supply Challenge.

### Analysis

When households spend more on housing, they have less to spend in the local businesses that drive local economies and, in turn, national economic outcomes. When households cannot find housing they can afford where job opportunities exist, they may not take those opportunities, which deprives the local economy of the labour it needs. When a household can only afford housing a considerable distance from their place(s) of work, increased congestion, family pressures and negative health impacts can arise.

In its housing-focused policy and advocacy work to-date, FCM has prioritized non-market affordable/social housing solutions needed for low- and moderate-income households. The growth in housing affordability pressures facing households with comparatively higher incomes, who would normally secure housing in the market, is leading to negative impacts for households and municipalities, which compels FCM to expand the scope of its housing work in the manner outlined by the resolution. This resolution builds on an existing 2018 resolution, which began this process, but is more specific in calling for federal-municipal dialogue and co-operation, starting with an assessment of the effectiveness of measures contained in the 2019 federal budget.

Recommendation

**2019 APRIL EXECUTIVE COMMITTEE RECOMMENDATION: Category A – Concurrence**

**2019 ANNUAL CONFERENCE DECISION: Carried**

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## 6. Rural Economic Development

**WHEREAS** rural communities make significant contributions to Canada's economic growth;

**WHEREAS** rural municipalities have been impacted by the demographic changes that have accompanied Canada's increasingly urbanized and knowledge-based economy;

**WHEREAS** rural Canada is extremely diverse in terms of population size, density, demographic composition and degree of remoteness, the opportunities for economic development in rural communities must be considered in federal policies and programs for rural economic development in a manner that respects and capitalizes on that diversity; therefore be it

**RESOLVED** that FCM call on the federal government to strategically leverage existing programs, policies and institutions to further rural economic development, such as regional economic development offices; and be it further

**RESOLVED** that the Minister of Rural Economic Development engage municipalities through FCM to develop economic growth approaches that recognize the diverse needs and solutions in rural communities across Canada.

*Parkland County, AB*

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### Background Research and Assessment:

#### Issue

Rural areas play a critical role in building Canada's economy, but some of these communities face real barriers to fostering economic activity and maintaining quality of life. FCM has long called for programs and strategies to reverse this trend that avoid a one-size-fits-all approach by recognizing the unique challenges and opportunities that exist in rural communities. Canada's regional development agencies support Canadian businesses by providing them with resources, tools and knowledge sharing and may be an effective way to further rural economic development.

#### Background

At the September 2018 Board of Directors meeting, the board adopted standing policy on rural economic development and at the September 2017 Board of Directors meeting, the Rural Forum prioritized additional research and conference programming that will explore the rural economic issues that fall under federal-municipal jurisdiction. The Board approved "Rural Economic and Social Development" as an advocacy and research priority.

On May 22, 2018, FCM released *Rural challenges, national opportunity: Shaping the future of rural Canada*—a report highlighting the successes and potential of Canada's smaller and more remote communities. The report offers recommendations for the federal government in order to address rural challenges and underlines that doing so is an opportunity to raise the quality of life of Canadians nationwide.

The Minister of Rural Economic Development's mandate to lead the development of a Canadian Rural Economic Development Strategy is an important opportunity to ensure that rural priorities and economic growth are prioritized. The new rural economic development strategy is an opportunity to evaluate and expand on the tools available to rural communities from across federal departments and ensure they are optimized and aligned to deliver the best results for rural municipalities and Canadians.

## Analysis

Regional development agency (RDA) programs help foster environments that enable businesses to grow and support the development of strong, dynamic regional economies throughout the country.

Rural Canada is extremely diverse in terms of population size, density and degree of remoteness or proximity to urban centres. For example, a rural township of 11,000 in the Greater Toronto Area and a large municipal district of 13,000 in northern Alberta experience very different lifestyles, opportunities and challenges. Therefore, narrow definitions or a “one-size-fits-all” approach to rural policy will not work. Solutions to rural problems must reflect rural Canada’s diversity.

The most significant challenge facing many rural communities is limited financial and human resources. FCM research found that roughly 60 per cent of Canadian municipalities have five staff members or less. This lack of capacity is one reason why programs that succeed in urban communities do not necessarily work in rural communities. An important solution is to share tools and resources through partnerships with federal and provincial/territorial governments, Indigenous neighbours and other municipalities of all sizes. Programs must build on community priorities and offer flexibility.

FCM has existing policy advocating that the federal government adopt a rural lens to federal programs and policies; however, FCM does not have specific policy on encouraging the federal government to work with municipalities to address rural economic development. In September 2018, the Board approved Rural Economic Development as one of FCM’s election priorities. Advocating for the federal government to leverage existing programs and policies to further rural economic development will help draw attention to this FCM priority and provide more detailed policy recommendations to the federal government.

With the appointment of the new federal Minister for Rural Economic Development, it would be timely to have policy specific to economic development in order to further our discussions with the minister’s office. Furthermore, in anticipation of the upcoming federal election, there is a critical opportunity to communicate to each of the federal parties the importance of rural economic development and influence their election platforms.

## Recommendation

**2019 APRIL EXECUTIVE COMMITTEE RECOMMENDATION: Category A – Concurrence**

**2019 ANNUAL CONFERENCE DECISION: Carried**

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## 7. Zero Emission Buses and Municipal Fleet Vehicles

**WHEREAS**, transportation accounts for nearly 25% of Canada's greenhouse gas (GHG) emissions; and

**WHEREAS**, responding to the resolution *Electric Vehicle Incentives* adopted by FCM's Board of Directors in 2018, the 2019 federal budget included important incentives to help Canadian households and businesses to purchase electric vehicles; and

**WHEREAS**, there are a range of proven low- and zero-emission propulsion technologies including battery-electric, hydrogen fuel cell and renewable natural gas from municipal waste facilities that can be integrated into municipal light-duty (passenger vehicles and trucks) and heavy-duty (waste collection and snow clearing) vehicles; and

**WHEREAS**, there were 17,000 municipal transit vehicles in operation in Canada in 2017, 14,000 of which were diesel, and switching from a diesel bus to a zero-emission bus reduces GHG emissions by 1,500 tonnes per year; and

**WHEREAS**, zero-emission bus technology is proven and already in use in municipal transit fleets, two of the leading zero-emission bus manufacturers are Canadian companies, and municipal transit agencies have set targets to incorporate zero-emission buses into their fleets; and

**WHEREAS**, it is challenging for municipalities to cover the higher upfront capital cost of zero-emission vehicles, including the charging or refueling infrastructure, without impacting service levels; now therefore be it

**RESOLVED**, That the Government of Canada support municipalities to purchase or lease zero-emission fleet vehicles, and associated charging or refueling infrastructure, including through grants, financing and bulk procurement; and be it further

**RESOLVED**, That the Government of Canada support municipalities to purchase or lease zero-emission transit buses, and associated charging or refueling infrastructure, including through grants, financing and bulk procurement.

*Executive Committee*

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### **Background Research and Assessment:**

#### Issue

This resolution calls on the federal government to provide direct support to municipalities and municipal transit authorities to accelerate the adoption of zero-emission municipal fleet and transit vehicles.

#### Background

FCM's Policy Statement on Climate Change calls for a strong federal-municipal partnership to reduce greenhouse gas (GHG) emissions from the transportation, buildings and waste sectors in line with the Paris Climate Agreement and Canada's emission reduction target of 30% below 2005 levels by 2030.

In September 2018, FCM's Board of Directors passed the resolution Electric Vehicle Incentives which calls on the federal government to provide per-vehicle incentives to the general public to accelerate the adoption of electric vehicles.

### Analysis

A recent report from Environment and Climate Change Canada found that, on average, Canada is warming at twice the rate as the rest of the world and climate impacts are already being felt, particularly in our northern regions. Reducing greenhouse gas (GHG) emissions to hold the global increase in temperature to 1.5° - 2° above pre-industrial levels will require collective action. FCM has called on the federal government to support municipal efforts to reduce GHG emissions at the local level consistent with the need to meet the COP21 Paris Climate Agreement. Municipalities across the country, including more than 350 members of FCM's Partners for Climate Protection Program, have established ambitious local GHG reduction targets and are implementing plans to reduce corporate and community-wide GHG emissions.

GHG emissions from municipal fleet vehicles can comprise between 10-50% of a municipality's total corporate emissions. Proven low- and zero-emission vehicles are available on the market and are being adopted by municipalities in both urban and rural contexts. Electric, hydrogen fuel cell and renewable natural gas platforms are available for both light-duty (passenger vehicles and trucks) and heavy-duty (waste collection and snow clearing) vehicles. Municipalities such as the Ville de Saint-Hyacinthe and the City of Surrey are producing renewable natural gas (biogas) from municipal and agricultural organic waste facilities and using this fuel source to power municipal fleet vehicles.

Municipal transit fleets present another opportunity to reduce GHG emissions and long-term operating costs. C40 Cities, the leading climate network for large cities, has identified the transition to zero-emission mass transit as the top action that cities can take to reduce GHG emissions in the near term. Municipal transit agencies across the country have adopted green procurement targets. For instance the Société de transport de Montréal (STM) has set a goal of 100% renewable energy by 2014, and TransLink, Metro Vancouver's transit agency, has a target of 100% renewable energy by 2050.

Municipalities and municipal transit agencies consistently cite high upfront capital costs of vehicles and charging or refueling infrastructure as a primary barrier to adopting zero emission vehicles. In April 2019, FCM surveyed 25 municipalities of different sizes in different regions of the country that are using or have expressed an interest in adopting zero-emission fleet vehicles. High upfront capital costs and a lack of charging or refueling infrastructure were identified as primary barriers to adoption. Over time, zero emission vehicles can reduce municipal operating costs as a result of lower fuel and maintenance costs. In certain cases, this payback creates opportunities for financing options based on the operational cost savings.

Zero emission buses and municipal fleet vehicles also contribute to improved air quality. FCM's Policy Statement on Air Quality outlines a role for the federal government to work with municipalities to improve urban air quality.

### Recommendation

**2019 MAY EXECUTIVE COMMITTEE RECOMMENDATION: Category A – Concurrence**

**2019 ANNUAL CONFERENCE DECISION: Carried**

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## Access asset management training, knowledge resources and more!

FCM's Municipal Asset Management Program (MAMP) offers a range of tools to help your municipality innovate, save money and tackle infrastructure challenges to deliver services and build stronger communities.

### You can:

- ▶ Discover best practices that you can apply in your community
- ▶ Benefit from training, workshops, webinars and online learning
- ▶ Expand your asset management knowledge with case studies, guidebooks and more

Visit [fcm.ca/resources](http://fcm.ca/resources) for more information.

- ▶ Subscribe to our newsletter at [fcm.ca/fcmconnect](http://fcm.ca/fcmconnect)



# COOKING AND INDOOR AIR QUALITY

## Background

Cooking activities can affect indoor air quality, which may have an impact on your health. This factsheet presents strategies to help reduce pollutant levels resulting from cooking and reduce the risk of exposure.

## What cooking activities produce pollutants?

Whether you cook on a gas or an electric stove, cooking creates **particulate matter (PM)**. PM are small particles of cooked food, fat or oil that may become airborne when you fry, deep-fry, roast, broil, sauté, toast, bake, or burn food.

A Health Canada study has shown that PM levels can be 65 times higher than background levels following cooking activities<sup>1</sup>. Steaming, boiling or using a microwave produces fewer particles. In addition, using a gas stove can also generate combustion by-products such as **nitrogen dioxide (NO<sub>2</sub>)**, and **carbon monoxide (CO)**.

Cooking activities can also produce excessive water vapour, increasing the amount of moisture in the air, which can lead to **mould growth**.

## What are the potential health effects of exposure to cooking-related pollutants?

People with existing heart and lung conditions (including asthma), young children, and older adults tend to be more susceptible to the adverse health effects of PM, NO<sub>2</sub> and CO.

Numerous health effects have been shown to result from exposure to these pollutants that can be generated during cooking, including:

- Irritation of the eyes, nose, throat;
- Respiratory symptoms such as wheezing, coughing, and shortness of breath;
- Headache, fatigue, and flu-like symptoms; and
- Worsening of lung and heart conditions like asthma, chronic obstructive pulmonary disease (COPD), and heart disease.

## How can you reduce your risk?

The use of a range hood exhaust fan when cooking can reduce the levels of cooking-related pollutants such as PM, NO<sub>2</sub>, CO, and water vapour.

Use your range hood exhaust fan, preferably on the high setting, when cooking. Running a range hood exhaust on high (300 cubic feet/minute) during cooking can reduce exposure to cooking-related pollutants by more than 80% when compared to slower speeds<sup>1,2</sup>.

It is recommended that any range hood exhaust fan fully extend over the stove burners to ensure maximum effectiveness<sup>1</sup>.

If you do not have a range hood exhaust fan, you may want to consider installing one or opening a window close by to help remove the pollutants from the home.

Additional steps can be taken to reduce exposure to pollutants from cooking, such as:

- using back burners instead of front burners;
- opening windows while cooking; and
- running the fan in your furnace or ventilation system, if available.

Finally, Health Canada recommends that you install and maintain at least one CO alarm in your home.

## Where do I go for more information?

To learn more about air quality and health, please visit our website at <https://www.canada.ca/en/health-canada/services/air-quality.html> or contact us at [HC.air.SC@canada.ca](mailto:HC.air.SC@canada.ca).

## References

<sup>1</sup> Sun, Wallace, Dobbin, You, Kulka, Shin, St-Jean, Aubin and Singer. 2018 Effect of venting range hood flow rate on size-resolved ultrafine particle concentrations from gas stove cooking. AS&T. published online. DOI:10.1080/02786826.2018.1524572.

<sup>2</sup> Dobbin, Sun, Wallace, Kulka, You, Shin, Aubin, St-Jean and Singer. 2018 The benefit of kitchen exhaust fan use after cooking - an experimental assessment. Building and Environment, 135: 286-296



## FLOOD CLEANUP: KEEP IN MIND INDOOR AIR QUALITY

After a flood, it's important to restore your home to good order as soon as possible to protect your health and prevent further damage to your house and belongings. In an emergency situation, the indoor air quality in your home may appear to be the least of your problems. However, failure to remove standing water or water damaged materials can present serious long-term health risks. Standing water and wet materials will allow viruses, bacteria, and mould to grow. These organisms can cause disease, trigger allergic reactions, and continue to damage materials long after the flood.

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**IMMEDIATE ACTION IS IMPORTANT. YOUR HOUSE AND FURNISHINGS ARE LESS LIKELY TO GROW MOULD IF THEY ARE DRIED WITHIN 48 HOURS.**

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### Before you begin

**Put your own safety first. Avoid electrical shock. Wear rubber boots at all times while standing in water. Keep extension cords out of the water.** Shut the power off to the flooded area at the breaker box. Ask your local electrical utility for help if needed.

Determine if the flood involves relatively clean water or sewage-contaminated water. You must take special precautions if your house is flooded with sewage. There is a very real and significant danger of infection from breathing the air in an area contaminated by sewage and from handling water and materials contaminated by sewage. Children, pregnant women and people with respiratory problems should never handle water and materials contaminated by sewage. Household items that have been contaminated by sewage, or that have been wet for a long time, may have to be bagged, tagged and discarded according to local regulations. Contact your local public health department if you suspect sewage contamination. A more thorough disinfection procedure will be needed, as well as greater precaution to avoid exposure of family members and pets.

Whether you do the cleanup yourself or hire a contractor, this document will help you get organized.

Set up a step-by-step action plan to:

- prepare for the cleanup
- remove water, mud and other debris
- dispose of contaminated household goods
- clean and dry out your house and salvageable possessions.

Prepare for the cleanup. Assemble equipment and supplies:

- disposable gloves, N95 mask, goggles
- pails, mops, sponges and plastic garbage bags
- unscented detergent (Note: Bleach is not necessary to cleanup mould)
- where possible open windows and doors to provide fresh air

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**FLOOD CLEANUP: KEEP IN MIND INDOOR AIR QUALITY**

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- you may need to rent extension cords, submersible pumps, wet/dry shop vacuums and dehumidifiers
1. Remove water, mud and other debris
    - Remove standing water with pumps or pails, then with a wet/dry shop vacuum.
    - Remove all soaked and dirty materials, debris, residual mud and soil.
    - Clean any dirt on walls and furnishings with an unscented soap solution, removing the remaining water with a wet/dry shop vacuum. Then clean all floors as quickly as possible.
  2. Dispose of contaminated household items that cannot be dried
    - Flooring that has been soaked by flood water should be removed and discarded.
    - Remove finished walls completely if: the water level was several feet high; it took many days or longer before the water was drained; or the area was very humid for an extended period.
    - Dispose of all insulation materials, drywall, carpets, particleboard furniture, mattresses, box springs, stuffed toys, pillows, cushions and furniture coverings that have been exposed to flood water and cannot be dried (see *Addressing Moisture and Mould in Your Home* for more details).
    - Identify the materials that may be kept and which should be given priority for cleanup.
  3. Clean and dry out the house and salvageable possessions
    - Surfaces that are dry and/or have not been directly affected by the flood water should be vacuumed with a HEPA vacuum cleaner.
    - After cleaning the surfaces with an unscented soap solution, ventilate or dehumidify the house until it is dry.
    - Rapid drying is important to prevent mould growth. If outside weather permits (low humidity and moderate temperature), open doors and windows and speed up the drying process with fans.
    - If the outside weather is not suitable or the drying is slow, use a dehumidifier.

### **Avoid Carbon Monoxide Poisoning**

Carbon monoxide is a colourless, odourless gas that can be lethal at high levels. It can build up quickly if, for example, pumps or heaters powered by gasoline, kerosene, or propane, are used in a poorly ventilated room. Do not use combustion equipment designed for outdoor use indoors.

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**MAKE SURE THERE IS A WORKING CARBON MONOXIDE DETECTOR, ESPECIALLY WHEN DRYING OUT YOUR HOUSE.**

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For more information, contact us by phone at (613) 957-1876, by email at [air@hc-sc.gc.ca](mailto:air@hc-sc.gc.ca) or go to <http://www.getprepared.gc.ca/cnt/hzd/flds-eng.aspx>.



## ADDRESSING MOISTURE AND MOULD IN YOUR HOME

Health Canada considers indoor mould growth to be a significant health hazard. The word mould is a common term referring to fungi that can grow on building materials in homes or other buildings. Damp conditions and mould growth in homes increases the risk of respiratory allergy symptoms and exacerbate asthma in mold-sensitive individuals. It is important to know how to identify, address and prevent moisture and mould in your home.

People living in homes with mould and damp conditions are more likely to have:

- eye, nose and throat irritation
- coughing and phlegm build-up
- wheezing and shortness of breath
- worsening of asthma symptoms

The level of concern depends on the extent of mould, how long it has been present and the sensitivity and overall health of the residents. Some people are more susceptible than others. For example, infants, children, the elderly and those with health problems such as breathing difficulties are more at risk from mould and dampness.

Any respiratory health concerns should be discussed with a physician if you suspect that these could be caused by poor indoor air quality. Your physician is best suited to determine if your symptoms may be related to environmental factors or some other underlying cause.

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**HEALTH CANADA RECOMMENDS CONTROLLING DAMPNES INDOORS AND CLEANING UP ANY MOULD REGARDLESS OF THE TYPE OF MOULD PRESENT<sup>1</sup>.**

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### Identifying mould

Mould growth can be hidden. Mould can grow behind walls or above ceiling tiles, so it is important to check for the presence of mould anywhere that is damp and especially where water damage has occurred. Start with a visual inspection of your home. Look for signs of mould or excessive moisture, such as stains or discolouration on floors, walls, window panes, ceiling tiles, fabrics and carpets. Look for obvious signs of leaks, condensation, flooding, or a musty odour. **Immediate action is important. Mould will begin to grow within 48 hours.** If there is visible mould, it needs to be removed.

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1. Health Canada, Residential Indoor Air Quality Guidelines: Mould (Ottawa: Her Majesty the Queen in Right of Canada, 2007), p. 2.

## ADDRESSING MOISTURE AND MOULD IN YOUR HOME

### Professional assistance

You may wish to seek advice on how you can address moisture and mould problems in your home. A qualified professional with experience dealing with moisture issues and mould could examine the condition of your home and document your concerns. They would identify the moisture problems, find their sources and suggest solutions in a written report. Recommendations should be provided to you in a prioritized action plan consisting of various options on how to address the specific moisture and mould problems in your home.

### HEALTH CANADA DOES NOT RECOMMEND TESTING THE AIR FOR MOULD.

Health Canada, in accord with other public health organizations, **does not recommend testing the air for mould**. An air test does not provide information on health and does not address the cause of mould damage in the house. You also do not need to know the type of mould present in order to remove it. Mould is a natural part of the environment and there are always mould spores in air. Simply finding mould spores in an air test does not necessarily mean there is a problem. The best way to reduce your health risk from mould is to identify and remove the moisture source(s) and clean up the mould.

### Moisture: Investigating and solving problems

Mould will grow indoors if moisture is present. Moisture problems in homes may result from:

- daily activities such as showering or bathing, washing clothes or cooking, if exhaust fans are not working properly or are not used;
- infiltration of water from the outside when there are cracks or leaks in the foundation, floor, walls or roof;
- plumbing leaks;
- moisture condensation on cold surfaces;
- flooding due to weather conditions (snow melt, storm surges, prolonged or heavy rainfall);
- inadequate ventilation.

Moisture indoors accumulates when it cannot be vented outside and becomes a problem when building materials become damp or wet.

### MOISTURE PROBLEMS ARE PREVENTABLE.

Unless the cause of the moisture problem has been identified and solved, mould will reappear. Once the moisture problem and its causes have been identified, they must be fixed. To prevent future problems, measures should be put in place to control sources of moisture in your home, for example:

- Ensure rain, irrigation water and snowmelt drain away from the house by sloping the grade away from the building.



- Keep eavestroughs and downspouts clean of debris and ensure that the outflow runs away from the house and not into neighbouring foundations.
- Repair plumbing leaks promptly.
- Use exhaust fans, ventilation and air conditioning systems to vent moisture outdoors.
- Use moisture tolerant materials in areas likely to get wet (kitchen, bathrooms, laundry areas).

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**RUN A DEHUMIDIFIER IN DAMP AREAS SUCH AS BASEMENTS OR IF YOU OBSERVE THAT MOISTURE IS CONDENSING ON COLD SURFACES SUCH AS WINDOW PANES.**

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#### Extent of mould growth

It is important to determine the extent of the mould problem in your home to help you decide on the clean-up procedure. An area of mould is considered **small** if it covers one square metre or less. There should be no more than three patches of mould, with the total area staying within one square metre. Many small patches of mould in one area or throughout your home are a sign of moisture problems that need to be investigated and corrected right away.

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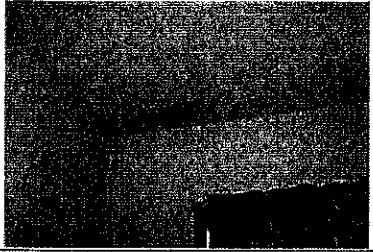
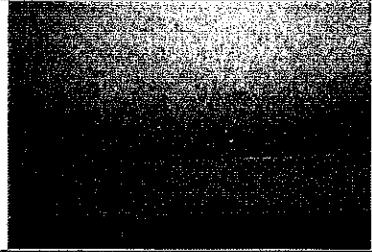
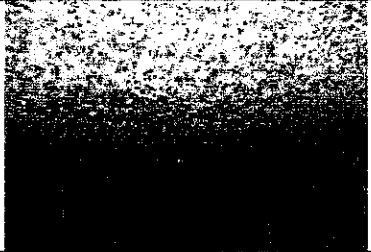
**IF IGNORED, SMALL MOULD AREAS MAY BECOME LARGER OVER TIME, SO IT IS IMPORTANT TO CLEAN THEM UP BEFORE THE PROBLEM GETS BIGGER. A SMALL AMOUNT OF MOULD MAY BE CLEANED UP USING PROPER PROCEDURES AND PROTECTIVE EQUIPMENT.**

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The area of mould is considered **medium** if there are more than three patches of mould (each patch smaller than a square metre), but the total area is less than three square metres. In this case, assessment by a qualified professional is recommended but in most cases a medium amount of mould may be cleaned up using proper procedures and protective equipment (see section on Cleaning up Small and Medium Mould Problems on page 4).

An area of mould is considered **large** if a single patch of mould is larger than three square metres. **Health Canada does not recommend that an unqualified person clean up large areas of mould.** You may need a professional assessment to determine why the mould is there in the first place and how to clean it up.

**TABLE 1: EXTENT OF MOULD - DECISION CHART FOR CLEANUP PURPOSES**

Total Surface Area Affected by Mould		
SMALL	MEDIUM	LARGE
Three or fewer patches and the total area is less than 1 m <sup>2</sup>	If there more than 3 patches or if the patches are greater than 1 m <sup>2</sup> but less than 3 m <sup>2</sup>	If a single patch is larger than 3 m <sup>2</sup>
		
Small mould area: cleanup using proper precautions	Medium mould area: Expert assessment recommended, but may be cleaned up using proper precautions	Large mould area: Expert assessment and cleanup required

### Cleaning Up Small and Medium Mould Problems

#### **DO NOT USE BLEACH TO CLEAN UP MOULD.**

You can clean up small areas of mould if you follow the proper procedures and use the right protective equipment. Unless the mould growth is on smooth surfaces such as bathroom tiles, surface cleaning will not eliminate the problem.

In most cases you can clean up medium areas of mould if you follow the proper procedures and use the right protective equipment. Materials damaged by mould must be physically removed and disposed of under safe conditions. However, it is important to seek professional assistance if there is a large mould problem or if mould comes back after cleaning.

Susceptible individuals such as pregnant women, infants, children, the elderly, (or pets) and occupants with asthma, allergies or other health problems should not be in or near the area where the mould is being cleaned up.

#### **MINIMUM PROTECTIVE GEAR NEEDED:**

- SAFETY GLASSES OR GOGGLES;
- A DISPOSABLE N95 MASK; AND
- HOUSEHOLD DISPOSABLE GLOVES.

You can purchase an N95 mask from a hardware store. Make sure that the label says "N95". Other masks are designed to provide limited protection against dust and are not suitable for protecting against mould exposure. Make sure that the mask is properly fitted and you can breathe through the mask.

In a flood situation: put your own safety first. **Avoid electrical shock. Wear rubber boots at all times while standing in water. Keep extension cords out of the water.** Shut the power off to the flooded area at the breaker box. Ask your local electrical utility for help if needed (see *Flood Cleanup: Keep in Mind Indoor Air Quality*).

#### Washable surfaces

Examples of washable surfaces are window sills, wood, hard surfaces and tiles.

- Scrub surface using a cloth with an unscented soap solution.
- Sponge with a clean wet cloth and dry quickly.

#### Walls

- Clean the surface of the wall with a damp cloth using baking soda or a small amount of unscented soap solution. Do not allow the drywall to get too wet. Cleaning with too much water adds moisture to the paper and can damage the surface.
- If the mould is underneath the paint, the drywall will need to be removed and replaced with new drywall.
- Painting over a mouldy surface does not kill mould and does not stop it from growing back. Painting only temporarily hides the problem.

#### Concrete surfaces

- Scrub surface using a brush with an unscented soap mixed with warm water; then
- Sponge with a clean, damp cloth and dry quickly.
- Remove any carpets or cardboard boxes that have been placed directly on the concrete floor as these may have become damp and allowed mould to grow.

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**MOULD THAT COMES BACK AFTER CLEANING IS USUALLY AN INDICATION THAT THE SOURCE OF MOISTURE HAS NOT BEEN REMOVED. SEEK PROFESSIONAL ASSISTANCE.**

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#### Before mould clean-up work begins

Any mould growing indoors has to be removed. The underlying water or moisture problem that led to mould growth has to be fixed in order to prevent mould from coming back. For example, the building envelope (i.e., roof, walls, windows, doors, foundation) has to be repaired if moisture or water is entering your home from the outside. Before mould clean-up work begins you may want to follow these steps:

##### Step 1—Discard mouldy or damaged materials

- Use protective equipment
- Where possible open windows and doors to provide fresh air.
- Place and seal all mouldy items in a plastic bag.
- Take the sealed bags outside using the closest exit and dispose.

## ADDRESSING MOISTURE AND MOULD IN YOUR HOME

### *Soft furnishings, mattresses, bedding and plush toys*

Check non-washable furnishings for mould. Moisture and mould can get into soft or upholstered furnishings. Cleaning the surface may not be effective. Because many hours are spent in bed, it is important to make sure that mattresses, pillows, blankets and stuffed toys are mould-free. Stuffed toys should be considered as bedding because they are often used as pillows or held close to children's faces. Mould can grow in mattresses and bedding that have been damp or wet. It is not possible to clean a mouldy mattress.

- Throw away carpets, sofas, cushions, mattresses, pillows, stuffed toys or bedding that have gotten wet, have been exposed to damp conditions or that have been stored in a wet environment. Furnishings that have been in very moist conditions for several weeks can become mouldy.
- Do not hang onto mouldy items after the house has been cleaned.
- Clean dry mattresses in good condition with a HEPA vacuum or externally exhausted vacuum.

### *Paper and cardboard*

Mouldy paper is one of the most difficult materials to clean.

- Throw away any books, paper, cardboard, puzzles, or other paper products that show signs of mould.

### Step 2—Vacuum

Do not use a regular vacuum for homes with a mould problem. Instead, use a vacuum cleaner with a HEPA filter or a central vacuum system that is exhausted outside.

- Vacuum all surfaces in the house slowly and carefully.
- Vacuum all non-washable furnishings (sofas, chairs, mattresses, etc.) slowly and carefully.
- Vacuuming the surface of furnishings may not be effective if they have been wet or exposed to dampness over a long period.
- Clean and/or replace the vacuum filters often according to manufacturer's recommendations.

### Step 3—Clear wet areas

- Pull carpets and furnishings away from walls that are wet.
- Carpets and underpads that are mouldy should be cut out and discarded.

### Step 4—Dry

- Dry areas that are wet.
- Use a portable dehumidifier, if you observe condensation on cold surfaces. Ensure that the drain pan of the dehumidifier is emptied regularly or that the dehumidifier drains directly into a drain.

Step 5—Isolate, if necessary

- If the mould is limited to one area, isolate the area if possible to limit your exposure.
- Cover the affected surfaces with plastic sheeting secured at the edges with duct tape.
- Note that this is only a temporary measure to minimize your exposure while waiting for the cleanup work to begin.

Step 6—Seek professional assistance

- Consider seeking professional assistance to identify the right corrective action to be taken inside your home.
- To remove large amounts of mould, the services of a mould cleanup contractor are required.

Prevention Checklist

The key to mould prevention is to remove excessive moisture build-up and control relative humidity through proper home maintenance and by following these steps:

Bathroom

- Remove the moisture by using an exhaust fan when you shower or take a bath.
- If you don't have an exhaust fan, get one installed in each bathroom.
- Check exhaust fans to make sure there is adequate air movement and that they are vented to the outside and not into the attic.
- Keep the fan running for at least 30 minutes after your shower.
- Keep surfaces clean and dry. Squeegee and dry the walls around the bathtub and shower after showering or bathing.
- Remove any mould by scrubbing with unscented dishwashing detergent and water.
- Clean often to prevent small patches of mould from getting larger.
- Repair or replace open, cracked or damaged tile, grout and caulking around showers and tubs.
- Repair plumbing leaks promptly.

Kitchen

- Remove the moisture by using a kitchen range hood every time you cook.
- Check the range hood to make sure there is adequate air movement and it vents to the outside.
- Cover pots with a lid while cooking.

Laundry Room

*Clothes dryer*

- Check that your clothes dryer vents to the outside.
- Seal the joints in the dryer duct with foil tape.
- Clean the lint tray every time you use the dryer.
- Occasionally inspect the outside vent hood and remove any built-up lint.
- Make sure nothing is placed in front of the vent outside and that the vent is kept clear.

## ADDRESSING MOISTURE AND MOULD IN YOUR HOME

### *Washing machine*

- Leave the washing machine door open when not in use so that any water left behind can dry. This will prevent mould and bacteria from growing inside the washing machine.
- Make sure that water from the washing machine flows directly into the laundry sink or drain without dripping or splashing outside of the laundry sink. Use pipe extensions to reduce any splashing.
- Check hoses and connections for leaks.
- Hanging wet laundry indoors increases indoor humidity.

### Condensation on windows, window frames and sills

- Promptly repair any leaks.
- Lower the indoor moisture levels.
- Use exhaust bathroom fans and a kitchen range hood.
- Keep window coverings open to move the warm air over the windows (heavy curtains or blinds can trap the cold and moisture and cause condensation on your windows).
- Keep baseboards or heating vents clear of furniture to make sure the heat flows.
- Dry your window frames and sills daily to keep water from dripping and causing mould to grow.
- Leave interior doors open for good air and heat flow.
- Unplug and remove humidifiers.

### Basement

- Run a dehumidifier in your basement to help reduce dampness year round (if necessary). Make sure the windows are closed when the dehumidifier is running.
- Check plumbing pipes for condensation, dry pipes and insulate them with foam insulation.
- Keep areas and storage spaces free and clear of clutter, especially if near an outside wall.
- If you use the basement for storing items, use plastic bins with lids instead of cardboard.
- Never place cardboard boxes directly on the basement floor.
- Store firewood in the garage or shed, not inside the house.
- Remove any carpets from the basement floor.

### General considerations

- Have family and friends take off their shoes at the door before entering your home.
- Keep beds, bedding and furniture away from outside walls for good airflow.
- Keep closets and storage spaces free and clear of clutter, especially if near an outside wall.
- Install a central vacuum vented outdoors or use a HEPA vacuum. Vacuum often. Clean hard floors with a damp mop.

NOTE: If you rent a house or an apartment unit speak to your landlord about any moisture or mould problems. Information on landlord/tenant issues, rights and responsibilities is available from your provincial/territorial government. If the moisture problem is a result of a fault in a common element in the building, it may be the responsibility of the owner/landlord to address the problem.

If you own a condominium unit or workspace, be sure to consult with the Condominium Board before taking corrective action.

# AIR POLLUTION: WHAT IS NITROGEN DIOXIDE?

Nitrogen dioxide (NO<sub>2</sub>) is one of a group of gases known as nitrogen oxides (NO<sub>x</sub>). NO<sub>2</sub> has direct health effects but can also react with other pollutants in air to form ground-level ozone (O<sub>3</sub>) and particulate matter (PM), the major components of smog. NO<sub>2</sub> also contributes to the formation of acid rain.



## WHO IS MOST AT RISK FROM AIR POLLUTION?

Even healthy young adults can experience health issues on days when the air is heavily polluted but some groups are more at risk:

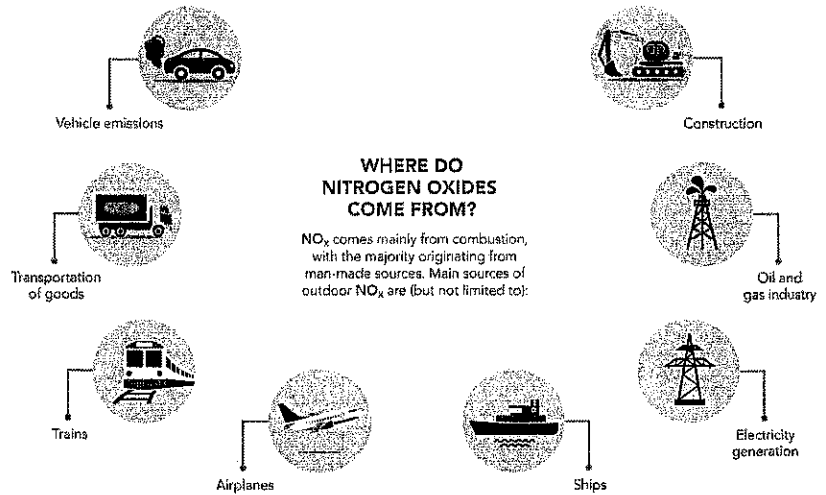
- Children
- Seniors
- People with asthma, chronic obstructive pulmonary disease (COPD), cardiovascular diseases, diabetes
- Active people of all ages who exercise or work hard outdoors



## HEALTH EFFECTS OF NITROGEN DIOXIDE

Health effects of outdoor NO<sub>2</sub> can occur even at very low concentrations, including:

- Increased lung problems
- Increased hospital admissions
- Increased medical visits
- Premature death



## HOW CAN I PROTECT MYSELF FROM AIR POLLUTION?

Know the best times to be active outdoors:

- Check the Air Quality Health Index in your community (airhealth.ca)
- If you have a heart or lung condition, talk to your health care professional about additional ways to protect your health when air pollution levels are higher

Ways to reduce exposure:

- Avoid or reduce strenuous outdoor activities when air pollution levels are higher
- Avoid or reduce exercising near heavy traffic, especially during rush hour

## WHAT ACTION IS THE GOVERNMENT OF CANADA TAKING ON NITROGEN DIOXIDE?

- Federal regulations have reduced outdoor NO<sub>2</sub> emissions in Canada from key sources.
- Canada has agreed to international treaties to reduce NO<sub>2</sub> emissions from outdoor sources.
- Canada has established the Canadian Ambient Air Quality Standards (CAAQS). These are health- and environment-based numerical values of outdoor air concentrations of pollutants intended to drive continuous air quality improvement in Canada. The CAAQS, a key element of the Air Quality Management System, were developed through a process steered by the Canadian Council of Ministers of the Environment (CCME).

Pollutant	Averaging Time	CAAQS Numerical Values		Units	Metric
		Effective in 2020	Effective in 2025		
NO <sub>2</sub>	1 hour	60	42	Parts per billion (ppb)	The 3-year average of the annual 98th percentile of the daily maximum 1-hour average concentrations
	Annual (1 year)	17.0	12.0		

## LEVELS OF NITROGEN DIOXIDE IN OUTDOOR AIR

Levels of NO<sub>2</sub> in outdoor air are higher in cities, especially in areas of heavy traffic, and are lower in rural communities and in areas with low levels of NO<sub>2</sub>. Levels are also higher in some industrial areas.

World information can be found on the STATE OF THE AIR website: <http://airquality.QUALIAIR.COM>

For more information on air pollution, please visit [www.canada.ca/en/health-canada/services/air-quality.html](http://www.canada.ca/en/health-canada/services/air-quality.html) or contact us at: [HC.air.SC@canada.ca](mailto:HC.air.SC@canada.ca)

# AIR POLLUTION: WHAT IS OZONE?

Ground-level ozone (O<sub>3</sub>) is a gas that forms close to the Earth's surface through reactions between certain pollutants (known as precursors) in the presence of sunlight.

Ozone is a component of smog.



## WHO IS MOST AT RISK TO AIR POLLUTION?

Even healthy young adults can experience health issues on days when the air is heavily polluted but some groups are more at risk:

- Children
- Seniors
- People with asthma, chronic obstructive pulmonary disease (COPD), cardiovascular diseases, diabetes
- Active people of all ages who exercise or work hard outdoors



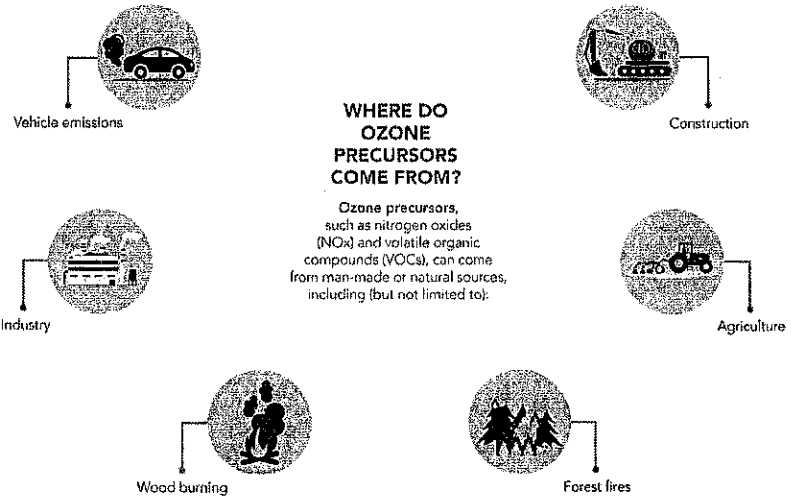
## HEALTH EFFECTS OF OZONE

Health effects of ozone can occur even at very low concentrations, including:

- Increased lung problems
- Increased hospital admissions
- Increased medical visits
- Transferrable cost

## WHERE DO OZONE PRECURSORS COME FROM?

Ozone precursors, such as nitrogen oxides (NO<sub>x</sub>) and volatile organic compounds (VOCs), can come from man-made or natural sources, including (but not limited to):



## HOW CAN I PROTECT MYSELF FROM AIR POLLUTION?

Know when the air is unhealthy:

- Check the Air Quality Health Index in your community to find out the best time to be active outside ([https://weather.gc.ca/airquality/pages/index\\_e.html](https://weather.gc.ca/airquality/pages/index_e.html))
- If you have a heart or lung condition, talk to your health care professional about additional ways to protect your health when air pollution levels are high

Ways to reduce exposure:

- Avoid or reduce strenuous outdoor activities when air pollution levels are high
- Avoid or reduce exercising during smog episodes

## WHAT ACTION IS THE GOVERNMENT OF CANADA TAKING ON OZONE?

- Federal regulations have reduced emissions of ozone precursors from key sources in Canada.
- Canada has agreed to international treaties to reduce transboundary flow of ozone and its precursors.
- Canada has established the Canadian Ambient Air Quality Standards (CAAQS). These are health- and environment-based numerical values of outdoor air concentrations of pollutants intended to drive continuous air quality improvement in Canada. The CAAQS, a key element of the Air Quality Management System, were developed through a process steered by the Canadian Council of Ministers of the Environment (CCME).

Pollutant	Averaging Time	CAAQS Numerical Values		Units	Metric
		Effective in 2015	Effective in 2020		
Ozone	8 hours	63	62	Parts per billion (ppb)	The 3-year average of the annual 4th highest daily maximum 8-hour average concentrations

## LEVELS OF OZONE IN OUTDOOR AIR

More information on levels of ozone in outdoor air is available on the website of the Canadian Council of Ministers of the Environment (CCME). More information can be found at <http://www.ccmee.ca>.

STATE OF THE AIR

<http://airquality.gc.ca/airquality/air>

For more information on air pollution, please visit [www.canada.ca/en/health-canada/services/air-quality.html](http://www.canada.ca/en/health-canada/services/air-quality.html) or contact us at: [HC.air.5C@canada.ca](mailto:HC.air.5C@canada.ca)



### HEALTH EFFECTS OF PARTICULATE MATTER

Health effects of PM can occur even at very low concentrations, including:



Increased heart problems



Increased lung problems



Increased hospital admissions



Increased medical visits



Lung cancer



Premature death

## AIR POLLUTION: WHAT IS PARTICULATE MATTER (PM)?

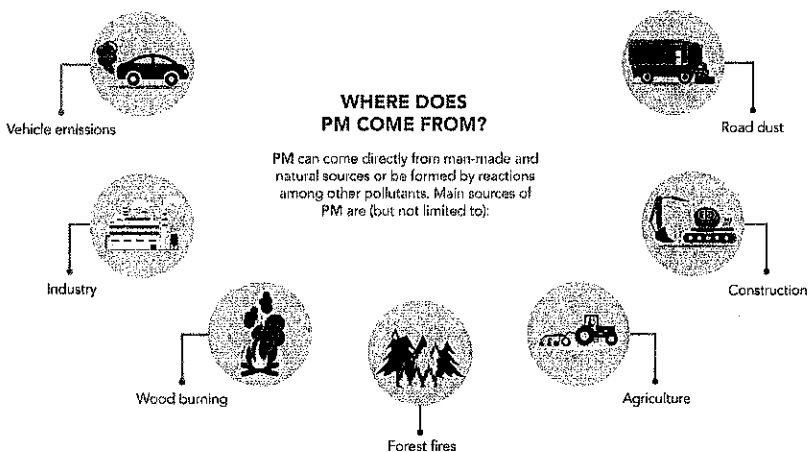
PM is a mixture of small liquid and solid particles in the air we breathe. They vary in size and chemical make-up.

PM is a component of smog.

### WHO IS MOST AT RISK TO AIR POLLUTION?

Even healthy young adults can experience health issues on days when the air is heavily polluted but some groups are more at risk:

- Children
- Seniors
- People with asthma, chronic obstructive pulmonary disease (COPD), cardiovascular diseases, diabetes
- Active people of all ages who exercise or work hard outdoors



### HOW CAN I PROTECT MYSELF FROM AIR POLLUTION?

Know when the air is unhealthy:

- Check the Air Quality Health Index in your community to find out the best time to be active outside ([https://weather.gc.ca/airquality/pages/index\\_e.html](https://weather.gc.ca/airquality/pages/index_e.html))
- If you have a heart or lung condition, talk to your health care professional about additional ways to protect your health when air pollution levels are high.

Ways to reduce exposure:

- Avoid or reduce strenuous outdoor activities when air pollution levels are high
- Avoid or reduce exercising near areas of heavy traffic, especially during rush hour

### WHAT ACTION IS THE GOVERNMENT OF CANADA TAKING ON PM?

- Federal regulations have reduced PM emissions in Canada from key sources.
- Canada has agreed to international treaties to reduce PM emissions.
- Canada has established the Canadian Ambient Air Quality Standards (CAAQS). These are health- and environment-based numerical values of outdoor air concentrations of pollutants intended to drive continuous air quality improvement in Canada. The CAAQS, a key element of the Air Quality Management System, were developed through a process steered by the Canadian Council of Ministers of the Environment (CCME).

Pollutant	Averaging Time	CAAQS Numerical Values		Units	Metric
		Effective in 2015	Effective in 2020		
PM <sub>2.5</sub>	24 hours (calendar day)	28	27	Micrograms per cubic metre (µg/m <sup>3</sup> )	The 3-year average of the annual 98th percentile of the daily 24-hour average concentrations
	Annual (calendar year)	10.0	8.6		The 3-year average of the annual average concentrations

### LEVELS OF PM IN OUTDOOR AIR



Levels of PM in outdoor air can vary by region and by season. More information can be found on the STATE OF THE AIR website.

<http://airquality.qualifiedair.com/ca/en>

For more information on air pollution, please visit [www.canada.ca/en/health-canada/services/air-quality.html](http://www.canada.ca/en/health-canada/services/air-quality.html) or contact us at: [HC.air.SC@canada.ca](mailto:HC.air.SC@canada.ca)

## HEALTH EFFECTS OF DIESEL AND GASOLINE EXHAUST

Emissions from diesel and gasoline-powered vehicles and equipment are major sources of air pollutants in Canada, especially in large cities. The health effects of air pollutants from diesel and gasoline exhaust include:

Increased asthma symptoms

Increased allergy symptoms

Increased lung problems

Increased heart problems

Increased hospital admissions

Increased medical visits

Lung cancer

Premature death

## AIR POLLUTION: WHAT ARE DIESEL AND GASOLINE EXHAUST?



Diesel and gasoline exhaust are mixtures of gases, particles, and many different chemicals. Some of the pollutants in diesel and gasoline exhaust that impact human health include nitrogen dioxide (NO<sub>2</sub>), particulate matter (PM), and polycyclic aromatic hydrocarbons (PAHs). The make-up of diesel and gasoline exhaust is variable depending on fuel type, engine type, and operating conditions.

### HOW ARE CANADIANS EXPOSED TO DIESEL AND GASOLINE EXHAUST?

People's exposures to diesel and gasoline exhaust depend on:

- Mode of transportation (e.g. vehicle, bus, train, boat) and time spent in transit
- Time spent outside close to roadways
- Heavy traffic (e.g. major roads and highways) close to their home, school, and workplace
- Being close to transport hubs, including bus or train stations and marine ports
- Being close to or using diesel- or gasoline-powered equipment
- Weather conditions (e.g. temperature, wind, precipitation)

### DID YOU KNOW?

You can help to reduce diesel and gasoline exhaust emissions by:

- Choosing alternate ways to travel, such as walking or cycling, public transit, or carpooling
- Avoiding unnecessary idling of your vehicle
- Maintaining your vehicles and equipment for optimal engine performance

### HOW CAN I PROTECT MYSELF FROM DIESEL AND GASOLINE EXHAUST AND AIR POLLUTION IN GENERAL?

Ways to reduce exposure:

- Avoid or reduce exercising near heavy traffic, especially during rush hour
- Choose low-traffic routes for walking, running, or cycling
- Exercise in parks and green spaces, away from major roadways
- Avoid or reduce strenuous outdoor activities when air pollution levels are higher

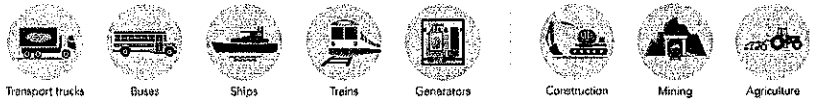
Know the best times to be active outdoors:

- Check the Air Quality Health Index in your community ([airhealth.ca](http://airhealth.ca))
- If you have a heart or lung condition, talk to your health care professional about additional ways to protect your health when air pollution levels are higher

## WHERE DO DIESEL AND GASOLINE EXHAUST COME FROM?

Any vehicle or engine that uses diesel fuel produces diesel exhaust and any vehicle or engine that uses gasoline fuel produces gasoline exhaust. For vehicles and engines, exhaust is released from the tailpipe or muffler. Some examples of vehicles and engines that use diesel fuel or gasoline fuel include:

### MAINLY DIESEL FUEL



### HEAVY EQUIPMENT

### MAINLY GASOLINE FUEL



### WHAT ACTION IS THE GOVERNMENT OF CANADA TAKING ON AIR POLLUTION FROM DIESEL AND GASOLINE EXHAUST?

Increasingly more stringent federal regulations have been introduced over time to reduce air pollutant emissions from diesel and gasoline-powered vehicles and equipment. Reductions in emissions, from these regulations, are mainly due to:

- Improved engine performance
- Adoption of the latest emission control technologies
- Cleaner fuels, including fuels with low sulphur content

### DID YOU KNOW?



Of all cars, trucks, and buses used in Canada, approximately 92% use gasoline and only 8% use diesel.

However, diesel vehicles contribute to greater than **50%** of some key air pollutant emissions from all on-road vehicles in Canada.

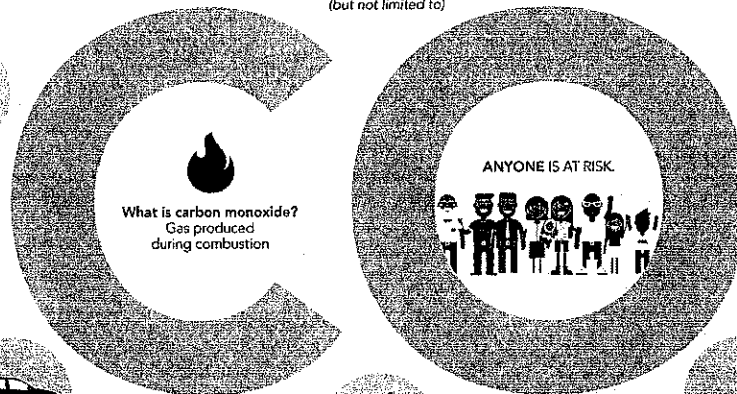
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Enter Ministry of the Queen, Right of Canada, as represented by the Minister of Health, 2018. Cat. #127-88-2018E PDF 16882 9/18 01602 01/18 Pub. 102157

# CARBON MONOXIDE (CO)

Healthycanadians.gc.ca/IndoorAir  
air@hc-sc.gc.ca

TYPICAL INDOOR SOURCES  
OF CARBON MONOXIDE ARE  
(but not limited to)



Heating appliances  
(furnace, gas water heater)



Fireplaces/  
Wood Stoves



Cars



Cooking and household appliances  
(gas stove, barbecue, gas dryer)



Cigarettes



Gas powered generators



Gas powered equipment  
(lawnmower, snowblower)

CARBON MONOXIDE HAS:



NO smell



NO taste



NO colour

## HEALTH EFFECTS OF CO



Dizziness/  
Confusion



Headaches



Chest Pain



Loss of  
Consciousness



Coma



Death

LOW CONCENTRATION

HIGH CONCENTRATION

## TO PREVENT CO POISONING

- 1 INSTALL a certified CO alarm near bedrooms
- 2 CLEAN chimney
- 3 DON'T use barbecue or power generator indoors
- 4 DON'T idle car or run gas-powered equipment in garage
- 5 MAINTAIN stoves/fireplaces and have your furnace checked annually

## WHAT TO DO IF ALARM SOUNDS



Leave immediately



Call 9-1-1



Do not re-enter

**CAUSES OF MOULD**



Floods



Leaking pipes, roof



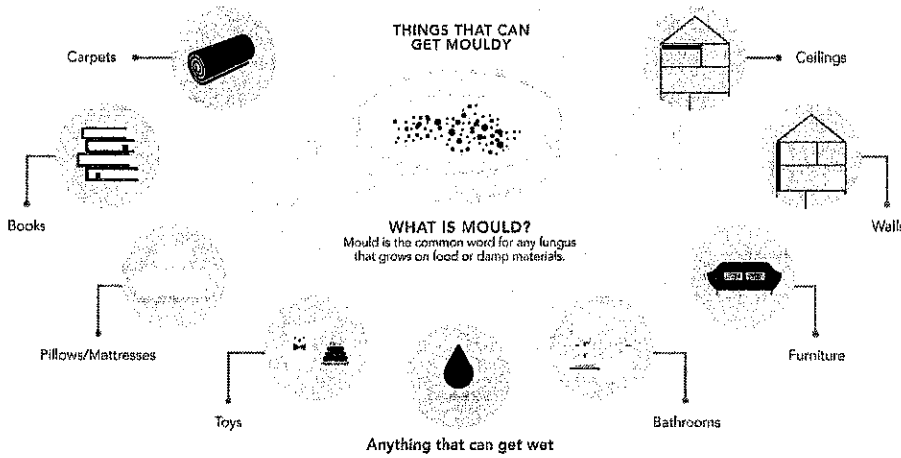
Water infiltration



High humidity



Sewage backup



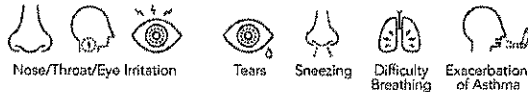
# MOULD

**WHO IS MOST AT RISK?**



Babies / Children / Seniors  
People with Asthma

**HEALTH EFFECTS OF MOULD**



If you have any of these symptoms and suspect they are from mould, see a doctor or health professional.

**WHAT TO DO IF THERE IS MOULD IN YOUR HOME**

- 1 **FIX** causes (leak or infiltration), dry wet surfaces within 48 hours
- 2 **CLEAN** all small patches (< 1 m<sup>2</sup>) of mould on non-porous surfaces\* with soap and water. If the area is larger, you should hire a professional.
- 3 **WEAR** mask, goggles, and gloves when cleaning mould
- 4 **NO** need to use bleach
- 5 **THROW** away what you can't clean
- 6 **REPLACE** building materials if they cannot be cleaned

\* Non-porous surfaces include glass, metals, leather and plastics and vinyl.  
Porous surfaces include drywall, cardboard, paper and untreated wood.

**PREVENT MOULD**



Keep humidity level low



Fix any leak or infiltration

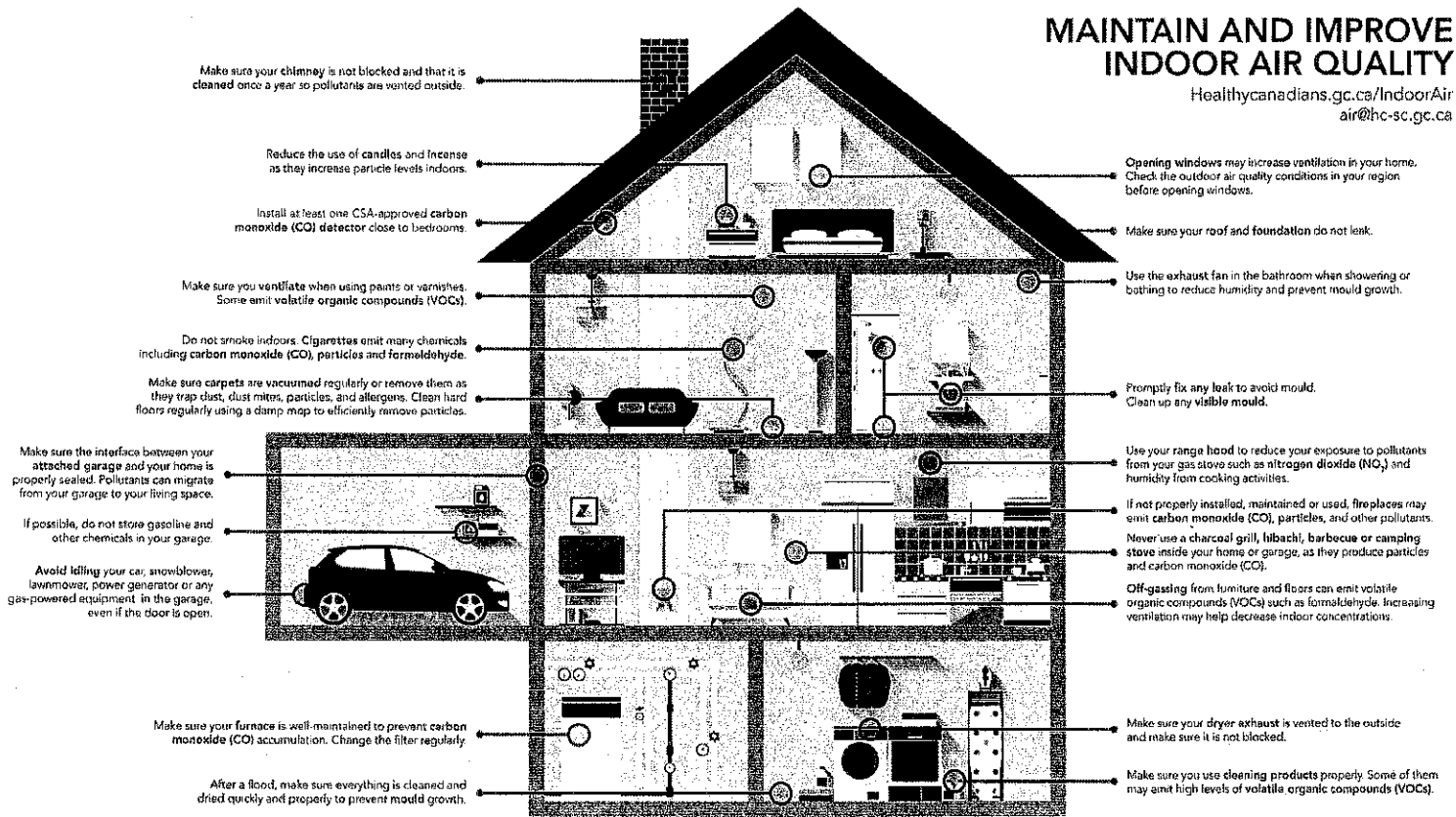


Use bathroom and kitchen fan

For more information on addressing moisture and mould, please visit [healthycanadians.gc.ca/indoorair](http://healthycanadians.gc.ca/indoorair) or contact us at: [air@hc-sc.gc.ca](mailto:air@hc-sc.gc.ca)

# MAINTAIN AND IMPROVE INDOOR AIR QUALITY

Healthycanadians.gc.ca/IndoorAir  
air@hc-sc.gc.ca



15 May

Rural Affairs Committee – attended as Observer

Joint Resource Recovery Committee

- Received Annual Operations and Monitoring Reports for Creston, Ootischenia and Nakusp Landfills
- Organics Infrastructure Program Update for Creston, Castlegar, Nelson, RDCKB (participation)
- Household Hazardous Waste Roundups – reviewed and modified schedule – ours remains as is
- Recycle BC Service Transition will begin in September and be rolled out over approximately 2-4 months

16 May

RDCK Board

- Recreation Commission #6 Spring Grants were approved:
  - Slokan Solitons Society for Centennial Ball Park \$1,000
  - Lucerne School Parent Advisory Committee \$300
  - Valhalla Fine Arts Society \$800
  - Slokan Solutions Society for Convergence Writer's Weekend \$300
  - Slokan Lake Arena Society \$570
  - New Denver May Days Committee \$1,000
  - Dark Water Dragons Society \$800
  - Silverton Community Club \$300
- Voted to send letter of support to Community Futures Central Kootenay for the Cannabis Business Transition pilot
- Adopted a new Procedure Bylaw
- Approved Contribution Agreement for \$3 M National Disaster Mitigation Program funding to complete a Regional Flood Mapping project (Phase 2) 2019-2020; sole source contract with BGC Engineering
- Adopted a traditional land acknowledgement to be read at the opening of all RDCK Board meetings: "We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today"
- Approved all submitted CIP/AAP Grant recommendations

21 May

Quartet

Various Dates

- Regional Transit Committee: Consultations with Staff
- Community Sustainable Living Steering Committee: Consultations with Staff, Agenda Prep

13 & 27 May

3 June

Climate Leadership Caucus

- Bi-weekly video conference meetings, discussion around Climate Emergency/Crisis; developing strategies to facilitate a multi-lateral national discussion, and tools local governments can adopt toward that discussion and toward mitigation measures
- Called an open meeting at FCM, which garnered attendance far beyond our wildest dreams. 100-130 delegates – great enthusiasm, willingness to share; establishing a circulation list, communications tools, and an advocacy strategy toward senior governments around issues of response, funding, policy, and support for local programming

#### FCM

- BC Delegates Networking Meeting – Introduction to FCM; final call for Board Candidates
- Trade Show
- Opening Ceremony, Political Keynote and introduction to Election Strategy 2019
- Roundtable discussion with Rural Economic Development Minister Bernadette Jordan
- CEO - International Delegates Reception
- Women in Local Government Scholarship Fundraising Breakfast
- Board of Director Elections – BC Caucus:
  - Leah Main, Chair
  - Rhona Martin, Columbia Shuswap Regional District, Vice-Chair
  - Garth Frizzell, Prince George, 2<sup>nd</sup> Vice-President
  - Gord Klassen, Fort St. John
  - James Wang, Burnaby
  - Val Vandebroek, City of Langley
  - Edwin Grieve, Comox Valley Regional District
  - Arjun Singh, Kamloops/Maja Tait, Sooke

**Administrative Report: Hillary Elliott, CAO**

Village of Silverton Council

**Regular Meeting – June 11, 2019**

This administrative report covers the period May 10, 2019 to June 6, 2019 as to the activities, functions, and meetings I have attended in my capacity as Chief Administrative Officer for the Village of Silverton.

***Financial Operations:***

Staff worked with the CFO to complete the draft 2018 Annual Report and Financial Statements.

Staff have been busy working to complete the 2018 Annual Report and Financial Statements and ensuring we are complying with provincial legislation regarding these important documents. As well as, working on completing other final reports and documents such as, the CARIP, and exercise equipment final report for funding.

***Functions:***

I have been busy continuing to work diligently to address the needs of the community and its residents while also attending to regular corporate business on a daily and monthly basis.

This is a busy time of year with meetings continuing with our partnership projects, RDI Climate Adaption Project, 3-Village and SIFCo FireSmart project, Sub-regional Economic Development Partnership, and the Asset Management Phase 2 project.

The Village received funding from the federal funding program Student Summer Jobs. **Verbal update regarding the Summer Student positions will be provided at the meeting.**

I will be posting this week the Notice for community engagement regarding the OCP and Zoning Bylaw updates scheduled for later this year. **The first OCP public engagement meeting with special guest Richard Toperczer will be on June 24<sup>th</sup> at 5pm in the Memorial Hall. Please look at the community bulletin boards and in the Valley Voice for more details in the following weeks; or feel free to call the Village Office for more information at 250-358-2472.**

***Projects:*****RDI Climate Adaptation Project**

Councillor Tanya Gordon and Councillor Leah Main attended a meeting with myself and the RDI Climate Adaptation team highlighting indicators provided by RDI that are most relevant for the Village of Silverton. Also providing other people/resources for further information and data collection for the project.



Asset Management Phase 2:

I have been in contact with our contractor setting up our new computers with the GIS software and talking about long-term sustainability of our Asset Management and how to keep it useful and up-to-date efficiently, effectively, and financially viable. Next meeting will be in-person in Nakusp on June 13<sup>th</sup>.

FireSmart Application 2019 for Silverton, Slocan, and New Denver in Partnership with SIFCo

The 3 Villages and SIFCo are continuing to work on the project and are waiting to hear back about the CBT grant application for community education regarding FireSmart.

WildsafeBC

The new Coordinator for our area is: Tammy White  
New Denver, Silverton, Nakusp & Area K  
WildSafeBC Community Coordinator  
"Keeping Wildlife Wild and Communities Safe"  
newdenver@wildsafebc.com | www.wildsafebc.com  
<https://www.facebook.com/WildSafeBCNewDenver/>  
Find us on Facebook, Instagram and Twitter@wildsafebc

North Slocan Organic Waste Diversion Pilot Project

Thank you, Councillor Arlene Yofonoff and Councillor Kerry Gordon, for being Council representatives on this project.

Slocan Valley Economic Development Initiative Update

See the report on findings from the Kootenay Cannabis Symposium in this agenda package.

**Public Works:**

Public Works has been busy continuing spring clean up and beautification of the Village, while also completing projects such as the exercise equipment, completing the requests from the Community Club for the July 1<sup>st</sup> celebrations, water leaks on Village property or turning off water for leaks on private property, planting the Full Moon Japanese Maple for the 100<sup>th</sup> anniversary of LGMA, and general maintenance of Village assets and property.

Public Works worked with Silverton General Store and a contractor to complete the sidewalk ramp. This was paid for by the Village and was a project for our sidewalk maintenance budget in 2019.

Public Works has completed the installation of the Outdoor Exercise Equipment with a view of the lake with each piece of equipment.

## ***Meetings:***

Attended the regularly scheduled weekly meetings with Mayor Clarke.

Met with CBT representative for our area.

Attended the first RDI Climate Adaptation partnership meeting in-person with Councillor Tanya Gordon and Councillor Leah Main and the RDI team.

Attended the Council Committee of the Whole meeting.

Attended a meeting with MOTI and Council members.

Facilitated the second Strategic Session for Silverton Council.

Attended the RDCK flood plain presentation on the 1<sup>st</sup> phase of the project.

Met with the Economic Development Coordinator for the Slocan Valley.

Met with RDCK Emergency Management staff member regarding staff resources and the operational process for emergency responses for Village staff as a member of the RDCK service.

Attended a meeting with SIFCo and Council members.

Our staff in-person Asset Management Phase 2 project meeting has been booked for Thursday, June 13<sup>th</sup> in Nakusp. The Public Works Foreman will also be attending this meeting.

Had meetings and correspondence with several community members/groups regarding concerns, requests, or questions.

Met with staff regularly.

## ***CAO Training/Courses:***

Attended a free financial workshop hosted by the City of Nelson with the Administrative Assistant.

Staff continue to watch for Webinars in areas of need for the Village, without unnecessary duplication of staff training and responsibilities.

**Please note: staff utilize free webinars as much as possible.**

Hillary Elliott, CAO

**VILLAGE OF SILVERTON**  
**PUBLIC WORKS MONTHLY REPORT**

**Council Meeting**

Attended regular meetings with the CAO for efficient and effective operations management.

Road and Streets

- Remove low hanging tree branches
- Picking up branches for arbor clean up

Parks and Recreation

- Plant tree and clean up around the bench at the mouth of the creek
- Install exercise equipment
- Leveling site and cleanup in day park
- Cutting grass and weed eating
- Repair toilets in the camp ground
- Install front doors in Gallery

Utilities

- Service generator
- Switch to the big pump
- Working on plan to up grade the above ground water line crossing at Silverton creek

Equipment

- Warranty work on dodge truck finished
- Servicing lawn mowers