

Regular Meeting of the Board of Directors

Wednesday, December 13, 2017 - 4:30 pm

**The Regional District of Kootenay Boundary
Board Room, Trail, BC**

REVISED AGENDA

1. Call to Order

2. Consideration of the Agenda (Additions/Deletions)

- a) The agenda for the December 13, 2017 meeting of the Regional District of Kootenay Boundary Board of directors is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the December 13, 2017 meeting of the Regional District of Kootenay Boundary Board of Directors be adopted as presented.

3. Minutes

- a) The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held November 30, 2017 are presented.

Recommendation: Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held November 30, 2017 be adopted as presented.

[Minutes-Regular Meeting of the Board of Directors - 30 Nov 2017 - Pdf](#)

4. Delegation(s)

- a) **J. Strilaeff, CEO, Columbia Basin Trust (CBT)**
Re: Presentation of Trust Annual Report
[Delegation-CBT-Annual Report-BOARD-Dec 13 2017](#)

**b) Representatives from Teck Metals Ltd., Trail Operations
Re: Overview of Teck-owned Lands Located in the RDKB**

Delegates Presenting Information:

Christine Deynaka, Lands Manager & General Counsel
Catherine Adair, Community Relations Leader
Sarah MacPherson, Lands & Legal
Moss Giasson, Lands Project Manager

[Delegation-Teck Metals-Teck Owned Lands-BOARD-Dec 13 2017](#)

**c) Item Moved Forward-Formerly Item 9k)
Director Martin-Rural Development Institute (RDI)
Regional Local Government-RDI-Colleges Proposed Funding
Partnership**

Recommendation: Corporate Vote Unweighted

That the Project Proposal Brief from the Rural Development Institute (RDI) regarding a proposed regional-scale local government-RDI-Colleges partnership application submission to the BC Rural Dividend Fund Fourth Intake be received. **FURTHER** direction at the discretion of the Board.

[Rural Development Institute-Brief-Opportunity-BOARD-Dec 13 2017](#)

5. Unfinished Business

**a) Director McGregor-Columbia Basin Broadband Corporation
(CBBC)
Re: Update on Progress with Connecting Canadians**

Recommendation: Corporate Vote Unweighted

That the Briefing Note from the Columbia Basin Broadband Corporation regarding an update on the progress with the Connecting Canadians Federal Program be received.

[Columbia Basin Broadband Corp-Connecting Canadians-BOARD-Dec 13 2017](#)

b) 2018 RDKB Board and Committee Meeting(s) Calendar

Further to the discussion held at the November 30, 2017 Board meeting, a revised version of the 2018 meeting calendar was sent to the Board via e-mail on December 1, 2017. The revisions made include moving the location of the Policy, Executive and Personnel Committee, Utilities Committee and Board meeting(s)-block held the second Wednesday of the month to Trail when the Electoral Area Services Committee Thursday meetings are located in Trail and changing the same group of meetings currently scheduled Wednesday, September 5th to Thursday, September 6th to avoid a scheduling conflict with the Village of Warfield's Council meeting.

The revised version is attached to the December 13th Board meeting agenda for review and adoption.

Recommendation: Corporate Vote Unweighted

That the revised 2018 RDKB Board and Committee meeting (s) calendar be adopted as presented.

[2018 RDKB Board and Committee Meeting Calendar-BOARD-Dec 1 2017](#)

6. Reports

a) Interim Schedule of Vendor Payments Ending November 30, 2017

Director Martin, Finance Liaison

Recommendation: Corporate Vote Unweighted

That the Interim Schedule of Vendor Payments Ending November 30, 2017 in the amount of \$1,389,723.19 be received.

[Interim Schedule of Vendor Payments Ending Nov 30 - BOARD- Dec 13 2017](#)

**b) Adopted RDKB Committee Minutes-September/November 2017
Boundary Community Development Committee (Nov 7, 2017),
Utilities Committee (Sept 13/17)**

Recommendation: Corporate Vote Unweighted

That the following minutes of the RDKB Committee meetings held during September/November 2017 be received:

Boundary Community Development Committee (Nov 7, 2017), Utilities Committee (Sept 13, 2017)

[Minutes - UT - 13 Sep 2017 - BOARD - Dec 13, 2017 Pdf](#)

[Minutes - BCDC - 07 Nov 2017 - BOARD - Dec 13, 2017Pdf](#)

- c) **Draft RDKB Electoral Area Advisory Planning Commission Minutes-Dec. 4/17**
Electoral Area 'E'/West Boundary

Recommendation: Corporate Vote Unweighted

That the draft minutes of the Electoral Area 'E'/West Boundary Advisory Planning Commission meeting held December 4, 2017 be received.

[Minutes-December 4-APC Area E-Board-December 13 2017](#)

- d) **Adopted RDKB Recreation Commission Minutes**
Grand Forks and District Recreation Commission-Nov. 2/17

Recommendation: Corporate Vote Unweighted

That the minutes of the Grand Forks and District Recreation Commission meeting held November 2, 2017 be received.

[Minutes - Grand Forks and District Recreation - Nov 2 - BOARD - Dec 13, 2017](#)

- e) **Boundary Area Food and Agriculture Advisory Council Minutes - Sept. 11/17**

Recommendation: Corporate Vote Unweighted

That the minutes of the Boundary Area Food and Agriculture Advisory Council meeting held September 11, 2017 be received.

[Minutes-September 11-Boundary Area Food and Agriculture Advisory Council -Board-December 13 2017](#)

- f) **Kettle River Watershed Steering Committee Minutes-Oct. 3/17**

Recommendation: Corporate Vote Unweighted

That the minutes of the Kettle River Watershed Steering Committee meeting held October 3, 2017 be received.

[Minutes-October 3-Kettle River Steering Committee Meeting-Board-December 13 2017](#)

7. Monthly Committee Recommendations to Board of Directors

The RDKB Committee recommendations as adopted by the RDKB Committees during November 2017 are presented for consideration.

**a) Electoral Area Services Committee - Nov. 16/17
Director Worley, Chair / Director Gee, Vice-Chair**

Gas Tax Application - RDKB - Boundary Transit

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the (RDKB) Gas Tax application in the amount of \$5,889 to provide a contribution to the 2017 capital costs associated with the Boundary Transit Service.

[Gas Tax Application - Boundary Transit Capital Funding-Board-December 13 2017](#)

**b) Electoral Area Services Committee - Nov. 16/17
Director Worley, Chair / Director Gee, Vice-Chair**

Gas Tax Application - RDKB - Boundary Trails Master Plan

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the (RDKB) Gas Tax application in the amount of \$40,000 to provide a contribution to the costs associated with the Boundary Trails Master Plan, a capacity-building project of the Boundary Economic Development Service.

[Gas Tax Application - Boundary Trails Master Plan-Board-December 13 2017](#)

**c) Boundary Community Development Committee (BCDC) -
Discussion Item Dec. 6/17
Chair/Director Russell, Chair / Director Rotvold, Vice-Chair**

Disc Golf Course - Transfer to City of Grand Forks

Recommendation: Corporate Vote Unweighted

That, upon invoicing, the Regional District of Kootenay Boundary Board of Directors approves the payment of \$12,000 from the 2017 Boundary Economic Development Service (008) Budget allocation to the City of Grand Forks for Disc Golf Course Development.

- d) **Boundary Community Development Committee (BCDC) - Discussion Item Dec. 6/17**
Chair/Director Russell, Chair / Director Rotvold, Vice-Chair

Big White Mountain Community Development Association - Transfer of Funds

Recommendation: Corporate Vote Unweighted

That, upon invoicing and / or written agreement, the Regional District of Kootenay Boundary Board of Directors approves the payment of \$12,000 from the 2017 Boundary Community Development Service (008) Budget allocation to the Big White Mountain Community Development Association for Big White Economic Development Projects.

[Community-Economic Development Officer - Recruitment Plan 2017 - BOARD - Dec 13, 2017](#)

[Community - Economic Development Officer - Job Description - BOARD - Dec 13, 2017](#)

- e) **Boundary Community Development Committee (BCDC) - Discussion Item Dec. 6/17**
Chair/Director Russell, Chair / Director Rotvold, Vice-Chair

Recommendation: Stakeholder Vote (Service Participants Greenwood, Midway, Electoral Area 'E'/West Boundary) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the transfer of \$12,558 from West Boundary Recreation Grant Budget allocation to Electoral Area 'E'/West Boundary Grants in Aid.

- f) **Boundary Community Development Committee (BCDC) - Discussion Item Dec. 6/17**
Chair/Director Russell, Chair / Director Rotvold, Vice-Chair

RCMP Staffing in the City of Grand Forks

Recommendation: That the Regional District of Kootenay Boundary Board of Directors directs staff to send a letter to the RCMP to request an additional RCMP member to join the detachment in the City of Grand Forks.

**g) Grand Forks and District Recreation-Nov. 30/17
User Fees/Rates**

Recommendation: Stakeholder Vote (City of Grand Forks, Electoral Area 'D'/Rural Grand Forks) Weighted

That the Regional District of Kootenay Boundary Board of Directors approves a 2% increase in the user fees/rates at the Grand Forks Aquatic Centre and Grand Forks Arena commencing January 1st, 2018.

[Staff Report - Grand Forks & District Recreation Commission - User Fee Rates - BOARD- Dec 13 2017](#)

8. Board Appointments Updates

- a)** Southern Interior Development Initiative Trust (S.I.D.I.T.) - Director McGregor
Southern Interior Beetle Action Coalition (S.I.B.A.C.) - Director McGregor
Okanagan Film Commission - Director Gee
Boundary Weed Stakeholders Committee - Director Gee
Columbia River Treaty Local Government Committee and Columbia Basin Regional Advisory Committee (CBRAC) - Director Worley
Kootenay Booth - Director Rotvold
Rural Development Institute (R.D.I.) - Director Martin
Chair's Update - Chair Russell

9. New Business

a) A. Stanley, GM Environmental Services

Re: Mosquito Control Contracts-Mosquito Control Program

A Staff Report from Alan Stanley, General Manager of Environmental Services regarding the Mosquito Control Contracts/Program for Electoral Area 'C'/Christina Lake and Electoral Area 'D'/Rural Grand Forks / City of Grand Forks is presented

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve a two-year extension with Morrow BioScience for the Electoral Area 'C'/Christina Lake and Electoral Area 'D'/Rural Grand Forks / City of Grand Forks Mosquito Control Program Contracts at a total annual cost of \$62,972.50 in 2019 and \$64,174.30 in 2020. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the extended contracts.

b) G. Wiebe, Engineering and Safety Coordinator

Re: Selection of Groundwater Monitoring Consultant

A Staff Report from Gabe Wiebe - Engineering and Safety Coordinator, presenting a recommendation for the selection of a consultant to complete groundwater monitoring for a four year term at RDKB solid waste facilities is presented.

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to enter into a contract with WSP for a four-year term at an annual cost of \$67,514 and total four-year cost of \$270,056 to complete groundwater monitoring at the Grand Forks Landfill, Rock Creek Transfer Station, Beaverdell Transfer Station, McKelvey Creek Landfill and West Boundary Landfill. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the contract.

[Staff Report - SW Groundwater Monitoring - Board - Dec 2017 - Pdf](#)

c) T. Dueck, Solid Waste Program Coordinator

Re: Effects of Changes in China's Waste Importing

A staff report from Tim Dueck, Solid Waste Program Coordinator regarding the effects of changes in China's waste importing policies on RDKB unattended recycling depot service is presented.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to proceed with the communications plan as outlined in the Staff Report, close the Midway and Greenwood recycling depots and relocate the Beaverdell recycling depot to the Beaverdell Waste Transfer Station on May 1st, 2018.

[Staff Report - Plastic Film-ChinaPolicy - BOARD - Dec 13 2017 - Pdf](#)

d) C. Marsh, Manager of Emergency Programs and D. Dean, Manager of Planning

Re: Replacement of RDKB Plotter

A staff report from Chris Marsh, Manager of Emergency Programs and Donna Dean, Manager of Planning and Development regarding the purchase of a new plotter utilizing revenues generated in 2017 by the Emergency Preparedness Service from the deployment of fire equipment and personnel to other parts of the province.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Directors approve the transfer of \$11,000 from the Emergency Preparedness Service Budget (012) to the Planning and Development Service Budget (005) for the purchase of a new Hewlett Packard T7200 plotter. **FURTHER** that the 2017 Financial Plan be amended accordingly.

[Staff Report-Plotter Purchase-Amend Fin. Plan-BOARD-Dec 13 2017](#)

e) K. Gobeil, Planner

re: Removal of Private Portions of land from Woodlot W0470-Electoral Area E/West Boundary

A staff report from Ken Gobeil, Planner regarding the removal of the private portions of Woodlot W0479 in Electoral Area 'E' / West Boundary is presented.

Recommendation: Corporate Vote Unweighted

That the staff report from Ken Gobeil, Planner regarding the removal of District Lot 1222s, SDYD and Block A, District Lot 1451s, SDYD in Electoral Area 'E' / West Boundary be received.

[Staff Report-Baker-Remove Private Lands from Woodlot-Board-December 13 2017](#)

f) K. Gobeil, Planner

Re: Application to Amend Liquor Primary Licence-Big White Ski Resort

A staff report from Ken Gobeil, Planner regarding an application to the Liquor Control Licensing Branch (LCLB) to amend the liquor primary liquor licences 63497 & 163408 to permit the addition of the existing patio to a liquor primary area is presented.

Recommendation: Corporate Vote Unweighted

Be it resolved that:

1. The Board recommends the primary liquor licence for the White Crystal Inn be supported for the following reasons:

The liquor licence amendment should have no impact on the residents, community and neighbouring property owners if approved.

2. The Board's comments on the prescribed considerations are as follows:

a. The potential for noise:

No negative impact to the community is anticipated by approving this application.

b. The impact on the community:

It is anticipated that the proposal would not negatively impact Big White. The Advisory Planning Commission for Big White also noted no complaints regarding this application.

c. Is the amendment contrary to the primary purpose of the establishment:

The proposed business and structural alterations are in keeping with the primary purpose of the establishment. The business operates as an 'eating, drinking establishment' which is a permitted use in the 'Village Core 6' Zone.

1. The Board's comments on the views of the residents are as follows:

The applicant posted three 'notice of the proposal' signs. The signs were posted on November 22, 2017. One sign was posted at the back window of the establishment facing the gondola and conference room. Another was posted at the main entrance of the BullWheel, and a third at the community notice board in the Whitefoot building, adjacent to the doctor's office. Only comments from the Advisory Planning Commission had been received by the RDKB Planning and Development Department at the time the staff report to the Board was prepared. Comments recommended that the owners of strata plan KAS1974 be notified as a condition of approval.

[Staff Report-Liquor Licence Amendment-Bull Wheel-Board-December 13 2017](#)

g) K. Gobeil, Planner

Re: MoTI Subdivision Electoral Area 'E' / West Boundary

Recommendation: Corporate Vote Unweighted

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision of Parcel Z, Block 4, DL 1545, SDYD, Plan KAP94, Beaverdell, Electoral Area 'E' / West Boundary be received. **FURTHER** that staff BE directed to forward this staff report *Ministry of Transportation and Infrastructure - Subdivision*, which includes recommendations of the Electoral Area 'E' / West Boundary Advisory Planning Commission to the Ministry of Transportation and Infrastructure for consideration.

[Staff Report-Area E Subdivision-Board-December 13 2017](#)

h) M. Andison-CAO

Re: Proposed Contract-East End Economic Development Services (Kootenay)

A staff report from Mark Andison, Chief Administrative Officer regarding a proposed contract between the RDKB and the Lower Columbia Community Development Team Society (LCCDTS) for the provision of economic development services is presented.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors authorize the execution of a three-year contract with the Lower Columbia Community Development Team Society (LCCDTS) commencing January 1, 2018 for the provision of economic development services with the payments each year as follows:

- \$103,471 in 2018;
- \$105,540 in 2019; and
- \$107,650 in 2020.

upon confirmation from the Ministry of Municipal Affairs and Housing that RDKB Economic Development (Kootenay) Service Establishment Amendment Bylaw No. 1651, 2017 has been approved by the Inspector of Municipalities. FURTHER that the Board of Directors authorizes the RDKB signatories to sign and enter into the contract.

[Staff Report-RDKB and LCCDTS Economic Development Contract - BOARD-Dec 13 2017Pdf](#)

i) M. Andison-CAO

Re: Proposed Contract Extension - Boundary Economic Development Contract

A staff report from Mark Andison, Chief Administrative Officer, regarding a proposed extension to the Economic Development Services Agreement between the RDKB and Community Futures Boundary is presented.

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve a three-year extension to the Agreement between the Regional District of Kootenay Boundary and Community Futures Boundary, to provide economic development services at \$60,000 per year with a 90-day termination clause. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the Agreement.

[Boundary Economic Development Service Agreement Extension - Pdf](#)

j) B. Burget, GM of Finance

Re: MFA Financing - Grand Forks Curling Rink

A staff report from Beth Burget, General Manager of Finance, requesting that the Board approve MFA financing of "liability under agreement" with the Municipal Financing Authority (MFA) to finance short term financing

(under five years) for the Commercial Kitchen Make-up Unit Upgrade for the Grand Forks Curling Rink as included in the 2017 Financial Plan is presented.

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve application be made the Municipal Financial Authority for financing under "Liability Under Agreement" for Kitchen Exhaust Ventilation Upgrade for the Grand Forks Curling Club for a maximum of \$24,000.

[Staff Report - Financing Curling Club - BRD - Dec 13, 2017 - Pdf](#)

- k) Director Martin-Rural Development Institute (RDI)
Regional Local Government-RDI-Colleges Proposed Funding Partnership
Moved Forward on Agenda to Item 4c)**

- l) A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:
4960 Sanders Road, Rock Creek, B.C.
Electoral Area 'E' / West Boundary
Parcel Identifier: 003-763-471
Lot A District Lot 1113S SDYD Plan 31288
Owner: Lesley Salikin**

**Recommendation: Stakeholder Vote (Electoral Area Directors)
Unweighted**

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot A, District Lot 1113S, Similkameen Division Yale District, Plan 31288.

[Staff Report-Bylaw Contravention Salikin-Board-December 13, 2017 - Pdf](#)

- m) M. Andison, CAO
Re: Legacy Project - Arbour Construction**

A staff report from Mark Andison, Chief Administrative Officer seeking a Board resolution to facilitate the Regional District of Kootenay Boundary constructing an arbour in Beaver Creek Provincial Park as a legacy project relating to the construction of the Waneta Expansion Project.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the following resolution:

That the Regional District of Kootenay Boundary will be financially responsible for maintaining the Waneta Expansion Legacy Project arbour at Beaver Creek Provincial Park as per the design that is to be constructed and installed in 2018. Legal liability for the public's use of the arbour lies with BC Parks as the owner of the land on which the arbour will be constructed.

If changes to the arbour are considered in the future, then the Regional District of Kootenay Boundary will only assume financial responsibility for maintaining the additions and/or changes to the arbour if the Board of Directors of the Regional District of Kootenay Boundary has agreed to do so prior to the changes being made to the arbour.

The Regional District of Kootenay Boundary's financial responsibility for maintenance will be in effect throughout the life of the arbour and includes responsibility for dismantling the arbour and returning the area to grass should BC Parks and the Board of Directors for the Regional District of Kootenay Boundary agree that the arbour is no longer needed.

[WAX Legacy Project - Pdf](#)

n) M. Andison

Re: West Kootenay Transit Ski Bus Service

A staff report from Mark Andison, Chief Administrative Officer regarding a proposed contract between the RDKB and Tourism Rossland relating to the West Kootenay Transit Ski Bus service between downtown Rossland and Red Mountain Resort.

Recommendation: Corporate Vote Unweighted

That the Regional District Kootenay Boundary Board of Directors approve a contract between Tourism Rossland and the Regional District of Kootenay Boundary to facilitate free rides on the West Kootenay Transit Ski Bus (Route 48) within the boundaries of the City of Rossland from December 16, 2017 to March 31, 2018. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the 2017/18 Ski Bus Contract between Tourism Rossland and the Regional District of Kootenay Boundary.

[Ski Bus Contract 17/18 \(RPT - 1123\) - BOARD - Dec 13, 2017Pdf](#)

o Grants-in-Aid

**Recommendation: Stakeholder Vote (Electoral Area Directors)
Weighted**

THAT the following grants-in-aid be approved:

1. St. Jude's Anglican Church-Electoral Area 'E'/West Boundary-\$500
2. Greenwood Seniors Citizens Association Branch #99-Electoral Area 'E'/West Boundary-\$300
3. Grand Forks Community Christmas Dinner-Electoral Area 'D'/Rural Grand Forks-\$500
4. Community Futures Boundary-Electoral Area 'D'/Rural Grand Forks-\$2,000

[Grants-in-aid as of Dec 8, 2017 - BOARD Dec 13, 2017](#)

[Grant-in-aid as of Dec 12-GF Community Christmas-GF Community Futures-BOARD-Dec 13 2017](#)

10. Bylaws

11. Late (Emergent) Items

12. Discussion of Items for Future Meetings

13. Question Period for Public and Media

14. Closed (In camera) Session

15. Adjournment



Statutory Meeting of the Board of Directors

November 30, 2017

RDKB Board Room, Trail, B.C.

4:30 P.M.

Minutes

Present: Director G. McGregor
Director P. Cecchini
Director J. Danchuk
Director M. Martin
Director D. Langman
Director L. McLellan
Director F. Konrad, via teleconference
Director E. Smith
Director M. Rotvold
Director A. Grieve
Director L. Worley
Director R. Russell
Director V. Gee

Staff: M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Recording Secretary
F. Maika, Corporate Communications Officer
M. Forster, Executive Assistant
B. Burget, General Manager Finance

Others: N. Girardo and L. Girardo re. Application for Temporary Use Permit

Call to Order by the Manager of Corporate Administration

The Manager of Corporate Administration called the meeting to order at 4:30 p.m.

Consideration of the Agenda (Additions/Deletions)

The agenda for the November 30, 2017 Statutory Meeting of the Regional District of Kootenay Boundary Board of Directors was presented.

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RDKB Board of Directors

Statutory Meeting-November 30, 2017

The Manager of Corporate Administration advised that correspondence from John Vere, Woodstove Exchange Program Coordinator would be added to Item 21 a); Late Emergent Items and that the amount of a West Boundary Recreation Grant to the RCMP Community Consultative Committee should be amended to read \$500, and it was;

426-17 Moved: Director Rotvold Seconded: Director McGregor

Corporate Vote Unweighted

That the agenda for the November 30, 2017 Statutory Meeting of the Regional District of Kootenay Boundary Board of Directors be adopted as amended.

Carried.

Election of Chair of the Board for the Year 2018

The Manager of Corporate Administration reviewed the process involved for electing the Board Chair and she called a first time for nominations for Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2018.

427-17 Moved: Director Rotvold

That Director McGregor be nominated for the position of Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2018.

Director McGregor accepted the nomination.

The Manager of Corporate Administration called a second time for nominations for Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2018.

428-17 Moved: Director Danchuk

That Director Russell be nominated for the position of Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2018.

Director Russell accepted the nomination.

The Manager of Corporate Administration called a third and final time for nominations for Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2018. Hearing none, she closed the nominations.

In alphabetical order, the Directors nominated for the position of Board Chair were each given an opportunity to address their Board colleagues.

Pursuant to Board policy, secret ballots were distributed and a vote was held for the position of Chair.

The Manager of Corporate Administration declared that Director Russell was elected Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2018.

429-17 Moved: Director Rotvold Seconded: Director Smith

That the ballots be destroyed.

Carried.

Election of Vice-Chair of the Board for the Year 2018

The Manager of Corporate Administration advised that the process for nominating and electing the Board Vice-Chair is the same as that for nominating and electing the Board Chair and she called a first time for nominations for Vice-Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2018.

430-17 Moved: Director Rotvold

That Director Worley be nominated for the position of Vice-Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2018.

Director Worley accepted the nomination.

The Manager of Corporate Administration called a second time for nominations for Vice-Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2018.

431-17 Moved: Director Danchuk

That Director Cecchini be nominated for the position of Vice-Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2018.

Director Cecchini accepted the nomination.

The Manager of Corporate Administration called a third and final time for nominations for Vice-Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2018.

432-17 Moved: Director Worley

That Director McGregor be nominated for Vice-Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2018.

Director McGregor accepted the nomination.

In alphabetical order, the Directors nominated for the position of Board Vice-Chair were each given an opportunity to address their Board colleagues.

Pursuant to Board policy, secret ballots were distributed and a vote was held for the position of Vice-Chair.

Director Worley was removed from the ballot for the election for Vice-Chair.

Pursuant to Board policy, blank secret ballots were distributed a second time and a second vote was held for the position of Vice-Chair.

The Manager of Corporate Administration declared that Director McGregor was elected Vice-Chair of the Regional District of Kootenay Boundary Board of Directors for the Year 2018.

433-17 Moved: Director Rotvold Seconded: Director Danchuk

That the ballots be destroyed.

Carried.

Turn the Meeting Over to the Chair

The Manager of Corporate Administration turned the meeting over to Chair Russell and he assumed the Chair.

Minutes

The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held November 8, 2017 were presented.

434-17 Moved: Director Rotvold Seconded: Director Smith

Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held November 8, 2017 be adopted as presented.

Carried.

Electoral Area Services Committee- November 16, 2017

Application for Temporary Use Permit-Electoral Area A

Chair Russell welcomed the applicants, Mr. and Mrs. Girardo to the meeting and provided them with an opportunity to address the Board. There was no opposition present.

Director Grieve and the applicants spoke briefly to the application, and it was;

435-17 Moved: Director Grieve Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) and Village of Fruitvale as Fringe Area - Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Temporary Use Permit application submitted by Nicholas J. Girardo and Lucienne M. Girardo, to allow for a Heating, Ventilation and Air Conditioning business to operate on the property legally described as Lot 2, Plan NEP2936, District Lot 1236, KD, Fruitvale, Electoral Area 'A' for a 3-year period, subject to the following conditions:

1. That hours of operation be limited to 7:30 AM to 5:00 PM.
2. The Temporary Use only be permitted to take place in the existing residence.
3. Other than the parking of licensed company vehicles, no outdoor storage be permitted.
4. A screen in the form of a solid fence or vegetative screen not less than 2 metres in height be placed and maintained along the side and rear parcel boundaries.

Carried.

Recess the Meeting

Chair Russell recessed the meeting at 5:15 p.m.

Reconvene the Meeting

Chair Russell reconvened the meeting at 5:55 p.m.

Banks

RDKB: Canadian Imperial Bank of Commerce-Trail

Grand Forks Recreation: Canadian Imperial Bank of Commerce-Grand Forks

Beaver Valley Regional Parks, Trails and Recreation: Kootenay Savings Credit Union-Fruitvale

Other: Heritage Savings & Credit Union Greenwood

436-17 Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors appoints the Canadian Imperial Bank of Commerce, Trail, BC; Canadian Imperial Bank of Commerce, Grand Forks, BC; Kootenay Savings Credit Union; Fruitvale, BC and the Heritage Savings and Credit Union; Greenwood, BC as the RDKB's Financial Institutions for the Year 2018.

Carried.

Signing Authority

437-17 Moved: Director Grieve Seconded: Director Worley

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RDKB Board of Directors

Statutory Meeting-November 30, 2017

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors appoints the Board Chair, Board Vice-Chair, Finance Liaison, Chief Administrative Officer, Deputy Chief Administrative Officer, General Manager of Finance and Financial Services Manager as RDKB signing authorities for the Year 2018. **FURTHER** that Directors Martin, Cecchini and McLellan be appointed as the (East-End) Directors at Large Signing Authorities.

Carried.

Chair Appointments to Standing Committees

Chair Russell requested Board members to contact him to advise which 2018 RDKB Committees they wish to sit on and which Committees they wish to be appointed Chair.

Board Appointments (Other)

**Municipal Finance Authority (MFA)
Board Chair and Board Vice-Chair as Alternate**

438-17 Moved: Director Rotvold Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors appoints the Board Chair and the Board Vice Chair as Alternate, to the Municipal Finance Authority for the Year 2018.

Carried.

**Municipal Insurance Association (MIA)
Board Chair and an Appointed Board Member as Alternate**

439-17 Moved: Director Grieve Seconded: Director Langman

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors appoints the Board Chair, Director Russell to the Municipal Insurance Association for the Year 2018. **FURTHER** that Director Rotvold be appointed as the Alternate for the Year 2018.

Carried.

Unfinished Business**Board List of Action Items-Ending November 23, 2017**

The Board of Directors List of Action Items ending November 23, 2017 was presented.

Director Gee requested staff to update the Memo by indicating that the application for an Active Community Grant (Big White Ski Resort and School District #51) has been denied and that the Strategic Outreach and Innovation application has been withdrawn.

Director Gee referred to the May 8, 2017 Board action item directing staff to send a letter to the Ministry of Forests Lands and Natural Resource Operations and Rural Development – Water Management Branch regarding groundwater licencing. She requested that this matter move forward and that a letter be written and sent.

440-17 Moved: Director Danchuk Seconded: Director Martin

Corporate Vote Unweighted

That the Board of Directors List of Action Items ending November 23, 2017 be received. **FURTHER** that the action item list be updated to clarify that the application for an Active Community Grant (Big White Ski Resort and School District #51) has been denied and the Strategic Outreach and Innovation application has been withdrawn. **FURTHER** that the creation of a Heritage Service in Electoral Area 'E'/West Boundary be added to the Board Action Item List.

Carried.

441-17 Moved: Director Danchuk Seconded: Director Martin

Corporate Vote Unweighted

That staff follow up with the May 8, 2017 Board of Directors action item recommendation and write a letter to the Ministry of Forests Lands and Natural Resource Operations and Rural Development – Water Management Branch requesting that Ground Water Licensing notices, explaining the new regulations, be sent to rural property owners via BC Assessment Notices.

Carried.

Appointment to Electoral Area 'E'/West Boundary Advisory Planning Commission

442-17 Moved: Director Gee Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That Frank Van Oyen be appointed to the Regional District of Kootenay Boundary Electoral Area 'E'/West Boundary Advisory Planning Commission.

Carried.

Communications-RDKB Corporate Communications Officer

Proposed Board Highlights-F. Maika, Corporate Communications Officer

Staff reviewed examples of local government (Council and Board) Highlights documents and answered questions from the Board. The Corporate Communications Officer explained the purpose of the

document noting the plain language that will be used and she requested further direction from the Board.

After review and discussion staff was requested to revise the Board Highlights document to include the names of GIA recipients and a description of what the funding will be used for. Staff was also requested to include more colour and attention-grabbing visuals keeping the content brief, but including links to the relevant information.

443-17 Moved: Director Grieve Seconded: Director Danchuk

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Draft Board Highlights document be referred back to staff for further assessment and for revisions that include more colour and attention-grabbing visuals, links to relevant information that will provide more background, and the names of GIA recipients and a description of what the funding will be used for. **FURTHER** that the Board Highlights document, as revised, be presented back to the Board at a future meeting.

Carried.

Communications (Information)

J. Strilaeff-Kootenay Booth-E-mail Nov. 21/17

Re: Kootenay Booth

444-17 Moved: Director Danchuk Seconded: Director Martin

Corporate Vote Unweighted

That the correspondence from J. Strilaeff, CEO, Columbia Power Corporation dated November 21, 2017 and regarding support for the Kootenay Booth be received. **FURTHER** that the RDKB Board of Directors send a letter to Columbia Power Corporation thanking them for their support and dedication of staff to the Kootenay Booth over the years.

Carried.

Director Rotvold advised that she will present further information on the Kootenay Booth at the December 13 Board meeting.

Reports

Adopted RDKB Committee Minutes-October 2017

Boundary Community Development Committee (Oct. 3/17), Beaver Valley Regional Parks, Trails and Recreation Committee (Oct. 10/17), Policy, Executive and Personnel Committee (Oct. 11/17), Electoral Area Services Committee (Oct. 12/17) and East End Services Committee (Oct. 17/17).

445-17 Moved: Director Grieve Seconded: Director Rotvold

Corporate Vote Unweighted

That the following minutes of the RDKB Committee meetings held during October 2017 be received:
Boundary Community Development Committee (Oct. 3/17), Beaver Valley Regional Parks, Trails and Recreation Committee (Oct. 10/17), Policy, Executive and Personnel Committee (Oct. 11/17), Electoral Area Services Committee (Oct. 12/17) and East End Services Committee (Oct. 17/17).

Carried.

Adopted RDKB Recreation Commission Minutes

Grand Forks Recreation Commission-Sept. 14/17 and Christina Lake Parks and Recreation Commission-Oct. 11/17

446-17 Moved: Director Worley Seconded: Director McGregor

Corporate Vote Unweighted

That the minutes of the Grand Forks and District Recreation Commission (Sept. 14/17) and the minutes of the Christina Lake Parks and Recreation Committee (Oct. 11/17) be received.

Carried.

Draft RDKB Electoral Area Advisory Planning Commission Minutes

Electoral Area 'A' (Nov. 7/17)

447-17 Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That the draft minutes of the Electoral Area 'A' Advisory Planning Commission meeting held November 7, 2017 be received.

Carried.

Public Hearing Minutes-Bylaw No. 1645

Amending Electoral Area 'D/Rural Grand Forks Zoning Bylaw No. 1299

448-17 Moved: Director Smith Seconded: Director Worley

Corporate Vote Unweighted

That the minutes of the Public Hearing, held November 6, 2017, for proposed RDKB Zoning Amendment Bylaw No. 1645 be received

Carried.

Monthly Committee Recommendations to Board of Directors

The RDKB Committee recommendations as adopted by the RDKB Committees during November 2017 were presented for consideration.

Boundary Community Development Committee (BCDC)-Nov. 7/17

Director Russell, Chair/Director Rotvold, Vice-Chair

***RCMP Community Consultative Committee: \$500 and
Boundary Martial Arts Club: \$2,000***

Director Gee advised she does not support the allocation of recreation grant funding towards prizes and single-evening events. She stated that she does not believe these funding requests are in line with the recreation programs that have been supported so far and she also stated that she has offered to contribute Area 'E'/West Boundary Grant in Aid funds.

Directors Rotvold and Smith explained that they believe recreation grant funding is appropriate for these initiatives and noted that the RCMP Community Consultative Committee has received this funding for many years, and it was;

449-17 Moved: Director Smith Seconded: Director Rotvold

West Boundary Recreation Grant Applications**Stakeholder Vote (Midway, Greenwood and Electoral Area 'E'/West Boundary) Weighted**

That the Regional District of Kootenay Boundary Board of Directors approve the following West Boundary Recreation Grant applications: 1. RCMP Community Consultative Committee: \$500.
Boundary Martial Arts Club: \$2,000

Carried.

(Director Gee opposed)

The West Boundary Directors agreed to meet in the future to further discuss this matter.

New Business**Tentative 2018 Committee and Board Meeting Calendar**

The Manager of Corporate Administration introduced the proposed 2018 meeting calendar and she answered questions from the Board.

After further review and discussion, it was;

450-17 Moved: Director Grieve Seconded: Director Langman

Corporate Vote Unweighted

That proposed 2018 RDKB Board and Committee Meeting Calendar be referred back to staff for changes including ensuring that the location of the Policy, Executive and Personnel Committee, Utilities Committee and Board meetings (second Wednesday of the month) be located in Trail when the Thursday Electoral Area Services Committee meetings are located in Trail. **FURTHER** that staff endeavor to reschedule the September 5th, 2018 Board meeting so that the meeting does not conflict with Warfield Council meeting. **FURTHER** that staff refer the revised calendar to the Board of Directors for review as soon as possible and include it on the agenda for adoption at the December 13th Board meeting.

Carried.

Grants-In-Aid

451-17 Moved: Director Grieve Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid be approved:

- 1.Kettle River Watershed Project-Electoral Area 'C'/Christina Lake-\$1,100
- 2.Rossland Winter Carnival Committee-Electoral Area 'B'/Lower Columbia-Old Glory-\$1,000
- 3.Kettle River Watershed Project-Electoral Area 'D'/Rural Grand Forks-\$1,100
- 4.Kettle River Community Garden-Electoral Area 'D'/Rural Grand Forks-\$1,000
- 5.Boundary All Nations Aboriginal Council (BANAC)-Electoral Area 'D'/Rural Grand Forks-\$2,000
- 6.Kettle River Watershed Project-Electoral Area 'E'/West Boundary-\$1,100
- 7.Beaverdell Community Club-Electoral Area 'E'/West Boundary-\$350
- 8.Parkview Manor-Electoral Area 'E'/West Boundary-\$300
- 9.Beaverdell Community Club & Recreation Commission-Electoral Area 'E'/West Boundary-\$3,000
- 10.King of Kings New Testament Church/per Greenwood Food Bank-Electoral Area 'E'/West Boundary-\$500
- 11.King of Kings New Testament Church/per The Bridge-Electoral Area 'E'/West Boundary-\$500
- 12.Westbridge Recreation Society-Electoral Area 'E'/West Boundary-\$200
- 13.Parkview Manor-Electoral Area 'E'/West Boundary-\$400
- 14.Bridesville Community Club-Electoral Area 'E'/West Boundary-\$500
- 15.Kettle River Food Share Society-Electoral Area 'E'/West Boundary Groundwater Workshop Catering-\$250
- 16.Kettle River Food Share Society-Electoral Area 'E'/West Boundary Hamburger Cow and Other Proteins-\$3,000
- 17.Big White Fire Department Work Experience Program-Electoral Area 'E'/West Boundary-\$5,000
- 18.Big White Mountain Community Development Association-Electoral Area 'E'/West Boundary-\$1,348.55
- 19.Big White Mountain Community Development Association-Electoral Area 'E'/West Boundary-\$1,200.

Carried.

B. Burget - Equipment Financing Service 091 Weed Control - Christina Lake Milfoil

A staff report from Beth Burget, General Manager of Finance, requesting that the Board approve equipment financing with the Municipal Finance Authority (MFA) to finance a boat and trailer for Service 091 Weed Control - Christina Lake Milfoil was presented.

452-17 Moved: Director McGregor Seconded: Director Worley

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve application be made to the Municipal Financial Authority for equipment financing pursuant to Section 403 of the *Local Government Act* for a Boat and Trailer for Service 091 Weed Control - Christina Lake Milfoil to a maximum of \$90,000.

Carried.

Bylaws**Bylaw No. 1650-RDKB Electoral Area 'E'/West Boundary Greenwood Library Grant Service Establishment Bylaw No. 1650, 2017**

Increase Requisition and Conversion-Adoption

453-17 Moved: Director McGregor Seconded: Director Gee

Single Participant Service-Corporate Vote Unweighted

That Regional District of Kootenay Boundary Electoral Area 'E'/West Boundary Greenwood Library Grant Establishment Bylaw No. 1650, 2017 be Reconsidered and Adopted.

Carried.

Bylaw 1660-Amending Grand Forks and District Transit Service Local Service Establishment Bylaw No. 672, 1991

A staff report from Theresa Lenardon, Manager of Corporate Administration regarding proposed RDKB Bylaw No. 1660, 2017 amending the Grand Forks and District Transit Service Local Service Establishment Bylaw No. 672, 1991 is presented.

454-17 Moved: Director Gee Seconded: Director Smith

Stakeholder Vote (Grand Forks, Greenwood, RDKB Electoral Areas 'D'/Rural Grand Forks and 'E'/West Boundary) Weighted

That Regional District of Kootenay Boundary Grand Forks and District Transit Service Local Service Establishment Amendment Bylaw No. 1660, 2017 be given First, Second and Third Readings.

Carried.

Late (Emergent) Items**J. Vere, Woodstove Exchange Program Coordinator**

Re: 2018 Woodstove Exchange Program

The Board reviewed correspondence from Mr. Vere advising that funding for the 2018 Woodstove Exchange Program has been approved. Mr. Vere also advises that although in October, the RDKB Board of Directors approved, in principle, the proposed 2018 Agreement with BC Lung Association in the amount of \$6,000, there are fewer and fewer applications since the program commenced in 2009. He recommends that it is time to put the program to rest.

Directors McGregor and Danchuk concurred with Mr. Vere's recommendation. Director Danchuk noted that wood pellets are a cleaner option and Director McGregor advised that the program is not affordable for everyone.

Moved: Director McGregor Seconded: Director Danchuk

Corporate Vote Unweighted

That the correspondence from J. Vere, Woodstove Exchange Program Coordinator regarding the 2018 Woodstove Exchange Program be received. **FURTHER** that the Regional District of Kootenay Boundary not enter into an Agreement with the BC Lung Association for the 2018 Woodstove Exchange Program and that the RDKB Program be discontinued.

Defeated

Directors Rotvold and Worley noted the value of the program and advised they believe it should continue in 2018 with an increase in public awareness via more advertising and marketing on the RDKB website, in local newspapers and community meetings.

Directors Grieve and Gee concurred, and it was;

455-17 Moved: Director Worley Seconded: Director Rotvold

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors confirm approval to enter into the 2018 Woodstove Exchange Program with the BC Lung Association for a cost of \$6,000 for a twelve (12) month term (January 1, 2018 to December 31, 2018). **FURTHER** that the RDKB Corporate Communications Officer work to increase awareness about the program through advertising and marketing on the RDKB website, local newspapers and public/community meetings.

Carried.

(Directors McGregor, Danchuk and Smith opposed)

Director McGregor advised that she will not contribute Electoral Area 'C'/Christina Lake funding into the RDKB 2018 Woodstove Exchange Program.

Question Period for Public and Media

A question period was not required.

Closed Meeting

Closed Meeting-Section 90 (1)(a) of the *Community Charter*

456-17 Moved: Director McLellan Seconded: Director Rotvold

That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to Section 90 (1)(a) of the *Community Charter* (time: 6:25 p.m.).

Carried.

The Board reconvened to the open meeting (time: 7:08 p.m.).

Closed Meeting Items for Release to the Open Meeting

Collective Agreement-CUPE 2254

The ratification of a three-year agreement with CUPE 2254 was discussed in the closed session where a recommendation was made to release the following to the open meeting:

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve the ratification of a three-year Collective Agreement (January 1, 2017-December 31, 2019) that has been reached with the Canadian Union of Public Employees Local 2254 and which includes 2% salary increases in each year.

Adjournment

There being no further business to discuss, the open meeting was adjourned (time: 7:10 p.m.).

TL



Committee/Board Delegation and Presentation Form

Names of all persons who will be speaking & position titles (if relevant) must be included. Name of organization you are representing is also required.		Name(s): Johnny Strilaeff, CEO, Columbia Basin Trust	
Subject of delegation (What information will be presented?)		Trust Annual Report Presentation	
What is the purpose of delegation? (Please check where appropriate):	Information Only	yes	
	Letter of Support Request		
	Funding Request		
	Other (please provide details): 		
Contact Person		Jane Medlar, Executive Assistant	
Telephone:	250.304.1620	Email:	jmedlar@cbt.org
Meeting Date Requested:	December 13, 2017 (Trail)		
Technical Requirements: Will you be using a power-point presentation?	YES Yes	NO	If yes, you are required to submit the presentation before the meeting as well as bringing it to the meeting on a memory stick.
The Regional District is not responsible for software incompatibility. The Regional District utilizes Microsoft Office products. If you will be using power-point, you are requested to bring your own laptop and a VGA/9-pin or HDMI connection. If you do not have a laptop, contact the Manager of Corporate Administration to make alternative arrangements.			
<p>For more information, please contact:</p> <p>Manager of Corporate Administration 202-843 Rossland Avenue Trail, BC V1R 4S8</p> <p>Phone: 250-368-9148 Toll Free: 1-800-355-7352 Fax: 250-368-3990 Email: tlenardon@rdkb.com</p>			

To facilitate effective delegations:

1. The Manager of Corporate Administration will forward your request to the RDKB Board Chair for approval.
2. There may be a case where the Chair will not approve your delegation request and therefore, you may not be able to appear before the Board on the day requested. The Manager of Corporate Administration will confirm with you whether your request has been approved by the Board Chair.
3. Once your delegation request has been approved, you must submit your power-point presentation and or handouts to the Manager of Corporate Administration prior to the Board meeting. The Manager of Corporate Administration will provide you with the appropriate instructions.
4. A delegation may be comprised of numerous individuals, however only 1-2 members of your delegation will be allowed to speak. You should appoint a speaker(s) ahead of time and you must include this information on this form before you return it to the Manager of Corporate Administration.
5. You will be permitted 10-minutes to make your presentation. It does not matter how many people speak. The name of the person and or group appearing before the Board will be published in the agenda and available to the public.
6. Direct all comments to the RDKB Board Chair.
7. Do not expect an immediate answer. The Board may wish to have further investigation or time to consider the matter.
8. At no time will a delegation be allowed to present information regarding a bylaw which a Public Hearing has been held, or where a Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
9. At no time will a delegation be allowed to present a matter for the purpose of discussion that is to be dealt with as a grievance under a collective agreement.

I understand and agree with the terms and conditions of my request to appear as a delegation:

Jane Medlar

Name of Delegate/Group Representative

September 29, 2017

Date

Signature

For Office Use Only

Attending at request of the Board

Requesting attendance to present information and or to request letter and or funding support.

Referred to Chair:

Date

Approved

Declined

If declined provide explanation:

Date of delegation (if applicable):

Applicant informed of decision:

Manager of Corporate Administration

Date



Committee/Board Delegation and Presentation Form

Names of all persons who will be speaking & position titles (if relevant) must be included. Name of organization you are representing is also required.		Name(s): <u>Christine Deynaka, Lands Manager + General Counsel, Teck Metals</u> <u>Catherine Adair, Community Relations Leader, Teck</u> <u>Sarah MacPherson, Lands + Legal, Teck</u> <u>Moss Giasson, Lands Project Manager, Teck</u>	
Subject of delegation (What information will be presented?)		<u>overview of Teck land in RDKB</u>	
What is the purpose of delegation? (Please check where appropriate):		Information Only	<input checked="" type="checkbox"/>
		Letter of Support Request	
		Funding Request	
		Other (please provide details): _____ _____ _____	
Contact Person		<u>Sarah MacPherson</u>	
Telephone:	<u>250-364-4238</u>	Email:	<u>sarah.macpherson@teck.com</u>
Meeting Date Requested:		<u>December 13, 2017</u>	
Technical Requirements: Will you be using a power-point presentation?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If yes, you are required to submit the presentation before the meeting as well as bringing it to the meeting on a memory stick.
The Regional District is not responsible for software incompatibility. The Regional District utilizes Microsoft Office products. If you will be using power-point, you are requested to bring your own laptop and a VGA/9-pin or HDMI connection. If you do not have a laptop, contact the Manager of Corporate Administration to make alternative arrangements.			
<p>For more information, please contact:</p> <p>Manager of Corporate Administration 202-843 Rossland Avenue Trail, BC V1R 4S8</p> <p>Phone: 250-368-9148 Toll Free: 1-800-355-7352 Fax: 250-368-3990 Email: tlennardon@rdkb.com</p>			
To facilitate effective delegations:			

Please note that this document will be included on a public agenda and therefore any personal information included will be visible to the public. Please contact the Manager of Corporate Administration/Corporate Officer with any questions or concerns regarding Freedom of Information and Protection of Privacy.

Board & Committee Delegation Request
(Excerpt from Board Presentation Policy) Page 1 of 2

1. The Manager of Corporate Administration will forward your request to the RDKB Board Chair for approval.
2. There may be a case where the Chair will not approve your delegation request and therefore, you may not be able to appear before the Board on the day requested. The Manager of Corporate Administration will confirm with you whether your request has been approved by the Board Chair.
3. Once your delegation request has been approved, you must submit your power-point presentation and or handouts to the Manager of Corporate Administration prior to the Board meeting. The Manager of Corporate Administration will provide you with the appropriate instructions.
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6. Direct all comments to the RDKB Board Chair.
7. Do not expect an immediate answer. The Board may wish to have further investigation or time to consider the matter.
8. At no time will a delegation be allowed to present information regarding a bylaw which a Public Hearing has been held, or where a Public Hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
9. At no time will a delegation be allowed to present a matter for the purpose of discussion that is to be dealt with as a grievance under a collective agreement.

I understand and agree with the terms and conditions of my request to appear as a delegation:

Sarah MacPherson

Name of Delegate/Group Representative

December 28, 2017

Date

[Signature]

Signature

For Office Use Only

Attending at request of the Board _____

Requesting attendance to present information and or to request letter and or funding support. _____

Referred to Chair:

Date

Approved

Declined

If declined provide explanation:

Date of delegation (if applicable):

Applicant informed of decision:

Manager of Corporate Administration

Date

Please note that this document will be included on a public agenda and therefore any personal information included will be visible to the public. Please contact the Manager of Corporate Administration/Corporate Officer with any questions or concerns regarding Freedom of Information and Protection of Privacy.

Board & Committee Delegation Request
(Excerpt from Board Presentation Policy) Page 2 of 2



Project Proposal Brief

Building Regional Resilience through Informed Decision-making, Collaborative Action and Capacity Building

Funding Opportunity

The Province of BC has released a call for applications to the fourth intake of the [BC Rural Dividend Program](#). This program provides up to \$500,000 in funding (requires \$250,000 cash) under the partnership stream to help rural communities reinvigorate and diversify their local economies. The BC Rural Dividend program is focused on supporting worthy projects that help rural communities navigate changes impacting their economies, such as attracting and retaining youth, using innovation to drive economic growth, and developing new and effective partnerships to support shared prosperity. The RDI sees this funding program as an opportunity to focus the RDI's efforts on local government needs, strengthen existing partnerships with the region's colleges (College of the Rockies, Okanagan College and College of New Caledonia), and test a sustainable funding model as the RDI transitions to the end of the CBT-Selkirk College RDI 8-year partnership agreement in 2019.

Established Need/Opportunity

An external evaluation conducted on the RDI in 2017 revealed there is a healthy foundation of familiarity with the RDI across different target groups (local government, businesses, and economic, social, cultural and environmental non-profits), the RDI is recognized as a hub of regional information, and RDI products and services have effectively supported a multitude of planning and development projects. Evaluation findings suggested that a narrowing of focus with respect to target audience and more targeted provision of products and services could position the RDI for improved impact moving forward. A key opportunity for improvement lies in being able to ensure a strong match between the products and services the RDI provides and the needs of the communities it serves.

With this knowledge in hand, the RDI proposes focusing its efforts on meeting the needs of local government – tailoring projects, products and services more directly. This proposed shift is based on the recognition that rural restructuring has created new challenges and opportunities for communities, including those related to a transition from primarily natural resource extraction economies to service and knowledge-based economies. The RDI's refined approach would include targeted and increased levels of direct support to help local government make informed decisions, test innovative approaches, and build regional capacity to tackle complex issues in a coordinated way.

Project Goals, Objectives & Outputs

The goal of the proposed project is to foster resilience among Columbia Basin-Boundary communities through the provision of direct research support, implementation of local government- defined pilot projects, and capacity building support. Possible objectives include:

- Support informed decision-making by providing local government with direct research support designed to deliver concrete actions and/or tangible benefits - *Possible Outputs: Feasibility Studies; Policy Options Briefs (e.g., to inform consultation opportunities with higher levels of government); Analysis of Shared Services Models/Approaches (e.g. public-private partnerships); Best Practice Research Briefs to inform policy and program development; Economic Impact Analysis (e.g., of taxation decisions or local impacts of statutory revision); Methodologically-Sound Community Engagement (e.g., surveys, focus groups) on issues of interest*
- Address complex regionally-relevant challenges and opportunities by undertaking pilot projects - *Possible outputs: strategic partnerships and leveraged funding to test, replicate and scale out innovative programs and approaches (e.g., supporting development of industry clusters); piloting new education and/or training programs*



- Build regional capacity through the provision of education, training and collaborative learning opportunities - *Possible outputs: delivery of established education and/or training programs for local government (e.g. asset management, local government administration, economic development); student internships and other experiential learning opportunities; learning events (e.g. AKBLG annual conference support, webinar series)*

Required Contributions

The RDI could leverage \$100,000 of CBT funding from its final year budget (2018-19) to combine with cash contributions from local government to develop a partnership application. A contribution of \$150,000 from local government matched with the RDI-CBT contribution of \$100,000 could result in an additional \$500,000 in BC Rural Dividend funding for a total 2-year budget of \$750,000. The leveraged funding would allow participating local governments to not only offset a portion of their own costs dedicated to research and policy development, but also to access significant additional funds to expand their access to informed decision-making and advocacy resources.

Possible partnership funding model: A partnership application could seek a contribution of \$40,000 over two years from each of the three Regional Districts (East Kootenay, Central Kootenay, Kootenay Boundary) and 30,000 total over two years from the Northern Basin partners (City of Revelstoke, Town of Golden, Columbia Shuswap Regional District Areas A and B, and the Village of Valemount).

For participation details please contact Lauren Rethoret (lrethoret@selkirk.ca).

This funding opportunity is time sensitive with a December 15, 2017 closing date. Board/council resolutions supporting local government participation and contributions must be provided by January 31, 2018.

BRIEFING NOTE

DATE: November 29, 2017

FROM: Columbia Basin Broadband Corporation

TO: Regional District Kootenay Boundary

SUBJECT: Federal Program Update

Synopsis

Update on progress with the Connecting Canadians (currently active) program.

Key Messages:

1. Overview of the Connecting Canadians Program
 - \$8M total budget
 - Three year project, 2015-2018
 - CBBC & 13 wireless ISPs in the region
 - Over 2,400 rural households connected with speeds greater or equal to 5Mbps download & 1Mbps upload, in the RDKB
 - Construction of connection points for ISPs on the CBBC network
 - Program scheduled to be completed by summer 2018
2. RDKB communities receiving 5/1 Mbps as of October 30, 2017:
 - Genelle, Beaverdell, Westbridge & Rock Creek West
3. Additional RDKB communities to be connected by June 30, 2018:
 - Beaver Valley, Fruitvale, Ross Spur & Rural Rossland
4. Points of presence on regional fibre backbone planned in Fruitvale by spring 2018

Contact:

Dave Lampron
Chief Operating Officer, CBBC
dlampron@cbt.org

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 NEW YEARS DAY	2	3 BCDC 10:00 AM GRAND FORKS	4	5	6
7	8	9 BV Rec-Noon East End Services 4:30 PM TRAIL	10 PEP-2 PM UTILITIES-5 PM BOARD- 6PM GRAND FORKS	11 EAS-4:30 PM GRAND FORKS	12	13
14	15	16	17	18	19	20
21	22	23	24	25 BOARD-6 PM TRAIL	26	27
28	29	30 EA FORUM	31 EA FORUM LGLA			

2018 Calendar Template © calendarlabs.com

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 LGLA	2 LGLA	3
4	5	6	7 BCDC 10:00 AM GRAND FORKS	8	9	10
11	12 FAMILY DAY	13 BV Rec-Noon TRAIL	14 PEP-2 PM UTILITIES-5 PM BOARD- 6PM TRAIL	15 EAS-4:30 PM TRAIL	16	17
18	19	20 East End Services 4:30 PM TRAIL-Conflict with Stat CAO FORUM	21 CAO FORUM MAYOR'S CAUCUS	22 CAO FORUM MAYOR'S CAUCUS	23 CAO FORUM MAYOR'S CAUCUS	24
25	26	27	28			

2018 Calendar Template © calendarlabs.com

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 BCDC 10:00 AM GRAND FORKS	8	9	10
11	12	13 BV Rec-Noon East End Services 4:30 PM TRAIL	14 PEP-2 PM UTILITIES-5 PM BOARD- 6PM GRAND FORKS	15 EAS-4:30 PM GRAND FORKS	16	17
18	19	20 CEO/CAO FORUM	21 CEO/CAO FORUM	22 MFA AGM	23 MFA AGM	24
25	26	27	28 BOARD-6 PM TRAIL	29	30 GOOD FRIDAY	31

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April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 EASTER SUNDAY	2 EASTER MONDAY	3 BCDC 10:00 AM-GF- Conflict with COFI	4 COFI	5 COFI	6 COFI	7
8	9	10 BV Rec-Noon East End Services 4:30 PM TRAIL	11 PEP-2 PM UTILITIES-5 PM BOARD- 6PM TRAIL	12 EAS-4:30 PM TRAIL	13	14
15	16	17	18 AKBLG	19 AKBLG	20 AKBLG	21
22	23	24	25	26 BOARD-6PM GRAND FORKS	27	28
29	30					

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May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 BCDC 10:00 AM GRAND FORKS	3	4	5
6	7	8 BV Rec-Noon East End Services 4:30 PM TRAIL	9 PEP-2 PM UTILITIES-5 PM BOARD-6 PM TRAIL	10	11	12
13 MOTHER'S DAY	14	15	16	17 EAS-4:30 PM GRAND FORKS	18	19
20	21 VICTORIA DAY	22	23	24 BOARD-6 PM GRAND FORKS- Conflict with FCM	25	26
27	28	29	30	31 FCM		

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June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FCM	2 FCM
3 FCM	4	5	6 BCDC 10:00 AM GRAND FORKS	7	8	9
10	11	12 BV Rec-Noon East End Services 4:30 PM TRAIL	13 PEP-2 PM UTILITIES-5 PM BOARD- 6PM TRAIL	14 EAS-4:30 PM TRAIL	15	16
17 Father's Day	18	19	20	21	22	23
24	25	26	27	28 BOARD-6 PM TRAIL	29	30

July 2018

July Committee meetings will be scheduled at discretion of Committee Chairs
Committee Meeting Placeholders will be included on the RDKB Website Public Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 CANADA DAY	2 CANADA DAY STAT	3	4	5	6	7
8	9	10	11 BOARD-6 PM Only if enough business TRAIL	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 BOARD-6 PM GRAND FORKS	27	28
29	30	31				

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August 2018

August Committee meetings will be scheduled at discretion of Committee Chairs
Committee Meeting Placeholders will be included on the RDKB Website Public Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 BC DAY	7	8 BOARD-6 PM Only if enough business TRAIL	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 BOARD-6 PM TRAIL	31	

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September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 LABOUR DAY	4	5 BCDC-10:00AM GRAND FORKS	6 PEP-2 PM UTILITIES-5 PM BOARD- 6PM TRAIL	7	8
9	10	11 UBCM	12 UBCM	13 UBCM	14 UBCM	15
16	17	18 BV Rec-Noon East End Services 4:30 PM-Conflict with UBCM TRAIL	19	20 EAS-4:30 PM GRAND FORKS	21	22
23	24	25	26	27 BOARD-6 PM TRAIL	28	29
30						

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October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 BCDC 10:00 AM GRAND FORKS	4	5	6
7	8 THANKSGIVING	9 BV Rec-Noon TRAIL	10 Advanced Polls PEP-2 PM UTILITIES-5 PM BOARD- 6PM TRAIL	11 EAS-4:30 PM TRAIL	12	13
14	15	16 East End Services 4:30 PM TRAIL-Conflict with Stat	17 Advanced Polls	18	19	20 Elections
21	22	23	24	25 BOARD-6 PM GRAND FORKS	26	27
28	29	30	31			

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November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 BCDC 10:00 AM GRAND FORKS	8	9	10
11 REMEMBRANCE DAY	12 REMEMBRANCE DAY STAT	13 BV Rec-Noon TRAIL	14 PEP-2 PM UTILITIES-5 PM STAT BOARD- 6PM TRAIL	15 EAS-4:30 PM GRAND FORKS	16	17
18	19	20 East End Services 4:30 PM-Conflict with Stat-TRAIL	21	22	23	24
25	26	27	28	29 BOARD-6 PM GRAND FORKS	30	

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December 2018-**No Committee Meetings are scheduled in December**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12 Regular Board Meeting Board Photos East End Christmas Dinner	13	14	15
16	17	18	19	20	21	22
23	24	25 CHRISTMAS DAY	26 BOXING DAY	27	28	29
30	31					

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DRAFT

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

AP5090

Cheque Register - Summary

Date: November 30, 2017

Supplier : 084010 To ZUM
 Cheque Date: NOVEMBER 1 - 30, 2017

Cheque Date	Supplier Code	Supplier Name	Amount
02-Nov-17	AND060	ANDISON, R. MARK	204.91
02-Nov-17	BEA150	BEAVER VALLEY NITE HAWKS	141.00
02-Nov-17	BEA220	BEAVER VALLEY SKATING CLU	600.00
02-Nov-17	BES005	BEST WESTERN PLUS COLUMBI	158.19
02-Nov-17	BOU560	BOUNDARY YOUTH SOCCER ASS	2000.00
02-Nov-17	BRI001	BRINK'S CANADA LIMITED	367.16
02-Nov-17	CHR011	CHRISTINA LAKE GRAVEL & R	336.00
02-Nov-17	COM070	COMMUNITY FUTURES DEVELOP	15504.00
02-Nov-17	DEA030	DEADMARSH, FRANCES	77.91
02-Nov-17	DEL070	DELL CANADA INC	9397.63
02-Nov-17	DOM020	DOMINICI, RICK	34.80
02-Nov-17	EDW030	EDWARDS, WILLIAM	123.49
02-Nov-17	ELL004	ELLIS, HEIDI	350.00
02-Nov-17	FAI030	FAIRBANK ARCHITECTS LTD	2520.00
02-Nov-17	FOR010	FORTISBC - ELECTRICITY	466.37
02-Nov-17	GAN040	GANZINI, BRITANY	90.71
02-Nov-17	IMP020	IMPERIAL OIL LIMITED	873.44
02-Nov-17	KET016	KETTLE RIVER FOOD SHARE S	7200.00
02-Nov-17	KIM050	KIM'S CREATIONS	1333.92
02-Nov-17	KON070	KONRAD, FRANK	265.54
02-Nov-17	LIN001	LINDLEY, DOUG	200.00
02-Nov-17	LIS020	LISA'S LAKESIDE BISTRO	63.00
02-Nov-17	LOG030	LOGAN, CHERIE	250.00
02-Nov-17	MAR027	MARSH, CHRISTOPHER	34.25
02-Nov-17	MEH010	MEHMAL, LEONARD	176.40
02-Nov-17	MER125	MERIDIAN ONECAP	453.60
02-Nov-17	MIN010	MINISTER OF FINANCE	450.00
02-Nov-17	MIN040	MINISTER OF FINANCE	1499.91
02-Nov-17	MOR025	MORASSUT, ANGELA ALICE	177.14
02-Nov-17	NYM001	NYMAN, TRINA L.	350.00
02-Nov-17	OKE001	O'KEEFE, LYNNE	350.00
02-Nov-17	PEA005	PEARS, CAROL	250.00
02-Nov-17	PRO011	PRO-GAS SERVICES	52.50
02-Nov-17	RBM010	R B MECHANICAL	95.47
02-Nov-17	REC010	RECEIVER GENERAL FOR CANA	72216.48
02-Nov-17	ROC001	WESTERN ROCKY MOUNTAIN IN	1102.51
02-Nov-17	ROS120	ROSSLAND HISTORICAL MUSEU	2999.00
02-Nov-17	ROT030	ROTVOLD, MARGUERITE	878.57
02-Nov-17	ROY002	ROYAL CANADIAN LEGION BR.	144.00

02-Nov-17	SEC030	SECURE BY DESIGN	44.80
02-Nov-17	SEL010	SELECT OFFICE PRODUCTS	114.89
02-Nov-17	SEV020	SEVEN SUMMITS COFFEE COMP	240.00
02-Nov-17	SOU120	SOUTHERN INTERIOR BEETLE	5000.00
02-Nov-17	TEL001	TELUS COMMUNICATIONS (B.C	13117.21
02-Nov-17	TEL002	TELUS MOBILITY	3897.61
02-Nov-17	TIM050	TIMMS, CHRISTOPHER	230.99
02-Nov-17	UPL030	UPLAND AGRICULTURAL CONSU	6265.20
02-Nov-17	WAL080	WAL MART CANADA CORP	217.84
09-Nov-17		86338 7 0863387 BC LTD	392.00
09-Nov-17	A2Z010	A2Z ARENA PRODUCTS LTD.	108.81
09-Nov-17	BAR060	BARRETT MOTORSPORTS & EQU	130.70
09-Nov-17	BEA036	BEAR ENVIRONMENTAL LTD.	5496.75
09-Nov-17	BLA100	BLACK PRESS GROUP	37.21
09-Nov-17	BOU045	BOUNDARY WOMEN'S SOFTBALL	1000.00
09-Nov-17	CHR270	CHRISTINA LAKE NEWS	154.00
09-Nov-17	CIB010	CIBC VISA	8397.68
09-Nov-17	ENV010	ENVIRONMENTAL OPERATORS C	183.75
09-Nov-17	ESC020	ESCOTT, ASHLEY	200.00
09-Nov-17	FLE015	FLEETCOR CANADA MASTERCAR	3273.27
09-Nov-17	FLE015	FLEETCOR CANADA MASTERCAR	283.50
09-Nov-17	FOR010	FORTISBC - ELECTRICITY	6314.81
09-Nov-17	FOR040	FORTIS BC - NATURAL GAS	5789.76
09-Nov-17	FRU020	FRUITVALE CO-OP	225.16
09-Nov-17	GRA590	GRAVES, TAD	203.24
09-Nov-17	GRE030	GREYHOUND COURIER EXPRESS	252.84
09-Nov-17	GRE045	GREATER TRAIL MINOR HOCKE	170.00
09-Nov-17	HOR090	HORNEY, DERRICK	78.44
09-Nov-17	INT080	INTERIOR SIGNS	94.50
09-Nov-17	JER050	JERRY BERRY CONSULTANTS I	2714.76
09-Nov-17	KCS010	KC'S CONTRACTING & CUSTOM	1470.00
09-Nov-17	KIW020	KIWANIS CLUB OF TRAIL	8334.00
09-Nov-17	KOO008	KOOTENAY MAINTENANCE SERV	1617.00
09-Nov-17	LEK010	LEKO PRECAST	32615.52
09-Nov-17	MAR035	MARKIN INVESTMENTS LTD.	11294.84
09-Nov-17	MAX040	MAXIMENKO, JOHN	472.93
09-Nov-17	MIN030	MINISTER OF FINANCE	10350.00
09-Nov-17	MIN170	MINISTER OF FINANCE	600.00
09-Nov-17	MIT030	MITCHELL SUPPLY LTD.	1744.35
09-Nov-17	OLS050	CORRINE, OLSEN	58.88
09-Nov-17	OVE010	OVERWAITEA FOODS	24.12
09-Nov-17	POW030	POWER PAVING LTD.	3150.00
09-Nov-17	PUR020	PUROLATOR INC.	195.00
09-Nov-17	SEV020	SEVEN SUMMITS COFFEE COMP	120.00
09-Nov-17	SHA030	SHAW CABLE	144.24
09-Nov-17	SPR040	SPRADO, TOMAS, B	56.20
09-Nov-17	UBC050	UBCM	777.00

09-Nov-17 VIS050	VISTA RADIO LTD.	2017.58
09-Nov-17 WAL080	WAL MART CANADA CORP	15.66
09-Nov-17 WAS010	WASTE MANAGEMENT	3730.92
09-Nov-17 WES021	WESTECH INDUSTRIAL LTD.	1112.16
09-Nov-17 WHI090	WHITLOCK INSURANCE SERVIC	298.00
09-Nov-17 WIE030	WIEBE, GABRIEL	25.00
09-Nov-17 XER010	XEROX CANADA LTD.	40.89
09-Nov-17 YOU080	YOUR DOLLAR STORE WITH MO	79.22
16-Nov-17 ALP003	ALPINE CONTRACTING	3339.00
16-Nov-17 ASS006	ASSOCIATED FIRE EQUIPMENT	2374.19
16-Nov-17 BAU020	BAULNE, CHELAN	232.72
16-Nov-17 BEA170	BEAVER VALLEY & PEND D'OR	1720.00
16-Nov-17 BEA220	BEAVER VALLEY SKATING CLU	500.00
16-Nov-17 BOU021	BOUNDARY CENTRAL SECONDAR	1000.00
16-Nov-17 BOU039	BOUNDARY COUNTRY HEATING	178.50
16-Nov-17 CAS006	CASTLEGAR NORDIC SKI CLUB	5000.00
16-Nov-17 CHA030	CHALLENGER AUTO DETAILING	220.50
16-Nov-17 CHR480	CHRISTENSEN, WAYNE	115.49
16-Nov-17 CIE020	CI EXCAVATING	78.75
16-Nov-17 COC010	COCA-COLA REFRESHMENTS CA	283.51
16-Nov-17 DEL070	DELL CANADA INC	2372.95
16-Nov-17 DUC010	DUCKWORTH, JAMES, G.	35.64
16-Nov-17 FIR240	FIREFOX FIRE SOLUTION INC	1820.70
16-Nov-17 FLY010	FLYING STEAMSHOVEL	64.05
16-Nov-17 FOR010	FORTISBC - ELECTRICITY	19599.24
16-Nov-17 FOR040	FORTIS BC - NATURAL GAS	4209.58
16-Nov-17 FORGRA	FORTIS BC - FINANCIAL ACC	210.00
16-Nov-17 FRI100	FRITO LAY CANADA	114.60
16-Nov-17 FRU070	FRUITVALE FIRE DEPT	442.00
16-Nov-17 GAI010	GAIA PRINCIPLES IPM SERVI	52.50
16-Nov-17 GEN040	GENELLE VOLUNTEER FIRE DE	442.00
16-Nov-17 GLE040	GLENMERRY GLASS LTD.	1208.20
16-Nov-17 GRA055	GRAND FORKS RENOVATION CE	118.99
16-Nov-17 HOR070	HORNE, KEVIN	199.50
16-Nov-17 KIW020	KIWANIS CLUB OF TRAIL	4628.76
16-Nov-17 KOK020	KOKIW, DAVID	49.43
16-Nov-17 LEP015	LEPAGE, TERRY	77.91
16-Nov-17 LOZ020	LOZEMAN, MAX	50.00
16-Nov-17 MAI003	MAIN PLUMBING & HEATING	227.85
16-Nov-17 MAL030	MALLACH, JANINA	8.37
16-Nov-17 MAR027	MARSH, CHRISTOPHER	185.00
16-Nov-17 MCG010	MCGREGOR ROBERT "IN TRU	83.05
16-Nov-17 MCI070	MCINTYRE, AMANDA	578.75
16-Nov-17 MCL070	MCLEAN, KEN	500.00
16-Nov-17 MIN010	MINISTER OF FINANCE	457.91
16-Nov-17 MIN170	MINISTER OF FINANCE	1200.00
16-Nov-17 MON040	MONTROSE FIRE DEPARTMENT	442.00

16-Nov-17 NOF010	NO FRILLS	405.72
16-Nov-17 OVE010	OVERWAITEA FOODS	12.02
16-Nov-17 PER070	PERRY, CHRISTOPHER, MARK	157.49
16-Nov-17 PET010	PETRO CANADA	7658.05
16-Nov-17 PUR020	PUROLATOR INC.	105.25
16-Nov-17 RAC010	RACE TRAC FUELS	1451.38
16-Nov-17 REC010	RECEIVER GENERAL FOR CANA	68667.13
16-Nov-17 ROS050	ROSSLAND SOCIETY OF ENVIR	734.97
16-Nov-17 ROS110	ROSSLAND COUNCIL FOR ARTS	4426.00
16-Nov-17 ROS140	ROSSLAND FIRE DEPT.	442.00
16-Nov-17 SAF020	CANADA SAFEWAY	66.42
16-Nov-17 SCO070	SCOUTS CANADA - CAMP TWEE	1862.11
16-Nov-17 SEL010	SELECT OFFICE PRODUCTS	415.03
16-Nov-17 SHA030	SHAW CABLE	442.96
16-Nov-17 STA025	STAJDUHAR, JESSICA	67.14
16-Nov-17 STA100	DR. BLAIR STANLEY INC.	980.00
16-Nov-17 STR105	105 STROWGER INC.	466.20
16-Nov-17 SUR020	SURINAK, SANDRA - "IN TRU	168.80
16-Nov-17 TEL001	TELUS COMMUNICATIONS (B.C	2015.18
16-Nov-17 TEL050	TELUS COMMUNICATIONS CO.	604.47
16-Nov-17 TUR070	TURNING OUT SOLUTIONS	606.00
16-Nov-17 VHS001	VH SPORTE CANADA	467.65
16-Nov-17 VIS015	VISIONS FOR SMALL SCHOOLS	2034.70
16-Nov-17 WAL080	WAL MART CANADA CORP	355.70
16-Nov-17 WAS010	WASTE MANAGEMENT	1331.49
16-Nov-17 WES016	WESTBRIDGE RECREATION SOC	5174.85
16-Nov-17 WHO010	WHOLESALE FIRE & RESCUE L	2188.53
23-Nov-17 AER020	AERO GEOMETRICS LTD.	10395.00
23-Nov-17 BEA035	BEATTIE, DAVE	52.50
23-Nov-17 BEA640	BEAVER VALLEY MANOR SOCIE	1828.00
23-Nov-17 BIG045	BIG WHITE CHAMBER OF COMM	100.00
23-Nov-17 CAF010	CAFE MICHAEL LTD.	396.90
23-Nov-17 CAN042	CAN BRIGHT ENTERPRISES	1295.84
23-Nov-17 CAN060	CANADIAN RED CROSS	10000.00
23-Nov-17 CIA010	CIARDULLO, MARIA L	100.00
23-Nov-17 COC030	COCHLAN, TERRENCE	75.00
23-Nov-17 DEL070	DELL CANADA INC	2991.76
23-Nov-17 FAI030	FAIRBANK ARCHITECTS LTD	1680.00
23-Nov-17 FOR040	FORTIS BC - NATURAL GAS	1407.98
23-Nov-17 FUN010	FUNK, DARRYL ALLAN	100.00
23-Nov-17 GIR040	GIRARDO, NICK	550.00
23-Nov-17 GOO020	GOODWILL, JAMIE, R.	450.00
23-Nov-17 GRA630	GRAYSON, SARA	100.00
23-Nov-17 GRE510	GREEN, DALE ALAN	14.55
23-Nov-17 GRE510	GREEN, DALE ALAN	100.00
23-Nov-17 IRI010	IRIDIA MEDICAL INC.	155.05
23-Nov-17 KAL110	KAL TIRE	405.15

23-Nov-17 LUD001	LUDWAR, CORA	300.00
23-Nov-17 MAK015	MAKAROFF, MERVIN	43.81
23-Nov-17 MAT004	MATZELL DIESEL SERVICES L	3980.03
23-Nov-17 MEH010	MEHMAL, LEONARD	100.00
23-Nov-17 MIN040	MINISTER OF FINANCE	7.15
23-Nov-17 MOR130	MORAND, LEO	100.00
23-Nov-17 NEO001	NEOPOST	1025.37
23-Nov-17 ONE010	ONE STEP SYSTEMS	1648.50
23-Nov-17 POS040	POSTNIKOFF, NANCY	100.00
23-Nov-17 PRO004	PROGRESSIVE PROMOTIONS	1058.06
23-Nov-17 RAD030	RADIUS INDUSTRIAL WORKS I	9027.04
23-Nov-17 REI003	REILLY, BRIANNA	376.82
23-Nov-17 SHA030	SHAW CABLE	58.73
23-Nov-17 SIO010	SIOGA, JOSE MANUEL	30.80
23-Nov-17 SLA030	SLATNIK, MICHAEL	70.00
23-Nov-17 SOL001	THE SOLID WASTE ASSOC. OF	267.12
23-Nov-17 SPC010	SOCIETY FOR PREVENTION OF	7437.00
23-Nov-17 SPE120	SPEAR, GORDON	66.17
23-Nov-17 STA007	DESJARDINS CARD SERVICES	142.14
23-Nov-17 STA070	STANLEY, ALAN	100.00
23-Nov-17 SVE010	SVENDSEN, JAMES	100.00
23-Nov-17 SYM030	SYMPHONY TOURISM SERVICES	21000.00
23-Nov-17 TEL001	TELUS COMMUNICATIONS (B.C	545.63
23-Nov-17 THE010	THE SOURCE	22.39
23-Nov-17 ULT001	ULTIMATE HOCKEY & SKATE	145.58
23-Nov-17 XER010	XEROX CANADA LTD.	16.06
30-Nov-17 AMU010	AMUNDSEN, HELEN	54.09
30-Nov-17 BEL110	BELL MOBILITY INC.	173.60
30-Nov-17 COL017	COLBACHINI, CHERYL ANN	119.50
30-Nov-17 FOR010	FORTISBC - ELECTRICITY	2967.25
30-Nov-17 FOR040	FORTIS BC - NATURAL GAS	646.08
30-Nov-17 GAN040	GANZINI, BRITANY	210.27
30-Nov-17 HAM025	HAMAZAKI, LOUISE	477.01
30-Nov-17 HOM010	HOME DEPOT CREDIT SERVICE	896.59
30-Nov-17 IMP020	IMPERIAL OIL LIMITED	667.84
30-Nov-17 JAM035	JAMIESON, DAN	338.91
30-Nov-17 KET010	KETTLE RIVER SENIORS ASSO	30.00
30-Nov-17 LEB030	LEBER, ASHLEY	171.92
30-Nov-17 MAK015	MAKAROFF, MERVIN	43.81
30-Nov-17 MCI070	MCINTYRE, AMANDA	570.53
30-Nov-17 MIN010	MINISTER OF FINANCE	450.85
30-Nov-17 REC010	RECEIVER GENERAL FOR CANA	70208.18
30-Nov-17 REC030	RECEIVER GENERAL FOR CANA	100.65
30-Nov-17 RIV020	RIVERVALE RECREATION	5145.00
30-Nov-17 TEL001	TELUS COMMUNICATIONS (B.C	387.18
30-Nov-17 TEL002	TELUS MOBILITY	3648.76
30-Nov-17 TRA090	TRAIL CHAMBER OF COMMERCE	5736.00

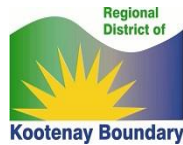
30-Nov-17 WEI060	WEISS, DAVID DWAYNE	176.67
30-Nov-17 WIE030	WIEBE, GABRIEL	275.00
30-Nov-17 WIL180	WILLIAMS, MICHAEL J.	98.67
30-Nov-17 WYN010	TOM WYNN	1051.41
02-Nov-17 GRA010	CITY OF GRAND FORKS	-31813.53
02-Nov-17 RUS010	RUSSELL, ROLY	1033.67
02-Nov-17 AFD001	AFD PETROLEUM LTD.	2288.83
02-Nov-17 ALP002	ALPINE SIGNS & GRAPHICS	212.80
02-Nov-17 ANN030	ANNUVA SOLUTIONS	387.60
02-Nov-17 BIG050	BIG WHITE CENTRAL RESERVA	614.88
02-Nov-17 BOU017	BOUNDARY INVASIVE SPECIES	3361.86
02-Nov-17 CEC010	CECCHINI, PATRICIA	66.96
02-Nov-17 CHE050	CHERRY HILL COFFEE INC.	64.75
02-Nov-17 DAL070	DALEY, CHRISTOPHER	1664.64
02-Nov-17 DEN060	DENKOVSKI, GORAN	355.00
02-Nov-17 ENO010	ENORMOUS PRODUCTIONS	2315.25
02-Nov-17 GEE020	GEE, VICKI LYNN	991.28
02-Nov-17 GEO020	GEOTRAC SYSTEMS INC.	309.12
02-Nov-17 GRI010	GRIEVE, ALI K.	811.10
02-Nov-17 IRI010	IRIDIA MEDICAL INC.	4149.46
02-Nov-17 KON001	KONE INC.	346.82
02-Nov-17 KOO200	KOOTENAY COFFEE COMPANY	990.00
02-Nov-17 LAN017	LANGMAN, DIANE	165.54
02-Nov-17 LOR010	LORDCO PARTS LTD.	1220.58
02-Nov-17 MAR006	MARINO WHOLESALE LTD.	654.79
02-Nov-17 MAR010	MARWEST INDUSTRIES LTD.	178716.88
02-Nov-17 MCG002	MCGREGOR, GRACE	655.92
02-Nov-17 MCL060	MCLELLAN, LLOYD	121.20
02-Nov-17 MIL160	MILLS OFFICE PRODUCTIVITY	322.62
02-Nov-17 OKA120	OKANAGAN AUDIO LAB LTD.	109.20
02-Nov-17 PAA010	PAKKUNAINEN, JEFF	295.00
02-Nov-17 PAR050	PARSLOW LOCK & SAFE	53.70
02-Nov-17 PES010	PESUT, BRYON	1528.32
02-Nov-17 POW100	POWER TECH ELECTRIC LTD.	189.00
02-Nov-17 PRA040	PRAXAIR DISTRIBUTION	81.14
02-Nov-17 RIM010	RIMELL, CARLY, D.	82.50
02-Nov-17 RJA010	RJAMES MANAGEMENT GROUP	9764.14
02-Nov-17 SEL160	SELKIRK SECURITY SERVICE	862.10
02-Nov-17 SMI150	SMITH, EDWARD I.	579.12
02-Nov-17 BRI120	TECHNICAL SAFETY BC	159.00
02-Nov-17 THE140	THE WOODEN SPOON BISTRO L	474.93
02-Nov-17 TRA190	TRAIL & DISTRICT ARTS COU	31500.00
02-Nov-17 UNI110	UNITED WAY OF TRAIL	5025.21
02-Nov-17 VAB010	VAB ENTERPRISES	682.50
02-Nov-17 VAL130	VALLIN	489.05
02-Nov-17 VER100	VERE, JOHN KENNETH	172.97
02-Nov-17 VER090	VERHELST, SHELLEY	1525.00

02-Nov-17 VIS020	VISSER MACHINING 2007 LTD	282.91
02-Nov-17 WOR100	WORLEY, LINDA	50.00
09-Nov-17 ACE010	A.C.E. COURIER SERVICES	20.57
09-Nov-17 ALL140	ALLAN, JONATHAN	100.00
09-Nov-17 ALP030	ALPINE DISPOSAL & RECYCLI	1050.00
09-Nov-17 ALP002	ALPINE SIGNS & GRAPHICS	140.00
09-Nov-17 ARN050	ARNELL, HANNAH	110.00
09-Nov-17 BEL020	BELLA TIRE SERVICE CENTRE	333.16
09-Nov-17 BEN015	BENEFITS BY DESIGN	2286.54
09-Nov-17 BLA090	BLACKWELL, CAMERON	100.00
09-Nov-17 BOU017	BOUNDARY INVASIVE SPECIES	7431.46
09-Nov-17 BVC001	BV COMMUNICATIONS LTD.	795.20
09-Nov-17 BVT010	BV TOOL RENTALS (2011) LT	729.50
09-Nov-17 CAN560	CANADIAN LINEN AND UNIFOR	184.33
09-Nov-17 CAN150	CANADIAN TIRE ASSOCIATE S	221.24
09-Nov-17 CAN024	CANCADD IMAGING SOLUTIONS	598.29
09-Nov-17 CAS240	CASCADE PRO ELECTRIC INC.	1879.18
09-Nov-17 CIN001	CINTAS THE UNIFORM PEOPLE	75.04
09-Nov-17 COL240	COLUMBIA FILTER LTD.	208.41
09-Nov-17 COM020	COMMISSIONAIRES BRITISH C	9451.55
09-Nov-17 COM190	COMMONSPACE CONSULTING	6975.98
09-Nov-17 COM060	COMPLETE CLIMATE CONTROL	1476.72
09-Nov-17 COR130	CORMACK, CHRISTOPHER	25.00
09-Nov-17 DAN090	DANCHUK, JOSEPH, P.	247.16
09-Nov-17 DON060	DONEGAN, CAMERON	110.00
09-Nov-17 DUE020	DUECK, TIM	25.00
09-Nov-17 EAR020	EARTH MANAGEMENT LTD.	1228.34
09-Nov-17 ENO010	ENORMOUS PRODUCTIONS	1769.25
09-Nov-17 GAU050	GAUDRY, MITCHELL	1122.53
09-Nov-17 GRA050	GRAND FORKS HOME HARDWARE	47.04
09-Nov-17 GUI001	GUILLEVIN INTERNATIONAL I	595.43
09-Nov-17 HAL010	HALL PRINTING	5125.79
09-Nov-17 HEA020	HEAVY METAL CO.	1706.25
09-Nov-17 HUZ010	HUZZEY, MARTIN, R.	110.00
09-Nov-17 ICO010	ICOMPASS TECHNOLOGIES INC	8215.20
09-Nov-17 INL070	INLAND ALLCARE	4159.62
09-Nov-17 ISL030	ISL ENGINEERING AND LAND	2100.00
09-Nov-17 KOO210	KOOTENAY VALLEY WATER CO.	47.70
09-Nov-17 KOO026	KOOTENAY WEED CONTROL	2773.71
09-Nov-17 KOV010	KOVACS, MARGARET A.	136.49
09-Nov-17 LAK050	LAKETIME SERVICES	1283.47
09-Nov-17 LOR010	LORDCO PARTS LTD.	424.83
09-Nov-17 MAG040	MAGLIO BUILDING CENTRE (T	154.92
09-Nov-17 MAK010	MAKI, PHILLIP	183.92
09-Nov-17 MAR006	MARINO WHOLESALE LTD.	745.53
09-Nov-17 MIL160	MILLS OFFICE PRODUCTIVITY	337.91
09-Nov-17 MIL150	MILLWORKS MFG. LTD.	157.50

09-Nov-17 OPU010	OPUS INTERNATIONAL CONSUL	92178.78
09-Nov-17 OVE030	OVERLAND WEST FREIGHT LIN	93.16
09-Nov-17 PAC020	PACIFIC BLUE CROSS	31963.08
09-Nov-17 PAR050	PARSLOW LOCK & SAFE	15.67
09-Nov-17 POW100	POWER TECH ELECTRIC LTD.	818.12
09-Nov-17 PRA040	PRAXAIR DISTRIBUTION	306.75
09-Nov-17 RID010	RIDGETOP MEAT PIES	4360.50
09-Nov-17 RIM010	RIMELL, CARLY, D.	24.81
09-Nov-17 RIT020	RITEWAY MECHANICAL REPAIR	1503.42
09-Nov-17 ROC050	ROCKY MOUNTAIN ENERGY	2190.04
09-Nov-17 SCP010	SCP DISTRIBUTORS INC.	59.55
09-Nov-17 SEL160	SELKIRK SECURITY SERVICE	512.99
09-Nov-17 SUP170	SUPER SAVE DISPOSAL INC.	11302.94
09-Nov-17 SUP030	SUPERIOR PROPANE INC.	136.27
09-Nov-17 TOO010	TOOL TIME SUPPLIES LTD.	63.02
09-Nov-17 TRA029	TRAIL COFFEE & TEA COMPAN	260.03
09-Nov-17 TRA240	TRAIL HOME HARDWARE BUILD	301.17
09-Nov-17 TRU040	TRUE CONSULTING GROUP	2005.74
09-Nov-17 VAL020	VALKYRIE LAW GROUP LLP	3492.73
09-Nov-17 VAL130	VALLEN	781.86
09-Nov-17 WAL090	WALKER, SARAH KELLY	44.09
09-Nov-17 WSP010	WSP CANADA INC.	24704.99
09-Nov-17 YRW010	Y & R WATER SALES & SERVI	376.49
09-Nov-17 ZON020	ZONE WEST ENTERPRISES LTD	436.87
16-Nov-17 AMF010	AM FORD	701.05
16-Nov-17 BLA050	BLACK PRESS GROUP LTD.	2996.51
16-Nov-17 BRA030	BRANDT TRACTOR	196.39
16-Nov-17 BVC001	BV COMMUNICATIONS LTD.	934.08
16-Nov-17 BVT010	BV TOOL RENTALS (2011) LT	22.29
16-Nov-17 CAN110	CANADIAN RED CROSS SOCIET	101.02
16-Nov-17 CAN150	CANADIAN TIRE ASSOCIATE S	62.06
16-Nov-17 CHR010	CHRISTINA LAKE COMMUNITY	375.00
16-Nov-17 CIN001	CINTAS THE UNIFORM PEOPLE	37.52
16-Nov-17 GRA010	CITY OF GRAND FORKS	31310.09
16-Nov-17 KEL030	CITY OF KELOWNA	420.00
16-Nov-17 COL390	COLUMBIA BASIN BROADBAND	3651.20
16-Nov-17 COL240	COLUMBIA FILTER LTD.	793.52
16-Nov-17 COL040	COLUMBIA GLASS	448.00
16-Nov-17 COM020	COMMISSIONAIRES BRITISH C	9451.55
16-Nov-17 COM060	COMPLETE CLIMATE CONTROL	4156.50
16-Nov-17 CYC010	CYCLONE TAYLOR FIGURE SKA	3491.70
16-Nov-17 DAV003	DAVIES, RICK	75.00
16-Nov-17 DEA060	DEAN, DONNA	609.35
16-Nov-17 HEL010	EDMISON, HELENA	275.52
16-Nov-17 ENO010	ENORMOUS PRODUCTIONS	2152.50
16-Nov-17 FED020	FEDERATED CO-OPERATIVES L	450.06
16-Nov-17 GES010	GESCAN - Division of Sone	1000.02

16-Nov-17 GOB010	GOBEIL, KENNETH	25.00
16-Nov-17 GRA050	GRAND FORKS HOME HARDWARE	348.47
16-Nov-17 GUI001	GUILLEVIN INTERNATIONAL I	184.25
16-Nov-17 HAL010	HALL PRINTING	253.39
16-Nov-17 INL070	INLAND ALLCARE	764.63
16-Nov-17 JUS010	JUSTICE INSTITUTE OF B.C.	512.33
16-Nov-17 KON001	KONE INC.	1305.95
16-Nov-17 KOO210	KOOTENAY VALLEY WATER CO.	143.10
16-Nov-17 LOR010	LORDCO PARTS LTD.	493.23
16-Nov-17 LOW020	LOWER COLUMBIA COMMUNITY	3880.00
16-Nov-17 MKL001	M K LAWN CARE	498.75
16-Nov-17 MAG040	MAGLIO BUILDING CENTRE (T	2606.61
16-Nov-17 MIL160	MILLS OFFICE PRODUCTIVITY	523.37
16-Nov-17 OKT010	OK TIRE STORE	87.36
16-Nov-17 PAA010	PAKKUNAINEN, JEFF	25.00
16-Nov-17 PHA010	PHARMASAVE NO 106	7.82
16-Nov-17 POW100	POWER TECH ELECTRIC LTD.	95.55
16-Nov-17 ROC240	ROCHESTER MIDLAND LTD.	4851.00
16-Nov-17 SPE030	SPEEDPRO SIGNS PLUS	630.00
16-Nov-17 STO030	STOKES INTERNATIONAL	45.10
16-Nov-17 SUP030	SUPERIOR PROPANE INC.	1446.06
16-Nov-17 TRA020	TRAIL CLEANERS & LAUNDRY	37.19
16-Nov-17 TRA029	TRAIL COFFEE & TEA COMPAN	818.25
16-Nov-17 VAL130	VALLEN	626.65
16-Nov-17 VAL050	VALLEY FILTER LTD.	26.53
16-Nov-17 MON010	VILLAGE OF MONTROSE	1051.00
16-Nov-17 WAR040	WARFIELD FIRE DEPT. SOCIA	442.00
16-Nov-17 YOR010	YORSTON, DAVID	17.82
16-Nov-17 ZAN010	ZANUSSI, BRIAN	315.00
19-Nov-17 MON010	VILLAGE OF MONTROSE	-1051.00
23-Nov-17 ACE010	A.C.E. COURIER SERVICES	444.75
23-Nov-17 AIR001	AIR LIQUIDE CANADA INC.	80.81
23-Nov-17 ALP030	ALPINE DISPOSAL & RECYCLI	617.68
23-Nov-17 BCM020	B.C. MUNICIPAL SAFETY ASS	15.75
23-Nov-17 BCT030	BC TRANSIT	133567.00
23-Nov-17 BEA130	BEAVER VALLEY LIBRARY	15856.00
23-Nov-17 BIG025	BIG WHITE UTILITIES	8766.00
23-Nov-17 BLA060	BLAIR SPORTS WEAR	1148.05
23-Nov-17 BOU010	BOUNDARY ELECTRIC(1985) L	189.00
23-Nov-17 CAN014	CANADA SAFETY EQUIPMENT L	218.18
23-Nov-17 CHR003	CHRISTMAN, MARTIN RUSSELL	1333.26
23-Nov-17 CIN001	CINTAS THE UNIFORM PEOPLE	75.04
23-Nov-17 CIV020	CIVICINFO BC	446.25
23-Nov-17 COR130	CORMACK, CHRISTOPHER	321.87
23-Nov-17 OLS050	CORRINE, OLSEN	106.04
23-Nov-17 DUE020	DUECK, TIM	25.00
23-Nov-17 DUR020	DURAND'S NURSERY	38.85

23-Nov-17 FOU080	FOUR STAR COMMUNICATIONS	279.78
23-Nov-17 GEE020	GEE, VICKI LYNN	390.10
23-Nov-17 GRA023	GRAND FORKS CONCRETE AND	126.00
23-Nov-17 GUI001	GUILLEVIN INTERNATIONAL I	377.75
23-Nov-17 HIR010	HIRAM, JANICE	217.00
23-Nov-17 INT017	INTERSTATE BATTERIES	46.76
23-Nov-17 KIM020	KIMCO CONTROLS LTD.	945.00
23-Nov-17 KOO026	KOOTENAY WEED CONTROL	8715.43
23-Nov-17 KOR040	KORPACK CEMENT PRODUCTS	22.40
23-Nov-17 LOR010	LORDCO PARTS LTD.	506.23
23-Nov-17 MIL160	MILLS OFFICE PRODUCTIVITY	55.60
23-Nov-17 MIR010	MIRCOM DISTRIBUTION (BC)	378.00
23-Nov-17 OKT010	OK TIRE STORE	511.77
23-Nov-17 OPU020	OPUS CONSULTING GROUP LTD	14059.82
23-Nov-17 PEN030	PENNER, BRUCE	44.72
23-Nov-17 SCP010	SCP DISTRIBUTORS INC.	1580.99
23-Nov-17 BRI120	TECHNICAL SAFETY BC	149.00
23-Nov-17 GRE010	THE CITY OF GREENWOOD	4750.00
23-Nov-17 FRU010	THE VILLAGE OF FRUITVALE	8034.10
23-Nov-17 VAL130	VALLEN	480.46
23-Nov-17 YRW010	Y & R WATER SALES & SERVI	503.27
30-Nov-17 BOU530	BOUNDARY LOCKSMITHS	145.60
30-Nov-17 CAS040	CASINO RECREATION SOCIETY	3950.00
30-Nov-17 GRA010	CITY OF GRAND FORKS	1670.19
30-Nov-17 DEA060	DEAN, DONNA	55.31
30-Nov-17 GOB010	GOBEIL, KENNETH	20.00
30-Nov-17 HAA010	HAAS, IRENE D.	25.00
30-Nov-17 MCG020	MCGREGOR, ROBERT	200.00
30-Nov-17 PAL005	PALADIN SECURITY GROUP LT	21443.94
30-Nov-17 SUP030	SUPERIOR PROPANE INC.	579.99
30-Nov-17 WSP010	WSP CANADA INC.	630.00
30-Nov-17 ZAN010	ZANUSSI, BRIAN	909.56
TOTAL ACCOUNTS PAYABLE		1389723.19



**Utilities Committee
Minutes
Wednesday, September 13, 2017
RDKB Board Room, 843 Rossland Ave., Trail, BC**

Committee members present:

Director P. Cecchini, Chair
Director G. McGregor, Vice-Chair
Director A. Grieve
Director L. Worley
Director V. Gee (joined by telecom at 5:10 pm)
Director D. Langman
Director L. McLellan
Alternate Director K. Jolly

Staff present:

G. Denkovski, Manager of Infrastructure and Sustainability
M. Forster, Executive Assistant/Recording Secretary
Alternate Director B. Edwards

CALL TO ORDER

The Chair called the meeting to order at 5:00 pm.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the September 13, 2017 Utilities Committee meeting was presented.

Moved: Director McLellan Seconded: Director Langman

That the agenda for the September 13, 2017 Utilities Committee meeting be adopted as presented.

Carried

ADOPTION OF MINUTES

The minutes of the Utilities Committee meeting held on May 10, 2017 were presented.

Moved: Director Worley Seconded: Director Grieve

That the minutes of the Utilities Committee meeting held on May 10, 2017 be adopted as presented.

Carried

GENERAL DELEGATIONS

There were no delegations present.

UNFINISHED BUSINESS

Utilities Committee Action Item List - Ending September 8, 2017

The Utilities Committee Action Item List for the period ending September 8, 2017 was presented.

Moved: Director Grieve Seconded: Director Langman

That the Utilities Committee Action Item List for the period ending September 8, 2017 be received as presented.

Carried

G. Denkovski

Re: Grant Opportunity Tracking

A verbal report from Goran Denkovski, Manager of Infrastructure and Sustainability, on the tracking of grant opportunities was presented.

The Committee members were informed that the table was presented for information as a planning tool.

Moved: Director Grieve Seconded: Director Worley

A verbal report from Goran Denkovski, Manager of Infrastructure and Sustainability, on the tracking of grant opportunities, be received.

Carried

NEW BUSINESS

G. Denkovski

Re: Stakeholder Involvement for Stage 3 Liquid Waste Management Plan and the Columbia Pollution Control Center Upgrade

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding a request from the East End Sewerage Service participants to prepare a report that itemizes how key stakeholders can be included and involved as Stage 3 of the Liquid Waste Management Plan for the Columbia Pollution Control Center Upgrade to Secondary Treatment moves forward was presented.

Moved: Director McLellan Seconded: Director Langman

That the Utilities Committee approves recommendation of a request from the East End Sewerage Service participants to prepare a report that itemizes how key stakeholders can be included and involved as Stage 3 of the Liquid Waste Management Plan for the Columbia Pollution Control Center Upgrade to Secondary Treatment moves forward.

Carried

G. Denkovski

Re: Bridesville Water District Requesting Ownership Transition Study

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding a letter from Bridesville Water District requesting a transition to Regional District of Kootenay Boundary (RDKB) ownership study be completed.

Moved: Director Gee Seconded: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors approve submission of the Bridesville Water District Water Transition Study Infrastructure Planning Study grant application with allocation of required resources from the Feasibility Study Reserve Fund.

Carried

G. Denkovski

Re: Bylaw No. 1652 - Christina Lake Water Utility Service Parcel Tax Bylaw First, Second and Third Readings Adoption

Moved: Director McGregor Seconded: Director McLellan

That Regional District of Kootenay Boundary Christina Lake Water Utility Service Parcel Tax Bylaw No.1652, 2017 be given first, second and third readings.

Carried

Moved: Director McGregor Seconded: Director McLellan

That Regional District of Kootenay Boundary Christina Lake Water Utility Service Parcel Tax Bylaw No.1652, 2017 be reconsidered and adopted.

Carried

G. Denkovski

Re: Utilities Goals and Objectives 2017 Second Quarter

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2017 second quarter goals and objectives for all RDKB utilities, was presented.

Moved: Director Grieve Seconded: Director Worley

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding 2017 second quarter goals and objectives for all RDKB utilities, be received.

Carried

Jeff Paakkunainen

Re: CPCC Sanitary Sewer Monthly Report - April to July 2017

A staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for April to July 2017, was presented.

Moved: Director Worley Seconded: Director Langman

That the staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for April to July 2017, be received.

Carried

G. Denkovski

Re: Flow Meter Report for Volume Data Collected form March to July 2017

Flow meter report summarizing volume data collected for the months of March to July 2017, was presented.

Moved: Director Grieve Seconded: Alternate Director Jolly

That the flow meter report summarizing volume data collected for the months of March to July 2017, be received as presented.

Carried

G. Denkovski

Re: Christina Lake Water Monthly Report - April to July 2017

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water Monthly report for April to July 2017, was presented.

Moved: Director McGregor Seconded: Director Grieve

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water Monthly report for April to July 2017, be received.

Carried

G. Denkovski

Re: Christina Lake Solar Aquatic Center 2017 Operations Reports

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2017 weekly reports for biological and second quarter sludge operations for the Christina Lake Solar Aquatic Center, was presented.

Moved: Director McGregor Seconded: Alternate Director Jolly

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the 2017 weekly reports for biological and second quarter sludge operations for the Christina Lake Solar Aquatic Center, be received.

Carried

LATE (EMERGENT) ITEMS

There were no late (emergent) items.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

There was no discussion of items for future meetings.

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The meeting was adjourned at 5:30 pm.



**Boundary Community Development Committee
Minutes
Tuesday, November 7, 2017
RDKB Board Room, Grand Forks, BC**

Committee members present:

Director R. Russell, Chair
Director M. Rotvold
Director G. McGregor
Director V. Gee
Director E. Smith
Director F. Konrad

Staff members and others present:

M. Andison, Acting Chief Administrative Officer
M. Forster, Executive Assistant/Recording Secretary
J. Wetmore, Community Futures Boundary
S. Elzinga, Community Futures Boundary
D. Wilchynski, Christina Gateway
L. Olson, Regional Manager – South Okanagan Boundary

CALL TO ORDER

The Chair called the meeting to order at 11:00 am.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the November 7, 2017 meeting of the Boundary Community Development Committee was presented.

The agenda was amended by the following items:

1. **New Business** - added as 2nd item to 6B: West Boundary Recreation Grant Application - Boundary Martial Arts Club
2. **New Business** - Item 6I as 2 separate items: Round Table Discussion and OK Film Commission
3. **Round Table Discussion** will include item: Midway Museum Gas Tax Request

*Page 1 of 8
Boundary Community Development Committee
November 7, 2017*

4. **Discussion of Items for Future Agendas** will include item: Service Review for BEDS

Moved: Director Konrad Seconded: Director Smith

That the agenda for the November 7, 2017 meeting of the Boundary Community Development Committee be adopted as amended.

Carried

ADOPTION OF MINUTES

The minutes of the Boundary Community Development Committee meeting held on October 3, 2017 were presented.

Moved: Director Rotvold Seconded: Director McGregor

That the minutes of the Boundary Community Development Committee meeting held on October 3, 2017 be adopted as presented.

Carried

GENERAL DELEGATIONS

There were no delegations present.

OLD BUSINESS

Boundary Community Development Committee Action Item List - as of October 31, 2017

The Boundary Community Development Committee Action Item List as of October 31, 2017 was presented.

The following items were reviewed:

1. **Kootenay Boundary Animal Control Report** - Currently the contractors patrol Grand Forks: 5 days per week, Area D: 2x per week, and Area C: 2x per week. Currently coverage is based on calls and the contractors are willing to provide more coverage.
2. **Trails Master Plan and Cascade Environmental Resource Group Ltd.** – Both action items pertaining to these topics are now complete.

3. **Boundary Meat Sector** – The action item pertaining to this topic is now complete.
4. **MIDAS Lab** - an informal working group is exploring what the maker space would look like.
5. **Strategic Planning 2017** - Community Futures Boundary will help develop metrics based on the indicators adopted in the workplan.
6. **Progress, Structure and Community Notification of Rec 2** - An action item will be added to develop Terms of Reference and criteria for this funding and service.

Moved: Director Rotvold Seconded: Director McGregor

That the Boundary Community Development Committee Action Item List as of October 31, 2017 be received as presented.

Carried

Moved: Director Gee Seconded: Director Rotvold

That the Boundary Community Development Committee directs staff to develop Terms of Reference and criteria for the West Boundary Recreation Service.

Carried

NEW BUSINESS

Community Futures Boundary Monthly Report - October 2017

The Boundary Community Development Committee Monthly Report for October 2017, as prepared by Community Futures Boundary, was presented.

Moved: Director Konrad Seconded: Director Rotvold

That the Boundary Community Development Committee Monthly Report, as prepared by Community Futures Boundary, be received as presented.

Carried

West Boundary Rec Grant Applications

1: RCMP Community Consultative Committee

2: Boundary Martial Arts Club

Discussion ensued around the type of funding the RCMP Community Consultative Committee receives through both grant-in-aid and West Boundary Recreation. The BCDC Committee members also discussed the criteria regarding the need for the grant applications to come to the West Boundary Recreation Committee members for discussion in advance the BCDC meetings. The criteria for this service will be discussed during the development of the Terms of Reference for the West Boundary Recreation Committee.

Moved: Director Rotvold Seconded: Director Smith

That the Regional District of Kootenay Boundary Board of Directors approve the West Boundary Recreation grant application from the RCMP Community Consultative Committee in the amount of \$500.

Carried

Director Gee opposed.

Moved: Director Rotvold Seconded: Director Smith

That the Regional District of Kootenay Boundary Board of Directors approve the West Boundary Recreation grant application from the Boundary Martial Arts Club in the amount of \$2,000.

Carried

Decision

Re: Regional Historical Site Wayfinding App Development for the Boundary (468 Insider)

The Committee members discussed a wayfinding app that would point tourists and residents towards visiting Boundary area historical sites and which would be connected to a reward system when sites are visited. The desire to have two layers, historical and commercial, to this app was also expressed. Committee members felt that this app should be considered as a Boundary wide project with the ability for communities to have control over their own content and data. Community Futures Boundary will provide the Committee with more information on the structure, pricing and status of this project at a future meeting.

M. Andison**Re: 2018 Boundary Transit Five-Year Financial Plan**

A staff report from Mark Andison, Acting CAO outlining challenges associated with the 2018 Boundary Transit Five-Year Financial Plan was presented.

The Committee members were provided with 3 options to deal with the challenges the Boundary Transit Service is facing in 2018:

1. The amendment of the service establishment bylaw to increase the requisition limit;
2. The RDKB may choose to reduce service levels by approximately 270 hours; and
3. To seek additional revenue sources beyond the standard tax requisition.

After discussing different possible options to deal with the challenges with this service, and it was;

Moved: Director Russell Seconded: Director Gee

That the Boundary Community Development Committee recommends that the Service Establishment Bylaw be presented to the Board of Directors to consider an amendment to the Bylaw

Carried

Moved: Director Konrad Seconded: Director Gee

That the Boundary Community Development Committee directs staff to request that BC Transit present scenarios on how the service would change with the reduction of 270 hours of service.

Carried

Moved: Director Gee Seconded: Director Konrad

That the Boundary Community Development Committee directs staff to identify relative costs and usage on the Greenwood run and the Grand Forks service.

Carried

Discussion**Re: RDKB's Role in Assistance for Social Services Delivery i.e. Emergency Shelter and Food Access**

Discussion ensued on clarifying what role, if any, RDKB has in issues that deal with social services delivery such as emergency shelter and food access.

Director Russell informed the Committee that the Food Security Project may have some direction and clarity around the food access issue. There was general consensus that the Committee should consider lobbying the appropriate ministries dealing with social services delivery. The stakeholders were asked to go back to their councils or Electoral Areas to identify a strong message that the RDKB can send to the ministers. This will be added as an action item, to come forward with concrete ideas, for the next meeting agenda.

Discussion**Re: BEDS 2018 Budget and Community Futures Contract**

The Committee members reviewed the preliminary BEDS 2018 Budget. The Committee was informed that some projects have not been started and/or finished so expenses shown in the budget are not accurate. Staff will be requested to provide a breakdown on projects and associated expenses. The budget will be included on every agenda until it gets adopted.

Community Futures Contract was discussed in camera.

Discussion**Re: Watershed Management Plan**

Director Russell provided the Committee members with an update on the Plan. Currently a Gas Tax application is being developed for gas tax eligible projects under this Plan. The Committee members discussed approving in principle, the notion of a Gas Tax application for ~\$40,000 to carry through to 2018. There was general consensus to have a fulsome discussion at the Steering Committee level before making a decision.

Discussion**Re: Changing the Day of the BCDC Meetings**

The Committee members discussed and proposed changing the day of the monthly BCDC meetings.

Moved: Director Konrad Seconded: Director Gee

That the Boundary Community Development Committee approves changing the occurrence of the monthly meetings to the first Wednesday of every month.

Carried

Round Table Discussion

Director Gee informed the Committee that the Midway Museum is looking at using gas tax funding to build a bunkhouse for travelers.

Director Smith informed the Committee that the City of Greenwood is looking to open a park at the industrial ruins and also working on trails in the area.

Director Russell informed the Committee that a Rural Dividend has been approved for the Hardy Mountain Historic Doukhobor Village.

OK Film Commission

Director Gee informed the Committee members that an old house in the Sidley Mountain Area, the City of Greenwood and the Grand Forks Art Gallery are being scouted for an Ed Harris Production movie-shoot.

LATE (EMERGENT) ITEMS

There were no late (emergent) items for discussion.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS**BEDS - Service Review**

Moved: Director Gee Seconded: Director Smith

That the Boundary Community Development Committee directs staff to prepare a report regarding a Boundary Economic Development Service Review for the next BCDC meeting.

Carried

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

Closed Session pursuant to Section 90 (1) (k) of the *Community Charter*.

Moved: Director Gee Seconded: Director Smith

That the Boundary Community Development Committee proceed to a closed meeting pursuant to Section 90 (1) (k) of the *Community Charter* (time: 12:53 pm)

Carried

The open meeting reconvened at 1:17 pm.

ITEMS FOR RELEASE TO OPEN MEETING

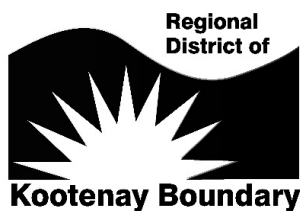
In a closed meeting, the Boundary Community Development Committee adopted the following recommendation:

That the following closed meeting resolution, adopted November 7, 2017 be released to the public record:

That the Boundary Community Development Committee approves the service contract between RDKB and Community Futures Boundary with the extension to the contract to 3 years from January 1, 2018 - December 31, 2020.

ADJOURNMENT

The meeting was adjourned at 1:44 pm.



ELECTORAL AREA 'E'/WEST BOUNDARY

ADVISORY PLANNING COMMISSION

MINUTES

Monday, December 4th, 2017 at the Prospector Pub, commencing at 6:00 p.m.

PRESENT: Fred Marshall – Chair
 Harald Zinner - Secretary
 Michael Fenwick-Wilson, Jamie Haynes, Florence Hower, Randy
 Trerise, Frank Van Oyen
ABSENT with notification: Grant Harfman, Lynn Storm
Absent without notification
RDKB DIRECTOR: Vicki Gee
RDKB STAFF:
GUEST: Maureen Haynes, Janet Trerise, Debbie Van Oyen

1. **CALL TO ORDER**

The meeting was called to order at 6:08 pm.

2. **ADOPTION OF AGENDA**

It was moved, seconded and carried that the December 4th, 2017 Electoral Area 'E' APC agenda be adopted. (Jamie/Harald)

3. **ADOPTION OF MINUTES**

It was moved, seconded and carried that the October 2nd, 2017 Electoral Area 'E' APC minutes be adopted. (Harald/Jamie)

Electoral Area E' APC Minutes
 December 4, 2017
 Page 1 of 3

4. **DELEGATIONS**

5. **OLD BUSINESS**

6. **NEW BUSINESS**

A. BAKER, Bruce

RE: FLNRO-Private Woodlot Licence Referral

1500 Rother Road, Electoral Area 'E'/West Boundary

RDKB File: E-1222s-04672.000 & E-1415s-04771.000

Discussion/Observations:

- Members saw no problem with taking private land out of the referenced woodlot.
- Concern was raised that references are made to whether or not an "Official Community Plan" (OCP) is in place or not. It appears to the reader that there is a suggestion that there should be one as currently there is no OCP for that region of Area E.
- A comment was made that maybe the reason such a statement on the absence of an OCP is made was for information only to both readers and Directors.
- It was noted that in the past, an individual had a better opportunity to obtain a woodlot on Crown Land if private land was added. A member commented that under current Forestry guidelines, taking private lands out of a woodlot is permissible.
- A question was also raised of why requests by owners of woodlots to remove private lands would even need to come to an APC? It was explained that the Federation of BC Woodlot Association agreed, albeit reluctantly, with the MFLNRO that this requirement was a necessary part of private land removal process.

Recommendation:

It was moved, seconded, resolved and carried that the APC recommends to the Regional District that the subject Development Application be supported. (Jamie/Florence)

B. McDOUGALD, Hugh

RE: MOTI Subdivision

5869 5th Street, Beaverdell, Electoral Area 'E'/West Boundary

RDKB File: E-1545-00097.100

Discussion/Observations:

- It was noted that this parcel of land used to be a former Forestry lot and so the existing houses on the lot have been there for some time.

- It was noted that the commercial business (Marley's Pizza Parlor) on the existing lot has been a nice business in Beaverdell and has had a positive impact on the community.
- It was observed that this commercial building is on lot #1 and is the largest of the 4 proposed lots.
- A comment was made that having the business on a separate lot would be beneficial to the community.
- Concern was raised on lots sharing common wells as this could make those wells a public water system and would require Interior Health approval and monitoring.
- Concern was raised about septic tanks/fields and that this could potentially pollute water systems.
- General consensus seemed to be that having holding tanks for sewage would not be acceptable.
- It was noted that all 4 proposed lots are well below Interior Health guidelines with respect to the minimum land requirement for a subdivision. This requirement states that there should be at least one hectare of land per lot. The proposed lot sizes are:
 - Lot #1 (Marley's Pizza Parlor) 0.225 ha
 - Lot #2 (residential) 0.100 ha
 - Lot #3 (residential) 0.135 ha
 - Lot #4 (residential) 0.100 ha
- It was suggested that the subdivision should be only two lots, one for the business and one for the residential portion.

Recommendation:

It was moved, seconded, resolved and carried unanimously that the APC recommends to the Regional District that the subject Development Application be supported subject to water being available according to IHA requirements with legal agreements where wells need to be shared, ground water is protected from any potential sewage systems and that septic systems/fields meet current standards and that the lot the commercial outlet is located on be protected and retained. (Randy/Frank)

C. APC Area 'E'/West Boundary - Secretary for 2018

It was moved, seconded and carried that Randy Trerise be accepted as the secretary for the APC 2018. (Frank/Florence) It was noted that Harald Zinner has resigned from the APC effective December 31, 2017. Harald was thanked for his contributions as secretary for the past three years. His resignation was accepted with regret.

7. FOR INFORMATION

8. ADJOURNMENT

It was moved, seconded and carried that the meeting be adjourned at 6:54 pm. (Randy/Michael)

**Grand Forks & District Recreation Commission
Regular Meeting
Thursday, October 12, 2017- Postponed to November 2, 2017
David Borchelt Meeting Room (Arena)
8:45 AM to Noon**

AGENDA

(PLEASE BRING BUDGET BINDER)

- 1. Additions/Approval of the Agenda**
- 2. Minutes**
 - Minutes of Regular Meeting of September 14, 2017 (pgs 3-5)
- 3. Delegation**
 - Pierre Corbeil: Discuss Aquatic Program Schedule concerns
 - Staff incident reports attached (pgs 6-9)
- 4. Business Arising from the minutes**
- 5. Correspondence :**
- 6. Financial Plan**
 - 2017 –Financial Statement – August 2017 (pgs 10-12)
 - YTD-2017 Revenue Report-GFREC- (pg 13)
 - YTD-2017Arena Drop In Revenue/Attendance Report (pgs 14-15)
 - YTD- 2017Aquatic Membership/Drop In Monthly Comparison Report (pgs 16-18)
- 7. Old Business**
 - **Aquatic Centre**
 - Grand Forks Aquatic Centre Needs and Assessment (pgs 19-22)
Report - Feedback by Percentage
 - Deck Replacement – **Verbal Report**
 - **Arena**
 - Wheelchair lift- **Verbal Report**
 - **Bruins Vending Machines/ATM Machine to be installed in the Arena**
 - Recreation Commission is requesting a proposal from the Grand Forks Border Bruins to install the vending machines and ATM machines in the building along with the cost breakdown for installing the machines.
 - **Ultimate Hockey Store Roadside Sign Advertising Proposal** (pg 23)
 - Draft Copy for approval
- 8. New Business**
 - **Dean Engen:** Upgrades for the Arena Concession

9. Supervisor Report

- Aquatic Maintenance Coordinator – Report (pg24-28)
- Aquatic Program Coordinator – Report (pg 29)
- Recreation Program Services Supervisor
 - Program Update
 - November Flyer (pgs 30-33)
 - Sponsored Event - November 11th Free Community Skate- Sponsored by The Ultimate Hockey Centre: 1:45 to 3:30pm
- Arena Maintenance –Chief Engineer Report- Addition-No Number attached-

10. Round Table

- School District # 51-
- Library and Arts Societies (Culture)
Recreation and Culture Committee of City Council-
- Community Members at Large-

11. Other Business Arising from the floor (For public members Present)**12.2018 Fees and Charges- Staff Report (pgs 34-37)****13.2018 Operating/Capital Budget (Please Bring Binder)****Service Work Plans**

- Recreation Programs (pgs 38-46)
 - See budget pages (pgs 47-53)
- Grand Forks Arena (pgs 54-65)
 - See budget pages (pgs 66-75)
- Grand Forks Aquatic Centre (pgs 76-86)
 - See budget pages (pgs 87-102)

14. Agenda Adjournment

Minutes of the Regular Meeting of the Grand Forks and District Recreation Commission held November 2, 2017 in the Jack Goddard Memorial Arena Meeting Room

Present

Dean Engen
Julia Butler
Nigel James
Terry Doody

Absent

Eric Gillette
Teresa Rezansoff
Brian Noble

Staff

Tom Sprado/Kim Johnson

Area Director

Roly Russell - Absent

Agenda

1. **M/S Julia Butler/Terry Doody, that the agenda be accepted as amended.**

8. New Business:

- Aquatic Volunteer Appreciation Dinner
- Learning Garden Commission Tour – Set a date
- Commission Christmas Dinner

14. Agenda Adjournment

- Reschedule November 9 meeting

Carried

Minutes

2. **M/S Julia Butler/Nigel James, that the minutes of the regular meeting of September 14, 2017 be accepted as circulated**

Carried

Financial Plan: Received for Information

- 2017– Financial Statement – August 2017
- YTD-2017 Revenue Report –GFREC
- YTD – 2017 Arena Drop in Revenue/Attendance Report
- YTD – 2017Aquatic Membership/Drop in Monthly Comparison Report
 - Weekend attendance low– concentrate on programming to include competitive activities – Water Volleyball tournament, Swim with the Bruins, etc.

Old Business:

Aquatic Centre

- Grand Forks Aquatic Centre Needs Assessment Survey-Report – Feedback by Percentage
 - Staff to update the Aquatic Centre Needs Assessment - Feedback Percentage Report – to include longer weekend hours (11 requests)
 - Consider forming a sub-committee to review public swim hours
 - Consider a “Tropical Month” in January – increasing water temperature at the pool

3. **M/S Julia Butler/Terry Doody, request staff further investigate Health regulations and utility costs involved in raising the pool water temperature for one month.**

Carried

Deck Replacement

- Canada 150 Grant allowing Deck Replacement Project to move forward – extended completion date to March 31, 2018
- \$8000 project expenditures to date – Grand funds will pay out approximately \$4000 of the expenses incurred to date.
- Staff recommendation to postpone Deck Project to 2019 – allowing for increase in reserves & time to request for an increase in requisition by 25%

4. M/S Terry Doody/Nigel James – to postpone Aquatic Deck Project to 2019 and request for a Requisition increase of 25%

Carried**Arena****Wheelchair lift-**

- Carpentry restoration work in progress
- Lift unit to be installed in January/February 2018

Bruins Vending Machines/ATM Machine to be installed in Arena

- Staff to follow up with President of Bruins regarding the proposal request for installation of machines

Ultimate Hockey Store roadside Sign Advertising Proposal

5. M/S Nigel James/Terry Doody, to accept the Ultimate Hockey Road Sign Advertising Proposal as written

Carried**New Business-**

- **Dean Engen: Upgrades for the Arena Concession**
 - A possible upgrade to the oven/stove in the concession needed
- 6. M/S Terry Doody/Nigel James, request staff contact the current lease holder to identify concession needs**
- 7. M/S Terry Doody/Nigel James, request a 5 minute meeting break @10:20 am**

Carried**Carried****Call to order 10:25 am**

- **Aquatic Volunteer Appreciation Dinner – Received for Information**
 - Scheduled to take place at the pool Thursday, November 30th from 5:00 to 6:30 pm – pizza will be supplied
- **Learning Garden Tour**
 - To be scheduled in the spring 2018 – possibly May
- **Commission Christmas Dinner**
 - Currently scheduled for Thursday, December 7th – details to follow

Supervisor Report

- Aquatic Maintenance Coordinator – Received for information
- Aquatic Program Coordinator Report – Received for information
- Arena Chief Engineer – Received for information - Ammonia Safety Concerns were expressed, waiting for BC Safety Authority to provide necessary feedback. The Grand Forks

arena meets all safety expectations and did received a new operating permit in 2017. The Ice Plant in the ice arena is designated as Risk Assessed.

- Recreation Program Services Supervisor – Received for information

Round Table

- School District #51 – N/A
- Library and Arts Societies – N/A
- Recreation and Culture Committee of City council – N/A
- Community Member at Large – The Grand Forks Legion will sponsor students to attend the City of Trail, BC - Track& Field events for May of 2019.

Other Business Arising from the Floor: None

2018 Fees and Charges

8. **M/S Terry Doody/Nigel James, that the Grand Forks and District Recreation Commission recommends to increase user fees/rates by 2% starting January 1st, 2018.**

Carried

2018 Operating/Capital Budget/Service Work Plans

- Service Budget 021 Recreation Programs Reviewed – Phoenix Ski Hill is allocated \$20,000 and staff to request a financial report.
- Upgrade to sound system for fitness room is required
- Service Budget 030 Grand Forks Arena Reviewed – Pump House in parking may need funds to help with removal – staff to follow up with City of Grand Forks. The 2018 budget includes a new score clock and a Facility Condition Assessment.
- Service Budget 040 Grand Forks Aquatic Centre Reviewed – In 2018 we need to request for a 25% requisition increase effective January 1, 2019 to ensure that the pool deck replacement project can proceed – increase is needed to borrow up to \$350,000 and make payments over five years on the pool deck project and to establish a reserve budget.
- The 2018 budget includes a facility condition assessment (Asset Management Plan), First Phase for sound system upgrade and a new tread mill.

9. **M/S Terry Doody/Nigel James, that Service Budget 040 Grand Forks Aquatic Centre maximizes the requisition allotment to help increase the reserves budgets.**

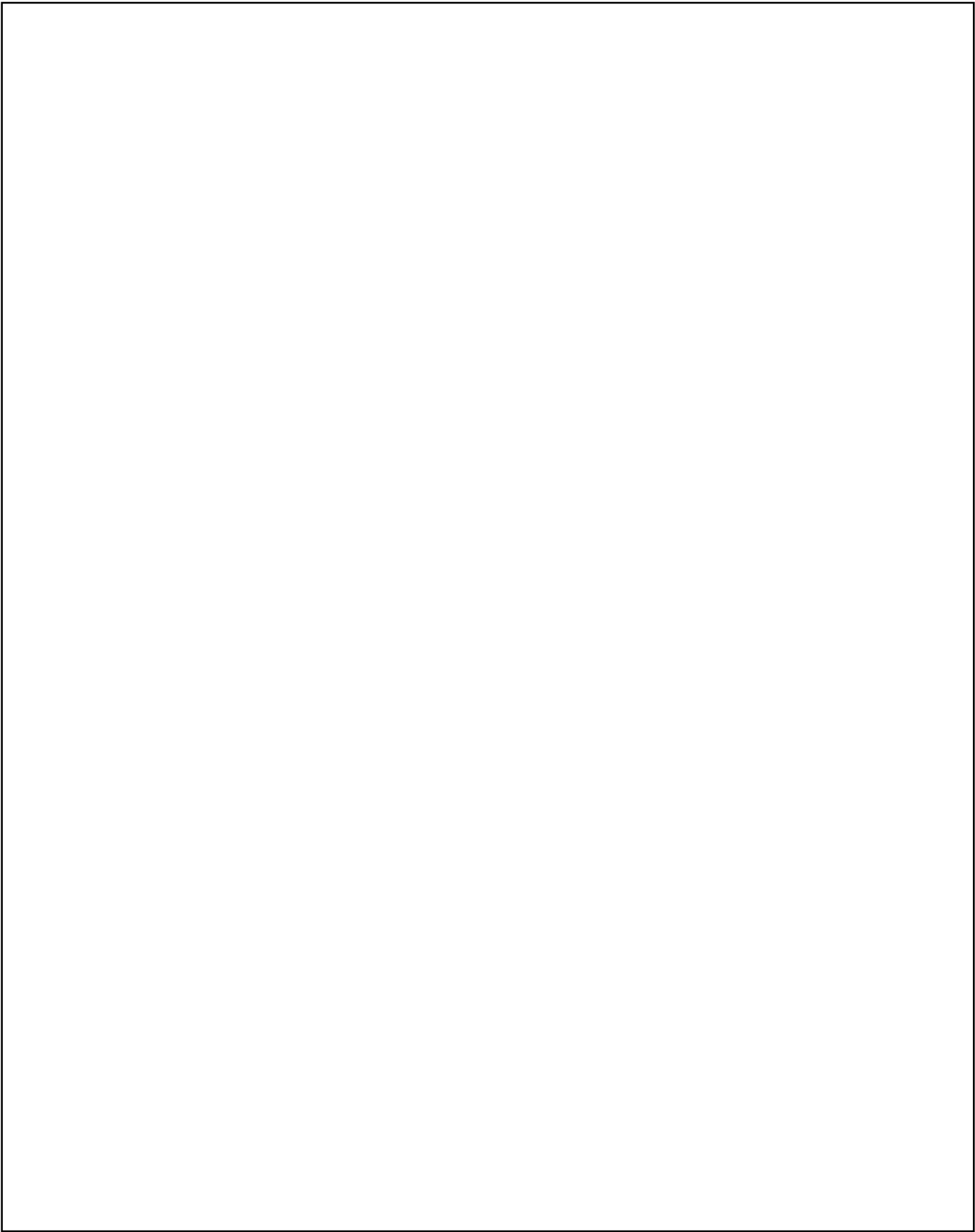
Carried

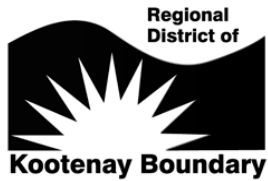
10. **M/S Julia Butler, that the meeting be adjourned**

Carried

Kim Johnson, Recording Secretary

Dean Engen, Chairperson





MINUTES

Regional District of Kootenay Boundary
Boundary Area Food and Agriculture Project
RDKB Board Room
2140 Central Avenue, Grand Forks
Monday, September 11, 2017

Area Directors Present:

Roly Russell, Director Electoral Area 'D'/Rural Grand Forks, Chair Agriculture & Food Steering Committee

Vicki Gee, Director Electoral Area 'E'/ West Boundary

Consultants Present:

Abra Brynne,

Ione Smith (via Skype)

Staff Present:

Carly Rimell, RDKB Senior Planner, recorder

Jessica Mace, Kettle River Watershed Authority

Jennifer Wetmore, Community Futures

BAFAAC Members Present:

Ahmed Amlani

Tammy Battersby

Jeremy Devries

Christine Elsaesser

Jamie Haynes

Riccardo Manazza

Danna O'Donnell

Joyce Ricioppo

Kayla Sebastian

Teresa Viebrock

Tara Stark, Interior Health

Kristy Zamec. (alt. for Yelena Churchill)

BAFAAC Members Absent:

Alison Anderson

Vivien Browne

Yelena Churchill

Doug McMynn

Vern Moline

Allan Pauls (Brittany Pauls
alternate)

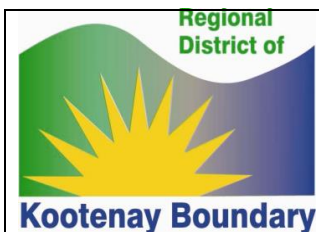
Pauline Terbasket

The meeting began at 10:32 pm.

<u>Item</u>	<u>Speaker</u>	<u>Details</u>	<u>Action & Person Responsible</u>
1.0	R. Russell	<p>Welcome and Introductions</p> <p>Director Russell explained the composition of the Boundary Area Food and Agriculture Advisory Committee (BAFAAC) and explained there are a few remaining voting positions. He mentioned if any members could identify a gap in representation and suggest a name to fill the position that they should advise either the Directors or Staff.</p> <p>Director Gee requested staff provide an updated list of the current members as well as their affiliation.</p>	<p>Identify possible additional members: All</p> <p>Provide an updated list of current members with contact information: RDKB staff</p>
2.0	All	<p>Adoption of Agenda</p> <p>Director Russell provided an updated agenda. There were no objections, the Agenda was adopted.</p>	
3.0	R. Russell	<p>Role of the BAFAAC and Terms of Reference</p>	
4.0	A. Brynne, I. Smith	<p>Overview of the Project</p> <p>Director Russell explained the Agricultural Plan update was to be completed by the in 2017 and the Food Security plan was to be completed in 2018 with a great deal of overlap between the two plans.</p> <p>Round 1 Engagement Summary</p> <p>The consultants reviewed the Engagement Summary Report.</p> <p>It was reiterated that committee members would like a complete mail out package be provided prior to October meetings (October 2nd, 3rd & 4th) as some members do not have reliable digital access.</p>	<p>Send future meeting packages in the mail: RDKB staff</p>

5.0	All	<p>Provide Feedback on Draft Vision Statement</p> <p>The majority of the committee preferred Version 1, Option B of the short vision statements 'Sustainable food and agricultural systems in the Boundary create healthy communities, prosperous livelihoods and protected environments.'</p> <p>The committee made a consensus that they preferred a shorter vision statement as opposed to long as the additional content that would be discussed in the sub points of the longer visions statement could be represented within another section of the document.</p>	
6.0	All	<p>Provide Feedback on Priority Issues</p> <p>Director Gee suggested that Barb Stewart of the Boundary Invasive Weed Society be invited to join the Advisory Committee.</p> <p>There was discussion surrounding drought and water licenses and it was suggested that the documents refer to the Kettle River Watershed Management Plan and Drought Management Plan to provide consistency as opposed to going into details within the goals and objectives.</p> <p>Seek contact within the School District who would support and encourage educational opportunities with the agricultural community in the Boundary.</p> <p>The consultant encouraged members to share the draft document with other colleagues and provide feedback to consultants by September 25th.</p> <p>A member inquired whether or not the RDKB could assist in providing a year round space for a permanent fairground and indoor Farmer's Market.</p> <p>It was suggested that certain herbicides should be banned by local government.</p>	<p>Invite Barb Stewart of the Boundary Invasive Weed Society to join the Advisory Committee: RDKB staff</p> <p>Amend documents to refer to the Kettle River Watershed Management Plan and Drought Management Plan: A. Brynne & I. Smith</p> <p>Contact School District to inquire about educational opportunities within the agricultural community of the Boundary Region: RDKB staff</p> <p>Share Document and Provide feedback to consultants by September 25: All BAFAAC members</p>

7.0		Summarize Session Findings	
8.0	R. Russell	Wrap Up – Schedule Next Meeting It was decided that the next meeting could be scheduled via email.	
9.0	R. Russell	Adjournment The meeting was adjourned at 2:32 pm	



KETTLE RIVER WATERSHED MANAGEMENT PLAN

Steering Committee

MINUTES

Tuesday, Oct 3, 2017

12:00pm

Grand Forks, BC

Present: Grace McGregor (Chair)
 Roly Russell
 Marguerite Rotvold
 Vicki Gee
 Frank Konrad
 Ed Smith

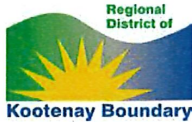
Staff: Jessica Mace – Project Coordinator
 Donna Dean – RDKB

Regrets: n/a

Item	Discussion	Action
1.	Welcome and Approve Agenda The meeting was called to order at 12:35 p.m. The agenda was approved. Smith/Konrad, carried.	
2.	Approval of Past Meeting Minutes The Minutes from Feb. 7, 2017 were approved. Konrad/Smith, carried. The Minutes from June 22, 2017 were approved. Konrad/Rotvold Review of Past Action Items: Most items were complete except: 1. Letter to Linda Larson requesting Funding was not sent. <ul style="list-style-type: none"> a. A draft was completed but then was revised into a Briefing Note for the Minister of FLNRORD to be handed to the Minister or representative. b. At UBCM last week, Chair McGregor, Director Russell, and Mark Andison (acting CAO) presented and discussed the letter with Paul Rasmussen (Regional Executive Director of FLNRORD for the Kootenay 	Jessica to send a copy of the Briefing Note handed to the Ministry of FLNRORD to Linda Larson and ask for interim funding. Jessica to send Ministerial letter to Steering Committee members. Jessica to obtain outstanding \$ from water suppliers. Jessica to remind

	<p>Boundary Region). The discussion went very well and he was genuinely interested in the work that has been completed to date. A meeting with senior staff and/or the minister has been requested before the end of December.</p> <p>2. Letter to the appropriate provincial government to be governed under the Municipalities Enabling and Validating Act was not done. Donna looked into this and it was determined that this was an old way of doing it. This is not the way to be governed currently.</p> <p>3. POLIS has not attended a Board Meeting yet but may be able to when they are passing through.</p> <p>4. Infrastructure Planning Grant application for the Regional Drought Response Plan is still in process. A response is expected in the near future.</p>	<p>Polis rep. that she can present when passing through GF.</p> <p>Jessica to follow up with Infrastructure Planning Grant provincial rep.</p>
3.	<p>Progress Report – Focus over the summer was to become more known as the Local Authority on Water.</p> <ul style="list-style-type: none"> • Commonsplace Consulting (Jessica Mace, Nicole McCallum and Yelena Churchill) provided updates through facebook during the floods and attended neighbourhood meetings. • A Watershed booth was set up at 11 events across the Boundary (e.g. Christina Lake homecoming, Midway River Days, Canada Day in Grand Forks, Grand Forks and Rock Creek Fall Fairs). <ul style="list-style-type: none"> ◦ Discussed many items from the floods to the droughts, how to conserve water etc. ◦ They had great exposure and many people are beginning to recognize the Watershed Authority as a source for information (a local authority on water). • Yelena (Communications Officer) did an excellent job at delivering information through facebook. She monitored comments closely responding to them within a day or two and used photos for her posts. Over 3600 people were reached with drought posts which was excellent. • The coordinator began to be included in Provincial Drought calls. It was not effective this year because the invite was late in the season but next year this will be very beneficial. The coordinator will have a heads up on the conditions monitored by the province and any actions the province is considering putting in place for the boundary region. • Well licencing workshop to be set up in November. 	<p>Jessica to include details in next quarterly report.</p> <p>Jessica to send Marguerite possible dates for well licencing workshop in November.</p>
4.	Commonsplace Consulting Ltd. Contract	Jessica to fill out Grant in Aid

	<p>Please see agenda documents for full details.</p> <p>Overall, there is approximately \$5800 shortfall to complete the contract through to Dec. 31, 2017.</p> <p>SC members agreed to split this amount. Rotvold/Gee. Carried.</p> <p>Midway - \$1000</p> <p>Grand Forks - \$1000</p> <p>Greenwood - \$500</p> <p>Regional Directors - \$1100 each (Grant in Aid to be used since such a small amount)</p>	<p>forms for regional directors.</p> <p>Mayor Konrad and Smith and Councillor Rotvold to discuss with respective councils and confirm contributions with Jessica.</p>
5.	<p>Service Discussion</p> <p>Key points were:</p> <ol style="list-style-type: none"> 1. Scope – When promoting the new service, must distinguish the difference between municipal water service tax and Watershed tax and the value added with the watershed tax. 2. Agreed that a staff person would be beneficial. Once the money is shuffled to another organization (e.g. society), there is less control. 3. Some very clear selling points would have to be in place prior to going to referendum so that the elected officials could sell it. E.g. The public knows there are issues but what is the Watershed Authority going to do about it? 	<p>Donna/Jessica to look into the Nanaimo Watershed Service and determine how they sold it to the public.</p> <p>Jessica to develop discussion points for how to sell the watershed work to the public.</p> <p>Barb Stewart to attend next meeting to discuss pros and cons of using a society for a service.</p> <p>Donna to revise the staff report to present options for consideration.</p>
6.	Closed (in camera) Session pursuant to Section 90(1)(a) of the Community Charter	
7.	<p>Next Meeting</p> <p>January 2018 - Doodle Poll to determine date and time.</p>	Jessica to set up Doodle Poll.
	<p>Adjournment</p> <p>The meeting was adjourned at 1:50pm.</p>	



Federal/Provincial Gas Tax Funding Application

Application Date

Project Title

Applicant Contact Information:

Name of Organization	Regional District of Kootenay Boundary		
Address	843 Rossland Ave., Trail, BC		
Phone No.	250-368-9148	Fax No.	
Email Address			

Director(s) in Support
Of Project

Area

Amount Required

Do not include GST if you have a GST account with CRA

Land Ownership – Please check one of the following:

- ☐ The applicant is the owner of the property
☐ The property is Crown Land. Tenure/license number

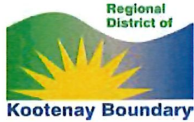
Do you have the land owner's written approval to complete the works on the land(s)?

- ☐ Yes (include copies of permits)
☐ No

Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.

Registered Owners of Land	Legal Description of land(s)
N/A	

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
 Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
 Email: admin@rdkb.com · web: rdkb.com

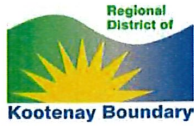


Application Contents – must include all of the following:

1. Description of the project including management framework
2. Project Budget including project costs (E.g. employee, equipment, etc.)
3. Outline of project accountability including Final Report and financial statements

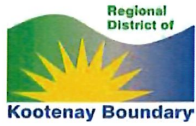
1. Eligible Project Description including timeline:

The funding would contribute to the capital costs of the public transit vehicles required to operate the Boundary Transit service. Boundary Transit provides a shared passenger system which is available to the public.



1.1 Project Impact:

The capital funding provided by the gas tax revenue would allow the service to provide buses to Boundary Transit, servicing Grand Forks and surrounding areas Monday through Friday and Greenwood on a Friday run, without any reductions in service from previous years.



1.2 Project Outcomes:

Continued public transit service, including 2,000 hours of service annually providing door-to-door service for people with disabilities and curb-to-curb service for others. Service in the Grand Forks area Monday to Friday from 8:30 am to 3:30 pm and Friday scheduled service to Greenwood.

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
Email: admin@rdkb.com · web: rdkb.com

1.3 Project Team and Qualifications:

Boundary Community Development Committee of RDKB
B.C. Transit (partner)
Interior Health Authority (operator)

2. Project Budget:

Eligible costs for this project are outlined below. These include all direct costs that are reasonably incurred and paid by the Recipient under the contract for goods and services necessary for the implementation of the Eligible Project. **Schedule B** outlines Eligible Costs for Eligible Recipients (see attached). **Attach supporting quotes and estimates.**

Attachment 7: Attach supporting quotes and estimates.		
Items	Details	Cost (\$)
Transit Capital Funding	Costs associated with leasing transit vehicles	\$5,889
	Total	\$5,889

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
Email: admin@rdkb.com · web: rdkb.com

Additional Budget Information

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3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- **Provision of a Final Report including copies of all invoices**


Schedule of Payments

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

- (a) 75% upon signing of the Contract Agreement;
- (b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.

In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31st of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date
	Mark Anderson	Nov. 8, 2017



Federal/Provincial Gas Tax Funding Application

Application Date

Project Title

Applicant Contact Information:

Name of Organization	Regional District of Kootenay Boundary		
Address	843 Rossland Ave., Trail, BC		
Phone No.	25-368-9148	Fax No.	
Email Address			

Director(s) in Support
Of Project

Area

Amount Required

Do not include GST if you have a GST account with CRA

Land Ownership – Please check one of the following:

- ☐ The applicant is the owner of the property
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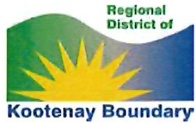
Do you have the land owner's written approval to complete the works on the land(s)?

- ☐ Yes (include copies of permits)
- ☐ No

Ownership and Legal Description details are required for all parcels of land on which the proposed works will occur.

Registered Owners of Land	Legal Description of land(s)
N/A	

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
Email: admin@rdkb.com · web: rdkb.com

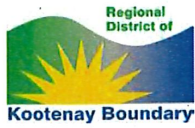


Application Contents – must include all of the following:

1. Description of the project including management framework
2. Project Budget including project costs (E.g. employee, equipment, etc.)
3. Outline of project accountability including Final Report and financial statements

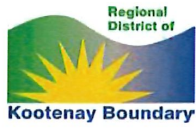
1. Eligible Project Description including timeline:

The project is to develop a Boundary Trails Master Plan which would represent a long-term plan intended to build the capacity of the Regional District of Kootenay Boundary to undertake future investments in trail development and management throughout the Boundary area. The project has been contracted to a consultant that is experienced in developing trails master plans, Cascade Environmental, and will be on-going through 2017 and will continue into 2018.



1.1 Project Impact:

The project will provide a long-term plan for the Regional District of Kootenay Boundary's future investments in recreational trail infrastructure and management in the Boundary area.



1.2 Project Outcomes:

The long-term plan will provide a decision-making tool for the Board of Directors of the Regional District of Kootenay Boundary - adding capacity to the Board's ability to make strategic decisions regarding the type and scope of future recreational trail facility investments to be pursued throughout the Boundary area.

1.3 Project Team and Qualifications:

Boundary Community Development Committee
Boundary Trails Master Plan Steering Committee
Cascade Environmental Consultants

2. Project Budget:

Eligible costs for this project are outlined below. These include all direct costs that are reasonably incurred and paid by the Recipient under the contract for goods and services necessary for the implementation of the Eligible Project. **Schedule B** outlines Eligible Costs for Eligible Recipients (see attached). **Attach supporting quotes and estimates.**

Items	Details	Cost (\$)
Boundary Trails Master Plan	Contracted to Cascade Environmental Consultants to undertake	\$40,000
	Total	\$40,000

202-843 Rossland Ave Trail, British Columbia Canada V1R 4S8
Toll-free: 1 800 355 7352 · tel: 250 368-9148 · fax: 250 368-3990
Email: admin@rdkb.com · web: rdkb.com

Additional Budget Information

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3. Accountability Framework:

The Eligible Recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Projects and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- **Provision of a Final Report including copies of all invoices**


Schedule of Payments

The RDKB shall pay the Proponent in accordance with the following schedule of payments:

- (a) 75% upon signing of the Contract Agreement;
- (b) 25% upon receipt of progress report indicating 75% completion of the Project and a statement of income and expenses for the Project to that point.

By signing below, the recipient agrees to prepare and submit a summary final report outlining project outcomes that were achieved and information on the degree to which the project has contributed to the objectives of cleaner air, cleaner water or reduced greenhouse gas emissions. This must also include financial information such as revenue and expenses.

In addition, an annual report (for 5 years) is to be submitted to the RDKB prior to October 31st of each year detailing the impact of the project on economic growth, a clean environment, and/or strong cities and communities.

Signature	Name	Date
	Mark Anderson	Nov 8, 2007



**COMMUNITY DEVELOPMENT OFFICER – BIG WHITE
RECRUITMENT PLAN & TACTICS**

- 1.** A Recruitment Committee of 4 people will be formed consisting of 3 members of the BWMCDA Board plus an additional Community leader such as the BWFD Fire Chief. The suggested members of the Board are Jacky Martin (background at a senior level with Walmart HR), John Mooney (Business owner/entrepreneur/long term resident of Big White, with many years of recruitment experience). In addition either Jude Brunt, Colin Burns or Rachelle Hawk will participate as the third panel member, all of whom have significant exposure to the community's development to date.
- 2.** A recruitment interview set of questions will be drafted and agreed by the committee based on the job description and person specification. Selection criteria will be established to evaluate each candidate fairly and equitably.
- 3.** The position will be promoted in the following channels:
 - On the 5 main Big White Mountain social media Facebook sites
 - Castanet.net online
 - In the BWMCDA monthly newsletter
 - Via posters displayed in prominent places around the community
 - Via the BC Job Bank
- 4.** The Recruitment Process will be in two stages:
 - A presentation to the committee highlighting past experiences and new ideas for community development in this area.
 - Submission of examples of writing done previously



COMMUNITY DEVELOPMENT OFFICER – BIG WHITE JOB DESCRIPTION

The Community Development Officer for Big White Mountain (CDO) is a new post to be recruited to assist with the development of the Big White community in general, growing towards a year-round livable destination with appropriate resources for current and future demographics.

The post holder will be a highly visible & accomplished professional. The role would report to the Board & Membership of the Big White Mountain Community Development Association and work closely with the **Community & Economic Development Committee** comprised of members of the Board of the Chamber, Community & Tourism Associations (CEDC). The CDO must have the ability to make good strategic decisions; demonstrate strong community leadership; build relationships with funders & partners, the local resident & business communities, the RDKB and other local, provincial and federal government and First Nations as necessary. The CDO would use their expertise to help define the character and path of community growth by focusing on promoting the community for young families, seniors and working professionals and developing sustainable amenities and programs matched to local needs and opportunities. The CDO will support Big White Mountain's development as a community with an attractive profile and economic climate, by providing information for all new residents, as well as assisting new employers & businesses with their strategies to attract new population growth.

This is initially a one-year renewable contract position

Key Responsibilities:

Responsibility:	Main Activities:
Community Development:	<ul style="list-style-type: none"> ✓ Provide coordination and oversight of various agreed projects and activities with the goal of creating new programs and community amenities, including but not limited to: <ol style="list-style-type: none"> 1. The establishment of a permanent Community Building in a central location for multi-use activities, including cultural, educational & health/fitness related programs . 2. The establishment of a community or business funded & operated Post Office that is open year-round for community members and businesses. 3. The establishment of a regular program of events year-round which foster community spirit, build networks and encourage community growth. ✓ Undertake analysis & evaluation of project opportunities with funding, and identify strategies to develop these. ✓ Secure funding for community development activities and programs. ✓ Liaise with the Big White Mountain Chamber of Commerce, Tourism Society, and other community & economic development organizations.

Community Development (Cont'd)	<ul style="list-style-type: none"> ✓ Develop and manage programs, services & events to improve the community's resources & the general environment of growth in the community. Focus on health, education and recreational amenities & programs. ✓ Act as primary contact for inquiries and act as liaison with the local school & business community when they have new families & employees moving here.
Promotion, Marketing and Provision of Information:	<ul style="list-style-type: none"> ✓ Identify the need for and develop a variety of promotional and marketing tools and community building messaging and events to attract new residents to the Community. Eg. Website page, "Why Move to Big White Mountain" brochure etc ✓ Develop resources to support, implement, and monitor effective marketing
Planning and Technical Support:	Conduct research, analysis, planning, and evaluation of projects for the CEDC and the Community.
Liaison, Relationships and Partnerships:	<ul style="list-style-type: none"> ✓ Regularly attend specific CEDC meetings, monthly Community Association & Chamber meetings and other interest group committee meetings as required eg. PAC, Mountain Medical Services, BWFD etc to share or gather information, or to provide information and updates to the public at large. ✓ Maintain an awareness of local, regional, provincial and federal funding programs and activities. ✓ Develop and maintain active contact with other community organizations, and government agencies in order to stay abreast of current programs and services and ensure that the Big White Community's interests are served. Develop an effective relationship with Regional Directors, Regional District administrative staff & local/provincial politicians to maximize community development benefit to the Community
Administration Duties	<p>Liaison with the bookkeeper and other volunteers or staff to ensure all administrative systems and resources are relevant and up to date at all times, including website, social media, accounting, e-mail database etc.</p> <p>Generally, assist with regular communications to the Community Development Association membership and wider community to ensure a two-way flow of information on projects.</p>

Key Competencies:

The successful candidate must have proficient knowledge in the following areas:

- Community & Economic development theories and practices.
- Strategic planning and marketing strategies.
- Budgeting, financial management and analysis.
- How to research local, regional and provincial community growth & funding opportunities.
- Building strategic partnerships and facilitating the development of collaborative relationships.
- An understanding of relevant municipal legislation, policies and procedures.
- An understanding of the local economic, cultural, and political environment.

The successful candidate must demonstrate the following skills:

- Ability to develop and analyze project plans.
- Ability to prepare structured and compelling grant proposals and cases for support for each project
- Ability to prepare research and reports to committees and the community.
- Proficiency with computer programs including word, power point, website development, and accounting and database programs.
- Ability to work effectively with all stakeholder groups, including community members, volunteer committees, business owners, resort executives, and elected officials.
- Excellent interpersonal and communication skills demonstrated through the ability to facilitate, network, lead, research, negotiate, analyze, and resolve issues.
- Demonstrates a strong sense of personal integrity and ethical practices.
- Effective negotiation and mediation skills.
- Conflict management and time management skills.

Education and Experience:

- College or University degree
- Work experience previously in Community Development, Marketing, PR or Grant Writing
- Preference will be given to applicants with 5 or more years of relevant experience living and working in small communities, local government; non-profit associations or fund development.



STAFF REPORT
Meeting Date: October 12, 2017

Date:	October 4, 2017	File:	
To:	Grand Forks & District Recreation Commission		
From:	Tom Sprado, Manager of Facilities and Recreation – Grand Forks and District Recreation		
RE:	USER FEE RATES – AQUATIC AND ARENA		

Issue Introduction:

At the September 14, 2017 meeting it was agreed to review user rates.

Background:

For 2017 the user rates did not increase – we kept all users fees at the 2016 rates.

Please see attached 2016 survey and the percentage increases of 1% to 5% on the current rates.

Options:

Aquatic Centre & Jack Goddard Memorial Arena Options for increase fees:

- a) Keep user fees at current levels
- b) Increase user fees at 1%
- c) Increase user fees at 2%
- d) Increase user fees at 3%
- e) Increase user fees at 4%
- f) Increase user fees at 5%
- g) Any other option that the Grand Forks & District Recreation Commission recommends
- h) Request for more information and bring back to the next Recreation Commission meeting.

Recommendation: That the Grand Forks & District Recreation Commission recommends to increase all rates by approximately 2% for 2018. This is consistent with the expected 5 year operating revenue increases.

Respectfully submitted:

Grand Forks & District Recreation Commission
 Suvey Rates & Proposed Rates
 2016

Aquatic Centre - Public Swimming Admissions

16-Sep

	Current Rate GF Aquatic	Nelson	Creston	Castlegar	Trail	Penticton	AVERAGE (5)	GST 5% on Average
Drop In								
Adult (19-54)	\$6.19	\$6.43	\$6.47	\$5.72	\$6.30	\$6.25	\$6.23	\$6.55
Senior (55+)	\$4.76	\$5.00	\$4.91	\$4.77	\$5.20	\$5.25	\$5.03	\$5.28
Youth (13 - 18)	\$4.19	\$3.35	\$4.91	\$4.77	\$5.20	\$5.25	\$4.70	\$4.93
Child (12 & under)	\$3.14	\$2.41	\$3.33	\$3.57	\$3.90	\$4.25	\$3.49	\$3.67
Family (max 5)	\$13.81	\$13.35	\$15.40	\$13.34	\$13.15	\$16.00	\$14.25	\$14.96
SN Adult	\$4.66							
SN Senior	\$3.50							
SN Youth	\$3.16							
SN Child	\$2.34							
2 & under	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.25		
Shower	\$4.28							
Passes								
10 Session								
Adult	\$56.00	\$57.90	\$57.80	\$48.24	\$55.70	\$56.00	\$55.13	\$57.88
Senior	\$42.38	\$45.00	\$45.00	\$40.14	\$45.10	\$47.00	\$44.45	\$46.67
Youth	\$37.38	\$30.00	\$45.00	\$30.15	\$45.10	\$47.00	\$39.45	\$41.42
Child	\$24.59	\$21.40	\$29.71	\$24.12	\$33.20	\$38.00	\$29.29	\$30.75
Family	\$102.95	\$120.00	\$123.80	n/a	n/a	\$144.00	\$129.27	\$135.73
Monthly Passes								
Adult	\$64.38	\$64.78	\$64.76	\$61.00	\$71.80	\$56.00	\$63.67	\$66.85
Senior	\$49.52	\$46.92	\$46.90	\$50.00	\$55.30	\$47.00	\$49.22	\$51.69
Youth	\$45.57	\$31.70	\$46.90	\$40.00	\$55.30	\$47.00	\$44.18	\$46.39
Child	\$32.67	\$22.63	\$34.29	\$32.00	\$41.10	\$38.00	\$33.60	\$35.28

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Rate increase by 1% to 5%

	Current Rate GF Aquatic	Increase 1%	Increase 2%	Increase 3%	Increase 4%	Increase 5%	Current Rate GF Aquatic with GST
Adult (19-54)	\$6.19	\$6.25	\$6.31	\$6.38	\$6.44	\$6.50	\$6.50
Senior (55+)	\$4.76	\$4.81	\$4.86	\$4.90	\$4.95	\$5.00	\$5.00
Youth (13 - 18)	\$4.19	\$4.23	\$4.27	\$4.32	\$4.36	\$4.40	\$4.40
Child (12 & under)	\$3.14	\$3.17	\$3.20	\$3.23	\$3.27	\$3.30	\$3.30
Family (max 5)	\$13.81	\$13.95	\$14.09	\$14.22	\$14.36	\$14.50	\$14.50

	Current Rate GF Aquatic	Increase 1%	With GST 5%
Adult (19-54)	\$6.19	\$6.25	\$6.56
Senior (55+)	\$4.76	\$4.81	\$5.05
Youth (13 - 18)	\$4.19	\$4.23	\$4.44
Child (12 & under)	\$3.14	\$3.17	\$3.33
Family (max 5)	\$13.81	\$13.95	\$14.65

Current Rate GF Aquatic	Increase 2%	With GST 5%
\$6.19	\$6.31	\$6.63
\$4.76	\$4.86	\$5.10
\$4.19	\$4.27	\$4.49
\$3.14	\$3.20	\$3.36
\$13.81	\$14.09	\$14.79

	Current Rate GF Aquatic	Increase 3%	With GST 5%
Adult (19-54)	\$6.19	\$6.38	\$6.69
Senior (55+)	\$4.76	\$4.90	\$5.15
Youth (13 - 18)	\$4.19	\$4.32	\$4.53
Child (12 & under)	\$3.14	\$3.23	\$3.40
Family (max 5)	\$13.81	\$14.22	\$14.94

Current Rate GF Aquatic	Increase 4%	With GST 5%
\$6.19	\$6.44	\$6.76
\$4.76	\$4.95	\$5.20
\$4.19	\$4.36	\$4.58
\$3.14	\$3.27	\$3.43
\$13.81	\$14.36	\$15.08

	Current Rate GF Aquatic	Increase 5%	With GST 5%
Adult (19-54)	\$6.19	\$6.50	\$6.82
Senior (55+)	\$4.76	\$5.00	\$5.25
Youth (13 - 18)	\$4.19	\$4.40	\$4.62
Child (12 & under)	\$3.14	\$3.30	\$3.46
Family (max 5)	\$13.81	\$14.50	\$15.23

Current Survey Average	AVERAGE (5)	GST 5% on Average
Adult	\$6.23	\$6.55
Senior	\$5.03	\$5.28
Youth	\$4.70	\$4.93
Child	\$3.49	\$3.67
Family	\$14.25	\$14.96

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Regional District of Kootenay Boundary
Grand Forks & District Recreation Commission

Survey Rates

2016

Arena Public Skating Rates

16-Sep

GST not included

	Current Rate GF Arena	Beaver Valley	Creston	Castlegar	Trail	Princeton	Penticton	AVERAGE (6)
Drop In								
Adult (19-54)	\$5.00	\$3.33	\$3.80	\$3.80	\$3.80	\$2.85	\$4.05	\$3.61
Senior (55+)	\$4.05	\$3.33	\$2.71	\$2.71	\$3.33	\$1.90	\$3.10	\$2.85
Youth (13 - 18)	\$3.43	\$2.38	\$2.62	\$2.62	\$3.33	\$1.90	\$3.10	\$2.66
Child (12 & under)	\$2.67	\$2.38	\$2.14	\$2.14	\$2.62	\$1.90	\$2.14	\$2.22
Family (max 5)	\$8.33	\$8.55	\$9.03	\$9.03	\$8.79	n/a	\$10.48	\$9.68

Arena Rental Rates 2016

GST not included

City/Arena	Figure Skating Club	Minor Hockey	Adult/Rec Hockey	Jr B Practice	Jr B Game
Grand Forks	\$79.67	\$79.67	\$151.19	\$79.67	\$79.67
Nelson	*\$97.12	*\$97.12	\$152.61	\$98.04	\$122.55
Castlegar	*\$78.4	*\$78.40	\$128.52	\$78.40	*\$150.73
Princeton	\$47.50	\$47.50	\$81.23	*see note	*see note
Beaver Valley	*\$64.00	*\$64.00	\$116.00	*\$64.00	*\$114.66
Osoyoos	\$48.45	\$48.45	\$90.73	contract	*\$133.00
Penticton	\$82.31	\$82.31	\$155.50	n/a	n/a
Average (w/o GF)	\$69.93	\$69.63	\$120.76	\$80.14	\$130.23

Increase 2% 2017

Increase 2% 2017

Increase 2% 2017

* Nelson: Fee for primetime ice (shown above)/Fee for non-prime \$72.27

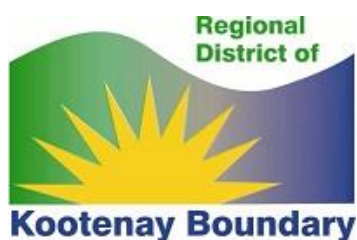
* Castlegar: Fee for primetime ice (shown above)/Fee for non-prime \$58.60/Jr B game fee \$452.21 (/3 hrs = \$150.73)

* Princeton: Jr B Regular Season Contract (unlimited \$5000)/Pre-season game fee per hr \$60/play off fee per hr \$45

* Beaver Valley: Minor sports & Jr B - 6 am to 4 pm fee \$46 hr/Jr B game fee \$344 (/3 hrs = \$114.66)

* Osoyoos: Jr B Regular Season Contract/game fee \$420 (/3 hrs = \$140)

	Current Rate GF Arena	Increase 1%	Increase 2%	Increase 3%	Increase 4%	Increase 5%	Current Rate GF Arena with GST
Adult (19-54)	\$5.00	\$5.05	\$5.10	\$5.15	\$5.20	\$5.25	\$5.25
Senior (55+)	\$4.05	\$4.09	\$4.13	\$4.17	\$4.21	\$4.25	\$4.25
Youth (13 - 18)	\$3.43	\$3.46	\$3.50	\$3.53	\$3.57	\$3.60	\$3.60
Child (12 & under)	\$2.67	\$2.70	\$2.72	\$2.75	\$2.78	\$2.80	\$2.80
Family (max 5)	\$8.33	\$8.41	\$8.50	\$8.58	\$8.66	\$8.75	\$8.75



STAFF REPORT

Date: 13 Dec 2017

File

ES Administration -
Mosquito Control

To: Chair and Members, Board of Directors

From: Alan Stanley - General Manager of Environmental Services

Re: Mosquito Control Contracts

Issue Introduction

A Staff Report from Alan Stanley, General Manager of Environmental Services regarding the mosquito control contract in Electoral Area C - 'Christina Lake' and Electoral Area D - 'Rural Grand Forks' / City of Grand Forks.

History/Background Factors

In 2017, Morrow BioScience (Morrow) completed the final year of a three-year mosquito control contract awarded in 2016.

The current contract costs are significantly lower than the previous (pre-2016) contract and performance has been generally good. There were some weather events, including the flooding in early 2017 that greatly increased the number of active mosquito breeding sites and the number of nuisance mosquitos. Morrow responded well to the challenges and used the high water conditions to map and record mosquito breeding sites that had long been dormant. This mapping will allow quicker and more focused mosquito control response to future flood events.

Morrow conducts the work in a methodical and scientific manner; data sets containing geographical, biological and meteorological information specific to the mosquito control programs are systematically built and recorded with the intent to improve effectiveness and efficiency of the program in future years. The attached annual reports demonstrate the thoroughness of Morrow's work.

To improve the program, Morrow is implementing new technologies where feasible, for example, Morrow recently purchased an aerial drone that can distribute up to 10 kilograms (22 pounds) of treatment materials. Using a drone would allow aerial

treatment in areas that are difficult to treat manually and where helicopters are prohibited (over built-up areas, for example, the oxbow north of Highway 3 within the city of Grand Forks). In addition, a drone would reduce helicopter time and greatly reduce the greenhouse gases generated by the program. According to Morrow, the time saved using a drone would be used for pre and post-treatment monitoring, improving program effectiveness.

Implications

The annual costs for the contract extensions are shown in the following table:

Service Area	2019	2020
Area C - 'Christina Lake'	\$14,900.00	\$14,900.00
Area D - 'Rural Grand Forks' and the City of Grand Forks	\$48,072.50	\$49,274.30

Should the contract extensions be approved, Staff will recommend reductions to the tax requisitions for both services in the 10-20% range.

Advancement of Strategic Planning Goals

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure we are proactive and responsible in funding our services".

Background Information Provided

- Morrow BioScience Request for Contract Extension
- 2017 Final Report - Electoral Area C - "Christina Lake"
- 2017 Final Report - Electoral Area D - "Rural Grand Forks" and the City of Grand Forks
- Current Three-Year Mosquito Control Contract 2016-2018

Alternatives

1. Approve the two-year contract extension with Morrow BioScience
2. Do not approve the two-year contract extension with Morrow BioScience and direct Staff to proceed with a Request for Proposals for mosquito control services.

Recommendation(s)

That the Board of Directors approve a two-year contract extension for the mosquito control contracts in Electoral Area C - 'Christina Lake' and Electoral Area D - 'Rural

Grand Forks' / City of Grand Forks at a total annual cost of \$62,972.50 in 2019 and \$64,174.30 in 2020.



Attention: Mr. Alan Stanley,
General Manager of Environmental Services,
Regional District of Kootenay Boundary

Request for a two year extension for mosquito control, as per PO # 3257: Mosquito Control Program for Area 'C' Christina Lake and Area 'D' Rural Grand Forks and the City of Grand Forks.

Background:

When MBL bid the RDKB program in 2015, the bid was for a 3-year program with the possibility of a 2-year extension. The extension would be in accordance with "Attachment A" of the contract.

Program Improvements:

In the three years that MBL has been managing the RDKB Mosquito Control Program we've faced challenges; record low water, record early water, and record high water. At the time that MBL took over this program, no maps were available to assist field crews with finding habitat.

During this contract time, we have found and mapped all sites, including some probable new sites. In 2016 we introduced a real-time mapping and data collection app, with a full rollout of its capabilities in 2017.

MBL now maintains a web portal that allows clients to view real-time data, including the specific locations of larval detection, an industry first. We will continue to develop the user interface and tailor the data presented to specific client requirements.

Proposed Changes:

MBL is proposing the use of a drone to apply liquid bti (same active ingredient) in a number of significant areas up the Granby River and in the large Oxbow on the north side of Grand Forks. This would not require any consultation to enact with respect to the Pest Management Plan (PMP).

Many large sites up the Granby would benefit significantly from recent advancements in drone technology. The use of drones would reduce the amount of bti required and would nearly eliminate the associated carbon footprint (when compared to aerial applications using a helicopter).

Morrow BioScience Ltd - 2615 Columbia Ave. - info@morrowbioscience.com - 604.317.1413

Budget:

In the three years since MBL began work on this project we have seen an increase in both fuel and bti costs. We are proposing a modest increase of 2.5% per year in each of the subsequent years for the base program in Grand Forks and Area 'D' (\$48,072.50 for 2018 and \$49,274.30 for 2019). Pricing for the program in Area 'C' will remain unchanged at \$14,900 per year. Extra treatment costs, as per the original tender, will remain at \$60/ha for air and \$40/ha for ground treatments.

All activities associated with this renewal request will be in accordance with Attachment 'A' of the original contract. Please do not hesitate to contact me with any questions.

Sincerely,

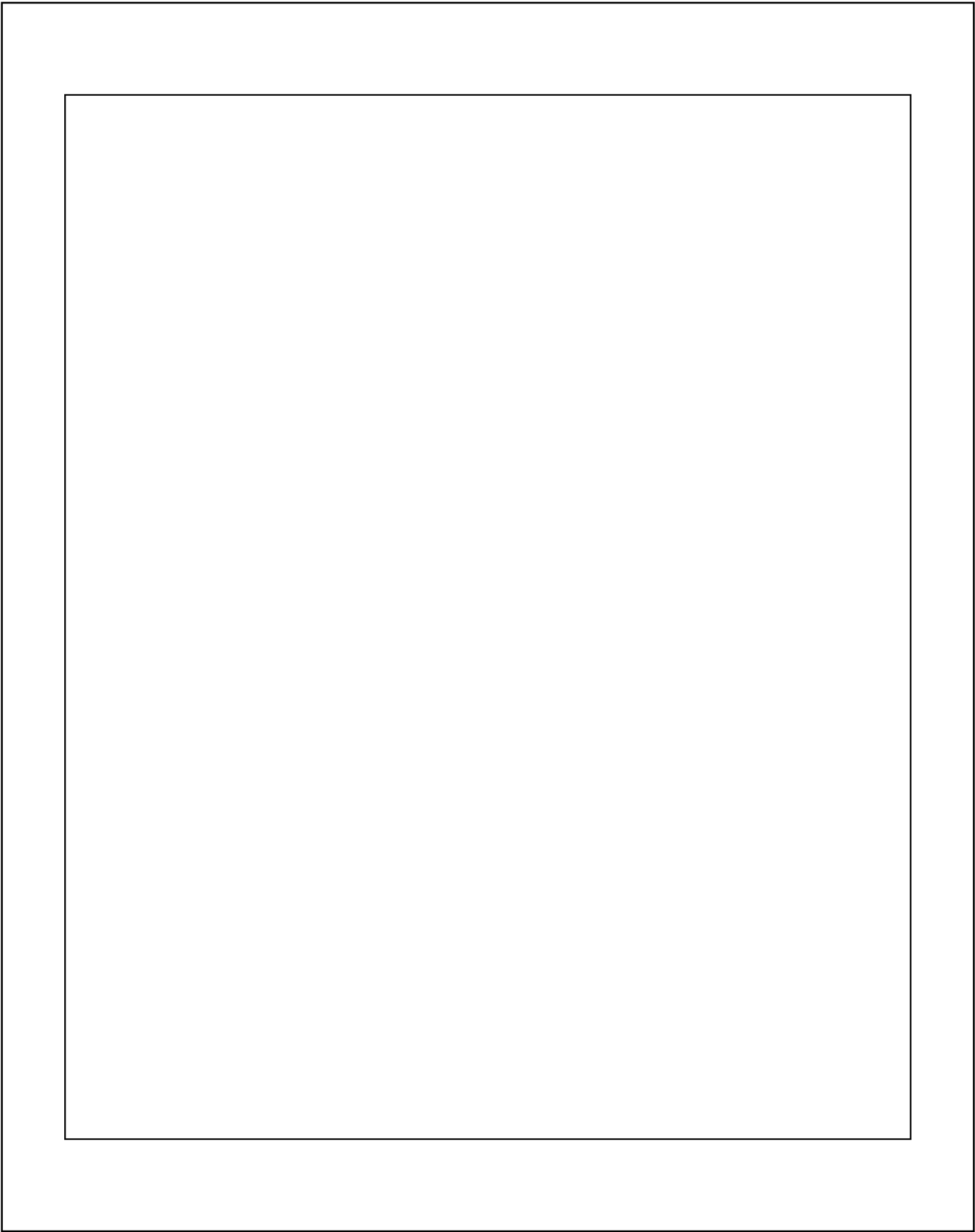
Dirk Lewis

Dirk Lewis,
Owner, Morrow BioScience Ltd.
PO Box 1013, Rossland, BC, V0G 1Y0
604.317.1413

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
AREA 'C' – CHRISTINA LAKE
MOSQUITO CONTROL PROGRAM
2017 YEAR-END REPORT**



Prepared by:
Morgan Sternberg, Research Manager
Morrow BioScience Ltd.
info@morrowbioscience.com
1-877-986-3363



RDKB —Area ‘C’ Christina Lake
2017 Nuisance Mosquito Program

3

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Front Cover: Main photo – Ground larval mosquito treatment of seepage site (2016)
 Inset photo – Larval mosquitoes (3rd and 4th instar) in dipper (2017)

www.morrowbioscience.com

Morrow BioScience Ltd.

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Figure 1. Daily maximum ambient temperature (°C) as recorded at the Billings weather station (ID: 1140876) 1 April – 31 August 2013-2017. Source: www.climate.weatheroffice.gc.ca. 12

Figure 2. Total precipitation accumulation (mm) as recorded at the Billings weather station (ID: 1140876) 1 April – 31 August 2013-2017. Source: www.climate.weatheroffice.gc.ca. 12

Figure 3. Kettle River (08NN026) daily maximum levels (m) for 1 April – 31 August, 2017. 13

Figure 4. Kettle River (08NN026) daily maximum levels (m) and total mosquito development area treated by ground (ha) from April 1 – August 31, 2017..... 15

Figure 5. 2017 Area ‘C’/Christina Lake treated area (ha) by method (i.e. ground vs. aerial) and month from April – July. 15

Figure 6. Area ‘C’/Christina Lake aerial application events (red lines; ha) and Kettle River (blue line; m) from April 1 through August 31, 2017..... 16

List of Appendices (see Attached)

- Appendix I.** 2017 mosquito larval densities at sample locations throughout Area ‘C’/Christina Lake
- Appendix II.** 2017 larval mosquito treatment locations within Area ‘C’/Christina Lake
- Appendix III.** 2017 treatment data (kg, ha) by site and date for all ground (A) and aerial (B) treatments

Executive Summary

Morrow BioScience Ltd. (MBL) has now completed the 3rd year of a three-year contract as mosquito control contractor for the Regional District of Kootenay Boundary (RDKB), Area 'C'/Christina Lake. Throughout the contract time, MBL has mapped new mosquito development sites on the regional Kettle River foreshores and implemented a real-time online data management platform that enables program managers to access up-to-the-minute details regarding mosquito abundance and treatment activities. This report will discuss the deliverables completed during this season, summarize the activities conducted, and make recommendations for future seasons.

The mosquito control program reduces floodwater mosquito abundance within all areas of Area 'C'/Christina Lake. Most control activity takes place along the local Kettle River corridors. The main goal of the mosquito control operation is focused on reducing the levels of nuisance mosquitoes that result predominantly from the spring freshet.

The 2017 snowpack, in basins associated with the Kettle River, were higher-than-average. In fact, the snowpack was at the highest point of its historical range immediately preceding the freshet. Late season cooling trends across the southern portion of the province led to high-elevation snow accumulation and a freshet that didn't begin, in earnest, until early May. A considerable warming trend in early May led to a peak of the Kettle River near Westbridge gauge on 5 May of 3.4 m. The regional Kettle River levels haven't been that high in at least three years, as such mosquito egg hatching was compounded and required an increased monitoring effort and increased need for Aquabac® treatments. No sites were missed in 2017. Consequently, only one inquiry call was made to the Mosquito Hotline and no emails were received. Undocumented annoyance is likely due to an increased emphasis on mapping sites in low, early, and now high water years.

Between 15 April and 31 May, a total of 289 hectares were treated by ground and helicopter. MBL field technicians monitored all sites post-treatment and deemed control efficacy to be high. Three aerial events targeted the foreshore areas of the Kettle River within Area 'C'/Christina Lake. Real-time monitoring and treatment data and associated maps were available for the first time in 2017 via MBL's new data management portal. This new system enabled managers to better target treatments in areas of high larval density.

Communications with all residents remains a priority for MBL. The public engagement event at the Christina Lake Sunday Market was successful. Attending residents appreciated the mosquito information provided, including personal protective measure tips and specifics about the efforts made within Area 'C'/Christina Lake to minimize adult mosquito annoyance. To help better inform residents, MBL continues to update the new website and all social media sites. Followers and feedback on those sites consistently increase from year to year.

MBL remains committed to providing the RDKB with thorough, environmentally and socially conscious, and effective mosquito control.

Season Highlights

The following is a brief synopsis of the 2017 season:

- The peak Kettle River level near Westbridge gauge was the highest in at least three years (3.4 m, 5 May).
- The large freshet was mostly attributed to considerable snowpack in contributing basins and late-season snow accumulation at high elevations.
- The relatively high water of 2017, after several seasons of lower water, triggered a compound number of mosquito eggs to hatch throughout Area 'C'/Christina Lake.
- Mosquito development site monitoring began in early April; ground treatments took place from 15 April – 31 May.
- Three (3) aerial treatments were required throughout Area 'C'/Christina Lake in 2017. Events ranged from 9 May – 5 June and were mostly clustered around the regional Kettle River peaks.
- Combined, ground and aerial Aquabac® treatments totalled 1,422 kg (289 ha).
- One hotline calls and a lack of emails indicated lower-than-normal adult mosquito abundance throughout Area 'C'/Christina Lake.
- A new real-time data management and mapping portal enables managers to see up-to-date treatments, acquire heat-maps of mosquito larval densities, and visually gauge where further monitoring should take place. This mapping tool will improve awareness of likely seepage site locations in high-water years.
- Numerous Facebook posts, and Twitter shares reached more users than in previous years.
- Education outreach events included hosting a Christina Lake Sunday Market booth.

Introduction

Morrow BioScience Ltd. (MBL) became the mosquito control contractor for Area 'C'/Christina Lake in 2015. This year marks the third year of a 3-year contract. This report will outline the accomplishments made to date, discuss regional environmental conditions affecting mosquito populations and monitoring efforts, review the success in fulfilling the proposed deliverables, and present all final data.

It is MBL's goal to reduce mosquito nuisance within the contract area for each of our control programs. The general reduction in mosquito annoyance in the time since beginning our contract is due, in large part, to the thorough monitoring and timely treatments conducted by MBL field technicians. Field staff have gained a thorough knowledge of each mosquito development site, know when those sites become active, and understand which aquatic input (i.e. river, snowmelt, precipitation) most influences each site in high and low-water years. As each season presents a unique combination of environmental variables, new mosquito development sites are still discovered. In 2017, MBL field technicians gained valuable knowledge regarding the reach of the program in a considerably high-water year.

Residents have also provided valuable information about Area 'C'/Christina Lake sites, which lends to MBL's abilities to conduct timely and effective mosquito control for the region. Specifically, this understanding enables field staff to appropriately time ground applications resulting in the reduced need for aerial treatments. MBL fosters the community involvement aspect to this mosquito-monitoring program and recognizes that it is an essential element to achieving the primary goal: to reduce mosquito annoyance while remaining environmentally conscious.

Integrated Pest Management (IPM) principles are a pillar of MBL's corporate philosophy and mosquito management strategy. Ultimately, the objectives of an effective floodwater mosquito control program coupled with maintaining a low environmental impact for all field activities are achieved by adhering to a strict IPM Plan. MBL employs a frequent site-monitoring regime, allowing for accurate and effective ground treatments, with a reduced dependence on aerial treatments, thus reducing the environmental impact of treatment activities. The success of this program is further supported by the fact that site visits can occur with little notice, because MBL's head field technician resides nearby.

Carbon Offsets

The spatial reach and scope of the Regional District of Kootenay Boundary (RDKB) – Area 'C' and 'D'/Christina Lake and Grand Forks mosquito program is such that driving is an inevitable requirement. The accumulated mileage over the course of 2017 was approximately 14,000 km (ground transportation only).

As an estimation, the driving requirements for this program result in the production of approximately 3.14 tonnes of CO₂ emissions. To offset this addition of CO₂ to the

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environment, MBL has committed to purchasing carbon offsets. To fulfill this commitment, "Gold Standard" credits are purchased through www.planetair.ca.

MBL has committed to not only purchase offsets for ground work under this contract, but has extended that commitment to all our programs. We feel that this commitment is only valid if it is a company-wide commitment. When the carbon offsets are purchased (ca. January), a proof of purchase and certificate from the offset provider will be delivered to the RDKB.

Program Development

When MBL took over the RDKB program it was noted that no digital maps had been provided to the RDKB in previous iterations of the mosquito control program. Our initial goal for the 2015 season was to map all mosquito development sites. This initiative was challenged by record low waters – and as a result many sites remained undiscovered.

In 2016, we were challenged by an extremely early and rapid onset to the freshet. Without adequate knowledge of mosquito development sites and the associated landowner permissions, many mosquito sites were missed. The remainder of the season was spent cataloguing unknown sites.

We were challenged again in 2017 by another rapid onset to the freshet complicated by an extreme water level. Our mapping efforts in 2015 and 2016 assisted greatly in field crews monitoring and treating mosquito sites. Unfortunately, the extreme high water brought new sites to the fore. The new sites, a few of which were not discovered in time to treat, have now been mapped.

The RDKB has been provided with all digital files for mosquito development sites. We feel that the significant majority of all sites have been mapped.

Methodology

The Regional District of Kootenay Boundary (RDKB) – Area 'C'/Christina Lake mosquito program focuses primarily on floodwater mosquito abatement. Female floodwater mosquitoes (e.g. *Ae. vexans*, *Ae. sticticus*) deposit their eggs on damp substrate along the Kettle River corridor and associated tributaries in the Christina Lake region. When the high water caused by the freshet and/or significant localized precipitation floods these areas, the result is large-scale mosquito egg hatching. If numerous seasons has passed in between high water years, then high river levels may produce a compounded number of mosquito larvae.

MBL field technicians begin monitoring all known mosquito development sites within Area 'C'/Christina Lake prior to rising Kettle River levels in the spring. When the river levels start rising, monitoring efforts increase. Communication with the public assists staff in

locating new sites. As sites flood and ambient temperatures increase in the early season, MBL technicians are on high alert for mosquito larval activity.

Larval mosquitoes in sufficient number (i.e. >4/dip) are treated by applications of a microbial larvicide product (i.e. Aquabac®). This product has the active ingredient *Bacillus thuringiensis israelensis* (Bti) carried in a corn cob formulation. The mode of action for Bti is relatively simple and with a rather high degree of species specificity. Receptors within the mid-gut region of the mosquito larvae are specific to the toxin proteins that are produced alongside each bacterial spore. After the mosquito larvae ingest the toxin protein, disruption of the larval mid-gut cells occurs because of cleavage of the protoxins by mid-gut proteases. An osmotic imbalance across the mid-gut epithelial cell membranes occurs due to this binding, which causes considerable damage to the wall of the gut and quickly leads to larval death (Boisvert and Boisvert, 2000).

As the season progresses and more mosquito development sites become flooded, it becomes increasingly difficult to treat sites by ground due to inaccessibility and the fact that multiple sites typically become active simultaneously. At this point, a helicopter is brought in to conduct aerial campaigns. Aerial treatments use the same larvicide as ground applications, although with a higher application rate to permeate canopy cover.

Aerial treatments take approximately one day in the Area 'C'/Christina Lake area. It is important to time the aerial treatments with the correct stage of larval development (3rd and 4th instar). If treatments are applied too early, the larvae will not have started feeding yet and if applied too late, the larvae molt into pupae (i.e. non-feeding stage). Both circumstances will result in the development of adult mosquitoes. Additionally, by waiting until mosquito larvae are in the 3rd and early 4th instar stages, early instar larvae are available as food sources in their ecosystem.

Sites are treated when a standard dip (350ml) collects 5 or more late instar (3rd or 4th instar) larvae per dip. When flooding commences and ambient temperatures rise, many dips easily exceed this threshold. Larval densities within the range of 200-500 per dip (observed as high as 1,000 per dip) are commonly detected. All sites are checked within one or two days of the initial treatment to ensure treatment efficacy. If necessary, touch-up treatments are conducted.

Regional Temperature and Precipitation

Ambient temperature fluctuations and precipitation (rain) accumulation across the region proximate to Christina Lake affect the Kettle River in that area. The Billings weather station (ID: 1140876) serves as a representative site for what numerous other weather stations within the southern interior reported. The snow survey station in the Boundary basin (i.e. Grano Creek – 2E07P) provided information specific to regional snow pack¹. By

¹ <http://berfc.env.gov.bc.ca/data/asp/realtime/index.htm>
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following the residual snow pack in this basin, MBL technicians were better able to predict surges and the peaks in the Kettle River.

At its peak in early May, the snowpack at the Grano Creek station was at the top of its historical range for that station². The snowpack in 2017 exceeded that of 2016 by approximately 200 mm Snow Water Equivalent (SWE). High ambient temperatures in May and June experienced within the Boundary basin resulted in significant snowmelt. By mid-June, the snowpack at the Grano Creek station had been completely depleted.

The considerable snowmelt translated to a large volume of water added to the Kettle River, increasing levels, and leading to mosquito development site creation. If the ground proximate to the river contained floodwater mosquito eggs and if hatching conditions were present (i.e. low dissolved oxygen, higher ambient temperatures), then mosquito egg hatching would have commenced (Mohammad and Chadee, 2011). Typically, these conditions present themselves from April through June within Area 'C'/Christina Lake.

Approaching the mosquito season, ambient temperatures were 0.5°C – 1.5°C below normal for April³. As opposed to the March or April temperature spikes of the previous two seasons, 2017 ambient temperatures in much of southern BC began to increase consistently in mid-May (Figure 1). A temperature spike in early May, however, led to notable snowmelt at the same time. The considerable regional snowmelt led to peaks in the Kettle River levels in early May (see 'River Levels' section). Subsequent ambient temperature spikes in late May within regional snow basins led to secondary and tertiary peaks in the Kettle River in mid-May and early June (Figures 1, 3). Outside of the anomalously cool April, the ambient temperature trend for 2017 appears to be well within the normal bounds of the previous four years (Figure 1).

Coinciding with rising regional river levels and notable precipitation accumulation in April and May (Figure 2), ambient temperatures were sufficient to trigger large-scale mosquito hatching events throughout Area 'C'/Christina Lake area in April, May, and into June (see 'Larval Control' section). Ambient temperatures remained high throughout the peak time for the Kettle River, creating further opportunities for large mosquito hatching events due, in part, to sufficiently high water temperatures. After the peaks occur in regional river levels, ambient temperature is inversely related to floodwater mosquito abundance due to the decreased hatching environment and that increased temperatures also likely increases development rates for adult mosquitoes (Ciota et al. 2014).

Given the data available, the highest ambient temperature recorded at the Billings weather station was on 7 July and again on 11 August (37°C; Figure 1). Although floodwater mosquito annoyance reduced considerably as July and August progressed, localized annoyance due to container mosquito presence was still present. Container mosquito habitats near residential homes can be continually created throughout the

² http://berfc.env.gov.bc.ca/data/asp/realtime/asp_pages/asp_2E07P.html

³ http://berfc.env.gov.bc.ca/bulletins/watersupply/archive/2017/2017_May1.pdf
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summer due to local watering practices. MBL technicians regularly inform residents that adult container-bred mosquitoes can be greatly reduced around their homes by ensuring potential container mosquito environments are either free of water or refreshed frequently.

In comparison to ambient temperature, precipitation accumulation typically affects river levels to a lesser degree. However, high water scenarios may result if precipitation accumulation is substantial and occurs simultaneously with the freshet. Once the ground is saturated, all the water from precipitation feeds directly into the river. When high ambient temperatures result in significant snowmelt within associated basins and considerable precipitation occurs, river levels increase dramatically.

Relative to the preceding four years, precipitation accumulation was high for April and average for May and June (Figure 2). Thus, while Kettle River levels were increasing in late April, the regional precipitation was also high and likely augmenting regional river levels. May and June precipitation accumulation were unlikely to significantly heightened Kettle River levels or to create substantially greater seepage sites. Furthermore, because precipitation was low in July and August, there was not enough rain to maintain seepage sites as the river receded (Figure 2).

Precipitation can also affect the severity of a mosquito season indirectly. Specifically, if precipitation is occurring during an aerial campaign, it can result in a delay or discontinuation of the campaign. The larvicide material cannot be disseminated during a rain event because the it will coagulate and potentially obstruct the helicopter's hoppers and hinder visibility. Wet foliage will also lessen the amount of pesticide that makes it to the target sites. Fortunately, precipitation events did not hinder any aerial treatments in 2017.

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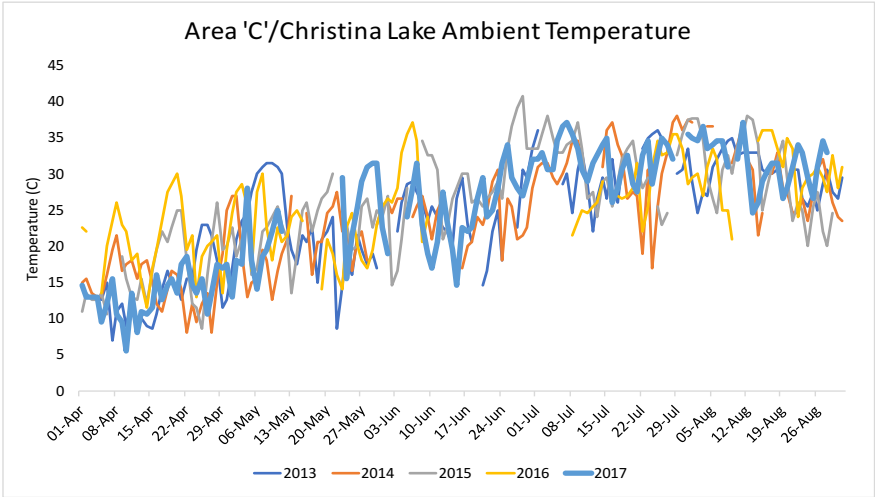


Figure 1. Daily maximum ambient temperature (°C) as recorded at the Billings weather station (ID: 1140876) 1 April – 31 August 2013-2017. Source: www.climate.weatheroffice.gc.ca.

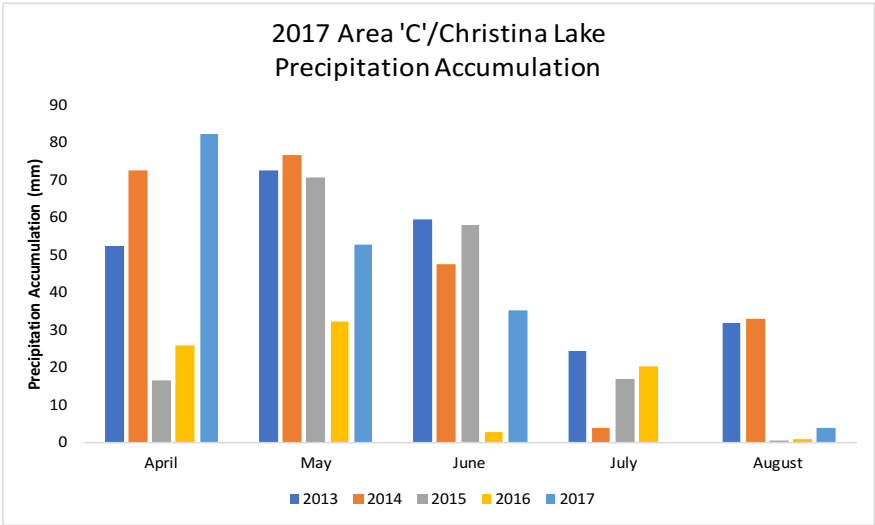


Figure 2. Total precipitation accumulation (mm) as recorded at the Billings weather station (ID: 1140876) 1 April – 31 August 2013-2017. Source: www.climate.weatheroffice.gc.ca.

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River Levels

The Kettle River near Westbridge (08NN026) peaked on 5 May (3.4 m; Figure 3). The peak was immediately preceded by a far-reaching warming spike across southern, interior British Columbia, causing widespread snowmelt. From early late May through late June, variable caused a fluctuation in snow melt trends, resulting in a multi-modal appearance to the regional Kettle River levels (Figure 3). The swells in the river systems wetted land adjacent to the rivers, thus wetting mosquito eggs. Additionally, the regional rivers had multiple peaks throughout the season. Numerous new seepage sites associated with the Kettle River were created due to the high, sustained water table for the region. At each peak, environmental conditions were sufficient to cue to mosquito egg hatching.

To compare with previous seasons, the Kettle River peak in 2017 was over 0.2 m higher than the 2016 peak and approximately 0.75 m higher than the 2015 peak, making the 2017 Kettle River peak the highest peak in the past three years, at least. Consequently, many mosquito eggs that had laid dormant since regional river levels were previously that high were likely triggered to hatch this year, requiring treatments exceeding normal levels. While considerably high, the Kettle River peak occurred much closer to the average peak season (ca. early-mid June) than the previous two seasons. River levels began to decline in early June (Figure 3). The timing of the decline in Kettle River levels is consistent with local snow pillow depletion.

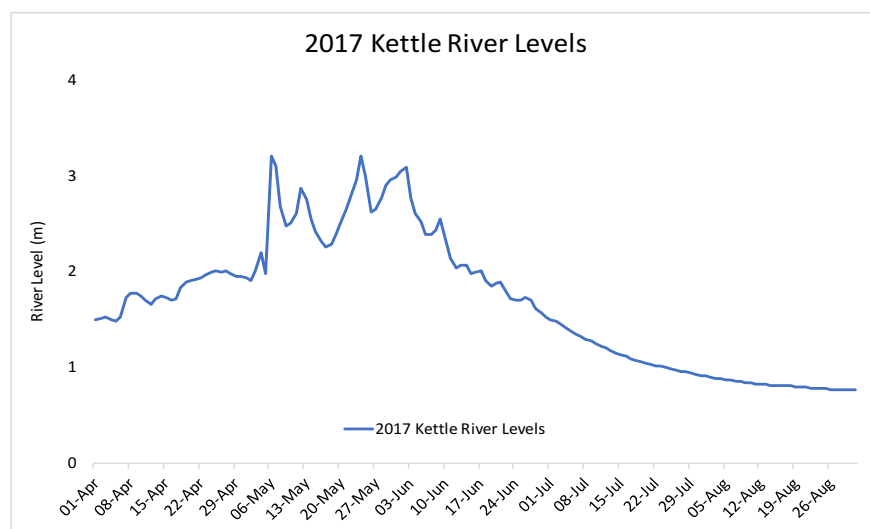


Figure 3. Kettle River (08NN026) daily maximum levels (m) for 1 April – 31 August, 2017.

Since MBL has held this contract, field technicians have managed a season with the lowest regional river peaks in recent record (i.e. 2015), the earliest peaks (i.e. 2016), and the highest peak in recent record (i.e. 2017). Associated with the regional river, seepage site development, size, and longevity has also varied between these years. MBL field technicians have now successfully located and mapped sites under a variety of different environmental circumstances and feel confident that monitoring in future seasons will benefit from the gained experience.

Larval Control

Monitoring within the Area 'C'/Christina Lake began in early April, due to a relatively late start for the mosquito season in comparison to the previous two years. Appendix I shows a map of larval densities found throughout the 2017 season. Larval densities were highest in the Christina Lake Community Park early in the season. During the freshet, the highest densities of larvae were in the Swanson Rd area and on the east side of the Kettle River, north of Smittens Trestle, and on the east bench below the Christina Lake Golf Club (Appendix I). The larval density map (i.e. Appendix I) will assist field crews in determining where to increase monitoring efforts if more mosquito habitat is located near identified hotspots.

The first ground treatment occurred on 15 April (Figure 4). Most ground treatments took place in April and early May because the regional Kettle River levels were low enough to allow for safe ground access (Figures 4, 5). The first aerial treatment took place on 9 May because, although the freshet had only started coming through regional rivers and the ambient temperatures were relatively cool, a sufficient amount of mosquito development habitat was created and wide-spread mosquito egg hatching occurred. This hatching event is consistent with the results from a study conducted by Brust and Costello (1969) of *Aedes vexans* hatching frequency in Manitoba. They found that floodwater mosquito hatching began to take place between 10-15°C.

All aerial applications took place in May and June (i.e. 9, 17 May and 5 June; Figure 6). Aerial treatments were concentrated immediately following peaks in the local Kettle River system (Figure 6). Appendix II is a map depicting how frequently treatments took place in 2017 for combined aerial and ground applications.

Mosquito habitat was greater in 2017 than in 2016 and 2015 due to considerably heightened Kettle River levels. Additionally, the regional river remained high for more than 30 days when ambient temperatures were high, which resulted in the maintenance of highly productive seepage sites. The two previous seasons had more distinguishable peaks, with more rapidly decreasing seepage sites after the peak. In 2017, after the 3rd distinctive peak in regional river levels (2 June; Figure 4), Kettle River levels decreased markedly. Seepage sites also dried up as river levels decreased. Thus, both ground and aerial treatments tapered off considerably by early-June (Figures 4, 5, and 6).

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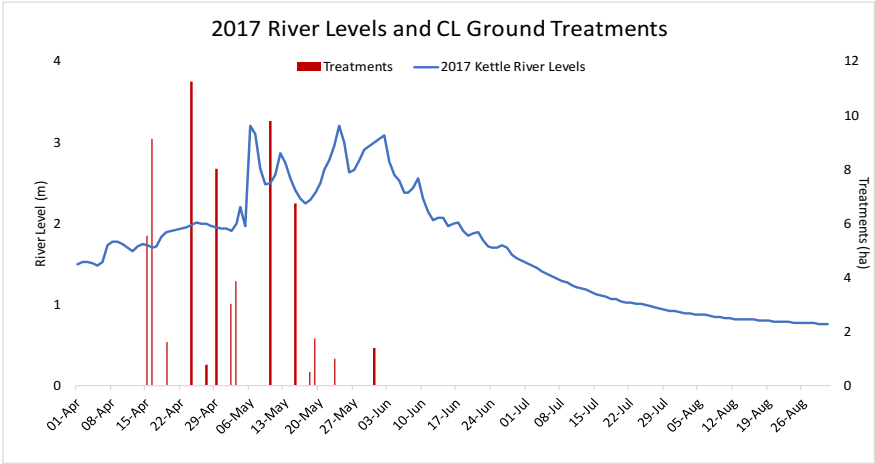


Figure 4. Kettle River (08NN026) daily maximum levels (m) and total mosquito development area treated by ground (ha) from April 1 – August 31, 2017.

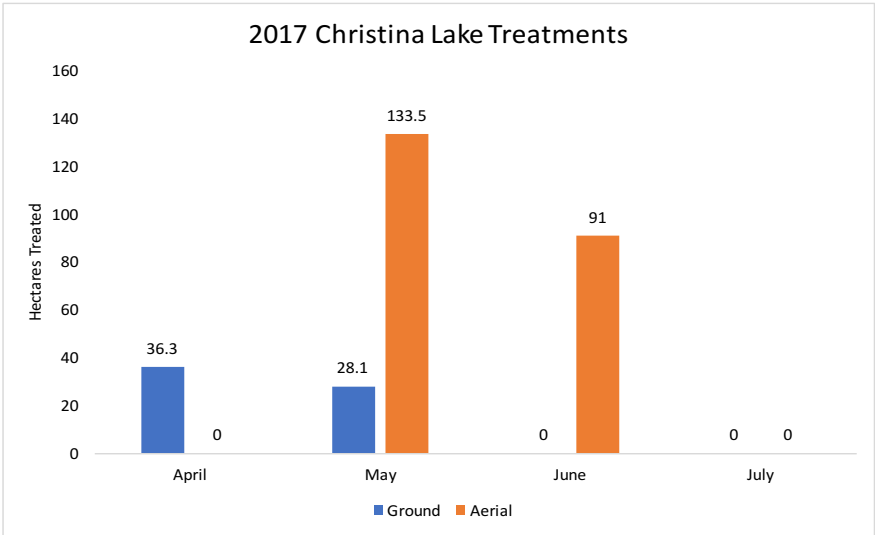


Figure 5. 2017 Area ‘C’/Christina Lake treated area (ha) by method (i.e. ground vs. aerial) and month from April – July.

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The final ground treatment took place on 31 May (Figure 4). Ground treatments were applied at a rate of 4 kg/ha. A total of about 64 ha was treated by ground, equating to a total of approximately 257 kg of Aquabac® used.

To compensate for increased canopy cover, aerial treatments were applied at a rate between 5 and 6 kg/ha. Lower rates were used for areas where canopy cover is not as dense. A total of about 225 ha was treated by air, equating to a total of 1,165 kg of Aquabac® used. Appendix III shows more specific information about site, treatment timing, and extent of treatment.

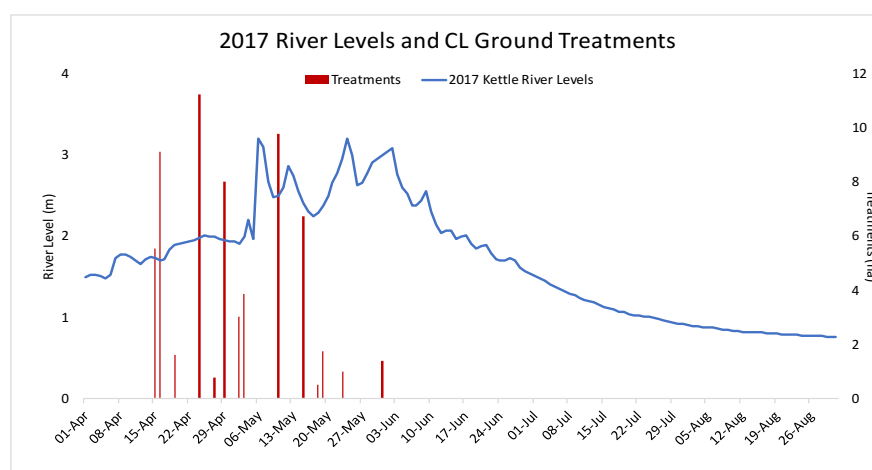


Figure 6. Area 'C'/Christina Lake aerial application events (red lines; ha) and Kettle River (blue line; m) from April 1 through August 31, 2017.

Mapping

Multiple new sites were mapped during the 2017 season. However, two smaller sites merged, so the overall number of sites appears lower than expected due to the considerably high regional water table. A total of 12 sites were monitored in 2016, while 13 total sites were monitored in 2017. The total area monitored increased by almost three times the 2016 monitored area due to the increased foreshore and seepage areas created by the Kettle River freshet. The newfound understanding of seepage sites associated with the Kettle River in a high-water year will vastly improve control efficacy in future years.

In addition to treatment maps, heat maps were created this year based on larval abundance data garnered from MBL's new data collection system. This real-time data management portal enables instant data access for program partners, field managers, and technicians. Further, this tool has enabled field technicians to record larval densities at a greater frequency and with richer information while in the field.

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Public Relations

Maintaining positive public relations remains a high priority for MBL. Public relations occur on several levels: in-person communication with members of the public, the mosquito hotline, presentations to staff and politicians, responding to e-mails, and continuing our social media presence. We continue to look for new areas to expand this aspect of our program and to improve our communication techniques.

Phone Calls and Emails

The total number of calls received by the hotline was one this year; no emails were received. The resident was seeking assurance that all sites on the Christina Lake golf course (i.e. Cascade Par Three Golf Course) were mapped. As such, this call was not classified as a complaint call. This inquiry call was returned within 24 hours and a site visit was conducted.

This lack of complaint calls in both 2016 and 2017 may be in part due to the emphasis placed on mapping sites in 2016, enabling technicians to better locate and time treatments in 2017. Additionally, the Kettle River peaked within a more normal timeframe in 2017 than the markedly early peak in 2016. After the marked early peak Kettle River levels of 2016, MBL staff members were better prepared for a potentially early freshet than in previous seasons.

Direct Communications

Direct communication between MBL staff and the public can occur in many circumstances. The most common direct interfacing with the public occurs when technicians are in the field. While conducting site visits, MBL technicians are often asked questions by landowners or nearby residents. These encounters provide an excellent opportunity for public relations. The fact that technicians are visibly monitoring and treating lets residents know that attention is being given to mosquito abatement efforts. Additionally, an important outcome of these interactions can be the identification of new sites and larval mosquito activity by involved residents.

MBL contact information is disseminated when field technicians have direct communication with the public. Contact information for MBL includes the website address, an email, phone number, and social media sites (Twitter, Facebook). By providing the public with these resources and avenues of communication, it enables community members to follow-up with questions.

Another opportunity to connect with residents within program areas is attendance at a local Farmer's Market. MBL staff had an information booth at the Christina Lake Sunday Market on 30 July. Staff shared information pertaining specifically to the mosquito abatement program, addressed frequently asked questions about Aquabac®, and disseminated pamphlets with tips for reducing mosquito abundance around the home. The market was well-attended and residents were particularly interested at the displayed bat habitats and back-pack blower. Future Farmer's Market events and/or other outreach opportunities will be focused earlier in the season to arm residents with personal protective measures and mosquito abundance reductive tips prior to adult mosquito dispersal.

Social Media

This year, 2017, is the 6th consecutive year in which MBL had a social media presence online. There are five main goals for MBL's social media presence: 1) provide timely and up-to-date information regarding conditions pertinent to mosquito production, 2) relay MBL's current efforts to control mosquitoes, 3) inform the public about MBL's efforts at social sustainability, 4) provide the community with opportunities to get involved with related public events, and 5) offer a platform for mosquito-related discussion amongst involved citizens and the MBL team.

Facebook (facebook.com/morrowmosquito) remains the primary avenue for MBL to disseminate mosquito-related information. Regular updates on mosquito abundance began in early April noting the kick-off of the freshet around British Columbia. In addition to field updates, post topics also included volunteer, outreach efforts conducted by MBL staff members (i.e. Farmer's Market booths). Whenever possible, photos of staff working within the RDKB were also posted.

The total number of followers on the MBL Facebook page is currently 182. This number has increased by 104 since the end of MBL's first season on Facebook (2012). Another way to gauge how many people are looking at or responding to MBL's posts is by considering MBL's post "reach". Specifically, each time a follower interacts with the MBL page a subset of their "friends" is exposed to the information that the original follower commented on or "liked". In this way, the maximum reach was 1,004 on June 26, 27 and included a re-post of an article from the RDKB website entitled 'Mosquito Control Continues Throughout the Region'. This is the highest reach recorded on MBL's Facebook page and it encourages the future dissemination regional district-sponsored posts regarding local mosquito control articles on this site. MBL encourages the sharing of any RDKB post regarding mosquito control to the MBL Facebook page as a way to not only reach local residents, but to increase the dialogue about mosquito abatement efforts by professionals and around the home.

Another aspect to MBL's social media outreach strategy is the use of Twitter (@morrowmosquito). Utilizing Twitter allows the opportunity for community members

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to follow, in real-time, our activities and updates relating to mosquito control issues. An average of one “tweet”/week is published throughout the mosquito season. Some tweets were forwarded from other sources if those messages were mosquito-related.

To date, the maximum number of followers on Twitter is 137. This is an increase of 49 followers from 2014. Part of the reason for the increase in followers is the link between the Twitter account and the Facebook account. Each time a “tweet” was sent out via Twitter, it was also posted to the Facebook page. This way the Twitter feeds reached as many people per day as did the Facebook posts. Twitter and Facebook accounts are also linked to the new MBL website, enabling visitors to easily connect with each account. Notable Twitter followers include local municipalities and media.

MBL Website

The MBL website (www.morrowbioscience.com) was launched on March 26, 2015. This site was developed to allow clients and the public to have access to information about MBL’s background, activities, outreach, and staff members. The website is continually being refined as MBL further develops our programs.

Currently, the site contains information about MBL’s philosophy, staff background, and current projects. The site outlines MBL’s services and relevant news, including a blog updated throughout the mosquito season. Of importance is the ‘Contact’ tab which allows a person to directly send a message to MBL. Additionally, there are links to MBL’s Facebook account and Twitter feed, so interested individuals may have real-time updates on MBL’s activities.

Missed Sites

No known sites were missed in 2017.

Recommendations and Reminders

A number of important issues must be addressed at the start of each season:

- Notify the Ministry of Environment of the RDKB intent to treat mosquitoes in 2018 under the RDKB Pest Management Plan. Notification should take place 2 months before the start of the season (the end of February at the latest).
- It is important to attach copies of all the mosquito development site maps with the Notice of Intent to Treat (NIT). NOTE: all sites have been re-mapped. This new data should be used to reprint maps for the purposes described above.
- Ensure that the toll-free line is up and operational (1-888-733-2333). This toll-free line is forwarded each year to the hotline supplied by the current contractor.
- The RDKB Pest Management Plan (PMP 131-0025-16/21) needs to be completed by March 2021. The PMP renewal process should begin no later than January 2021.

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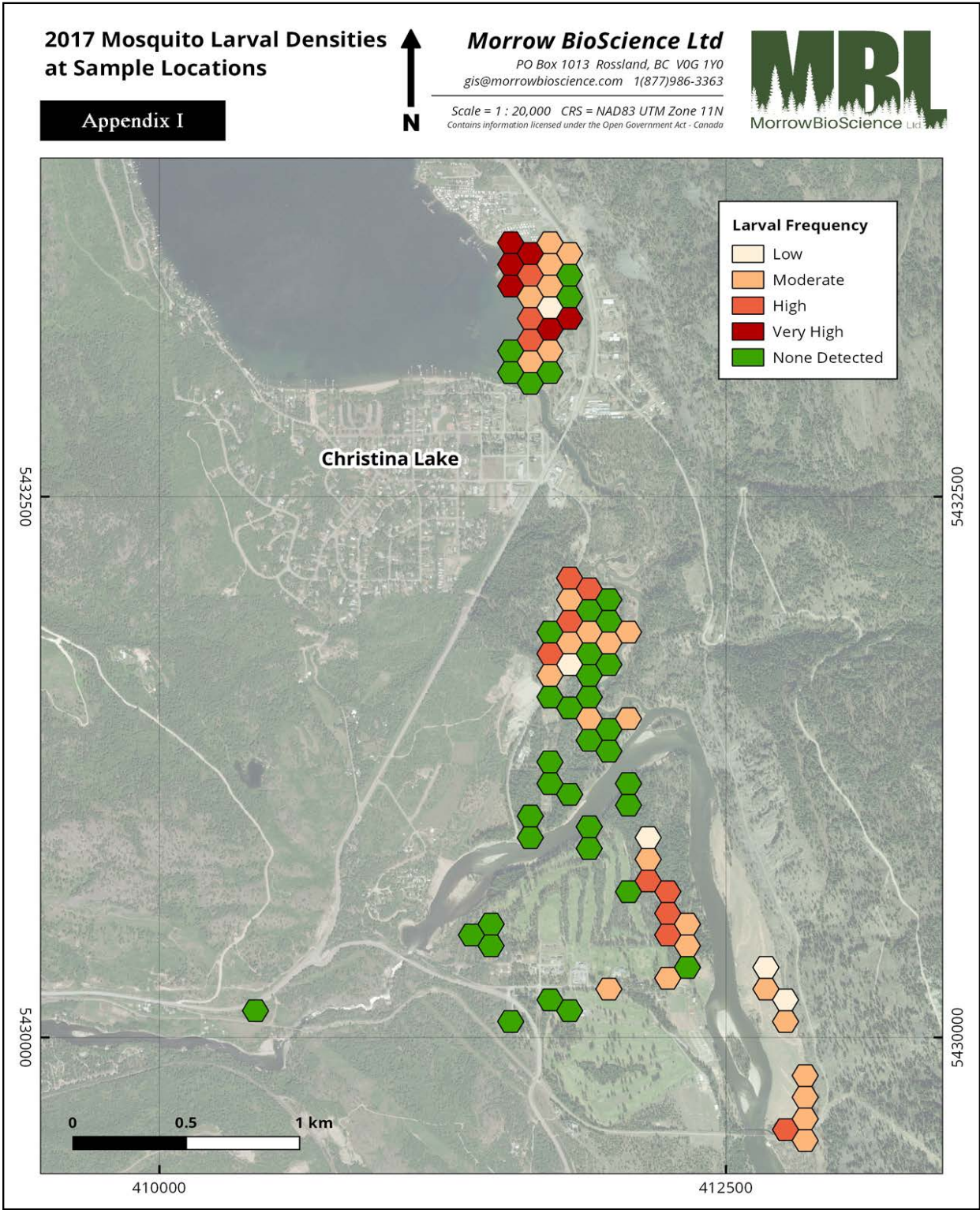
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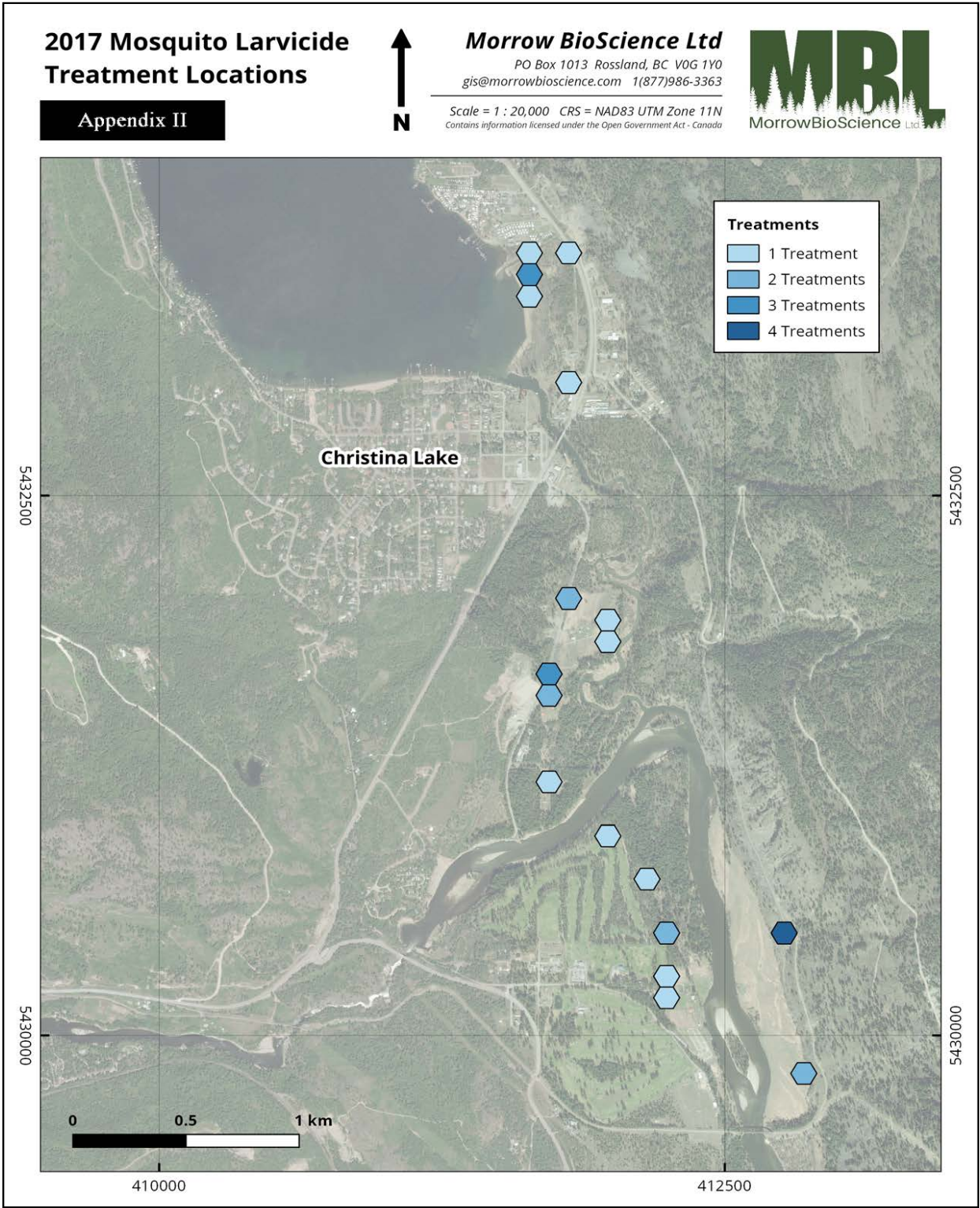
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Appendix III

Area 'C'/Christina Lake

Appendix III. 2017 treatment data (kg, ha) by site and date for all ground (A) and aerial (B) treatments.

A. Ground Treatments

Date	Site	Treatment Amount (Kg)	Treatment Area (Ha)
15-Apr-17	RDKB-086	22.20	5.55
16-Apr-17	RDKB-086	36.40	9.10
19-Apr-17	RDKB-086	6.00	1.50
19-Apr-17	RDKB-106	0.50	0.13
24-Apr-17	RDKB-008	5.00	1.25
24-Apr-17	RDKB-087	40.00	10.00
27-Apr-17	RDKB-089	3.00	0.75
29-Apr-17	RDKB-089	32.00	8.00
02-May-17	RDKB-097	12.00	3.00
03-May-17	RDKB-104	15.50	3.88
10-May-17	RDKB-087	39.20	9.80
15-May-17	Unknown	9.00	2.25
15-May-17	RDKB-089	9.00	2.25
15-May-17	RDKB-090	9.00	2.25
18-May-17	RDKB-086	2.00	0.50
19-May-17	RDKB-104	7.00	1.75
23-May-17	Unknown	2.00	0.50
23-May-17	RDKB-088	2.00	0.50
31-May-17	Unknown	5.50	1.38

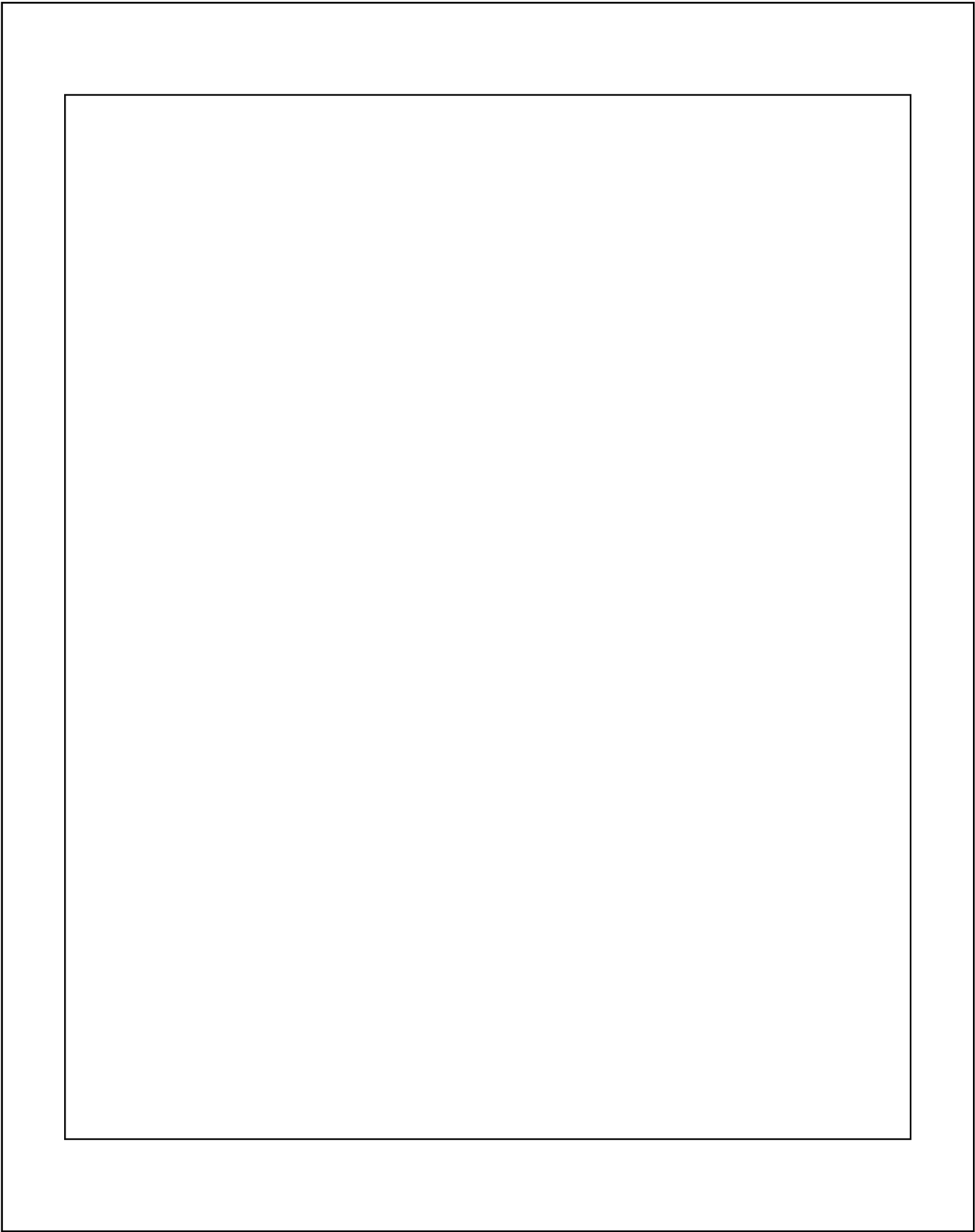
B. Aerial Treatments

Date	Site	Treatment Amount (Kg)	Treatment Area (Ha)
09-May-17	Area 'D'	314.77	60.67
17-May-17	Area 'D'	377.70	72.80
05-Jun-17	Area 'D'	472.13	91.00

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
AREA 'D' - GRAND FORKS
MOSQUITO CONTROL PROGRAM
2017 YEAR-END REPORT**



Prepared by:
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RDKB —Area ‘D’ Grand Forks
2017 Nuisance Mosquito Program

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Appendix II. 2017 larval mosquito treatment locations within Area ‘D’/Grand Forks

Appendix III. 2017 treatment data (kg, ha) by site and date for all ground (A) and aerial (B) treatments

Executive Summary

Morrow BioScience Ltd. (MBL) has now completed the 3rd year of a three-year contract as mosquito control contractor for the Regional District of Kootenay Boundary (RDKB), Area 'D'/Grand Forks. Throughout the contract time, MBL has mapped all mosquito development sites on the regional Kettle River and Granby River foreshores and implemented a real-time online data management platform that enables program managers to access up-to-the-minute details regarding mosquito abundance and treatment activities. This report will discuss the deliverables completed during this season, summarize the activities conducted, and make recommendations for future seasons.

The mosquito control program reduces floodwater mosquito abundance within all areas of Area 'D'/Grand Forks. Most control activity takes place along the local Kettle River and Granby River corridors. The local drainage basin brings two significant rivers through the Area 'D'/Grand Forks region, providing considerable mosquito development habitat during the freshet. The main goal of the mosquito control operation is focused on reducing the levels of nuisance mosquitoes that result predominantly from the spring freshet.

The 2017 snowpack, in basins associated with the Granby River and Kettle River, were higher-than-average. In fact, the snowpack was at the highest point of its historical range immediately preceding the freshet. Late season cooling trends across the southern portion of the province led to high-elevation snow accumulation and a freshet that didn't begin, in earnest, until early May. A considerable warming trend coupled with a severe rain event in early May and led to a peak of the Kettle River near Westbridge gauge on 5 May of 3.4 m and the Granby River at the Grand Forks gauge on 6 May of 3.86 m. Neither regional river level has been that high in at least three years, as such mosquito egg hatching was compounded and required an increased monitoring effort and increased need for Aquabac® treatments. One known site was missed in 2017, due to new seepage that likely developed as a function of the high water. The site is now mapped and will be monitored and treated, if necessary, in future mosquito seasons. Despite the missed site, only two complaint calls were made to the Mosquito Hotline and no complaint emails were received. Reduced annoyance is likely due to an increased emphasis on mapping sites in low, early, and now high water years.

Between 19 April and 12 July, a total of 772 hectares were treated by ground and helicopter. MBL field technicians monitored all sites post-treatment and deemed control efficacy to be high. Four aerial events targeted the foreshore areas of the Kettle River and Granby River within Area 'D'/Grand Forks. Real-time monitoring and treatment data and associated maps were available for the first time in 2017 via MBL's new data management portal. This new system enabled managers to better target treatments in areas of high larval density.

Communications with all residents remains a priority for MBL. The public engagement event at the Grand Forks Farmer's Market was successful. Attending residents appreciated the mosquito information provided, including personal protective measure tips and specifics about the efforts made within Area 'D'/Grand Forks to minimize adult mosquito annoyance. To help inform residents, MBL continues to update the new website and all social media sites. Followers and feedback on those sites consistently increase from year to year.

MBL remains committed to providing the RDKB with thorough, environmentally and socially conscious, and effective mosquito control.

Season Highlights

The following is a brief synopsis of the 2017 season:

- The peak Kettle River level near Westbridge gauge was the highest in at least three years (3.4 m, 5 May).
- The peak Granby River level near Grand Forks gauge was the highest in the last six years (3.86 m, 6 May).
- The large freshet was mostly attributed to considerable snowpack in contributing basins and late-season snow accumulation at high elevations.
- The relatively high water of 2017, after several seasons of lower water, triggered a compound number of mosquito eggs to hatch throughout Area 'D'/Grand Forks.
- Mosquito development site monitoring began in early April; ground treatments took place from 12 April – 12 July.
- Four (4) aerial treatments were required throughout Area 'D'/Grand Forks in 2017. Events ranged from 29 April – 5 June and were mostly clustered around the Granby River and Kettle River peaks.
- Combined, ground and aerial Aquabac® treatments totalled 3,906 kg (772 ha).
- Few hotline calls and a lack of emails indicated lower-than-normal adult mosquito abundance throughout Area 'D'/Grand Forks.
- A new real-time data management and mapping portal enables managers to see up-to-date treatments, acquire heat-maps of mosquito larval densities, and visually gauge where further monitoring should take place. This mapping tool will improve awareness of likely seepage site locations in high-water years.
- Numerous Facebook posts, and Twitter shares reached more users than in previous years.
- Education outreach events included hosting a Grand Forks Farmer's Market booth.

Introduction

Morrow BioScience Ltd. (MBL) became the mosquito control contractor for the Area 'D'/Grand Forks in 2015. This year marks the third year of a 3-year contract. This report will outline the accomplishments made to date, discuss regional environmental conditions affecting mosquito populations and monitoring efforts, review the success in fulfilling the proposed deliverables, and present all final data.

It is MBL's goal to reduce mosquito nuisance within the contract area for each of our control programs. The general reduction in mosquito annoyance in the time since beginning our contract is due, in large part, to the thorough monitoring and timely treatments conducted by MBL field technicians. Field staff have gained a thorough knowledge of each mosquito development site, know when those sites become active, and understand which aquatic input (i.e. river, snowmelt, precipitation) most influences each site in high and low-water years. As each season presents a unique combination of environmental variables, new mosquito development sites are still discovered. In 2017, MBL field technicians gained valuable knowledge regarding the reach of the program in a considerably high-water year.

Residents have also provided valuable information about Area 'D'/Grand Forks sites, which lends to MBL's abilities to conduct timely and effective mosquito control for the region. Specifically, this understanding enables field staff to appropriately time ground applications resulting in the reduced need for aerial treatments. MBL fosters the community involvement aspect to this mosquito-monitoring program and recognizes that it is an essential element to achieving the primary goal: to reduce mosquito annoyance while remaining environmentally conscious.

Integrated Pest Management (IPM) principles are a pillar of MBL's corporate philosophy and mosquito management strategy. Ultimately, the objectives of an effective floodwater mosquito control program coupled with maintaining a low environmental impact for all field activities are achieved by adhering to a strict IPM Plan. MBL employs a frequent site-monitoring regime, allowing for accurate and effective ground treatments, with a reduced dependence on aerial treatments, thus reducing the environmental impact of treatment activities. The success of this program is further supported by the fact that site visits can occur with little notice, because MBL's head field technician resides nearby.

Carbon Offsets

The spatial reach and scope of the Regional District of Kootenay Boundary (RDKB) – Area 'C' and 'D'/Christina Lake and Grand Forks mosquito program is such that driving is an inevitable requirement. The accumulated mileage over the course of 2017 was approximately 14,000 km (ground transportation only).

As an estimation, the driving requirements for this program result in the production of approximately 3.14 tonnes of CO₂ emissions. To offset this addition of CO₂ to the environment, MBL has committed to purchasing carbon offsets. To fulfill this commitment, "Gold Standard" credits are purchased through www.planetair.ca.

MBL has committed to not only purchase offsets for ground work under this contract, but has extended that commitment to all our programs. We feel that this commitment is only valid if it is a company-wide commitment. When the carbon offsets are purchased (ca. January), a proof of purchase and certificate from the offset provider will be delivered to the RDKB.

Program Development

When MBL took over the RDKB program it was noted that no digital maps had been provided to the RDKB in previous iterations of the mosquito control program. Our initial goal for the 2015 season was to map all mosquito development sites. This initiative was challenged by record low waters – and as a result many sites remained undiscovered.

In 2016, we were challenged by an extremely early and rapid onset to the freshet. Without adequate knowledge of mosquito development sites and the associated landowner permissions, many mosquito sites were missed. The remainder of the season was spent cataloguing unknown sites.

We were challenged again in 2017 by another rapid onset to the freshet complicated by an extreme water level. Our mapping efforts in 2015 and 2016 assisted greatly in field crews monitoring and treating mosquito sites. Unfortunately, the extreme high water brought new sites to the fore. The new sites, a few of which were not discovered in time to treat, have now been mapped.

The RDKB has been provided with all digital files for mosquito development sites. We feel that the significant majority of all sites have been mapped.

Methodology

The Regional District of Kootenay Boundary (RDKB) – Area 'D'/Grand Forks mosquito program focuses primarily on floodwater mosquito abatement. Female floodwater mosquitoes (e.g. *Ae. vexans*, *Ae. sticticus*) deposit their eggs on damp substrate along the Granby River and Kettle River corridor and associated tributaries in the Grand Forks region. When the high water caused by the freshet and/or significant localized precipitation floods these areas, the result is large-scale mosquito egg hatching. If numerous seasons have passed between high water years, then high river levels may produce a compounded number of mosquito larvae.

MBL field technicians begin monitoring all known mosquito development sites within Area 'D'/Grand Forks prior to rising Granby River and Kettle River levels in the spring. When both river levels start rising, monitoring efforts increase. Communication with the public assists staff in locating new sites. As sites flood and ambient temperatures increase in the early season, MBL technicians are on high alert for mosquito larval activity.

Larval mosquitoes in sufficient number (i.e. >4/dip) are treated by applications of a microbial larvicide product (i.e. Aquabac®). This product has the active ingredient *Bacillus thuringiensis israelensis* (Bti) carried in a corn cob formulation. The mode of action for Bti is relatively simple and with a rather high degree of species specificity. Receptors within the mid-gut region of the mosquito larvae are specific to the toxin proteins that are produced alongside each bacterial spore. After the mosquito larvae ingest the toxin protein, disruption of the larval mid-gut cells occurs because of cleavage of the protoxins by mid-gut proteases. An osmotic imbalance across the mid-gut epithelial cell membranes occurs due to this binding, which causes considerable damage to the wall of the gut and quickly leads to larval death (Boisvert and Boisvert, 2000).

As the season progresses and more mosquito development sites become flooded, it becomes increasingly difficult to treat sites by ground due to inaccessibility and the fact that multiple sites typically become active simultaneously. At this point, a helicopter is brought in to conduct aerial campaigns. Aerial treatments use the same larvicide as ground applications, although with a higher application rate to permeate canopy cover.

Aerial treatment takes approximately two days per campaign, due mostly to the level of flooding involvement up the Granby River. It is important to time the aerial treatments with the correct stage of larval development (3rd and 4th instar). If treatments are applied too early, the larvae will not have started feeding yet and if applied too late, the larvae molt into pupae (i.e. non-feeding stage). Both circumstances will result in the development of adult mosquitoes. Additionally, by waiting until mosquito larvae are in the 3rd and early 4th instar stages, early instar larvae are available as food sources in their ecosystem.

Sites are treated when a standard dip (350ml) collects 5 or more late instar (3rd or 4th instar) larvae per dip. When flooding commences and ambient temperatures rise, many dips easily exceed this threshold. Larval densities within the range of 200-500 per dip (observed as high as 1,000 per dip) are commonly detected. All sites are checked within one or two days of the initial treatment to ensure treatment efficacy. If necessary, touch-up treatments are conducted.

Regional Temperature and Precipitation

Ambient temperature fluctuations and precipitation (rain) accumulation across the region proximate to Grand Forks affect the Granby River and Kettle River in that area. The Billings weather station (ID: 1140876) serves as a representative site for what numerous other weather stations within the southern interior reported. The snow survey station in the

Boundary basin (i.e. Grano Creek – 2E07P) provided information specific to regional snow pack¹. By following the residual snow pack in this basin, MBL technicians were better able to predict surges and the peaks in the Granby River and Kettle River.

At its peak in early May, the snowpack at the Grano Creek station was at the top of its historical range for that station². The snowpack in 2017 exceeded that of 2016 by approximately 200 mm Snow Water Equivalent (SWE). High ambient temperatures in May and June experienced within the Boundary basin resulted in significant snowmelt. By mid-June, the snowpack at the Grano Creek station had been completely depleted.

The considerable snowmelt translated to a large volume of water added to the Granby River and Kettle River, increasing levels, and leading to mosquito development site creation. If the ground proximate to the rivers contained floodwater mosquito eggs and if hatching conditions were present (i.e. low dissolved oxygen, higher ambient temperatures), then mosquito egg hatching would have commenced (Mohammad and Chadee, 2011). Typically, these conditions present themselves from April through June within Area 'D'/Grand Forks.

Approaching the mosquito season, ambient temperatures were 0.5°C – 1.5°C below normal for April³. As opposed to the March or April temperature spikes of the previous two seasons, 2017 ambient temperatures in much of southern BC began to increase consistently in mid-May (Figure 1). A temperature spike in early May, however, led to notable snowmelt at the same time. The considerable regional snowmelt led to peaks in the Granby River and Kettle River levels in early May (see 'River Levels' section). Subsequent ambient temperature spikes in late May within regional snow basins led to secondary and tertiary peaks in both rivers in mid-May and early June (Figures 1, 3). Outside of the anomalously cool April, the ambient temperature trend for 2017 appears to be well within the normal bounds of the previous four years (Figure 1).

Coinciding with rising regional river levels and notable precipitation accumulation in April and May (Figure 2), ambient temperatures were sufficient to trigger large-scale mosquito hatching events throughout the Grand Forks area in April, May, and into June (see 'Larval Control' section). Ambient temperatures remained high throughout the peak time for the Granby River and Kettle River, creating further opportunities for large mosquito hatching events due to sufficiently high water temperatures. After the peaks occur in regional river levels, ambient temperature is inversely related to floodwater mosquito abundance due to the decreased hatching environment and that increased temperatures also likely increases development rates for adult mosquitoes (Ciota et al. 2014).

Given the data available, the highest ambient temperature recorded at the Billings weather station was on 7 July and again on 11 August (37°C; Figure 1). Although floodwater mosquito annoyance reduced considerably as July and August progressed,

¹ <http://bcrfc.env.gov.bc.ca/data/asp/realtime/index.htm>

² http://bcrfc.env.gov.bc.ca/data/asp/realtime/asp_pages/asp_2E07P.html

³ http://bcrfc.env.gov.bc.ca/bulletins/watersupply/archive/2017/2017_May1.pdf
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localized annoyance due to container mosquito presence was still present. Container mosquito habitats near residential homes can be continually created throughout the summer due to local watering practices. MBL technicians regularly inform residents that adult container-bred mosquitoes can be greatly reduced around their homes by ensuring potential container mosquito environments are either free of water or refreshed frequently.

In comparison to ambient temperature, precipitation accumulation typically affects river levels to a lesser degree. However, high water scenarios may result if precipitation accumulation is substantial and occurs simultaneously with the freshet. Once the ground is saturated, all the water from precipitation feeds directly into the river. When high ambient temperatures result in significant snowmelt within associated basins and considerable precipitation occurs, river levels increase dramatically.

Relative to the preceding four years, precipitation accumulation was high for April and average for May and June (Figure 2). Thus, while Granby River and Kettle River levels were increasing in late April, the regional precipitation was also high and likely augmenting regional river levels. May and June precipitation accumulation were unlikely to significantly heightened Granby River or Kettle River levels or to create substantially greater seepage sites. Furthermore, because precipitation was low in July and August, there was not enough rain to maintain seepage sites as the rivers receded (Figure 2).

Precipitation can also affect the severity of a mosquito season indirectly. Specifically, if precipitation is occurring during an aerial campaign, it can result in a delay or discontinuation of the campaign. The larvicide material cannot be disseminated during a rain event because the it will coagulate and potentially obstruct the helicopter's hoppers and hinder visibility. Wet foliage will also lessen the amount of pesticide that makes it to the target sites. Fortunately, precipitation events did not hinder any aerial treatments in 2017.

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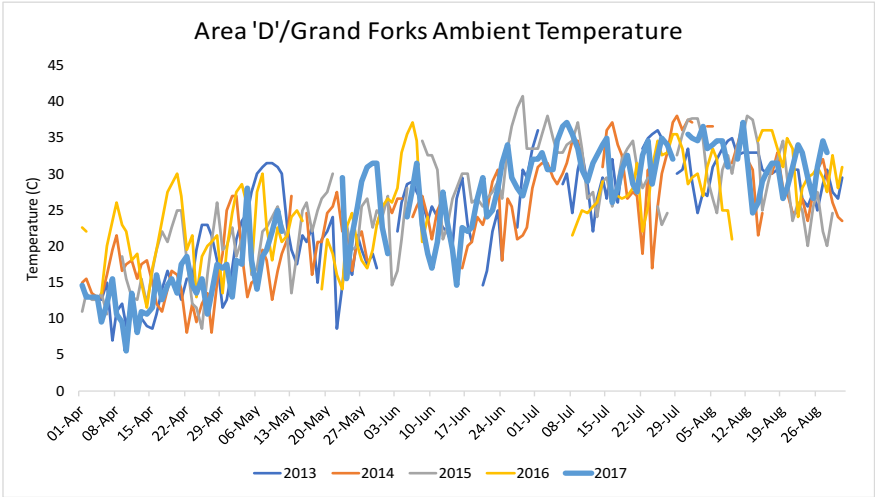


Figure 1. Daily maximum ambient temperature (°C) as recorded at the Billings weather station (ID: 1140876) 1 April – 31 August 2013-2017. Source: www.climate.weatheroffice.gc.ca.

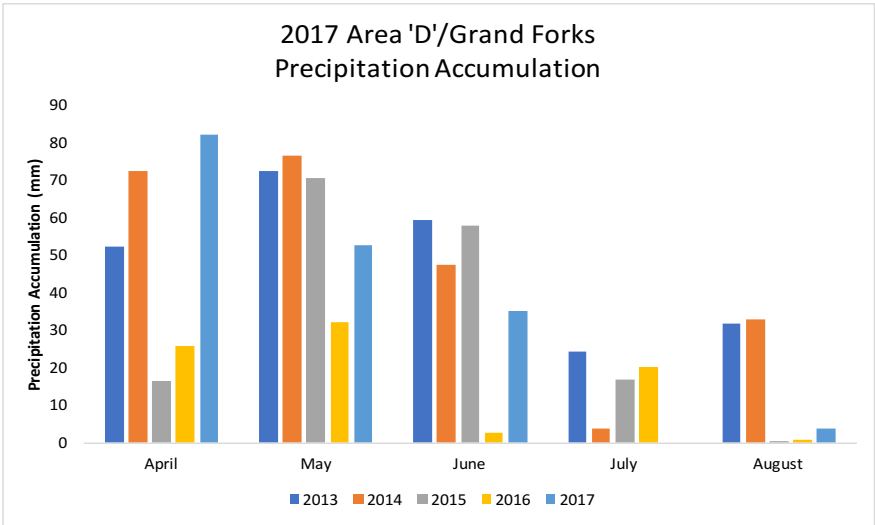


Figure 2. Total precipitation accumulation (mm) as recorded at the Billings weather station (ID: 1140876) 1 April – 31 August 2013-2017. Source: www.climate.weatheroffice.gc.ca.

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River Levels

The Granby River at Grand Forks (08NN002) peaked on 6 May (3.86 m; Figure 3). The Kettle River near Westbridge (08NN026) peaked on 5 May (3.4 m; Figure 3). The peaks were immediately preceded by a far-reaching warming spike across southern, interior British Columbia, causing widespread snowmelt. From early late May through late June, variable caused a fluctuation in snow melt trends, resulting in a multi-modal appearance to river levels in the area (Figure 3). The swells in the river systems wetted land adjacent to the rivers, thus wetting mosquito eggs. Additionally, the regional rivers had multiple peaks throughout the season. Numerous new seepage sites associated with the Granby River and Kettle River were created due to the high, sustained water table for the region. At each peak, environmental conditions were sufficient to cue to mosquito egg hatching.

To compare with previous seasons, the Kettle River peak in 2017 was over 0.2 m higher than the 2016 peak and approximately 0.75 m higher than the 2015 peak, making the 2017 Kettle River peak the highest peak in the past three years. Similarly, the Granby River peak in 2017 was over 0.5 m higher than in 2016 and over 1 m higher than in 2015. The last time the Granby River levels came close to the 2017 peak was in 2011 when the peak was recorded at 3.42 m. Consequently, many mosquito eggs that had laid dormant since regional river levels were previously that high were likely triggered to hatch this year, requiring treatments exceeding normal levels. While considerably high, the peaks occurred much closer to the average peak season (ca. early-mid June) than the previous two seasons. River levels in both systems began to decline in early June (Figure 3). The timing of the decline in River levels is consistent with local snow pillow depletion.

Since MBL has held this contract, field technicians have managed a season with the lowest regional river peaks in recent record (i.e. 2015), the earliest peaks (i.e. 2016), and the highest peak in recent record (i.e. 2017). Associated with the regional rivers, seepage site development, size, and longevity has also varied between these years. MBL field technicians have now successfully located and mapped sites under a variety of different environmental circumstances and feel confident that monitoring in future seasons will benefit from the gained experience.

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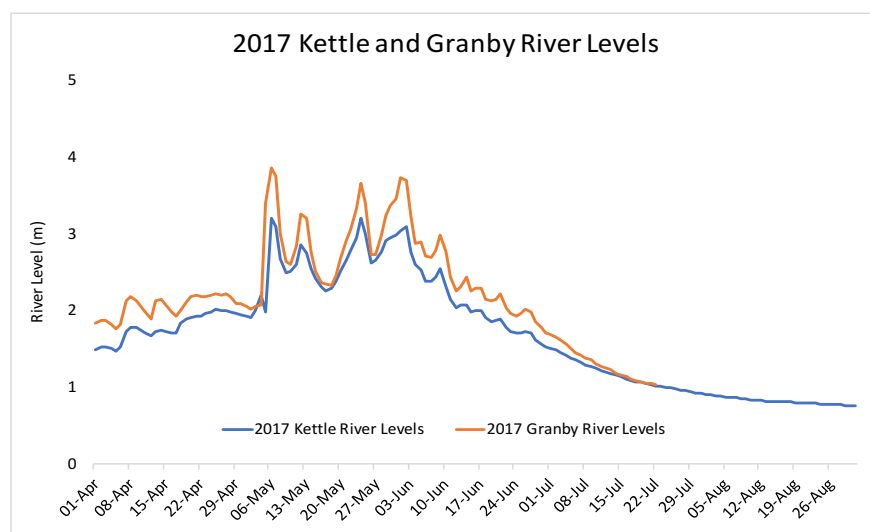


Figure 3. Kettle River (08NN026) and Granby River (08NN002) daily maximum levels (m) for 1 April – 31 August, 2017. Note: Data for the Granby River was absent after 22 July.

Larval Control

Monitoring within the Area 'D'/Grand Forks began in early April, due to a relatively late start for the mosquito season in comparison to the previous two years. Appendix I shows a map of larval densities found throughout the 2017 season. Of note, the areas with highest recorded larval abundance amongst known sites were along Gilpin Road, Manly Meadows Road, and Johnston Flats areas along with sections up the Granby River from Eagle Ridge Road to the North Fork Road and Granby Road intersection (Appendix I). The larval density map will assist field crews in determining where to increase monitoring efforts if more mosquito habitat is located near identified hotspots.

The first ground treatment occurred on 12 April (Figure 4). Most ground treatments took place in April and early May because the regional levels were low enough to allow for safe ground access (Figures 4, 5). The first aerial treatment took place on 29 April because, although the freshet had only started coming through regional rivers and the ambient temperatures were relatively cool, a sufficient amount of mosquito development habitat was created and wide-spread mosquito egg hatching occurred. This early hatching event is consistent with the results from a study conducted by Brust and Costello (1969) of *Aedes vexans* hatching frequency in Manitoba. They found that floodwater mosquito hatching began to take place between 10-15°C.

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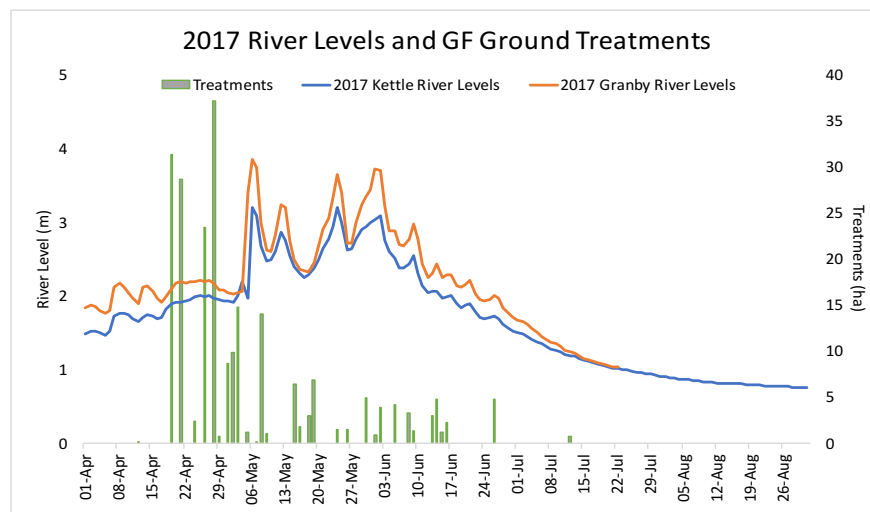


Figure 4. Kettle River (08NN026) and Granby River (08NN002) daily maximum levels (m) and total mosquito development area treated by ground (ha) from April 1 – August 31, 2017.

Most aerial applications took place in May and June (Figure 6). Aerial treatments occurring in May and June (i.e. 9, 17 May and 5 June) were concentrated immediately following peaks in the local Granby River and Kettle River systems (Figure 6). Appendix II is a map depicting how frequently treatments took place in 2017 for combined aerial and ground applications.

Mosquito habitat was greater in 2017 than in 2016 and 2015 due to considerably heightened Granby River and Kettle River levels. Additionally, the regional rivers remained high for more than 30 days when ambient temperatures were high, which resulted in the maintenance of highly productive seepage sites. The two previous seasons had more distinguishable peaks, with more rapidly decreasing seepage sites after the peak. In 2017, after the 3rd distinctive peak in regional river levels (4 June; Figure 4), Granby River and Kettle River levels decreased markedly. Seepage sites also dried up as river levels decreased. Thus, both ground and aerial treatments tapered off considerably by mid-June (Figures 4, 5, and 6).

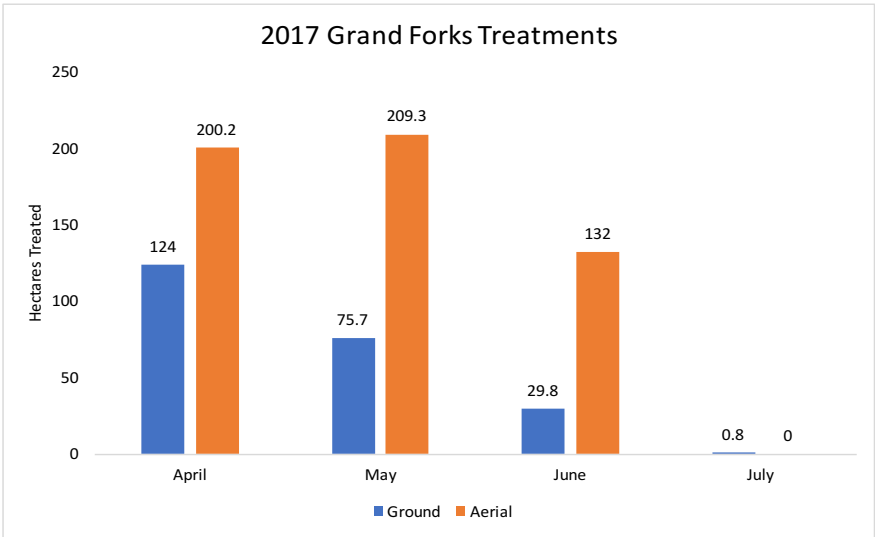


Figure 5. 2017 treated area (ha) by method (i.e. ground vs. aerial) and month from April – July.

The final ground treatment took place on 12 July (Figure 4). Ground treatments were applied at a rate of 4 kg/ha. A total of 230 ha was treated by ground, equating to a total of approximately 921 kg of Aquabac® used.

To compensate for increased canopy cover, aerial treatments were applied at a rate between 5 and 6 kg/ha. Lower rates were used for areas where canopy cover is not as dense, such as sites associated with the Granby River. A total of 541 ha was treated by air, equating to a total of 2,985 kg of Aquabac® used. Appendix III shows more specific information about site, treatment timing, and extent of treatment.

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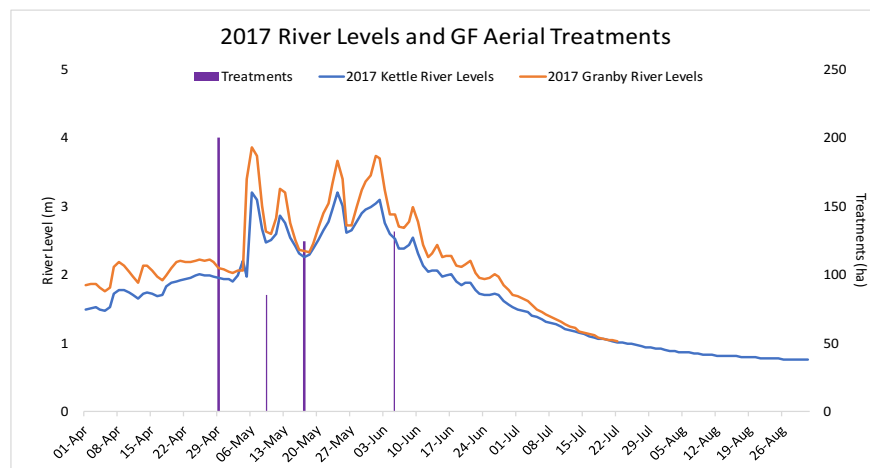


Figure 6. Aerial application events (purple lines; ha) and Kettle River (blue line; m) and Granby River levels (orange line; m) from April 1 through August 31, 2017.

Mapping

Multiple new sites were mapped during the 2017 season. However, the numerous small sites merged, and a number of potential sites were archived, so the overall number of sites appears lower than in 2016. A total of 123 sites were monitored in 2016, while 103 total sites were monitored in 2017. The total area monitored increased by almost two-fold. The newfound understanding of seepage sites associated with the Kettle River and Granby River, in particular, in a high-water year will vastly improve control efficacy in future years.

In addition to treatment maps, heat maps were created this year based on larval abundance data garnered from MBL's new data collection system. This real-time data management portal enables instant data access for program partners, field managers, and technicians. Further, this tool has enabled field technicians to record larval densities at a greater frequency and with richer information while in the field.

Public Relations

Maintaining positive public relations remains a high priority for MBL. Public relations occur on several levels: in-person communication with members of the public, the mosquito hotline, presentations to staff and politicians, responding to e-mails, and continuing our social media presence. We continue to look for new areas to expand this aspect of our program and to improve our communication techniques.

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Phone Calls and Emails

The total number of calls received by the hotline was 22 this year; no emails were received. Of the total calls received in 2017, only two (2) were classified as complaint calls. This low number of complaint calls is in stark comparison to the 24 complaint calls received in 2016. The reduction in complaint calls and emails from 2016 to 2017 is due to the emphasis placed on mapping sites in 2016, enabling technicians to better locate and time treatments in 2017. Additionally, the Granby River and Kettle River peaked within a more normal timeframe in 2017 than the markedly early peak in 2016.

The remaining number of phone calls (i.e. 20) were inquiry calls requesting an assessment of potential mosquito development sites, asking if MBL staff members were going to monitor certain areas, or asking about the prognosis for the 2017 mosquito season. All complaint and inquiry calls were returned within 24 hours.

Direct Communications

Direct communication between MBL staff and the public can occur in many circumstances. The most common direct interfacing with the public occurs when technicians are in the field. While conducting site visits, MBL technicians are often asked questions by landowners or nearby residents. These encounters provide an excellent opportunity for public relations. The fact that technicians are visibly monitoring and treating lets residents know that attention is being given to mosquito abatement efforts. Additionally, an important outcome of these interactions can be the identification of new sites and larval mosquito activity by involved residents.

MBL contact information is disseminated when field technicians have direct communication with the public. Contact information for MBL includes the website address, an email, phone number, and social media sites (Twitter, Facebook). By providing the public with these resources and avenues of communication, it enables community members to follow-up with questions.

Another opportunity to connect with residents within program areas is attendance at a local Farmer's Market. MBL staff had an information booth at the Grand Forks Farmer's Market on 25 July. Staff shared information pertaining specifically to the mosquito abatement program, addressed frequently asked questions about Aquabac®, and disseminated pamphlets with tips for reducing mosquito abundance around the home. The market was well-attended and residents were particularly interested at the displayed bat habitats and back-pack blower. Future Farmer's Market events and/or other outreach opportunities will be focused earlier in the season to arm residents with personal protective measures and mosquito abundance reductive tips prior to adult mosquito dispersal.

Social Media

This year, 2017, is the 6th consecutive year in which MBL had a social media presence online. There are five main goals for MBL's social media presence: 1) provide timely and up-to-date information regarding conditions pertinent to mosquito production, 2) relay MBL's current efforts to control mosquitoes, 3) inform the public about MBL's efforts at social sustainability, 4) provide the community with opportunities to get involved with related public events, and 5) offer a platform for mosquito-related discussion amongst involved citizens and the MBL team.

Facebook (facebook.com/morrowmosquito) remains the primary avenue for MBL to disseminate mosquito-related information. Regular updates on mosquito abundance began in early April noting the kick-off of the freshet around British Columbia. In addition to field updates, post topics also included volunteer, outreach efforts conducted by MBL staff members (i.e. Farmer's Market booths). Whenever possible, photos of staff working within the FVRD were also posted.

The total number of followers on the MBL Facebook page is currently 182. This number has increased by 104 since the end of MBL's first season on Facebook (2012). Another way to gauge how many people are looking at or responding to MBL's posts is by considering MBL's post "reach". Specifically, each time a follower interacts with the MBL page a subset of their "friends" is exposed to the information that the original follower commented on or "liked". In this way, the maximum reach was 1,004 on June 26, 27 and included a re-post of an article from the FVRD website entitled 'Mosquito Control Continues Throughout the Region'. This is the highest reach recorded on MBL's Facebook page and it encourages the future dissemination regional district-sponsored posts regarding local mosquito control articles on this site. MBL encourages the sharing of any RDKB post regarding mosquito control to the MBL Facebook page as a way to not only reach local residents, but to increase the dialogue about mosquito abatement efforts by professionals and around the home.

Another aspect to MBL's social media outreach strategy is the use of Twitter (@morrowmosquito). Utilizing Twitter allows the opportunity for community members to follow, in real-time, our activities and updates relating to mosquito control issues. An average of one "tweet"/week is published throughout the mosquito season. Some tweets were forwarded from other sources if those messages were mosquito-related.

To date, the maximum number of followers on Twitter is 137. This is an increase of 49 followers from 2014. Part of the reason for the increase in followers is the link between the Twitter account and the Facebook account. Each time a "tweet" was sent out via Twitter, it was also posted to the Facebook page. This way the Twitter feeds reached as many people per day as did the Facebook posts. Twitter and Facebook accounts are also linked to the new MBL website, enabling visitors to easily connect with each account. Notable Twitter followers include local municipalities and media.

MBL Website

The MBL website (www.morrowbioscience.com) was launched on March 26, 2015. This site was developed to allow clients and the public to have access to information about MBL's background, activities, outreach, and staff members. The website is continually being refined as MBL further develops our programs.

Currently, the site contains information about MBL's philosophy, staff background, and current projects. The site outlines MBL's services and relevant news, including a blog updated throughout the mosquito season. Of importance is the 'Contact' tab which allows a person to directly send a message to MBL. Additionally, there are links to MBL's Facebook account and Twitter feed, so interested individuals may have real-time updates on MBL's activities.

Missed Sites

One site was missed in 2017. The site is near the Valley Heights area and has now been mapped. It is likely that seepage sites created by abnormally high levels in the Kettle River created a new site. This site will be monitored and treated, if necessary, in subsequent years.

Recommendations and Reminders

A number of important issues must be addressed at the start of each season:

- Notify the Ministry of Environment of the RDKB intent to treat mosquitoes in 2018 under the RDKB Pest Management Plan. Notification should take place 2 months before the start of the season (the end of February at the latest).
- It is important to attach copies of all the mosquito development site maps with the Notice of Intent to Treat (NIT). NOTE: all sites have been re-mapped. This new data should be used to reprint maps for the purposes described above.
- Ensure that the toll-free line is up and operational (1-888-733-2333). This toll-free line is forwarded each year to the hotline supplied by the current contractor.
- The RDKB Pest Management Plan (PMP 131-0025-26/21) needs to be completed by March 2021. The PMP renewal process should begin no later than January 2021.

RDKB —Area 'D' Grand Forks
2017 Nuisance Mosquito Program

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References

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- Mohammad, A. and Chadee, DD. 2011. Effects of Different Temperature Regimes on the Development of *Aedes aegypti* (L.) (Diptera: Culicidae) Mosquitoes. *Acta Tropica* 119: 38-43.

www.morrowbioscience.com

Morrow BioScience Ltd.

RDKB —Area 'D' Grand Forks
2017 Nuisance Mosquito Program

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Project Contacts at Morrow BioScience Ltd.

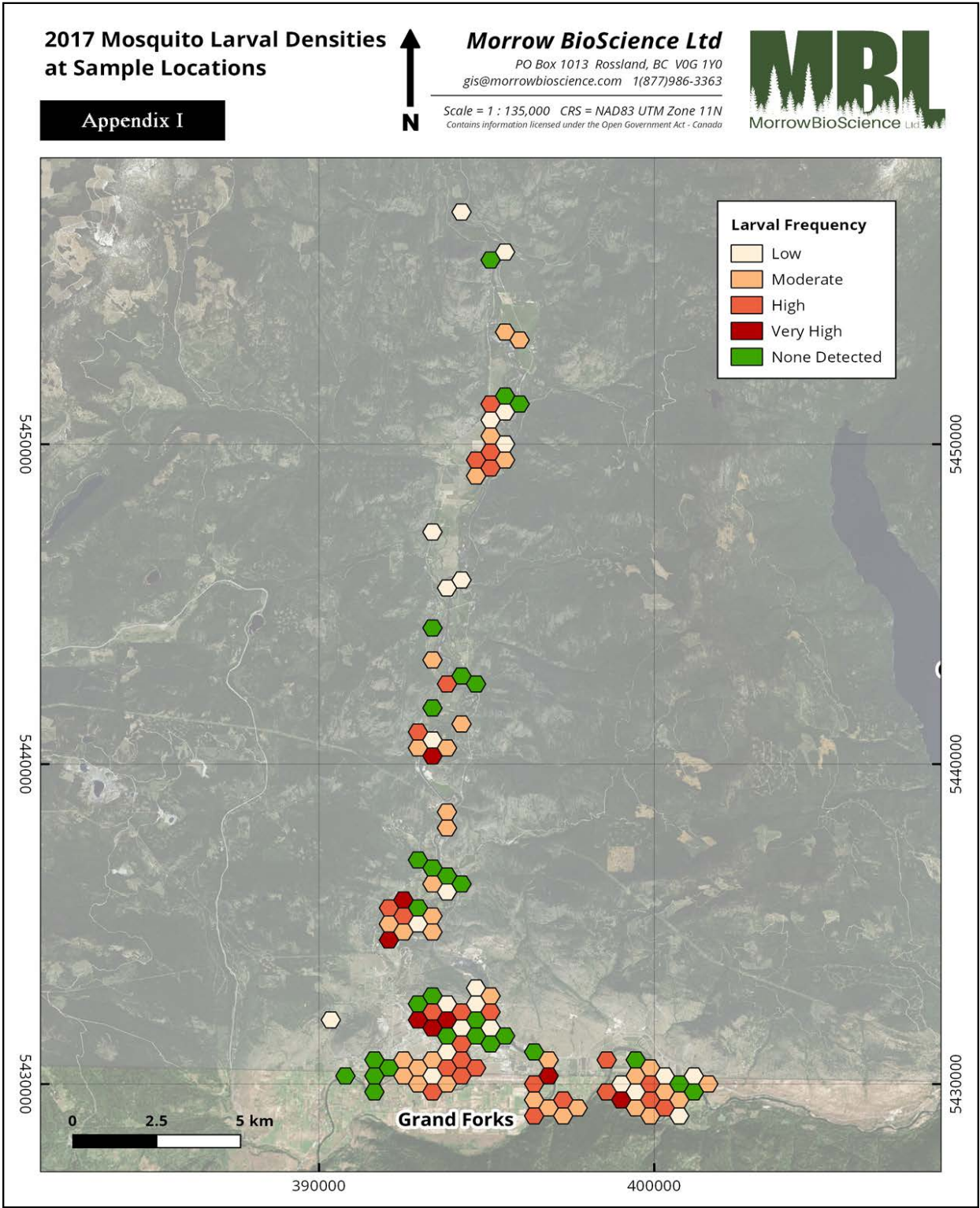
Dirk Lewis
Owner/Biologist
dirk@morrowbioscience.com
604.317.1413

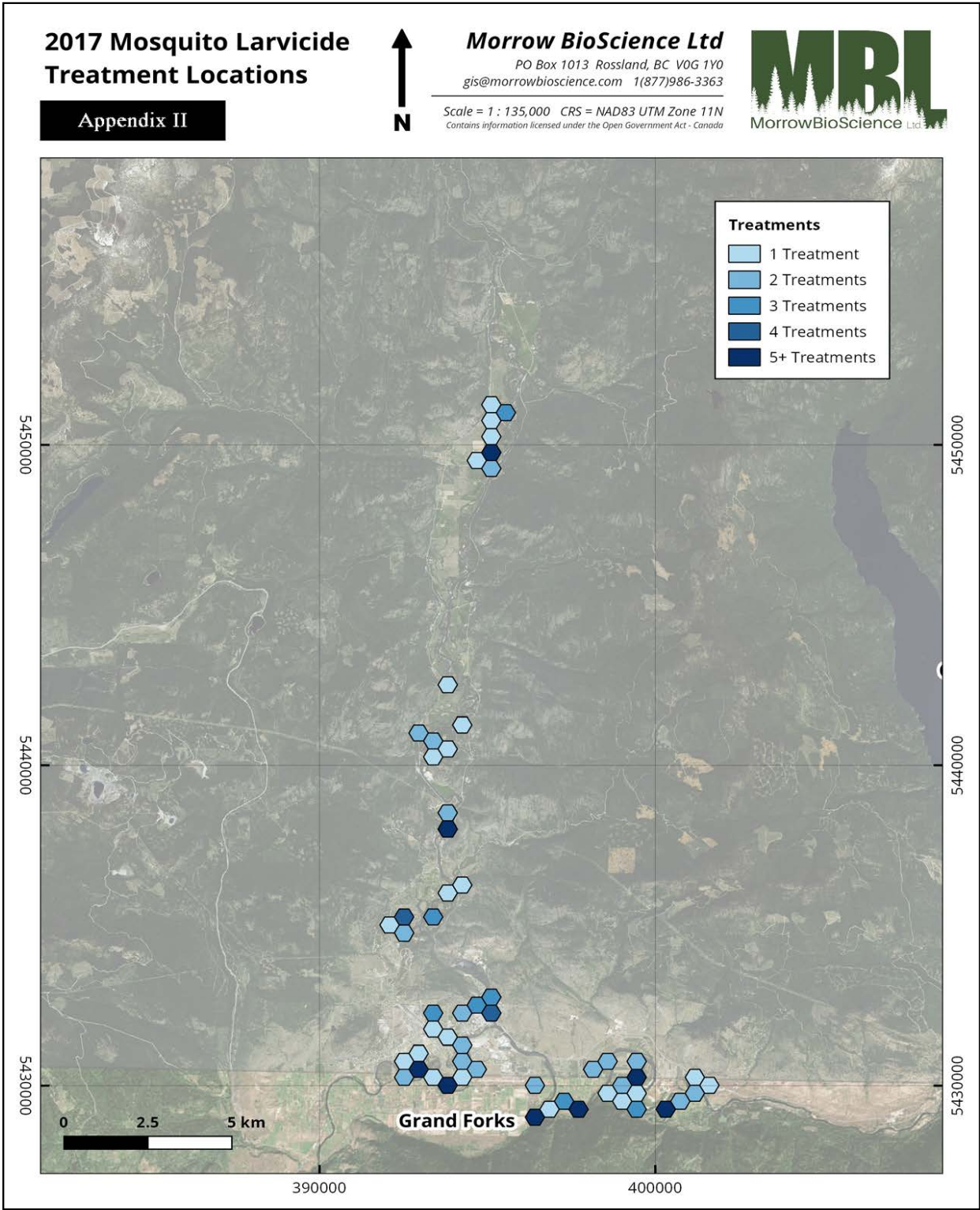
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250.231.4455

www.morrowbioscience.com

Morrow BioScience Ltd.





Appendix III

Area 'D'/Grand Forks

Appendix III. 2017 treatment data (kg, ha) by site and date for all ground (A) and aerial (B) treatments.

A. Ground Treatments

Date	Site	Treatment Amount (Kg)	Treatment Area (Ha)
12-Apr-17	RDKB-057	0.50	0.13
19-Apr-17	RDKB-006	6.00	1.50
19-Apr-17	RDKB-013	100.90	25.23
19-Apr-17	RDKB-021	0.50	0.13
19-Apr-17	RDKB-056	9.00	2.25
19-Apr-17	RDKB-093	9.00	2.25
21-Apr-17	RDKB-013	114.60	28.65
24-Apr-17	RDKB-067	9.00	2.25
24-Apr-17	RDKB-112	0.50	0.13
26-Apr-17	RDKB-046	50.00	12.50
26-Apr-17	RDKB-081	44.00	11.00
28-Apr-17	RDKB-058	48.40	12.10
28-Apr-17	RDKB-070	27.00	6.75
28-Apr-17	RDKB-107	6.00	1.50
28-Apr-17	RDKB-113	13.00	3.25
28-Apr-17	RDKB-114	54.60	13.65
29-Apr-17	RDKB-095	3.00	0.75
1-May-17	RDKB-001	3.00	0.75
1-May-17	RDKB-004	32.00	8.00
2-May-17	RDKB-019	4.00	1.00
2-May-17	RDKB-041	17.50	4.38
2-May-17	RDKB-052	18.00	4.50
3-May-17	RDKB-078	4.00	1.00
3-May-17	RDKB-079	8.00	2.00
3-May-17	RDKB-080	18.20	4.55
3-May-17	RDKB-083	6.00	1.50
3-May-17	RDKB-093	18.20	4.55
3-May-17	RDKB-094	5.00	1.25
5-May-17	RDKB-040	2.00	0.50
5-May-17	RDKB-115	3.00	0.75
7-May-17	RDKB-045	0.20	0.05
8-May-17	RDKB-016	9.00	2.25
8-May-17	RDKB-032	27.00	6.75

Appendix III

Area 'D'/Grand Forks

8-May-17	RDKB-045	20.00	5.00
9-May-17	RDKB-017	4.00	1.00
15-May-17	RDKB-025	11.25	2.81
15-May-17	RDKB-077	11.25	2.81
15-May-17	RDKB-111	3.00	0.75
16-May-17	RDKB-044	7.00	1.75
18-May-17	unknown	1.00	0.25
18-May-17	RDKB-032	5.00	1.25
18-May-17	RDKB-093	6.00	1.50
19-May-17	RDKB-012	10.00	2.50
19-May-17	RDKB-037	2.00	0.50
19-May-17	RDKB-060	2.00	0.50
19-May-17	RDKB-093	4.50	1.13
19-May-17	RDKB-094	5.00	1.25
19-May-17	RDKB-095	4.00	1.00
24-May-17	unknown	6.00	1.50
26-May-17	RDKB-033	6.00	1.50
30-May-17	unknown	6.00	1.50
30-May-17	RDKB-006	2.00	0.50
30-May-17	RDKB-026	2.00	0.50
30-May-17	RDKB-032	4.00	1.00
30-May-17	RDKB-053	6.00	1.50
1-Jun-17	unknown	3.50	0.88
2-Jun-17	unknown	4.00	1.00
2-Jun-17	RDKB-017	5.00	1.25
2-Jun-17	RDKB-093	5.00	1.25
2-Jun-17	RDKB-114	1.50	0.38
5-Jun-17	unknown	3.00	0.75
5-Jun-17	RDKB-039	13.00	3.25
5-Jun-17	RDKB-115	1.00	0.25
8-Jun-17	RDKB-023	13.00	3.25
9-Jun-17	RDKB-003	5.50	1.38
13-Jun-17	RDKB-084	12.00	3.00
14-Jun-17	RDKB-067	6.00	1.50
15-Jun-17	RDKB-013	13.00	3.25
15-Jun-17	RDKB-041	5.00	1.25
16-Jun-17	RDKB-017	4.00	1.00
16-Jun-17	RDKB-044	5.00	1.25
26-Jun-17	RDKB-017	3.50	0.88

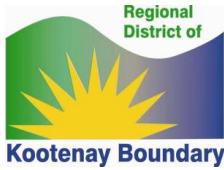
Appendix III

Area 'D'/Grand Forks

26-Jun-17	RDKB-058	8.00	2.00
26-Jun-17	RDKB-112	8.00	2.00
12-Jul-17	RDKB-017	3.00	0.75

B. Aerial Treatments

Date	Site	Treatment Amount (Kg)	Treatment Area (Ha)
29-Apr-17	Area 'D'	1103.70	200.20
09-May-17	Area 'D'	468.22	84.93
17-May-17	Area 'D'	685.65	124.37
05-Jun-17	Area 'D'	727.44	131.95



Regional District of Kootenay Boundary
 202 – 843 Rossland Avenue,
 Trail, BC
 V1R 4S8
Phone: (250)368-9148
 or 1-800-268-7325 (within BC)
Fax: (250)368-3990
E-mail: rdkb@rdkb.com

SERVICE CONTRACT

File #:

Purchase Order #: 3257

Project: **Mosquito Control Program
 for Area 'C' Christina Lake and
 Area 'D' Rural Grand Forks and
 the City of Grand Forks**

THIS AGREEMENT executed in duplicate and dated for reference the:

_____ 16th _____ day of _____ February _____, _____ 2015 _____
 (Day) (Month) (Year)

Regional District of Kootenay Boundary
 (hereinafter called the "Regional District")
 at the following address:
 202 – 843 Rossland Avenue,
 Trail, BC
 V1R 4S8

AND

Morrow Bioscience Ltd.
 (hereinafter called the "Contractor")
 at the following address:
 1409 Bewicke Ave.
 North Vancouver, BC
 V7M 3C7
 Telephone #: (604) 986-1168

AGREE AS FOLLOWS:

SCHEDULE A – SERVICES

(a) THE CONTRACTOR shall provide the following Services:

Regional District of Kootenay Boundary Area 'C'/Christina Lake and Area 'D' Rural Grand Forks and The City of Grand Forks Mosquito Control for the years 2015, 2016 and 2017 as identified in Attachment 'B'.

(b) TERM: Notwithstanding the date of execution of this Agreement provide the services described in Schedule "A" hereof ("the Services") commencing on or around **February 17th 2015** and ending on or around **January 31st 2018**, with possible extensions in accordance with the terms and conditions in the Attachment 'A'.

(c) Location: **Christina Lake and Grand Forks, BC**

SCHEDULE B – CONTRACT PAYMENT

(a) CONTRACT PRICE/RATE: **Based on a total price of \$185,400.00** excluding taxes.

(b) BILLING DATE: **Upon submitted invoices, pursuant to terms and conditions outlined in Attachment 'A'**

In signing this Agreement, the Contractor certifies understanding the additional conditions appearing on this form. IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the day and year first above written.

THE CORPORATE SEAL OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY	MORROW BIOSCIENCE LTD.
Chair, Regional District of Kootenay Boundary Board of Directors	Signing Officer
Manager of Corporate Administration	Position

SERVICE CONTRACT

Attachment 'A'

Contractor

1. The Contractor shall:
 - (a) Undertake all work and supply all materials necessary to perform the Services, unless stipulated otherwise;
 - (b) Upon the request of the Regional District of Kootenay Boundary (herein after called the RDKB) fully inform the RDKB of the work done by the Contractor in connection with the provision of the Services and permit the RDKB at all reasonable times to inspect, review and copy all works, productions, buildings, accounting records, findings, data, specifications, drawings, working papers, reports, documents and materials, whether complete or otherwise, that have been produced, received or acquired by the Contractor as a result of this agreement;
 - (c) Comply with all applicable municipal, provincial and federal legislation and regulations;
 - (d) Promptly pay all persons employed by it;
 - (e) Not assign this Agreement, not subcontract any of its obligations under this Agreement, to any person, firm or corporation without the prior written consent of the RDKB;
 - (f) At all times, exercise the standard of care, skill and diligence normally exercised and observed by persons engaged in the performance of services similar to the Services;
 - (g) At all times, treat as confidential all information and material supplied to or obtained by the Contractor or subcontractor as a result of this Agreement and not permit the publication, release or disclosure of the same without the prior written consent of the RDKB;
 - (h) Not perform any service for any other person, firm or corporation which, in the reasonable opinion of the RDKB, may give rise to a conflict of interest;
 - (i) Be an independent Contractor and not the servant, employee or agent of the RDKB;
 - (j) Ensure all persons employed by it to perform the Services are competent to perform them, adequately trained, fully instructed and supervised;
 - (k) Accept instructions from the RDKB, provided that the Contractor shall not be subject to the control of the RDKB in respect of the manner in which such instructions are carried out;
 - (l) At its own expense, obtain Workers Compensation Board coverage for itself, all workers and any shareholders, directors, partners or other individuals employed or engaged in the execution of the *Workers Compensation Act* and regulations thereunder. Upon request, the Contractor shall provide the RDKB with proof of such compliance;
 - (m) Be responsible for all fines, levies, penalties and assessments made or imposed under the *Worker's Compensation Act* and regulations relating in any way to the Services, and indemnify and save harmless fines, levies, penalties and assessments;
 - (n) Ensure that all personnel hired by the Contractor to perform the Services will be the employees of the Contractor and not the RDKB with the Contractor being solely responsible for the arrangement of reliefs and substitutions pay supervision, discipline, employment insurance, workers compensation, leave and all other matters arising out of the relationship of employer and employee;
 - (o) Not in any manner whatsoever commit or purport to commit the RDKB to the payment of any money;
 - (p) Establish and maintain time records and books of account, invoices, receipts, and vouchers of all expenses incurred;

- (q) Notwithstanding the provision of any insurance coverage by the RDKB, indemnify and save harmless the RDKB, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions, and causes of action (collectively referred to as "Claims"), that the RDKB may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of the Contractor or its subcontractor(s), servant(s), agent(s) or employee(s) under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the RDKB its other contractor(s), assign(s) and authorized representative(s) or any other persons;
- (r) Use due care that no person or property is injured and no rights infringed in the performance of the Services, and shall be solely responsible for all losses, damages, costs and expenses in respect to any damage or injury, including death, to persons or property incurred in providing the Services or in any other respect whatsoever.;
- (s) Obtain and maintain in force, during the Term, adequate insurance as determined by the Contractor, or as specified by the RDKB in writing. If the RDKB requires the Contractor to purchase and maintain a policy of General Liability Insurance, the policy shall name the RDKB as An Additional Insured;
- (t) Inspect the site where the Services are to be performed (the "Site") and become familiar with all conditions pertaining thereto prior to commencement of the Services;
- (u) Where materials and supplies are to be provided by the Contractor, use only the best quality available;
- (v) Not cover up any works without the prior approval or consent of the RDKB and, if so required by the RDKB, uncover such works at the Contractor's expense;
- (w) Keep the Site free of accumulated waste material and rubbish caused by it or the Services and, on the completion of the Services, leave the Site in a safe, clean and sanitary condition;
- (x) All parties must maintain through the term of the Contract, WCB and automobile liability insurance covering all motor vehicles and machinery, owned, operated and used or to be used by directly or indirectly in the performance of the Work or Services contained in this agreement; and
- (y) The Limit of Liability shall be at least \$2,000,000 inclusive, for loss or damage including personal injuries and death resulting from any one accident or occurrence.

The Regional District of Kootenay Boundary

- 2. The RDKB shall:
 - (a) subject to the provisions of this Agreement, pay the Contractor, in full payment for the Services which in the opinion of the RDKB at the times set out of this Agreement (herein called "Contract Price"), and the Contractor shall accept such payment as full payment for the Services;
 - (b) make available to the Contractor all available information considered by the RDKB to be pertinent to the Services;
 - (c) give the Contractor reasonable notice of anything the RDKB considers likely to materially affect the provision of the Services;
 - (d) The RDKB shall assume no risk of liability for the Work of the Contractor or risk on behalf of the Contractor for negligence in the performance of the Work; and
 - (e) examine all studies, reports, sketches, proposals and documents provided by the Contractor under this Agreement, and render decisions pertaining thereto within a reasonable time.

Termination

3. In the event of a substantial failure of a party to perform in accordance with the terms and conditions of this Agreement, it may be terminated by the other party on five days written notice.
4. The RDKB may, at its sole discretion, terminate this Agreement on 10 days notice, and the payment of funds required to be made pursuant to Section 5 shall discharge the RDKB of all of its liability to the Contractor under this Agreement.
5. Where this Agreement expires or is terminated before 100% completion of the Services, the RDKB shall pay to the Contractor that portion of the Contract Price which is equal to the portion of the Services completed to the satisfaction of the RDKB prior to expiration or termination.
6. Where the Contractor fails to perform or comply with the provisions of this Agreement the RDKB may, in addition to terminating this Agreement, pursue such remedies as it deems necessary.

General

7. The RDKB shall be the sole judge of the work, material and the standards of workmanship in respect of both quality and quantity of the Services, and his decision on all questions in dispute with regard thereto, or as to the meaning and intentions of this contract, and as to the meaning or interpretation of the plans, drawings and specifications, shall be final, and no Services shall be deemed to have been performed as to entitle the Contractor to payment therefrom, until the RDKB is satisfied therewith.
8. The RDKB certifies that the Service purchased pursuant to this Agreement are for the use of and are being purchased by the RDKB and are therefore SUBJECT TO THE FEDERAL GOODS AND SERVICES TAX.
9. This Agreement shall be governed by and construed in accordance with the Regional District of Kootenay Boundary.
10. Time shall be of the essence of this Agreement.
11. Any notice required to be given hereunder shall be delivered or mailed by prepaid certified or registered mail to the addresses above (or at such other address as either party may from time to time designate by notice in writing to the other), and any such notice shall be deemed to be received 72 hours after mailing.
12. This Agreement shall be binding upon the parties and their respective successors, heirs and permitted assigns.
13. A waiver of any provision or breach by the Contractor of any provision of this Agreement shall be effective only if it is in writing and signed by the RDKB.
14. A waiver under Section 13 shall not be deemed to be a waiver of any subsequent breach of the same or any other provision of this Agreement.
15. Everything produced, received or acquired (the "Material") by the Contractor or subcontractor as a result of this Agreement, including any property provided by the RDKB to the Contractor or subcontractor, shall:
 - (a) be the exclusive property of the RDKB; and
 - (b) be delivered by the Contractor to the RDKB immediately upon the RDKB giving notice of such request to the Contractor.
16. The copyright in the Material belongs to the RDKB.
17. The RDKB may, at its discretion, notify the Contractor that the terms, amounts and types of insurance required to be obtained by the Contractor hereunder be changed.
18. Where the Contractor is a corporation, it does hereby covenant that the signatory hereto has been duly authorized by the requisite proceedings to enter into and execute this Agreement on behalf of the Contractor.
19. Where the Contractor is a partnership, all partners are to execute this Agreement.
20. Sections 1 b), i), j), r), and 16 of this Agreement will, notwithstanding the expiration or earlier termination of the Term, remain and continue in full force and effect.

Attachment 'B'

**REQUEST FOR TENDER
RDKB NUISANCE MOSQUITO CONTROL PROGRAM:
ELECTORAL AREA 'C', CHRISTINA LAKE
ELECTORAL AREA 'D' and CITY OF GRAND FORKS
2015-2017**

**CLOSING DATE: NOV 14, 2014
CLOSING TIME: 14:00 (LOCAL TIME)**

**MORROW BIOSCIENCE LTD.
1409 BEWICKE AVE.
NORTH VANCOUVER, B.C.
V7M 3C7**

**TELEPHONE: 604-986-1168
FACSIMILE: 604-986-9370**

**CONTACT: MARK VAANDERING, PRESIDENT
markv@morrowengineering.com
HST NO.: R858404916**



Morrow BioScience Ltd.

Mark Vaandering
(MARK VAANDERING)

Letter of Introduction

November 14, 2014

Attention: Goran Denkovski, Engineering and Safety Coordinator

Thank you for the opportunity to submit a tender for the RDKB Nuisance Mosquito Control Programs. Morrow BioScience Ltd. (MBL) would be pleased to have the opportunity to build on work conducted in the previous years of this program.

MBL is a small company located in North Vancouver, specializing in mosquito control. MBL has been involved with nuisance mosquito control since the 1980s and over the years has built a team of excellent staff, with experience in public relations, mapping, and mosquito surveillance and control.

The Pest Management Regulatory Agency (PMRA) approves all control products included in this program for use in Canada. These products have been used with excellent success in other control programs and MBL verifies their efficacy through post treatment monitoring.

Highlights of the Morrow BioScience Ltd. proposal include:

- Experienced and certified staff
- A practical and proactive approach towards maintaining mosquito nuisance at acceptable levels
- Proven record of accessibility to the stakeholders and responsiveness to their requirements
- Strong working relationship with all local First Nations
- Weekly larval surveillance and bi-weekly adult surveillance for the entire mosquito season
- Detailed monthly and end of season reporting
- An environmental philosophy that extends beyond larval controls into all company actions with a commitment to ensure that all work conducted for the RDKB will be carbon neutral
- A three (3) year commitment to the pricing in this proposal
- Pricing inclusive of a base level of treatments with competitive pricing for additional work (base level derived from previous average treatments)
- Proven history of improving program efficiencies and reducing aerial requirements.

Thank you for the opportunity to present this proposal. Please do not hesitate to call if you have any questions.

Sincerely,

Dirk Lewis
Manager/Biologist
Morrow BioScience Ltd.

www.morrowbioscience.com

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1. Executive Summary

Morrow BioScience Ltd. (MBL) is the longest established firm in the BC mosquito control industry with a proven track record performing large-scale programs. Since 2004 MBL has successfully run the FVRD mosquito control program, one of the largest in British Columbia. MBL successfully conducted the Greater Vancouver Regional District Nuisance Mosquito Control Program from 2003 to 2005, during which time they eliminated the need for aerial larval control. The following proposal has been prepared in response to Regional District of Kootenay Boundary RFT (Nuisance Mosquito Control Program).

Dirk Lewis will be the Mosquito Control Program Manager. Mr. Lewis brings several years experience managing mosquito control programs throughout the Lower Mainland and is locally recognized as an authority in nuisance and West Nile virus mosquito control. Working with Mr. Lewis on this project will be Morgan Sternberg, MSc., as Data Manager and Analyst. One full-time seasonal field technician will be hired to assist with larval surveillance.

The methodology outlined in this proposal follows the principals of Integrated Pest Management. The focus of the program will be on thorough surveillance of known and new mosquito development sites and the subsequent timely treatment of the sites based on the surveillance findings. Post-treatment larval monitoring will be combined with adult mosquito surveillance to provide a baseline measure of program efficacy.

In order to enhance monitoring efforts and increase accountability, MBL is introducing a new element to their program. MBL has recently field-tested and employed new GPS technology in an innovative manner that enables technicians to map detailed monitoring routes and treatments for each site. All monitoring and treatment information will be recorded. This data will be available weekly.

2. Corporate Profile

Morrow BioScience Ltd. (MBL) is a small privately held firm located in North Vancouver and established in 1974. MBL has been involved in mosquito control in British Columbia and the Yukon since the early 1980's making it the longest established company in BC conducting this specialty work. Morrow BioScience Ltd. is a financially stable organization and carries a specific insurance policy for mosquito control operations.

MBL has conducted mosquito control programs, several under multi-year contracts, for a large number of clients including the following (current programs listed first and in bold):

- **Fraser Valley Regional District (nuisance and WNV)**
- **Columbia Shuswap Regional District (nuisance)**
- **Regional District of East Kootenay (nuisance)**
- **Regional District of Central Kootenay (nuisance)**
- **City of Cranbrook (nuisance)**
- City of Victoria (WNV)
- Township of Langley (WNV)
- District of Maple Ridge (WNV)
- The City of Langley (nuisance and WNV)
- Grouse Mountain Resorts (nuisance)
- City of Burnaby (WNV)
- District of Pitt Meadows (WNV)
- Greater Vancouver Regional District (Township of Langley, City of Surrey, District of Pitt Meadows, District of Maple Ridge) (nuisance)
- Regional District of Kootenay-Boundary (nuisance)

Mosquito Control programs are overseen from MBL's North Vancouver office; however, a satellite office local to the surveillance area is always established. This affords close contact between the control personnel, the program administrator(s) and the general public in the area.

MBL has established itself as a hard-working organization with field ready crews, able to manage changing and often challenging situations. We have a strong reputation for getting the job done in the field where others fall short.

MBL acknowledges the impact that its operations have on the environment and has taken steps towards lessening this impact. For all the work associated with this project MBL commits to purchasing carbon offsets to compensate for inevitable impacts.

3. Firm and Staff Qualifications

Relevant Corporate Expertise

Programs With Comparable Scope

MBL runs several programs with comparable scope to the RDKB programs. Not the least of which is the FVRD Mosquito Control Program. For the past 10 years MBL has successfully navigated the program through some of the worst seasons in history. During this time MBL has worked closely with residents, First Nations and our subcontractors to refine ground and aerial treatments.

MBL currently runs three other programs that are comparable in scope and geography to the RDKB Mosquito Control Program. They are the Regional District of East Kootenay (RDEK), the Regional District of Central Kootenay (RDCK), and the Columbia Shuswap Regional District (CSRD).

RDEK Mosquito Control Program

In 1999, MBL took over the RDEK program from DGRA (DG. Regan and Associates). This program encompasses the area along the Kootenay River around the Wasa Lake area. The main mosquito pests are *Aedes sticticus* and *Aedes vexans*.

RDCK Mosquito Control Program

MBL has been running the RDCK Mosquito Control Program since 2001. This program encompasses the area at the north end of Kootenay Lake from the lake head to the Duncan Dam. The main mosquito pests are *Aedes sticticus* and *Aedes vexans*.

CSRD Mosquito Control Program

MBL took over the CSRD program (Town of Golden and Electoral Area 'A') in 2012. Since taking the program over MBL has been successful in significantly decreasing the amount of aerial larviciding while increasing the more efficient ground larviciding treatments resulting in an overall decrease in required treatments. This decrease in required treatments has occurred despite the average river level increasing when compared to the three years prior to taking over the program.

Team Members (resumes for key members can be found in Appendix I):

Mark Vaandering (P.Eng): Program Administrator

Mark Vaandering acts as the Administrator for all Mosquito Control and Surveillance Contracts. He is responsible for cost and quality control and overall client satisfaction.

Dirk Lewis: Project Manager and Field Operations
PRIMARY CONTACT

Dirk Lewis holds a Bachelors degree in Biology, specializing in Ecology and Environmental Science from the University of British Columbia. He has been involved in mosquito control since 1990 and is very proficient in the surveillance and control of mosquitoes, particularly in the larval stages. He has attended most of the Provincial WNV meetings put on by the BCCDC (BC Centre for Disease Control), including the delivery of training seminars for the BCCDC and the Vancouver Island Health Authority in early 2003.

Mr. Lewis is fully RISC certified, having completed both the Field Operator Course (cert. no. GPSFO06-0787) and the Comprehensive Project Management Course (cert. no. GPS01-0197). He has been trained over many years in the use of mapping grade GPS data collection equipment and will be responsible for all mapping.

Dirk Lewis will be the primary field technician and responsible for all surveillance operations and data collection. He will also be responsible for any spatial data collection including post-processing of GPS data. As Manager of the program Dirk will oversee all other operations associated with the RDKB Nuisance Mosquito Program.

Morgan Sternberg: Data Manager and Analyst

Morgan Sternberg holds a Masters in Aquatic and Fisheries Sciences from the University of Washington (Seattle, Wa.) with a focus in Aquatic Toxicology. Her master's thesis explored the efficacy, fate, and potential non-target effects of larvicides used managing larval mosquitoes. Ms. Sternberg has a strong background in data management, statistics and study design. Ms. Sternberg is currently in the process of acquiring her Registered Professional Biologist designation and will have it by 31 Jan., 2015.

Field Technician:

In addition to the staff listed above, MBL will hire a full time field technician to assist in field operations. They will be trained in mosquito surveillance techniques and data collection and will report directly to Dirk Lewis. MBL endeavours to hire local University/College students with a background in either Biology or Geography.

www.morrowbioscience.com

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SUBCONTRACTOR: Range Helicopters (89 Lakeside Drive, Nelson, BC)

In the time that MBL has been working with Range Helicopters we have established an excellent relationship with the pilots. This relationship greatly assists with timely and accurate applications. From our experience, Range Helicopters has always been able to provide a helicopter outfitted for aerial applications within 1-2 days of a request from MBL field staff.

References:

Stacey Barker
Manager of Environmental Services,
Fraser Valley Regional District (FVRD),
604.702.5000

Jonathan Mullan
Pesticide Officer – Large Industry Specialist,
Ministry of Environment,
250.387.9416

Chris Bosman
Recreation and Control Services Supervisor,
Regional District of East Kootenay (RDEK),
888.478.7335

www.morrowhioscience.com

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4. Methodology

Proposed Schedule

In order to address the requirements within the RFT, MBL has created a chart depicting the schedule of various events/deliverables (Table 1). This schedule provides a framework for the program. Nuisance mosquito control operations in the RDKB tend to be closely related to the Spring freshet, and as such, this schedule only approximates a typical season. MBL understands that control activities must be conducted when environmental conditions dictate.

Table 1 Schematic of work schedule proposed to fulfill the requirements of the RDKB Mosquito Control Program.

	April	May	June	July	August	Sept
start-up and staff training						
client meeting						
reporting (monthly/annual)*						
larval monitoring						
adult mosquito monitoring						
freshette (variable)						
ground treatments (variable)						
helicopter treatments (prov.l)						
complaint calls** (prov.)						

* Annual report to be submitted Oct. 15

** all calls will be returned within 24 hours

*** possible activity outside this window

	field exercise
	office exercise
	field (variable)***
	meeting
	provisional item

Environmental Monitoring and Assessment Strategy

The main targets of this program are the mosquito species *Aedes vexans* and *Aedes sticticus*. These particular species are more commonly known as floodwater mosquitoes. For both species, hatching requires water and, thus, is dependent upon high water levels. When water levels rise, eggs laid in previous seasons are flooded and subsequently triggered to hatch. Monitoring the river levels, and the parameters that determine them, assist control program staff with forecasting the timing of flooding events potential severity of the flooding. Additionally, the potential severity of the flooding can also be predicted by closely monitoring relevant environmental conditions. These parameters are recorded so that they

can be accurately reported; kept as records and, in time, provide some predictive abilities.

Rainfall, snowpack, and temperature all play important roles in river levels and, thus, mosquito development. Each of these parameters are recorded and analyzed at regular intervals, such that they can be used for predictive purposes. The key factors for determining the severity of a mosquito season are the 'snow-water equivalents' in watersheds that feed the local river systems and the speed at which the snow melts and enters the system. As such, MBL will track the river levels at several locations on the Kettle and Grandby River systems. The long-standing aspect to these databases enable MBL staff to compare previous seasons, track trends, and predict how the water levels will impact the current season's mosquito production.

Strategy to Define Surface Water Surveillance Locations

Effectively sampling mosquito development sites requires location-specific monitoring strategies. Sampling strategies for each site will vary due to differing larval stages and densities, which arise because of subtle environment deviations. For example, there is a significant difference in surveillance strategies for floodwater sites versus permanent sites.

MBL will use, as a starting point, all relevant information from previous work on this program. All existing sites will be mapped and incorporated into our database.

Permanent sites are the easiest to survey. After a few visits, with thorough sampling at each visit, a field technician quickly gets an accurate sense of where larvae at the site are most likely to be located. This will be noted and used to develop site-specific control strategies.

Floodwater site sampling and site characterization becomes significantly more challenging. As water enters the typical floodwater site the leading edge of floodwater tends to have the highest density of larval mosquitoes. As the water continues to flood into the site, this area of productivity is often transported further into the site along with the water.

The nature of these floodwater sites is such that the appropriate sampling location may change on an hourly basis. Therefore, the key is to dedicate enough time during each site visit to gain an understanding of the larval density and stages throughout. Each monitoring event will result in notes about the changing water levels, where the leading edge of the water is, the larval density, and the larval stage.

The most effective way to monitor floodwater sites is to determine appropriate access points and the equipment required to survey the entire site. Development sites affected by floodwater can require more than one type of sampling equipment

as the mosquito season progresses. Sampling equipment can include canoes, boats, or helicopters. Early in the season most sites are accessible by foot.

Methods for Larval Mosquito Surveillance

Larval mosquito surveillance is the largest component of any successful nuisance mosquito control program. MBL is committed to sufficient larval surveillance and is prepared for high-water years in which the hours required to make this program successful exceed the average number of hours.

Larval monitoring for all mosquito development sites will be performed on a weekly basis when river levels are relatively low. When the river levels are high or peaking, monitoring efforts may need to take place multiple times a week. The process of larval monitoring will consist of site exploration, dip sampling, species identification, and mapping the results. Site access will be gained by land, canoe, riverboat, or helicopter.

Most of the smaller foreshore sites within the RDKB are accessible by foot at low water levels. Initial surveillance efforts in foreshore sites will most often be by foot with one or two field technicians.

As water levels begin to rise all sites become more difficult to survey thoroughly by foot. Therefore, it becomes imperative that the successful proponent be well-trained and comfortable using canoes to access, and treat, these sites.

Monitoring of all larval sites will commence no later than the last week of April. New and returning staff will take this time to familiarize themselves with the sites and plan efficient monitoring schedules that work to reduce the required driving. Once the monitoring routine is developed it will be submitted to the RDKB and the participating municipalities. The creation of a written monitoring routine will assist in responding to public questions.

Larval dip testing will be conducted with a standard dipper using the "10 dip method". Samples will be taken until larvae are found and then a total of 10 dips will be taken. The sum of the 10 dips will be averaged, resulting in an average number of larvae per dip. If a threshold of five (5) or more larvae per dip is detected, then the larvae will be identified¹ and a treatment will be scheduled.

All details concerning larval sampling and surveillance will be mapped using high accuracy GPS and incorporated into a comprehensive GIS. All monitoring activities and findings will be reported to the RDKB on a monthly basis or at the request of any Municipality, the public (at the request of the RDKB), or other government

¹ Larval ID will be skipped if the site is already known to produce a target species (identification to genus can be done in the field for the larvae of all target species).

agencies. Reports will include detailed analysis of the findings and comprehensive maps outlining new findings and data.

Methods for Ground Based Larviciding

It is the goal of most mosquito control operations to control mosquitoes primarily in the larval stages through the use of larvicide products with the active ingredient *Bacillus thuringiensis israeliensis* (*B.t.i.*). MBL proposes the use of Aquabac (PCP No. 26863 – see Appendix III for a label) for larval control activities. This product is permitted under all Provincial Pest Management Plans as a larval control product and has been used exclusively for the past 11 years in the FVRD program with excellent success.

Larval ground treatments can be conducted immediately upon the detection of target larvae instar and when the minimum abundance threshold has been met (average of 5 larvae per dip). All ground based larval treatments will be conducted at a rate of 4-6kg/ha.

In all of our operations, MBL targets the treatment of late instar larvae. Mosquitoes go through 5 aquatic phases. The first four stages are designated as instar, with the fifth stage being pupa. The efficacy of the treatment relies upon the mosquito larvae ingesting the *B.t.i.*. When the *B.t.i.* spore is cleaved in the mosquito's gut, the bacterial endotoxin is activated, and the larva dies soon after. Mosquito larvae are vulnerable to *B.t.i.* treatments in the first 3.5 instar stages (feeding behaviour ceases part way through the fourth stage). MBL will target treatments at the third and early fourth stages in order to leave as much biomass in the system as possible for predators that include mosquito larvae in their diet.

The granular product will be used in most floodwater situations where larval mosquitoes have been identified. It will be applied either by hand, backpack blower or, when the water levels rise significantly, by helicopter.

In all cases, larviciding applications will be recorded and added to the GIS. Included in the metadata will be information on pre and post treatment larval abundance. Post-treatment monitoring of sites will be conducted by Morrow BioScience Ltd. for quality control/quality assurance purposes. If efficacy is lower in certain areas, spot hand treatments will be applied.

Methods for Aerial Larviciding

Aerial larviciding will be performed by Range Helicopters. Range is a local company with extensive mosquito control experience and licensed for mosquito pesticide applications. This company has conducted aerial applications for MBL in our Kootenay programs for several years.

All aerial larval treatments will be conducted using a rate between 4 and 14kg/ha. The exact rate for applications will depend upon the level of vegetation cover at the target location, with a higher rate used if vegetation is heavy.

MBL guarantees that Range Helicopters are and will be ready to conduct aerial treatments with as little as 2 days notice.

Post treatment monitoring of sites will be conducted by Morrow BioScience Ltd. for quality assurance/quality control purposes (see next section).

Pre and Post Treatment Strategy to Measure Larviciding Efficacy

Pre and post treatment surveillance will be conducted using a standard dip test. Comparisons between pre and post treatment dip results will be performed and a determination will be made as to the efficacy of the treatment. A treatment will be considered successful if post-treatment averages are significantly lower than pre-treatment averages.

If a treatment has been conducted thoroughly and appropriately there will be a significant reduction in larval density (~90% reduction). If no significant reduction is noted (i.e. > 10% larvae remain), then a secondary treatment may be required. In all cases post treatment surveillance will be conducted within 24 hours of the treatment, allowing time for a retreatment if necessary. This method will be applied for both ground and aerial treatments.

Methods for Adult Mosquito Surveillance

MBL proposes the continuation of the traditional trapping locations and methodology in order to keep the data standardized.

The location of these traps will be determined in cooperation with the Municipalities involved, the RDKB, and the BC Centre for Disease Control (BCCDC). Ideally, the traps will be set up at trap sites previously maintained by staff and contractors for the RDKB. Having traps located at the historical sites allow for inter-annual adult mosquito abundance and species distribution comparisons.

All data gathered from adult monitoring efforts will be cross-referenced with information gathered from larval sampling and surveillance. A determination can then be made as to whether or not there have been sufficient efforts during larval surveillance. In the event there are greater-than-usual numbers, measures will be taken to correct any deficiencies. Examples of program deficiencies that may be revealed by adult mosquito traps may include, but would not be limited to: abundant adult mosquitoes indicating a missed development site, species distribution not matching known larval distribution indicating targeting of

inappropriate sites, and lack of adult samples indicating appropriate trap coverage and knowledge of local development sites.

Reporting Strategy

All field data GPS files for treatments and monitoring will be delivered to Dirk Lewis at weekly staff meetings. Electronic databases will be created to include data collected from GIS files as well as from hardcopy field sheets. Databases will be checked at 100% for quality assurance/quality control, ensuring that data were transferred correctly

All surveillance and control activities will be compiled into a monthly report giving a brief outline of the activities during that period. Specifically, the report will include river levels, larval densities, and efforts to control the larvae, pesticide usage for the month, adult monitoring results, hotline call statistics, First Nations updates, and recommendations to changes in the program. In addition, it will include a synopsis for the state of the freshet, a forecast for the coming month, and any public relations issues as they relate to mosquito control will be discussed. This monthly report will be included with the invoice within the first week of the subsequent month for which the actions are being reported.

A final report consolidating all the information from the year will be compiled and submitted on or before Oct. 15th of the year during which the activities took place.² Final reports will include the same sections as the monthly reports, but will also contain a more in-depth statistical analysis of the current year's data, a comparison of data between years, and a more thorough discussion regarding what key factors contributed to the current year's mosquito abundance and why.

Public Education and Communication Strategy

Public education and communications with stakeholders is an essential element in a successful control program. While high water years typically equate to a greater focus on public relations activities than low water years, MBL remains committed to the public relations element of their program, regardless of amount of effort required. By conducting consistent and clear communications with the public, MBL will have a stronger, more thorough program. As an example, MBL relies heavily upon public input regarding mosquito development sites on private lands. Without a clear communication between land-owner and MBL, these sites would often go unreported and, thus, untreated.

² This date is flexible and will be altered to suit the requirements of the RDKB.

Public meetings, counsel presentations, information phone lines, social media, and client meetings regarding nuisance mosquitoes are included in the base price. Public meetings, counsel presentations and client meetings can be scheduled anytime at the request of the client and in response to mosquito issues. In addition, MBL staff will avail themselves for one community event per municipality in each year of this contract (for example, Home and Garden Shows, Rivers Day).

MBL will operate a toll free 24 hour mosquito control information telephone line and answering service. This service will be manned during peak season and will provide callers with a message relaying current control activities and issues. Should a technician not be available to answer the phone, callers will have the option of leaving a message. Reply phone calls will be made within 24 hours of the original call, seven days a week.

MBL operates and maintains both a Twitter account (@MorrowMosquito) and a Facebook page (facebook.com/morrowmosquito). These two social media venues provide timely and up-to-date information on current and predicted mosquito issues. Both venues have been well received.

In addition to the social media sites, MBL has an informative web site (www.morrowbioscience.com). The website provides background mosquito information, personal protection information, links to related sites (Health Canada, BC Centre for Disease Control, etc.), as well as contact numbers and a dedicated e-mail address for mosquito comments and concerns. The site is regularly maintained.

MBL will assist in the development of a media toolkit that could include formatted radio and newspaper ads, brochures, and presentations. This toolkit would be used to keep the public informed of potential mosquito and/or disease outbreaks, and how the RDKB (by way of the contractor) plans to deal with them.

MBL has found through experience that involving the client in public education and information delivery is very beneficial. Providing pertinent information in an engaging manner to staff at the municipal level is a useful tool in having the information be disseminated to the community at large (through soccer parents, volunteer organizations, community events, and friends and family). Thus, regular updates directed by MBL to client staff members can be established in an effort to further inform the public.

Uniform messaging also assists greatly in responding to public enquiries. Members of the public will often call the first available number, be this someone in accounting or engineering. If, rather than being redirected or receiving an incorrect response, they get a knowledgeable and uniform answer then they will more likely be satisfied with the interaction and the program on the whole.

For this reason, MBL recommends a three-phased approach to providing education for the whole municipal organization. Three distinct programs will be developed tailored to each of the following groups:

1. front-line and management staff,
2. outdoor workers and subcontractors (park operators, etc.),
3. key contacts and relevant associated staff (environment departments, etc.).

This program has been successful and well received with a number of MBL's clients.

MBL commit to fifteen (15) of these presentations over the course of this contract (one for each of the five local governments involved per year of the contract). The delivery of these programs will be included in the total upset price and delivered upon request of the client.

Safe Work Procedure Overview

The safety of all MBL staff is of paramount importance. To that end we have employed a number of key safety requirements;

1. All employees must work in pairs when operating in or around canoes and other watercraft.
2. All employees must work in pairs when conducting backpack blower treatments in and around water where a drowning hazards exist.
3. All employees must adhere to a strict check-in and check-out procedure.
4. All employees must provide a daily or weekly schedule to at least one other employee (not working with them).
5. All employees are provided with a phone (or a SPOT device in the event that no cell coverage exists).
6. All employees working in and around helicopters are trained annually regarding safe helicopter procedures.

5. Fees

<u>Area 'D', Grand Forks Annual Base Contract Price (same for all three years of contract):</u> <i>(Includes treatments (up to 50ha ground and 500ha aerial), all salaries, disbursements, equipment, ground transportation, monitoring/surveillance, mapping, helicopter ferry costs, data collection and management, base education, advertising, meetings, consultation etc.)</i>	\$46,900
<u>Area 'C', Christina Lake Annual Base Contract Price (same for all three years of contract):</u> <i>(Includes treatments (up to 20ha ground and 120ha aerial), all salaries, disbursements, equipment, ground transportation, monitoring/surveillance, mapping, helicopter ferry costs, data collection and management, base education, advertising, meetings, consultation etc.)</i>	\$14,900
<u>Variable Costs (same for all three years of contract) †</u>	
Aerial Larviciding (helicopter charges):	\$60/ha
Ground Larviciding:	\$40/ha
Larviciding Product:	included

Proposed Billing Schedule:

Base rate split equally 6 ways billed April-September with Variable Costs billed monthly as required.

RDKB Nuisance Mosquito Control Program

Appendix I – Resumes

This appendix includes resumes for Dirk Lewis, Morgan Sternberg, and Shaun Calver.

MORROW BIOSCIENCE LTD.		
DIRK LEWIS, MANAGER AND BIOLOGIST		
Education	B.Sc. University of British Columbia	1998
	<ul style="list-style-type: none">• Relevant courses: Biology, Ecology, Environmental Biology	
Experience	Morrow BioScience Ltd., North Vancouver, BC	2003-Present
	<i>Manager, Biologist</i> <ul style="list-style-type: none">• Management of GVRD Mosquito Control Program 2003-2005.• Management of FVRD Mosquito Control Program (contract) since 2004.• Management of West Nile Virus planning projects for several large BC cities and municipalities.• Management of pre-emptive larviciding activities for WNV risk reduction for various municipalities.• Preparation of Pest Management Plans (Mosquito) for various BC Cities and Regional Districts.• Provision of mosquito biology and WNV expertise to control programs clients and staff	
	Fraser Valley Regional District, Chilliwack, BC	2000-2003
	<i>Manager of Mosquito and Noxious Weed Control, Biologist</i> <ul style="list-style-type: none">• Management of an extensive Mosquito Control Program in BC.• Development of a comprehensive Pest Management Plan.• Establishment of excellent relations at Political, Staff, and Public levels.• Implementation of data collection using high accuracy GPS.• Developed and maintained informational brochures, newspaper advertisements, public presentations, and a web page for Mosquito Control.• Extensive liaising with the Ministry of Environment in developing Program strategies.• Management of seasonal staff including hiring, supervision, and discipline.• Conducted yearly and 5-year budget planning for Mosquito Control.	
Certification	<ul style="list-style-type: none">• Pesticide Applicator Certification: Mosquito – General (Cert No: 147947) Exp. 14-May-2012• RISC GPS Field Operator Training (Cert. No: GPSFO06-0787)• RISC GPS Data Processor/Proj. Manager Training (Cert No: GPS1-0197)	

RDKB Nuisance Mosquito Control Program

MORROW BIOSCIENCE LTD.

MORGAN STERNBERG, DATA MANAGEMENT AND STUDY DESIGN

Education	<u>M. Sc. University of Washington, Seattle, WA, USA</u>	2009
	• Relevant courses: Environmental Toxicology, Statistics, Entomology	
	<u>B. Sc. University of Washington, Seattle, WA, USA</u>	2005
	• Relevant courses: Chemistry, Biology, Aquatic Ecology	
Experience	<u>US Army Corps of Engineers, Vicksburg, MS, USA</u>	2009-2011
	<i>Research Scientist and Contractor</i>	
	<ul style="list-style-type: none">• Study design and execution of aquatic herbicide experiments: outdoor mesocosms, growth chambers, and laboratory.• Management of laboratory including hiring and supervising staff• Analysis of aquatic herbicide residue samples, chlorophyll pigment• Management of all water quality sample analysis, statistical analysis of data, and writing of reports to numerous state agencies and municipalities• Establishment of databases to document multi-study results and inventory	
	<u>University of Washington, Seattle, WA, USA</u>	2006-2009
	<i>Graduate Research Assistant</i>	
	<ul style="list-style-type: none">• Study design and implementation of 3-year effort to understand mosquito larvicide efficacy, fate, and potential for non-target effects in salmonids• Composition of research proposals, technical reports, and thesis• Professor's assistant for proposal writing courses• Creation of and management of interactive databases to organize monitoring data, ArcGIS 9 maps• Presentation (poster and platform) at numerous scientific conferences	
Publication	<ul style="list-style-type: none">• Thesis: "Efficacy, Fate, and Potential for Non-Target Effects of Larvicides Used in West Nile Virus Control Strategies"	

RDKB Nuisance Mosquito Control Program

Appendix II – Morrow BioScience Ltd. Sustainability Policy

Morrow BioScience Ltd. (MBL) prides itself in being an environmentally and socially responsible company. The nature of our business results in unavoidable impacts to the environment. We realize that, and over the past few years we have adopted a number of policies that significantly reduce our net impact.

We also recognize our responsibility to the communities that we live and work in and strive to support them in all ways possible. We have worked hard to attract and retain the best staff; the success of this program can be seen in the high ratio of staff returning each year. Continuity of knowledge and experience is important to MBL in our efforts to deliver the best service to all of the communities we work in.

MBL and its employees recognize the importance of Environmental and Social Sustainability policies. It is the responsibility of each and every MBL employee to embrace the ideology that leads to a sustainable corporate entity. To this end, many of the policies are practiced not only at work, but carried back to the homes of our employees.

Objectives

- Reduce to the extent practicable the use of resources (water, energy, office supplies) required for corporate operations
- Reduce actual environmental impacts by streamlining operations to reduce redundant transportation activities
- Offset unavoidable environmental impacts by purchasing carbon offsets from a reputable Canadian organization
- Source all products and services from qualified local organizations where possible
- Maintain all equipment to ensure longevity and reduce the requirements for equipment replacement.

Environmental Protection

Morrow BioScience Ltd. is committed to protecting the environment and doing everything possible to lessen potential adverse impacts on our Planet. As part of our commitment to this end, MBL will work to ensure that all of our activities relating to this project are carbon neutral. We propose a number of methods of attaining this goal.

Wherever practical, MBL eliminates the use of internal combustion engines for surveillance and control activities. All surveillance efforts will be conducted either by walking or canoeing into the mosquito development sites. MBL has been using canoes in all of its mosquito control programs for many years. Canoes are the most

RDKB Nuisance Mosquito Control Program

effective way to access sites for monitoring and treatment with zero contribution to our carbon footprint.

The scope and nature of this industry is such that extensive driving is always an inevitable requirement. Approximate travel requirements are usually in the range of 15,000km to 25,000km. In years of high water it may also be inevitable that we will be required to employ the use of helicopters. In order to address these requirements MBL has committed to purchasing Carbon Offsets to balance this contribution to greenhouse gases.

Carbon offsets will be purchased through a Canadian company, Planetair (visit www.planetair.ca for more information). MBL will purchase only "Gold Standard Offsets", and proof of this purchase will be included in all final reports.

Social Responsibility

MBL prides itself in its fair and equitable hiring practices. Special attention is given to ensure that all successful candidates gain experience from their summer employment that benefits their further education and work endeavors.

Within the fair and equitable hiring practices every effort is made to hire from the community within which the work is to be conducted. All staff is hired for the full season from May through August (typically, this season amounts to approximately 600 hours).

Where a choice exists, MBL sources all of its supplies locally. This same philosophy extends to the hiring of subcontractors as well. For example, Western Aerial Applications is a local company with strong roots in the local economy and community.

Sustainable Office Procedures

For years, MBL has observed practices in the office environment that both minimize the impact of our operations on our carbon footprint and significantly reduce the costs of our core operations.

- Every effort is made to review documents in electronic format
- All computers and redundant electronic devices are turned off at the close of work
- The minimum lights required for security are left on, all others are turned off
- As lights and equipment near the end of their lifespans efforts are made to replace equipment with the most efficient options available
- Meetings are conducted via telephone or video conferencing where appropriate
- All paper products used in the office contain post-consumer product

RDKB Nuisance Mosquito Control Program

Respecting Biodiversity

As with any program designed to control a portion of the ecosystem, there are obvious ramifications on the biodiversity of the target environment. A number of practices are instituted at MBL to help minimize the negative effects of our programs:

1. Control efforts target nuisance larval mosquitoes using only bacterial pesticides with little to no residual value
2. Control operations are timed such that a large proportion of the biomass remains in the system as long as possible while still allowing effective control
3. Non-target effects are minimized by focusing where possible on precise and limited hand treatments (helicopter treatments are conducted only when absolutely necessary)
4. All treatments are conducted using the lowest application rate possible while maintaining the highest possible efficacy.

RDKB Nuisance Mosquito Control Program

Appendix III – Aquabac Label

2011-2610
2011-07-05

GROUP 11 INSECTICIDE

AQUABAC (200G)

Biological larvicide
Granules (10/14) (5/8)

RESTRICTED

CAUTION EYE IRRITANT

POTENTIAL SENSITIZER

READ THE LABEL BEFORE USING

GUARANTEE: *Bacillus thuringiensis* subspecies *israelensis* serotype H-14, strain BMP-144
200 International Toxic Units (ITU) per milligram (0.20 billion ITU/kg)

REGISTRATION NO.: 26863
PEST CONTROL PRODUCTS ACT

Net Contents: 18.2 kg

Lot n°:
Date of manufacture:

AFA ENVIRONNEMENT INC.
748 Charles Goulet
Boucherville AC
J4B 0A2 (AFA)
1-877-507-7232

Morrow BioScience Ltd

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RDKB Nuisance Mosquito Control Program

NOTICE TO USER: This pest control product is to be used only in accordance with the directions on the label. It is an offense under the *Pest Control Products Act* to use this product in a way that is inconsistent with the directions on the label. The user assumes the risk to persons or property that arises from any such use of this product.

NATURE OF RESTRICTION: This product is to be used only in the manner authorized; contact local pesticide regulatory authorities about use permits which may be required.

RESTRICTED USE

RESTRICTED USE

For use in municipal, provincial or federal control programs against mosquitoes. AQUABAC (200G) Biological Larvicide Granules (10/14) (5/8) may be applied to any water sites except treated, finished water reservoirs or drinking receptacles.

DIRECTIONS FOR USE

MOSQUITOES

Habitat

Rate Required for Control

• Flood water, roadside ditches, irrigation ditches, pastures, woodland pools, snow melt pools, tidal water, salt marshes, catch basins, storm water retention areas 2.5 - 10 kilograms/hectare

*When late third and early fourth larvae predominate, larval populations are high, or water is heavily polluted and/or algae are prevalent, use..... 10 - 20 kilograms/hectare

AQUABAC (200G) Biological Larvicide Granules (10/14) (5/8) should be applied uniformly in conventional aerial and ground equipment. A seven to fourteen-day interval between applications should be employed. Longer periods of mosquito population suppression may result where sufficient numbers of non-target aquatic invertebrate parasites and predators are present, since these are not affected by AQUABAC (200G) Biological Larvicide Granules (10/14) (5/8) and contribute to mosquito population reduction.

PRECAUTIONS: KEEP OUT OF REACH OF UNAUTHORIZED PERSONNEL. MAY CAUSE SENSITIZATION. CAUTION EYE IRRITANT.

Avoid contact with skin, eyes or clothing. Avoid breathing dust/spray mist. Wear a long-sleeved shirt, long pants, waterproof gloves, shoes and socks, eye goggles and a NIOSH-approved respirator with any N-95, R-95, or P-95 filter for biological products when handling, mixing/loading or applying the product and during all clean-up/repair activities. Applicators may remove gloves, eye goggles and respirators if the design and delivery of the application apparatus reduces exposure to a negligible level (e.g. backpack sprayer with application wands).

RDKB Nuisance Mosquito Control Program

that apply product directly over water surface). Wash thoroughly with soap and water after handling. Remove contaminated clothing and wash before reuse.

FIRST AID:

If on skin or clothing: Rinse skin immediately with plenty of water. Remove contaminated clothing and wash separately before reuse. If irritation occurs and persists or is severe, seek medical attention.

If in eyes: Hold eye open and rinse slowly and gently with water. Remove contact lenses, if present, then continue rinsing eye. If irritation occurs and persists or is severe, seek medical attention.

If inhaled: Move to fresh air, apply respiration if needed and seek medical attention.

If swallowed: Rinse mouth and throat with copious amounts of water. DO NOT induce vomiting. Promptly contact a physician or poison control centre. DO NOT give anything by mouth to an unconscious person.

General: Seek medical attention if irritation or signs of toxicity occur and persist or is severe. Take container, label or product name and Pest Control Product Registration Number with you when seeking medical attention.

TOXICOLOGICAL INFORMATION: Treat symptomatically.

STORAGE AND SHELF LIFE: In order to ensure microbial purity and potency AQUABAC (200G) Biological Larvicide Granules (10/14) (5/8) should be stored in the original container at temperatures between 0 and 25°C and used within 24 months of the date of manufacture.

DISPOSAL: Thoroughly empty the contents of the container into the application device. Make the empty container unsuitable for further use. Dispose of the container in accordance with provincial requirements. For information on the disposal of unused, unwanted product, contact the provincial regulatory agency or the manufacturer. Contact the provincial regulatory agency and the manufacturer in case of a spill, and for clean-up of spills.

RESISTANCE-MANAGEMENT RECOMMENDATIONS:

For resistance management, please note that AQUABAC (200G) Biological Larvicide Granules (10/14) (5/8) contains a Group II insecticide. Any insect population may contain individuals naturally resistant to AQUABAC (200G) Biological Larvicide Granules (10/14) (5/8) and other Group II insecticides. The resistant individuals may dominate the insect population if this group of insecticides is used repeatedly in the same site. Other resistance mechanisms that are not linked to site of action but specific for individual chemicals, such as enhanced metabolism, may also exist. The following appropriate resistance management strategies should be followed to delay insecticide resistance:

RDKB Nuisance Mosquito Control Program

- Where possible, rotate the use of AQUABAC (2006) Biological Larvicide Granules (10/14) (5/8) and other Group 11 insecticides with different groups that control the same pests in a site.
- Insecticide use should be based on an Integrated Pest Management program that includes scouting, record keeping, and considers cultural, biological and other chemical control practices.
- Monitor treated pest populations for resistance development.
- Contact your local extension specialist for any additional pesticide resistance management and/or integrated pest management recommendation for specific site and pest problems in your area.
- For further information or to report suspected resistance, contact AFA ENVIRONNEMENT INC. at 807 rue Alfred-Laliberté, Mont-Saint-Hilaire (Québec) J3H 6M8 Telephone: 1-877-507-7232.

AERIAL APPLICATION INSTRUCTIONS

Apply only by fixed-wing or rotary aircraft equipment that has been functionally and operationally calibrated for the atmospheric conditions of the area and the application rates and conditions of this label.

Label rates, conditions and precautions are product-specific. Apply only at the rate recommended for aerial application on this label. Where no rate for aerial application appears for the specific use, this product cannot be applied by any type of aerial equipment. Ensure uniform application by using appropriate marking devices and/or electronic guidance equipment.

Use Precautions:

Apply only when meteorological conditions at the treatment site allow for complete and even coverage. Apply only when meteorological conditions are in compliance with local and/or provincial authorities.

Operator Precautions:

DO NOT allow the pilot to mix product to be loaded onto the aircraft. However, loading of premixed product with a closed system is permitted. It is desirable that the pilot have communication capabilities at each treatment site at the time of application.

The field crew and the mixer/loaders must wear the personal protective equipment described in the PRECAUTIONS section of this label. When handlers/loaders use closed systems to load the product onto the aircraft, the handler requirement for eye goggles and a NIOSH-approved respirator/mask with any N-95, R-95, or P-95 filter for biological products may be waived. When reduced personal protective equipment is worn, the respirator/mask and eye goggles must be immediately available for use in an emergency such as a spill or equipment breakdown.

RDKB Nuisance Mosquito Control Program

All personnel on the job site must wash hands and face thoroughly before eating and drinking. Protective clothing must be washed before reuse. Decontaminate aircraft cockpits and vehicle cabs if contamination occurs.

Product Precautions:

Read and understand the entire label before opening this product. If you have questions, call the manufacturer at 1-877-507-7232 or obtain technical advice from the distributor or from your provincial agricultural or forestry representative. Application of this specific product must meet and/or conform to the aerial uses and rates on this label.

Tender of:

Morrow BioScience Ltd.
(hereinafter called the "Tenderer")

To:

Regional District of Kootenay Boundary
202 – 843 Rossland Ave., Trail, BC
V1R 4S8

(hereinafter called the "Regional District")

In response to the Invitation to Tender and the Tender Specifications, the Tenderer has carefully examined the scope of the proposed works, the specifications and documents for the Mosquito Control Programs as detailed, and will provide all necessary labour, transportation, material, equipment, supervision and all other factors as required to complete the works as called for by these documents and at the prices tendered.

The Tenderer further agrees that prices quoted are all-inclusive and allow for any escalation of the Tenderer's costs following the Tender Period. The successful Tenderer will not be entitled to extra payment for any such escalation.

If awarded an Agreement for the aforementioned works, the Tenderer agrees to deliver to the Regional District within ten (10) calendar days after receipt of Notice of Award:

- Proof of Insurance
- Proof of Registration with WorkSafe BC
- Duly executed Agreement in duplicate
- Safety Policy

List equipment and specifications:

Field truck: Nissan Titan
Canoe: (1) Clipper Prospector (1) Clipper Tripper
Maruyama Backpack Blower (2)
Garmin Fenix GPS (1)

**PRICE FORM #1
ALL TWO (2) SERVICE AREAS - SINGLE CONTRACTOR**

Dated this 14 day of November, 2014 at Rossland, BC

THIS TENDER IS IRREVOCABLE FOR 90 CALENDARS DAYS AFTER THE TENDERING CLOSING DATE

The Tenderer agrees that all prices shown are inclusive of all works, personnel, costs, charges, etc. and exclusive of federal and provincial taxes as specified in the Tender Specifications.

The Tenderer acknowledges receipt of the following addendum(s) covering revisions to the Tender Documents.

Addendum No. N/A

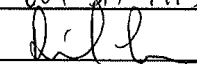
Dated N/A

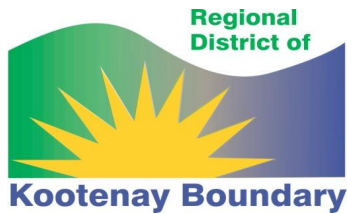
Electoral Area 'C' Christina Lake, BC	Program With Control	Additional Aerial	Additional Ground
	Aerial: incl. 120 ha/yr Ground: incl. 20 ha/yr	Applications (Per ha) incl. pesticide	Applications (Per ha) incl. pesticide
May 1, 2014 – DECEMBER 31, 2017	\$ 44,700 (\$14,900/yr)	\$ 60/ha	\$ 40/ha.

Electoral Area 'D' and the City of Grand Forks	Program With Control	Additional Aerial	Additional Ground
	Aerial: incl. 500 ha/yr Ground: incl. 50 ha/yr	Applications (Per ha) incl. pesticide	Applications (Per ha) incl. pesticide
May 1, 2014 – DECEMBER 31, 2017	\$ 140,700 (\$46,900/yr)	\$ 60/ha	\$ 40/ha.

TOTAL ALL THREE SERVICE AREAS	\$ 185,400
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PROPOSALS FOR ALTERNATIVES will be received and reviewed subject to Section 7 of the Tender Specifications.

Tendering Firm: or Individual	<u>Morrow BioScience Ltd.</u>
Mailing Address:	<u>1409 Bewick Ave</u> <u>North Vancouver, BC</u> <u>V7M 3C7</u>
Phone:	<u>604 317 1413</u>
Submitted By:	<u> (DIRK LEWIS)</u> Signature of Authorized Person(s)



REGIONAL DISTRICT OF KOOTENAY BOUNDARY

INVITATION TO TENDER MOSQUITO CONTROL PROGRAMS

The Regional District of Kootenay Boundary is inviting Tenders for three-year contracts for the provision of mosquito control programs within the following location service areas:

- Regional District of Kootenay Boundary Electoral Area 'C' Christina Lake, BC; and
- Regional District of Kootenay Boundary Electoral Area 'D' and the City of Grand Forks.

Tenders clearly marked "Tender – Mosquito Control Programs" will be accepted until 2 PM local time on November 14, 2014 at the offices of the Regional District of Kootenay Boundary, 202 -843 Rossland Ave., Trail, BC, V1R 4S8 or by email to gdenkovski@rdkb.com.

Tender documents and further information are available on-line at the Regional District of Kootenay Boundary website at www.rdkb.com, the office of the Regional District of Kootenay Boundary at the above address during regular office hours or phone (250) 368-9148.

The Regional District of Kootenay Boundary reserves the rights to accept or reject any or all Tenders and to waive any informality in the Tenders received, in each case without giving any notice. The Regional District of Kootenay Boundary reserves the right to accept the Tender which it deems most advantageous.

Faxed submissions will not be accepted.

The lowest or any Tender not necessarily accepted.

TENDER SPECIFICATIONS

MOSQUITO CONTROL PROGRAMS

PREAMBLE

The Regional District of Kootenay Boundary currently provides mosquito control programs to the following service areas:

1. Regional District of Kootenay Boundary Electoral Area 'C' Christina Lake, BC; and
2. Regional District of Kootenay Boundary Electoral Area 'D' and the City of Grand Forks.

Programs are specific to the control of mosquito nuisance and the control method of choice is larviciding.

Tenders are being sought from individuals/firms who are in possession of and will maintain licenses and certificates required under the Province of British Columbia's Integrated Pest Management Act and can produce proof of their ability to perform the duties associated with the provision of effective mosquito control programs.

Tenderers may submit tenders for any or all service areas. For each service area that a Tenderer is making a submission, the Tenderer must provide a price for carrying out the mosquito control program showing prices for the following contingencies:

- a) full program (including surveying, monitoring, education, reporting and control)
- b) additional applications (aerial and ground).

Because the Regional District may determine to award individual mosquito control agreements for individual or dual service areas, the enclosed Tender Form includes two Price Forms. Tenderers who are interested in providing nuisance mosquito control services within BOTH service areas are requested to use Price Form #1. Tenderers who are interested in providing (or are willing to provide) nuisance mosquito control services to individual service areas are requested to use Price Form #2. Tenderers may submit both Price Form #1 and Price Form #2 for the Regional District's consideration.

The Regional District will, upon request, make the following information available:

- Year-end reports
- Surveillance Report

TENDER SPECIFICATIONS

MOSQUITO CONTROL PROGRAMS

TENDER CLOSING TIME

1. Tenders clearly marked "Tender – Mosquito Control Program" for the work contained herein and addressed to:

Regional District of Kootenay Boundary
Attention: Environment Services Department
 202 – 843 Rossland Ave
 Trail, BC, V1R 4S8
 (herein called the "Regional District")

will be received at these offices until 2 PM November 14, 2014.
 (herein called the "Tender Closing Time")

SUBMISSION OF TENDERS

2. Tenders shall include a completed Tender Form (provided) and shall be enclosed in a sealed envelope. Any Tenders received after the Tender Closing Time will be marked as to date and time received, and returned unopened.
3. Tenders will be for the Work in its entirety and partial or incomplete submissions will not be considered. Each Tender will be dated, show the full legal name and business address of the Tenderer, and be signed with the usual signature of the person or persons authorized to bind the Tenderer. The name of each signatory will be typed or clearly imprinted below each signature. In the case of a corporation, the corporate seal must be affixed to the Tender and the Province of Incorporation must be stated.
4. Before submitting a Tender, the Tenderer will satisfy him/herself as to the local conditions and nature of the work. The Tenderer is fully responsible for obtaining all information required for the preparation of his/her Tender and the execution of the work.
5. Tenderers are encouraged to include all information that will enable the Regional District to consider the Tenders fairly. Tenders should include pertinent information including pesticide to be used, equipment, supply and storage of approved pesticides, health and safety program arrangements (WorkSafeBC) including copies of policies, training records and written procedures, references and details of relevant experience, etc.

PROPOSALS FOR ALTERNATES

6. Proposals for alternates will be considered provided that:
 - The proposal is submitted in addition to a duly completed Tender Form as specified herein; and
 - The proposal contains pertinent data such as specifications and other characteristics in order to assist the Regional District in its assessment and decision.

TENDER SPECIFICATIONS

MOSQUITO CONTROL PROGRAMS

AGREEMENT DOCUMENTS

7. Tenderers will fully inform themselves as to all existing conditions and limitations which will affect the execution of the Agreement. No consideration will be given, after the submission of the Tender, to any claim that there was any misunderstanding with respect to the conditions imposed by the Agreement.
8. Oral discussions will not become a part of the Agreement document or modify the Agreement unless confirmed by Addenda.

IRREVOCABILITY OF TENDERS

9. Tenders must be irrevocable and open for acceptance by the Regional District for a period of 90 calendar days after the Tender Closing Time even if the Tender of another Tenderer is accepted by the Regional District.

NOTICE OF AWARD

10. The successful Tenderer will be notified of acceptance of its Tender by notification in writing delivered to the address on the Tender Form. The notice will be given as soon as possible following the Tender Closing Time and, unless otherwise agreed to by the successful Tenderer and Regional District, not later than 90 days following the Tender Closing Time. No other communication will constitute acceptance of any Tender.
11. The Regional District will not be obligated in any manner to any Tenderer whatsoever until a written Agreement has been duly executed related to an accepted Tender.

TENDERER'S QUALIFICATIONS

12. The successful Tenderer and his employee(s) must carry the appropriate qualifications and certification.
13. Following the Tender opening, Tenderers may be required to submit evidence relating to its qualifications or experience or relating to any other matter considered relevant by the Regional District in the evaluation of that Tenderer's Tender.
14. Every Tenderer is deemed to consent to investigation by the Regional District of the evidence provided.

ADDENDA

15. If the Regional District determines that an amendment is required to this Tender, the Regional District will post a written addendum on the Regional District's Website (www.rdkb.com) that will form part of this Tender. Amendments to the Tender will not be considered 7 days prior to the Tender Closing Time. **No amendment of any kind to this Tender is effective unless it is posted in a formal written addendum on the Regional District's Website.**

**TENDER
SPECIFICATIONS**
**MOSQUITO CONTROL
PROGRAMS**
ACCEPTANCE OR REJECTION OF TENDERS

16. Tenders will be evaluated on the basis of Total Tender Price, additional service rates, previous experience and available equipment.
17. The Regional District reserves the right to accept or reject any or all Tenders, to evaluate Tenders on any basis whatsoever and to accept any tender it considers most advantageous to the Regional District.
18. The Regional District may waive any non-compliance with these Tender Specifications.
19. Without limiting the generality of the foregoing, a Tender may be rejected for any of the following reasons:
 1. incomplete or conditional Tender;
 2. insufficient or irregular Tender guarantees;
 3. prices omitted or unbalanced;
 4. prices over budgeted amount;
 5. evidence of inadequate experience or capacity to perform the duties;
 6. evidence of previous failure to perform adequately on similar work;
 7. evidence of poor public relations skills or of discourteous or disrespectful dealings with the public; and
 8. unsigned Tender.
20. In no event will the Regional District be responsible for the costs of preparation or submission of a Tender or the costs of submission of evidence of their resources and their ability to carry out the Work.
21. The lowest or any Tender will not necessarily be accepted.

INSURANCE

22. The successful Tenderer will, in the event of award, be required to furnish to the Regional District, within ten (10) days of award:
 - proof of public liability insurance for injury, property damage or death arising from the Tenderer's operations under the Agreement in an amount not less than THREE MILLION (\$3,000,000) DOLLARS naming the Regional District of Kootenay Boundary as additional named insured; and
 - proof of registration with WorkSafeBC.

WORK SCHEDULE

23. The work schedule of the successful Tenderer(s) will be as outlined and will reflect survey, monitoring, application, public information, reporting, mapping and follow-up.

DUTIES OF THE CONTRACTOR

24. The duties of the successful Tenderer will be outlined in the service agreement.

**TENDER
SPECIFICATIONS**

**MOSQUITO CONTROL
PROGRAMS**

SUBCONTRACTORS AND EQUIPMENT

25. The Tenderer shall show in the Tender Form the names and business addresses of proposed sub-contractors and the equipment intended to be used, including capacities of each machine. The words "as required" or similar wordings are not a sufficient description.
26. The Successful Tenderer(s) will be the "Prime Contractor" and will assume all health & safety duties and responsibilities of that role.

REMUNERATION

27. Remuneration will be as per the accepted Tendered amounts on the Tender Form.

PERSONNEL

28. The Tenderer must show in the Tender Form the names and relative experience of the personnel intended to be used.

REFERENCES

29. The Tenderer must show in the Tender Form previous experience in similar work and provide reference contact information.

TERM

30. The Term will be as outlined in the service agreement.
31. On the basis that an excellent relationship exists between the successful proponent and the Regional District, and a high level of service has been provided by the successful proponent during the Term of the Agreement, and provided the successful proponent is not in default of any of the covenants or obligations under the Agreement, the successful proponent may request at least (2) two months prior to the expiry of the Term, that the Regional District enter into a new Agreement with the successful proponent for a further Term of (2) years containing such terms and conditions as may be mutually agreed upon by the Regional District and the successful proponent.

ENQUIRIES

32. If the Tenderer finds discrepancies in or omissions from the Tender Specifications or has any doubt as to the meaning or intent of any part thereof, the Tenderer will inform the Environmental Services Department of the Regional District at once. Any necessary changes, additions or further explanations will be made by the Environment Services Department of the Regional District by issuing an addendum as outlined in Section 15. Addenda.

**TENDER
SPECIFICATIONS**

**MOSQUITO CONTROL
PROGRAMS**

33. All enquiries during the Tender Period regarding this project should be directed to the Environment Services Department of the Regional District at (250) 368-9148 or by email to gdenkovski@rdkb.com.

Tender of:

(hereinafter called the "Tenderer")

To: Regional District of Kootenay Boundary
202 – 843 Rossland Ave., Trail, BC
V1R 4S8

(hereinafter called the "Regional District")

In response to the Invitation to Tender and the Tender Specifications, the Tenderer has carefully examined the scope of the proposed works, the specifications and documents for the Mosquito Control Programs as detailed, and will provide all necessary labour, transportation, material, equipment, supervision and all other factors as required to complete the works as called for by these documents and at the prices tendered.

The Tenderer further agrees that prices quoted are all-inclusive and allow for any escalation of the Tenderer's costs following the Tender Period. The successful Tenderer will not be entitled to extra payment for any such escalation.

If awarded an Agreement for the aforementioned works, the Tenderer agrees to deliver to the Regional District within ten (10) calendar days after receipt of Notice of Award:

- Proof of Insurance
- Proof of Registration with WorkSafe BC
- Duly executed Agreement in duplicate
- Safety Policy

List equipment and specifications: _____

PRICE FORM #1
ALL TWO (2) SERVICE AREAS - SINGLE CONTRACTOR

Dated this _____ day of _____, 2014 at _____, BC

THIS TENDER IS IRREVOCABLE FOR 90 CALENDARS DAYS AFTER THE TENDERING CLOSING DATE

The Tenderer agrees that all prices shown are inclusive of all works, personnel, costs, charges, etc. and exclusive of federal and provincial taxes as specified in the Tender Specifications.

The Tenderer acknowledges receipt of the following addendum(s) covering revisions to the Tender Documents.

Addendum No. _____ Dated _____

Electoral Area 'C' Christina Lake, BC	Program With Control Aerial: Ground:	Additional Aerial Applications (Per ha)	Additional Ground Applications (Per ha)
May 1, 2014 – DECEMBER 31, 2017	\$	\$	\$

Electoral Area 'D' and the City of Grand Forks	Program With Control Aerial: Ground:	Additional Aerial Applications (Per ha)	Additional Ground Applications (Per ha)
May 1, 2014 – DECEMBER 31, 2017	\$	\$	\$

TOTAL ALL THREE SERVICE AREAS	\$
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PROPOSALS FOR ALTERNATIVES will be received and reviewed subject to Section 7 of the Tender Specifications.

Tendering Firm: _____
or Individual _____

Mailing Address: _____

Phone: _____

Submitted By: _____
Signature of Authorized Person(s)

PRICE FORM #2
INDIVIDUAL SERVICE AREAS – MULTIPLE CONTRACTORS

Dated this _____ day of _____, 2014 at _____, BC

THIS TENDER IS IRREVOCABLE FOR 90 CALENDARS DAYS AFTER THE TENDERING CLOSING DATE

The Tenderer agrees that all prices shown are inclusive of all works, personnel, costs, charges, etc. and exclusive of federal and provincial taxes as specified in the Tender Specifications.

The Tenderer acknowledges receipt of the following addendum(s) covering revisions to the Tender Documents.

Addendum No. _____ Dated _____

Electoral Area 'C' Christina Lake, BC	Program With Control	Additional Aerial Applications (Per ha)	Additional Ground Applications (Per ha)
	Aerial: Ground:		
May 1, 2014 – DECEMBER 31, 2017	\$	\$	\$

Electoral Area 'D' and the City of Grand Forks	Program With Control	Additional Aerial Applications (Per ha)	Additional Ground Applications (Per ha)
	Aerial: Ground:		
May 1, 2014 – DECEMBER 31, 2017	\$	\$	\$

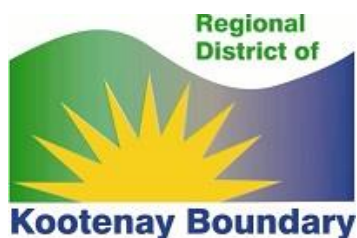
PROPOSALS FOR ALTERNATIVES will be received and reviewed subject to Section 7 of the Tender Specifications.

Tendering Firm: _____
or Individual _____

Mailing Address: _____

Phone: _____

Submitted By: _____
Signature of Authorized Person(s)

**STAFF REPORT****Date:** 07 Dec 2017**File**ES Admin -
Groundwater
Monitoring Solid
Waste Facilities**To: Chair and Directors, RDKB Board****From:** Gabe Wiebe, Engineering and Safety
Coordinator**Re:** Groundwater Monitoring at Solid
Waste Facilities**Issue Introduction**

A Staff Report from Gabe Wiebe - Engineering and Safety Coordinator, with recommendation for the selection of a consultant to complete groundwater monitoring for a four year term at RDKB solid waste facilities.

History/Background Factors

Groundwater monitoring is required under facility operating certificates or permits and is regulated under the BC Environmental Management Act.

The RDKB requested proposals from consulting firms to provide engineering and consulting services for groundwater monitoring programs at Grand Forks Landfill, Rock Creek Transfer Station, Beaverdell Transfer Station, McKelvey Creek Landfill and West Boundary Landfill.

Name	Compliance with RFP	Technical Pt (Out of 500)	Total for 4 year term	Total Points
SLR Consulting (Canada) LTD	YES	493	\$373,814	800.9
WSP	YES	461	\$270,056	961
C5 Engineering LTD	YES	418	\$596,494	
XCG Environmental	YES	415	\$662,402.54	

Engineers and Scientists			
Ecologic Environmental	YES	394	\$235,136
ISL Engineering and Land Services	YES	383	\$261,766
Kala Geosciences LTD	YES	322	\$190,861.90
G3 Consulting LTD	YES	318	\$305,017.20
KBL Environmental (AB) LTD	YES	312	\$349,470
Lotic Environmental LTD	NO		
SNC Lavelin Bear	NO		
Environmental Environmental Diagnostics Inc	NO		
Masse Environmental Sage	NO		
Environmental Consulting LTD			
Ecoscape Environmental Consultants LTD	NO		

Proposals were evaluated based on a technical evaluation and financial evaluation. Only those proposals whose technical scores were within 15% of the proposal awarded the highest technical score had their financial proposal evaluated.

Financial proposals were awarded a maximum of 500 points. The financial proposal with the lowest cost was awarded 500 points. This was added to the technical score, resulting in the firm's total score. The percentage by which each of the remaining firm's proposed costs exceeds the costs of the lowest qualified proposal was the percentage by which the 500 points is reduced, prior to being added to the technical

score. This resulted in each firm's total score. Under this evolution method WSP was deemed to have the best proposal.

Implications

The 2017 budget for groundwater monitoring was \$46,612, should the Board receive the Staff report and direct staff to enter into contract the 2018 budget for groundwater monitoring would be \$67,514 per year or \$270,056 for the four year term. This relates to a 45% increase in the budget for groundwater monitoring, however this is a relatively small amount in the overall regional solid waste management budget and will not require tax requisition or user fee increases.

The proposed amounts will be included in the 2018-2022 Five-Year Financial Plan.

Advancement of Strategic Planning Goals

Exceptional Cost Effective and Efficient Services.

Environmental Stewardship/Climate Preparedness.

Background Information Provided

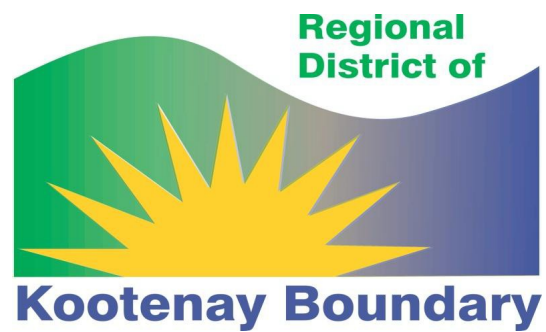
1. Request fo Proposals document.

Alternatives

1. Direct staff to enter into contract with WSP in the amount of \$270,056 for four years.
2. Direct Staff to reject all RFPs and issue another RFP.

Recommendation(s)

That the RDKB Board of Directors direct staff to enter into a contract with WSP for four years at an annual cost of \$67,514 and total four-year cost of \$270,056 to complete groundwater monitoring at the Grand Forks Landfill, Rock Creek Transfer Station, Beaverdell Transfer Station, McKelvey Creek Landfill and West Boundary Landfill.



REQUEST FOR PROPOSAL

REGIONAL DISTRICT OF KOOTENAY BOUNDARY SOLID WASTE FACILITY
GROUNDWATER MONITORING

FOR THE PERIOD FROM JANUARY 2018 TO DECEMBER 2021

1. INTRODUCTION

The Regional District of Kootenay Boundary (RDKB) is requesting proposals from consulting firms to provide engineering and consulting services for groundwater monitoring programs at Grand Forks Landfill, Rock Creek Transfer Station (formerly a landfill), Beaverdell Transfer Station, McKelvey Creek Landfill and West Boundary Landfill. The term of the monitoring program will be three years, from January 2018 to December 2021.

2. GENERAL INFORMATION

Grand Forks Landfill

The landfill is located approximately two kilometers north of Grand Forks at 8798 Granby Road. This landfill consists of property owned by the RDKB (~12 ha.) and an additional Crown Lease (~4 ha) attached to the northern border of the property. The total footprint of the site is ~16 ha, in which all is enclosed with an animal resistant eight-strand electric fence. There are currently four groundwater monitoring wells on the site. See Appendix 3 for site location and site plan. See Appendix 11 for well testing parameters.

Rock Creek Transfer Station

The Rock Creek Transfer Station is located roughly 3 km east of the community of Rock Creek. The transfer station is situated on the north side of the Kettle Valley, approximately 300 m north of the river. The site previously used to be operated as a landfill.

The landfill property is a rectangular lot, measuring roughly 365 m east west by 200 m north south. The property covers an area of 7.36 ha. The landfill footprint, an area of roughly 1.7 ha, is limited to the central portion of the property. The legal description of the landfill property is listed as:

Lot 1 of Sub Lot 5, D.L. 2704, Similkameen Division of Yale District, Plan 12233.

There is currently three groundwater monitoring well on the site. See Appendix 4 for site location and site plan. See Appendix 9 for well testing parameters.

Beaverdell Transfer Station

The community of Beaverdell is located on the Kettle Valley floor, approximately 1 km south of the junction of the Beaverdell Creek and Kettle River. The Beaverdell Landfill is located on the east side of the Kettle Valley, roughly 5 km south of the community of Beaverdell. The legal description of the property is listed as:

Sublot 6 of District Lot 3638, Similkameen Division of Yale District.

The Beaverdell site is now operated as a transfer station. There are currently three groundwater monitoring wells on the site. See appendix 5 for site location and site plan. See Appendix 8 for well testing parameters.

McKelvey Creek Landfill

The landfill is located at 1900 Highway 3b, and accepts residential, industrial, commercial and institutional solid waste from Trail, Fruitvale, Montrose, Rossland, Warfield and Electoral Areas A and B in the eastern portion of the RDKB. The site services a population of approximately 20,000 and is operated under Ministry of the Environment (MoE) Permit PR-O1917 dated June 13, 1995. There are currently three

groundwater monitoring wells on the site. See Appendix 6 for site location and site plan. See Appendix 12 for well testing parameters.

West Boundary Landfill

The West Boundary Landfill is located approximately two kilometers west of Greenwood at 2050 Motherlode Road. This landfill is approximately a 4 ha portion of District Lot 2702, two hundred meters north of District Lot 3791s and adjacent to District Lot 620, SDYD. This site property is a crown lease. The entire property is enclosed with an animal resistant eight-strand electric fence. There are currently five groundwater monitoring wells on the site. See Appendix 7 for site location and site plan. See Appendix 10 for well testing parameters.

3. SCOPE OF WORK

The scope of work for the monitoring program will include:

Meetings

- Kick-off meeting to determine communication lines. Confirmation of the scope of work.
- Exchange of required information.
- Review of provided information such as existing Annual Reports.
- A meeting in April and September of each year.
- Final review of completed works covered by the proposal.
- Additional project management / site meetings upon request if necessary.

Groundwater Monitoring

- Provide qualified personnel to carry out the sampling. The successful proponent will provide the RDKB with a list of all personnel that will carry out the proposal.
- Provide a field program to collect groundwater to determine water quality and water level. The monitoring program will consist of quarterly sampling completed in January, April, July and October of each subject year in which samples will be compared to applicable environmental guidelines.
- Adhere to the “best practices” approach as accepted by government and industry for the sampling of groundwater.
- Provide the RDKB with copies of the written procedures, including Quality Assurance and Quality Control Protocol (QA/QC), to be followed.
- Provide 7 day notification prior to the start of any sampling.

Sample Analysis

- All samples will be analyzed by one qualified laboratory for the duration of this agreement. This laboratory will be agreed upon by the RDKB and the successful proponent.
- Written copies of the QA/QC protocols will be submitted to the RDKB.
- Individual parameters to be sampled will be determined by the RDKB with consideration being given to past sampling results and trends. Please see appendices 8 through 12.
- All samples will be compared using the applicable BC Environmental Guidelines, including but not limited to, CSR for the protection of Aquatic Life and Drinking Water.

Reporting Requirements

- A compilation of all collected field measurements and laboratory analysis results.

- The preparation and supply of three interim monitoring reports following each sampling event. The interim reports shall include:
 - Brief summary of the results for each sampling location focusing on areas of concern highlighted in previous annual reports identifying any significant anomalies or trends
 - Excel Table for each sampling locations containing monitoring results from actual and prior monitoring events and highlighting results exceeding applicable limits;
 - Graphs showing trends for the lead parameters generated from the excel tables.
 - Recommendations for additional sampling/testing or remedial work should be included if necessary.
- Interim (Quarterly) Reports will be due within 30 calendar days of the sampling event. Reports have to be sealed and stamped. Results of the October monitoring event are to be included in the Annual Report. Delivery of the Interim Report shall include One (1) bound hard copies and One (1) electronic copy –pdf format. Additional to the files in pdf-format, tables and graphs shall be delivered in excel-format.
- Preparation of the Annual Report Groundwater Monitoring upon completion of the quarterly monitoring events for the year. The Annual Report shall include:
 - Brief Site Description;
 - Brief Description of the Monitoring Program and Revisions to the Monitoring Program if applicable;
 - Applicable Regulations for the evaluation;
 - Description of sampling methods being used;
 - Brief summary of sampling program being conducted;
 - Brief summary of the results for each sampling location;
 - Excel Table showing the analytical results including prior monitoring events.
 - Graphs showing trends for the lead parameters generated from the excel tables;
 - Drawings / Figures showing sampling locations and groundwater flow direction if possible;
 - Laboratory Reports
- The draft of the Annual Report shall be submitted on or before December 31, of the sampling year. The completed Annual Report must be submitted on or before January 31, of the following year. The Annual Report must be sealed and stamped. Delivery of the Report shall include one (1) bound hard copies and one (1) electronic copy – pdf format. Additional to the files in pdf-format, tables and graphs shall be delivered in Excel-format.

4. RFP PROCESS AND EVALUATION

4.1. RFP Questions

Questions should be submitted by email to the address provided in Section 4.3

4.2. Time Schedule

The anticipated schedule for the service procurement process is as follows:

Issue RFP	November 14, 2017
Proposal due	November 28, 2017
Board Selection of preferred Proponent	December 13, 2017
Contract Execution	December 20, 2017

Sampling begins

January 2018

4.3. Proposal Submittal

Proponent's proposal should be submitted no later than 2:00 p.m., on Tuesday November 28, 2017 to

Gabe Wiebe | Engineering and Safety Coordinator

Regional District of Kootenay Boundary

202-843 Rossland Ave, Trail, BC V1R 4S8

Phone: 250-368-0229

Email: gwiebe@rdkb.com

Bid submissions must be in sealed envelopes or packages. The outside of the envelope holding the Bid Submission shall be marked in clear bold lettering: "Response to Regional District of Kootenay Boundary Groundwater Monitoring".

Bid Submissions via email are not acceptable and will be rendered non-compliant.

5. PROPOSAL EVALUATION

5.1. Evaluation Criteria

Proposals will be evaluated based on the technical merit and cost. A maximum of 500 points for each will be awarded for a total potential of 1,000 evaluation points. Proposals will be marked out of a total score of 500 points against the evaluation grid, please see Appendix 1. Each presentation will be evaluated and scored based on the points outlined in the evaluation form. A firm's proposal shall be deemed qualified only if it complies with all the requirements contained in the Request for Proposal.

Only those proposals whose technical scores are within 15% of the proposal awarded the highest technical score will have their financial proposals evaluated.

Financial proposals can be awarded a maximum of 500 points. The financial proposal with the lowest cost of fees will be awarded 500 points, which will be added to the technical score, resulting in the firm's total score. The percentage by which each of the remaining firm's proposed costs exceeds the costs of the lowest qualified proposal will be the percentage by which the 500 points is reduced, prior to adding it to the technical score, resulting in each firm's total score.

6. GENERAL TERMS OF RFP PROCESS

6.1. Proposal Development Costs

All expenses for making proposals to the RDKB are to be borne by the Proponent, with the express understanding that no claims against the RDKB for reimbursement will be accepted. All proposals will become the property of the RDKB and will not be returned to the Proponent. The RDKB shall not be responsible for any costs involved in or associated with the preparation and submission of this proposal, the Proponent's site visit costs, or contract negotiations.

6.2. Rights and Options of the RDKB

The RDKB reserves the right to:

- Issue addenda to the RFP;
- Decline or award a contract or contracts for services;

- Contact references provided by the Proponent;
- Request further information from the Proponents;
- Retain independent consultants for assistance in evaluating proposals;
- Request points of clarification to assist the RDKB in evaluating proposals;
- Require changes in the scope of work as deemed necessary by the RDKB;
- Discontinue negotiations with the preferred or any Proponent and commence discussion with any other finalist;
- Withdraw the RFP; or
- Not award to any Proponent and issue a subsequent RFP based on refinement of concepts proposed in response to this RFP.

The RDKB reserves the right to accept or reject any and/or all proposals, to waive irregularities, or take whatever other action it deems in its best interest. There is no obligation on the part of the RDKB to award a contract to the lowest cost Proponent. The RDKB shall be the sole judge of a proposal and its decision shall be final. The RDKB also reserves the right to make such investigation, as it deems necessary, to determine the ability of any Proponent to perform the work or services provided. Information the RDKB deems necessary in its evaluation must be provided to the RDKB by the Proponent upon request.

6.3. Examination of Proposal Materials

Information secured through this RFP process will be available for public inspection. If a response to this RFP includes unpublished proprietary or confidential information not intended for disclosure to third parties, the Proponent shall designate the information with the following notice:

“The data on pages Of this document, identified by an asterisk or marked along the margin with a vertical line, contain technical or financial information that consists of trade secrets and/or privileged information, the disclosure of which would cause substantial injury to the Proponent’s competitive position or financial interests. The Proponents requests that such data be used only for evaluation purposes, but understands that disclosure will be limited only to the extent that RDKB determines it proper under the law. If a contract is awarded to this Proponent, the RDKB may use or disclose the data provided in the contract, unless otherwise obligated by law.”

The RDKB will exercise its best efforts to prevent the unauthorized disclosure of information so designated; however, the RDKB assumes no responsibilities for any loss or damage which may result from public disclosure or breach of confidentiality during or as a result of the submission and review of the proposal information.

In the event disclosure of such information is requested by a third party pursuant to the Freedom of Information and Protection of Privacy Act, the RDKB shall so advise the Proponent so that the Proponent can respond as it deems necessary.

6.4. Rejection of Proposal for Cost Inaccuracies

The RDKB reserves the right to reject any Proposal submitted containing errors or inconsistencies in the cost Proposal. Errors include support information that is inconsistent with total cost estimates or any other error of this type which demonstrates flaws in the calculation provided by the Proponent.

6.5. Interpretation

The RDKB will not be responsible for or be bound by any verbal instructions or interpretations or explanations issued by the RDKB or its representatives.

6.6. Communication

Unless otherwise requested in writing, a proponent must not contact or communicate with any elected or appointed officer or employee of the RDKB other than the designated employee contact in relation to this proposal prior to the award of such proposal by the RDKB or alternatively the officer or employee of the RDKB having authority to accept the proposal. Any such communication will result in disqualification of the proposal from further consideration.

7. PROPOSAL PREPARATION GUIDELINES AND FORMAT**7.1. Introduction**

Provide a brief introduction to the terms and purpose of the proposal

7.2. Executive Summary

Provide a brief overview of the entire proposal and highlight the key aspects of the Proposal. (maximum 5 pages).

7.3. Scope of Work

Describe the tasks included in the scope of work.

7.4. Methodology

The following tasks must be outlined and completed in the proposal:

- Kick-Off Meeting
- Review of previous monitoring results
- Groundwater sampling
- Analytical testing (Field and laboratory testing)
- Analysis and interpretation
- Additional sampling / testing
- Interim Reports and recommendations
- Annual Report Groundwater Monitoring

7.5. Project Experience and Personnel

Provide an outline of the consultant's experience on landfill and/or related projects. Provide a list of personnel that will make up the consultant's project team and describe landfill and/or related experience of the team members to their function in the team. Provide résumés of team members.

7.6. Financial Proposal

A completed Cost Estimate Table must be included, detailing the following items:

- Professional time, fees, for
- Review of existing reports
- Site meetings
- Preparation Interim Report
- Preparation Annual Report

- Field Work (sampling and field tests)

Disbursements

- Lab analysis
- Equipment
- Travel
- Copies
- Correspondence

Cost estimates are to be based on the monitoring programs provided in the appendixes.

The proposal shall allow for cost adjustments due to changing numbers of samples due to weather conditions, accessibility, damages, and decommissioning and/or additional sampling locations. The proposal also shall provide costs for additional site meetings if required.

7.7. Contract Obligations

The RDKB expects to enter into a service agreement with the contractor to define the scope of work and services to be provided and the rights and obligations of the parties with respect to the provision of service.

Appendix 1 – Evaluation Criteria



Evaluation

PROJECT

NAME:

EVALUATOR:

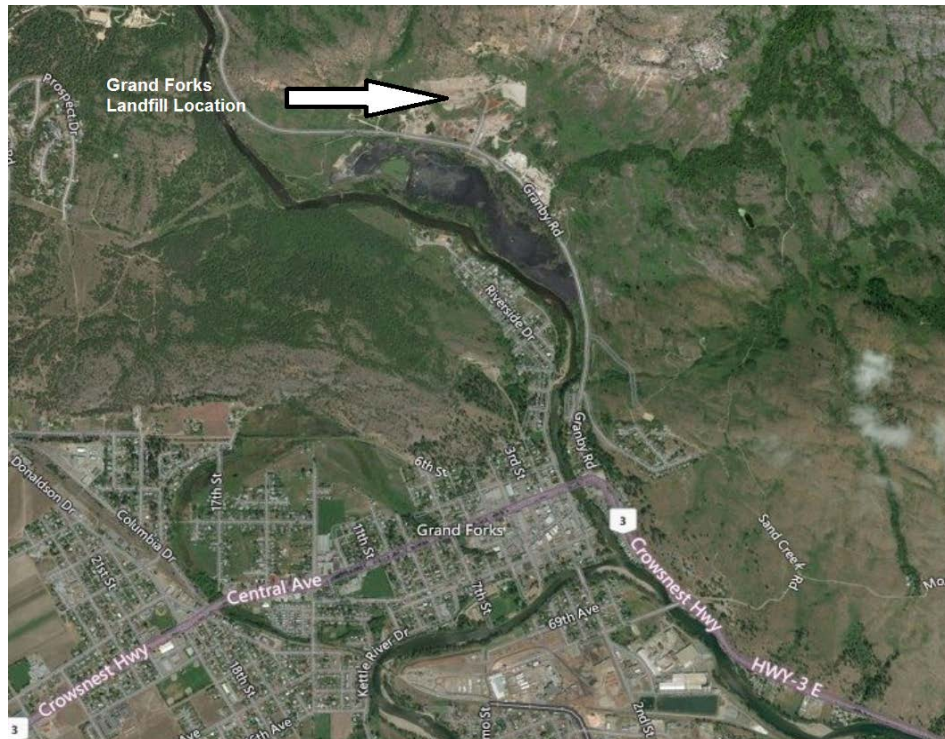
EVALUATION OF TECHNICAL PROPOSALS (Maximum 500 Points)

	POINTS	CONSULTANTS					
1. THE FIRM (25)							
1.1 Experience with landfill design and operation	10						
1.2 General related monitoring project experience	15						
TOTAL FIRM	25						
2. THE PERSONNEL (175)							
2.1 Project Manager/Director (75)							
a) Experience in landfill design and operation	30						
b) Experience in related monitoring projects	15						
c) Qualifications of Project Manager/Director	15						
d) Local knowledge	10						
e) Location of Personnel	5						
2.2 Project Team (100)							
a) Experience in landfill design and operation	40						
b) Experience in related monitoring projects	15						
c) Qualifications of Team members	15						
d) Local knowledge	15						
e) Location of Personnel	5						
f) Lab used & Location of Lab	10						
TOTAL PERSONNEL	175						
3. THE METHOD (300)							
3.1 General approach	50						
3.2 Quality of service	50						
3.3 Roles/responsibilities & team organization	20						
3.4 Proposed list of activities	20						
3.5 Project control and reporting	50						
3.6 Understanding of project requirements	20						
3.7 Quality of presentation	20						
3.8 Proposed Level of effort, (Hours)	50						
3.9 QA/QC of sampling	20						
TOTAL METHOD	300						
TOTAL TECHNICAL COMPONENT	500						

Appendix 2 – Groundwater Wells Table

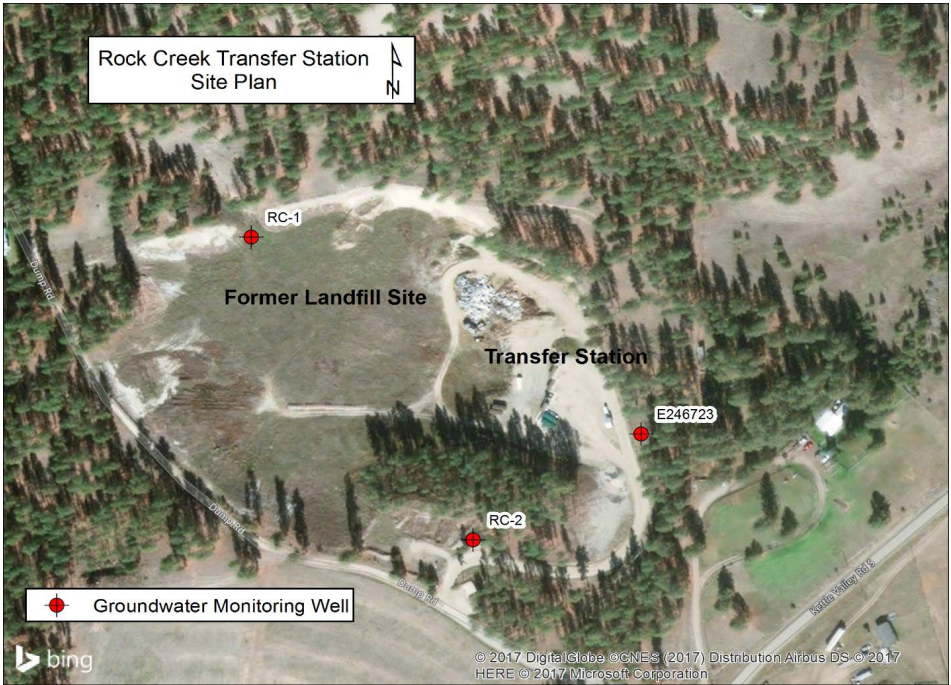
Facility	Well_ID	Latitude (NAD83)	Longitude (NAD83)	Elevation (m)	Top of Casing (m)	Stick Up (m)	Ground Elevation (m)	Benchmark	Reference	Diameter (in)	Casing	Depth to Bottom (m)	Hydrological Unit	Installation
Beaverdell Transfer Station	E246720	49.387545	-119.096233	762.267883	98.125	0	98.125	Local	Bear 2015	2	PVC	5.21	overburden	SHA 2000
Beaverdell Transfer Station	E246721	49.386302	-119.097217	762.761169	98.005	-0.5	98.505	Local	Bear 2015	2	PVC	4.47	overburden	SHA 2000
Beaverdell Transfer Station	E246722	49.385925	-119.096731	759.847473	96.83	0.65	96.18	Local	Bear 2015	2	PVC	5.67	overburden	SHA 2000
Grand Forks Landfill	GF-1	49.0534	-118.442193	743.92627	156.109	0.92	155.189	Local	Golder 2005	2	PVC	5.26	bedrock	Golder 2004
Grand Forks Landfill	GF-2	49.049961	-118.444641	572.635132	84.499	0.87	83.619	Local	Golder 2005	2	PVC	11.45	overburden	Golder 2004
Grand Forks Landfill	GF-3	49.049301	-118.442838	565.088806	81 (unreliable data)	0	80.1	Local	Golder 2005	2	PVC	8.69	overburden	Golder 2004
Grand Forks Landfill	E246727	49.051857	-118.44133	595.198914	?	0.86	?	?	Golder 2005	6	Steel	?	overburden/bedrock	Gardner Lee 1996
McKelvey Creek Landfill	T-2	49.106288	-117.692057	508.897	508.897	?	?	Geodetic	Hinterland 2016	2	PVC	12.17	overburden	Golder 2004
McKelvey Creek Landfill	E246362	49.102133	-117.693347	460.066	460.066	?	?	Geodetic	Hinterland 2016	2	2" PVC in 6" Steel	57.3	?	?
McKelvey Creek Landfill	E246363	49.101974	-117.694364	459.16	459.16	?	?	Geodetic	Hinterland 2016	6	Steel	55	?	Bear 2016
Rock Creek Transfer Station	RC-1	49.056865	-118.971836	605.633	605.633	?	?	Geodetic	Hinterland 2016	2	PVC	15.95	overburden	Bear 2016
Rock Creek Transfer Station	RC-2	49.055223	-118.969993	616.64	616.64	?	?	Geodetic	Hinterland 2015	2	PVC	25.4	overburden	Bear 2016
Rock Creek Transfer Station	E246723	49.055831	-118.968668	605.88	605.88	0.39	605.49	Geodetic	na	2	PVC	14.7	overburden	SHA 2000
West Boundary Landfill	WB-1	49.100272	-118.695792	877.304138	104.302	0.93	103.386	Local	Golder 2005	2	PVC	6.22	overburden	Golder 2004
West Boundary Landfill	WB-2	49.099547	-118.69861	865.111633	91.54	0.94	90.61	Local	Golder 2005	2	PVC	5.51	overburden/bedrock	Golder 2004
West Boundary Landfill	WB-3	49.098407	-118.69833	868.327454	101.44	1.14	100.3	Local	Bear 2015	6	Steel	19	bedrock	Gardner Lee 1996
West Boundary Landfill	WB-4	49.099031	-118.698036	?	?	0.97	?	Local	Bear 2016 / Estimate	2	PVC	13.7	bedrock	Bear 2016
West Boundary Landfill	E246724	49.098976	-118.696632	869.960022	101.43	?	?	Local	Golder 2005	6	Steel	4.4	bedrock	Gardner Lee 1996

Appendix 3 - Grand Forks site location and site plan

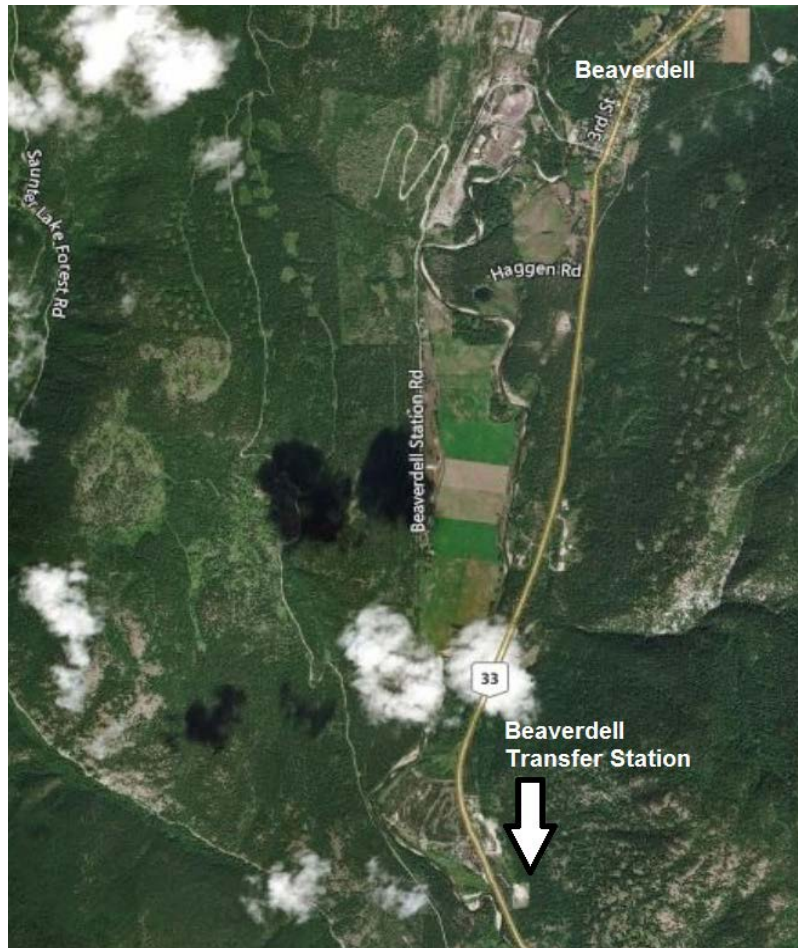




Appendix 4 – Rock Creek Site Location and Site Plan



Appendix 5 – Beaverdell Site Location and Site Plan



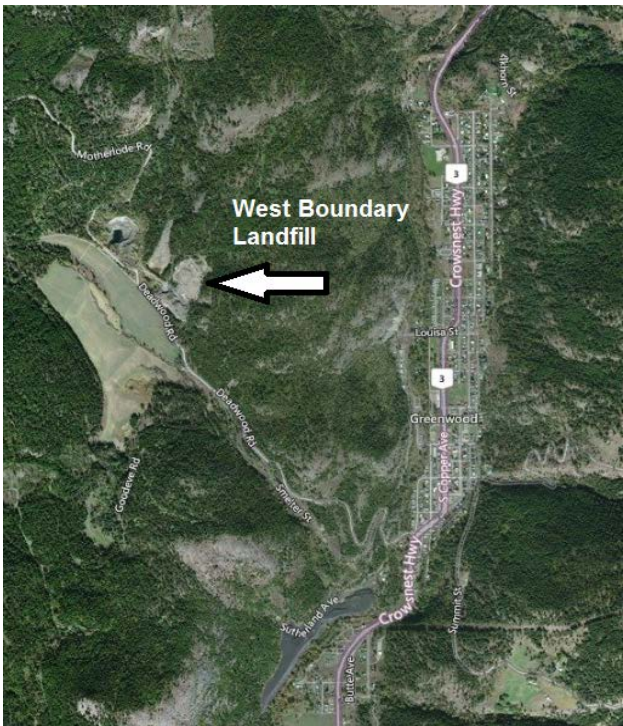


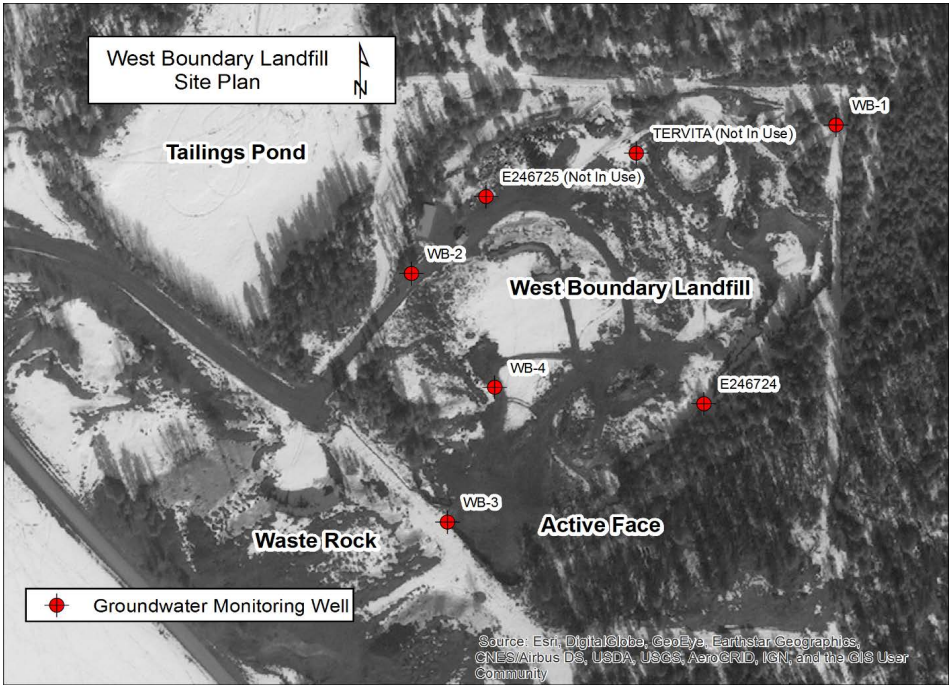
Appendix 6 – McKelvey Creek Site Location and Site Plan





Appendix 7 – West Boundary Site Location and Site Plan





Appendix 8 – Groundwater Parameters for Beaverdell Transfer Station

Groundwater Monitoring		Beaverdell Transfer Station		
Field Observations	Units	E246720	E246721	E246722
Depth to Water	m	X	X	X
pH (Field)	unitless	X	X	X
Conductivity	Us/cm	X	X	X
Temperature	C	X	X	X
Salinity	g/L (PSU)	X	X	X
Dissolved Oxygen	mg/L	X	X	X
Oxygen Reduction Potential (ORP)	mV	X	X	X
Total Dissolved Solids (TDS)	mg/L	X	X	X
Turbidity (qualitative)	unitless	X	X	X
Odor	unitless	X	X	X
Flow Status	unitless	X	X	X
General Chemistry				
Alkalinity (as CaCO ₃ pH=8.3)	mg/L	X	X	X
Alkalinity, Phenolphthalein as CaCO ₃	mg/L	X	X	X
Alkalinity, Bicarbonate as CaCO ₃	mg/L	X	X	X
Alkalinity, Carbonate as CaCO ₃	mg/L	X	X	X
Alkalinity, Hydroxide as CaCO ₃	mg/L	X	X	X
Alkalinity, Total (as CaCO ₃)	mg/L	X	X	X
Biochemical Oxygen Demand (BOD 5 Day)	mg/L	X	X	X
Bromide	mg/L	X	X	X
Chemical Oxygen Demand (COD)	mg/L	X	X	X
Chloride	mg/L	X	X	X
Conductivity (lab)	uS/CM	X	X	X
Cyanide (WAD)				
Fluoride (Dissolved)	mg/L	X	X	X
Hardness, Total (Diss. As CaCO ₃)	mg/L	X	X	X
Oil and Grease (Total)				
pH (Lab)	unitless	X	X	X
Phenolics (Total)				
Sulfate	mg/L	X	X	X
Total Dissolved Solids (TDS)	mg/L	X	X	X
Total Organic Carbon (TOC)	mg/L	X	X	X
Total Suspended Solids (TSS)				
Nutrients				
Ammonia-n, Total	mg/L	X	X	X
Nitrate (as N)	mg/L	X	X	X
Nitrite (as N)	mg/L	X	X	X
Nitrite/Nitrate				

Orthophosphate	ns	X	X	X
Metals				
Dissolved Total				
Aluminum	mg/L	X	X	X
Antimony	mg/L	X	X	X
Arsenic	mg/L	X	X	X
Barium	mg/L	X	X	X
Beryllium	mg/L	X	X	X
Bismuth	mg/L	X	X	X
Boron	mg/L	X	X	X
Cadmium	mg/L	X	X	X
Calcium	mg/L	X	X	X
Chromium Total	mg/L	X	X	X
Cobalt	mg/L	X	X	X
Copper	mg/L	X	X	X
Iron	mg/L	X	X	X
Lead	mg/L	X	X	X
Lithium	mg/L	X	X	X
Magnesium	mg/L	X	X	X
Manganese	mg/L	X	X	X
Mercury	mg/L	X	X	X
Molybdenum	mg/L	X	X	X
Nickel	mg/L	X	X	X
Phosphorus	mg/L	X	X	X
Potassium	mg/L	X	X	X
Selenium	mg/L	X	X	X
Silicon	mg/L	X	X	X
Silver	mg/L	X	X	X
Sodium	mg/L	X	X	X
Strontium	mg/L	X	X	X
Sulphur	mg/L	X	X	X
Tellurium	mg/L	X	X	X
Thallium	mg/L	X	X	X
Thorium	mg/L	X	X	X
Tin	mg/L	X	X	X
Titanium	mg/L	X	X	X
Uranium	mg/L	X	X	X
Vanadium	mg/L	X	X	X
Zinc	mg/L	X	X	X
Zirconium	mg/L	X	X	X
QA/QC				
Anion/Cat ion Ratio	%	X	X	X
Petroleum Hydrocarbons and VOCs				

BCMOE Aggregate Hydrocarbons				
VHw (6-10)	ug/L	X	X	X
VPHw	ug/L	X	X	X
EPHw10-19	ug/L	X	X	X
EPHw19-32	ug/L	X	X	X
LEPHw	ug/L	X	X	X
HEPHw	ug/L	X	X	X
Polycyclic Aromatic Hydrocarbons (PAH)				
Acenaphthene	ug/L	X	X	X
Acenaphthylene	ug/L	X	X	X
Acridine	ug/L	X	X	X
Anthracene	ug/L	X	X	X
Benz (a) anthracene	ug/L	X	X	X
Benzo (a) pyrene	ug/L	X	X	X
Benzo (b) fluoranthene	ug/L	X	X	X
Benzo (g,h,i) perylene	ug/L	X	X	X
Benzo (k) fluoranthene	ug/L	X	X	X
Chrysene	ug/L	X	X	X
Dibenz (a,h) anthracene	ug/L	X	X	X
Fluoranthene	ug/L	X	X	X
Fluorene	ug/L	X	X	X
Indeno (1,2,3-cd) pyrene	ug/L	X	X	X
Naphthalene	ug/L	X	X	X
Phenanthrene	ug/L	X	X	X
Pyrene	ug/L	X	X	X
Quinoline	ug/L	X	X	X
Volatile Organic Compounds (VOC)				
Benzene	ug/L	X	X	X
Bromodichloromethane	ug/L	X	X	X
Bromoform	ug/L	X	X	X
Carbon tetrachloride	ug/L	X	X	X
Chlorobenzene	ug/L	X	X	X
Chloroethane	ug/L	X	X	X
Chloroform	ug/L	X	X	X
Dibromochloromethane	ug/L	X	X	X
1,2-Dibromoethane	ug/L	X	X	X
Dibromomethane	ug/L	X	X	X
1,2-Dichlorobenzene	ug/L	X	X	X
1,3-Dichlorobenzene	ug/L	X	X	X
1,4-Dichlorobenzene	ug/L	X	X	X
1,1-Dichloroethane	ug/L	X	X	X
1,2-Dichloroethane	ug/L	X	X	X
1,1-Dichloroethene	ug/L	X	X	X

cis-1,2-Dichloroethene	ug/L	X	X	X
trans-1,2-Dichloroethene	ug/L	X	X	X
1,2-Dichloropropane	ug/L	X	X	X
1,3-Dichloropropene	ug/L	X	X	X
Ethylbenzene	ug/L	X	X	X
Methyl tert-butyl ether	ug/L	X	X	X
Methylene chloride	ug/L	X	X	X
Styrene	ug/L	X	X	X
1,1,2,2-Tetrachloroethane	ug/L	X	X	X
Tetrachloroethene	ug/L	X	X	X
Toluene	ug/L	X	X	X
1,1,1-Trichloroethane	ug/L	X	X	X
1,1,2-Trichloroethane	ug/L	X	X	X
Trichloroethene	ug/L	X	X	X
Trichlorofluoromethane	ug/L	X	X	X
Vinyl chloride	ug/L	X	X	X
Xylenes (total)	ug/L	X	X	X

Appendix 9 – Groundwater Parameters for Rock Creek Transfer Station

Groundwater Monitoring		Rock Creek Transfer Station		
Field Observations	Units	RC-1	RC-2	E246723
Depth to Water	m	X	X	X
pH (Field)	unitless	X	X	X
Conductivity	Us/cm	X	X	X
Temperature	C	X	X	X
Salinity	g/L (PSU)	X	X	X
Dissolved Oxygen	mg/L	X	X	X
Oxygen Reduction Potential (ORP)	mV	X	X	X
Total Dissolved Solids (TDS)	mg/L	X	X	X
Turbidity (qualitative)	unitless	X	X	X
Odor	unitless	X	X	X
Flow Status	unitless	X	X	X
General Chemistry				
Alkalinity (as CaCO ₃ pH=8.3)	mg/L	X	X	X
Alkalinity, Phenolphthalein as CaCO ₃	mg/L	X	X	X
Alkalinity, Bicarbonate as CaCO ₃	mg/L	X	X	X
Alkalinity, Carbonate as CaCO ₃	mg/L	X	X	X
Alkalinity, Hydroxide as CaCO ₃	mg/L	X	X	X
Alkalinity, Total (as CaCO ₃)	mg/L	X	X	X
Biochemical Oxygen Demand (BOD 5 Day)	mg/L	X	X	X
Bromide	mg/L	X	X	X
Chemical Oxygen Demand (COD)	mg/L	X	X	X
Chloride	mg/L	X	X	X
Conductivity (lab)	uS/CM	X	X	X
Cyanide (WAD)				
Fluoride (Dissolved)	mg/L	X	X	X
Hardness, Total (Diss. As CaCO ₃)	mg/L	X	X	X
Oil and Grease (Total)				
pH (Lab)	unitless	X	X	X
Phenolics (Total)				
Sulfate	mg/L	X	X	X
Total Dissolved Solids (TDS)	mg/L	X	X	X
Total Organic Carbon (TOC)	mg/L	X	X	X
Total Suspended Solids (TSS)				
Nutrients				
Ammonia-n, Total	mg/L	X	X	X
Nitrate (as N)	mg/L	X	X	X
Nitrite (as N)	mg/L	X	X	X
Nitrite/Nitrate				

Orthophosphate	ns	X	X	X
Metals				
Dissolved Total				
Aluminum	mg/L	X	X	X
Antimony	mg/L	X	X	X
Arsenic	mg/L	X	X	X
Barium	mg/L	X	X	X
Beryllium	mg/L	X	X	X
Bismuth	mg/L	X	X	X
Boron	mg/L	X	X	X
Cadmium	mg/L	X	X	X
Calcium	mg/L	X	X	X
Chromium Total	mg/L	X	X	X
Cobalt	mg/L	X	X	X
Copper	mg/L	X	X	X
Iron	mg/L	X	X	X
Lead	mg/L	X	X	X
Lithium	mg/L	X	X	X
Magnesium	mg/L	X	X	X
Manganese	mg/L	X	X	X
Mercury	mg/L	X	X	X
Molybdenum	mg/L	X	X	X
Nickel	mg/L	X	X	X
Phosphorus	mg/L	X	X	X
Potassium	mg/L	X	X	X
Selenium	mg/L	X	X	X
Silicon	mg/L	X	X	X
Silver	mg/L	X	X	X
Sodium	mg/L	X	X	X
Strontium	mg/L	X	X	X
Sulphur	mg/L	X	X	X
Tellurium	mg/L	X	X	X
Thallium	mg/L	X	X	X
Thorium	mg/L	X	X	X
Tin	mg/L	X	X	X
Titanium	mg/L	X	X	X
Uranium	mg/L	X	X	X
Vanadium	mg/L	X	X	X
Zinc	mg/L	X	X	X
Zirconium	mg/L	X	X	X
QA/QC				
Anion/Cat ion Ratio	%	X	X	X
Petroleum Hydrocarbons and VOCs				

BCMOE Aggregate Hydrocarbons				
VHw (6-10)	ug/L	X	X	X
VPHw	ug/L	X	X	X
EPHw10-19	ug/L	X	X	X
EPHw19-32	ug/L	X	X	X
LEPHw	ug/L	X	X	X
HEPHw	ug/L	X	X	X
Polycyclic Aromatic Hydrocarbons (PAH)				
Acenaphthene	ug/L	X	X	X
Acenaphthylene	ug/L	X	X	X
Acridine	ug/L	X	X	X
Anthracene	ug/L	X	X	X
Benz (a) anthracene	ug/L	X	X	X
Benzo (a) pyrene	ug/L	X	X	X
Benzo (b) fluoranthene	ug/L	X	X	X
Benzo (g,h,i) perylene	ug/L	X	X	X
Benzo (k) fluoranthene	ug/L	X	X	X
Chrysene	ug/L	X	X	X
Dibenz (a,h) anthracene	ug/L	X	X	X
Fluoranthene	ug/L	X	X	X
Fluorene	ug/L	X	X	X
Indeno (1,2,3-cd) pyrene	ug/L	X	X	X
Naphthalene	ug/L	X	X	X
Phenanthrene	ug/L	X	X	X
Pyrene	ug/L	X	X	X
Quinoline	ug/L	X	X	X
Volatile Organic Compounds (VOC)				
Benzene	ug/L	X	X	X
Bromodichloromethane	ug/L	X	X	X
Bromoform	ug/L	X	X	X
Carbon tetrachloride	ug/L	X	X	X
Chlorobenzene	ug/L	X	X	X
Chloroethane	ug/L	X	X	X
Chloroform	ug/L	X	X	X
Dibromochloromethane	ug/L	X	X	X
1,2-Dibromoethane	ug/L	X	X	X
Dibromomethane	ug/L	X	X	X
1,2-Dichlorobenzene	ug/L	X	X	X
1,3-Dichlorobenzene	ug/L	X	X	X
1,4-Dichlorobenzene	ug/L	X	X	X
1,1-Dichloroethane	ug/L	X	X	X
1,2-Dichloroethane	ug/L	X	X	X
1,1-Dichloroethene	ug/L	X	X	X

cis-1,2-Dichloroethene	ug/L	X	X	X
trans-1,2-Dichloroethene	ug/L	X	X	X
1,2-Dichloropropane	ug/L	X	X	X
1,3-Dichloropropene	ug/L	X	X	X
Ethylbenzene	ug/L	X	X	X
Methyl tert-butyl ether	ug/L	X	X	X
Methylene chloride	ug/L	X	X	X
Styrene	ug/L	X	X	X
1,1,2,2-Tetrachloroethane	ug/L	X	X	X
Tetrachloroethene	ug/L	X	X	X
Toluene	ug/L	X	X	X
1,1,1-Trichloroethane	ug/L	X	X	X
1,1,2-Trichloroethane	ug/L	X	X	X
Trichloroethene	ug/L	X	X	X
Trichlorofluoromethane	ug/L	X	X	X
Vinyl chloride	ug/L	X	X	X
Xylenes (total)	ug/L	X	X	X

Appendix 10 – Groundwater Parameters for West Boundary Landfill

Groundwater Monitoring		West Boundary Landfill				
Field Observations	Units	WB-1	WB-2	WB-3	WB-4	E246724
Depth to Water	m	X	X	X	X	X
pH (Field)	unitless	X	X	X	X	X
Conductivity	Us/cm	X	X	X	X	X
Temperature	C	X	X	X	X	X
Salinity	g/L (PSU)	X	X	X	X	X
Dissolved Oxygen	mg/L	X	X	X	X	X
Oxygen Reduction Potential (ORP)	mV	X	X	X	X	X
Total Dissolved Solids (TDS)	mg/L	X	X	X	X	X
Turbidity (qualitative)	unitless	X	X	X	X	X
Odor	unitless	X	X	X	X	X
Flow Status	unitless	X	X	X	X	X
General Chemistry						
Alkalinity (as CaCO ₃ pH=8.3)	mg/L	X	X	X	X	X
Alkalinity, Phenolphthalein as CaCO ₃	mg/L	X	X	X	X	X
Alkalinity, Bicarbonate as CaCO ₃	mg/L	X	X	X	X	X
Alkalinity, Carbonate as CaCO ₃	mg/L	X	X	X	X	X
Alkalinity, Hydroxide as CaCO ₃	mg/L	X	X	X	X	X
Alkalinity, Total (as CaCO ₃)	mg/L	X	X	X	X	X
Biochemical Oxygen Demand (BOD 5 Day)	mg/L	X	X	X	X	X
Bromide	mg/L	X	X	X	X	X
Chemical Oxygen Demand (COD)	mg/L	X	X	X	X	X
Chloride	mg/L	X	X	X	X	X
Conductivity (lab)	uS/CM	X	X	X	X	X
Cyanide (WAD)						
Fluoride (Dissolved)	mg/L	X	X	X	X	X
Hardness, Total (Diss. As CaCO ₃)	mg/L	X	X	X	X	X
Oil and Grease (Total)						
pH (Lab)	unitless	X	X	X	X	X
Phenolics (Total)						
Sulfate	mg/L	X	X	X	X	X
Total Dissolved Solids (TDS)	mg/L	X	X	X	X	X
Total Organic Carbon (TOC)	mg/L	X	X	X	X	X
Total Suspended Solids (TSS)						
Nutrients						
Ammonia-n, Total	mg/L	X	X	X	X	X
Nitrate (as N)	mg/L	X	X	X	X	X
Nitrite (as N)	mg/L	X	X	X	X	X
Nitrite/Nitrate						

Orthophosphate	ns	X	X	X	X	X
Metals						
Dissolved Total						
Aluminum	mg/L	X	X	X	X	X
Antimony	mg/L	X	X	X	X	X
Arsenic	mg/L	X	X	X	X	X
Barium	mg/L	X	X	X	X	X
Beryllium	mg/L	X	X	X	X	X
Bismuth	mg/L	X	X	X	X	X
Boron	mg/L	X	X	X	X	X
Cadmium	mg/L	X	X	X	X	X
Calcium	mg/L	X	X	X	X	X
Chromium Total	mg/L	X	X	X	X	X
Cobalt	mg/L	X	X	X	X	X
Copper	mg/L	X	X	X	X	X
Iron	mg/L	X	X	X	X	X
Lead	mg/L	X	X	X	X	X
Lithium	mg/L	X	X	X	X	X
Magnesium	mg/L	X	X	X	X	X
Manganese	mg/L	X	X	X	X	X
Mercury	mg/L	X	X	X	X	X
Molybdenum	mg/L	X	X	X	X	X
Nickel	mg/L	X	X	X	X	X
Phosphorus	mg/L	X	X	X	X	X
Potassium	mg/L	X	X	X	X	X
Selenium	mg/L	X	X	X	X	X
Silicon	mg/L	X	X	X	X	X
Silver	mg/L	X	X	X	X	X
Sodium	mg/L	X	X	X	X	X
Strontium	mg/L	X	X	X	X	X
Sulphur	mg/L	X	X	X	X	X
Tellurium	mg/L	X	X	X	X	X
Thallium	mg/L	X	X	X	X	X
Thorium	mg/L	X	X	X	X	X
Tin	mg/L	X	X	X	X	X
Titanium	mg/L	X	X	X	X	X
Uranium	mg/L	X	X	X	X	X
Vanadium	mg/L	X	X	X	X	X
Zinc	mg/L	X	X	X	X	X
Zirconium	mg/L	X	X	X	X	X
QA/QC						
Anion/Cat ion Ratio	%	X	X	X	X	X
Petroleum Hydrocarbons and VOCs						

BCMOE Aggregate Hydrocarbons						
VHw (6-10)	ug/L	X	X	X	X	X
VPHw	ug/L	X	X	X	X	X
EPHw10-19	ug/L	X	X	X	X	X
EPHw19-32	ug/L	X	X	X	X	X
LEPHw	ug/L	X	X	X	X	X
HEPHw	ug/L	X	X	X	X	X
Polycyclic Aromatic Hydrocarbons (PAH)						
Acenaphthene	ug/L	X	X	X	X	X
Acenaphthylene	ug/L	X	X	X	X	X
Acridine	ug/L	X	X	X	X	X
Anthracene	ug/L	X	X	X	X	X
Benz (a) anthracene	ug/L	X	X	X	X	X
Benzo (a) pyrene	ug/L	X	X	X	X	X
Benzo (b) fluoranthene	ug/L	X	X	X	X	X
Benzo (g,h,i) perylene	ug/L	X	X	X	X	X
Benzo (k) fluoranthene	ug/L	X	X	X	X	X
Chrysene	ug/L	X	X	X	X	X
Dibenz (a,h) anthracene	ug/L	X	X	X	X	X
Fluoranthene	ug/L	X	X	X	X	X
Fluorene	ug/L	X	X	X	X	X
Indeno (1,2,3-cd) pyrene	ug/L	X	X	X	X	X
Naphthalene	ug/L	X	X	X	X	X
Phenanthrene	ug/L	X	X	X	X	X
Pyrene	ug/L	X	X	X	X	X
Quinoline	ug/L	X	X	X	X	X
Volatile Organic Compounds (VOC)						
Benzene	ug/L	X	X	X	X	X
Bromodichloromethane	ug/L	X	X	X	X	X
Bromoform	ug/L	X	X	X	X	X
Carbon tetrachloride	ug/L	X	X	X	X	X
Chlorobenzene	ug/L	X	X	X	X	X
Chloroethane	ug/L	X	X	X	X	X
Chloroform	ug/L	X	X	X	X	X
Dibromochloromethane	ug/L	X	X	X	X	X
1,2-Dibromoethane	ug/L	X	X	X	X	X
Dibromomethane	ug/L	X	X	X	X	X
1,2-Dichlorobenzene	ug/L	X	X	X	X	X
1,3-Dichlorobenzene	ug/L	X	X	X	X	X
1,4-Dichlorobenzene	ug/L	X	X	X	X	X
1,1-Dichloroethane	ug/L	X	X	X	X	X
1,2-Dichloroethane	ug/L	X	X	X	X	X
1,1-Dichloroethene	ug/L	X	X	X	X	X

cis-1,2-Dichloroethene	ug/L	X	X	X	X	X
trans-1,2-Dichloroethene	ug/L	X	X	X	X	X
1,2-Dichloropropane	ug/L	X	X	X	X	X
1,3-Dichloropropene	ug/L	X	X	X	X	X
Ethylbenzene	ug/L	X	X	X	X	X
Methyl tert-butyl ether	ug/L	X	X	X	X	X
Methylene chloride	ug/L	X	X	X	X	X
Styrene	ug/L	X	X	X	X	X
1,1,2,2-Tetrachloroethane	ug/L	X	X	X	X	X
Tetrachloroethene	ug/L	X	X	X	X	X
Toluene	ug/L	X	X	X	X	X
1,1,1-Trichloroethane	ug/L	X	X	X	X	X
1,1,2-Trichloroethane	ug/L	X	X	X	X	X
Trichloroethene	ug/L	X	X	X	X	X
Trichlorofluoromethane	ug/L	X	X	X	X	X
Vinyl chloride	ug/L	X	X	X	X	X
Xylenes (total)	ug/L	X	X	X	X	X

Appendix 11 – Groundwater Parameters for Grand Forks Landfill

Groundwater Monitoring		Grand Forks Landfill			
Field Observations	Units	GF-1	GF-2	GF-3	E246727
Depth to Water	m	X	X	X	X
pH (Field)	unitless	X	X	X	X
Conductivity	Us/cm	X	X	X	X
Temperature	C	X	X	X	X
Salinity	g/L (PSU)	X	X	X	X
Dissolved Oxygen	mg/L	X	X	X	X
Oxygen Reduction Potential (ORP)	mV	X	X	X	X
Total Dissolved Solids (TDS)	mg/L	X	X	X	X
Turbidity (qualitative)	unitless	X	X	X	X
Odor	unitless	X	X	X	X
Flow Status	unitless	X	X	X	X
General Chemistry					
Alkalinity (as CaCO ₃ pH=8.3)	mg/L	X	X	X	X
Alkalinity, Phenolphthalein as CaCO ₃	mg/L	X	X	X	X
Alkalinity, Bicarbonate as CaCO ₃	mg/L	X	X	X	X
Alkalinity, Carbonate as CaCO ₃	mg/L	X	X	X	X
Alkalinity, Hydroxide as CaCO ₃	mg/L	X	X	X	X
Alkalinity, Total (as CaCO ₃)	mg/L	X	X	X	X
Biochemical Oxygen Demand (BOD 5 Day)	mg/L	X	X	X	X
Bromide	mg/L	X	X	X	X
Chemical Oxygen Demand (COD)	mg/L	X	X	X	X
Chloride	mg/L	X	X	X	X
Conductivity (lab)	uS/CM	X	X	X	X
Cyanide (WAD)					
Fluoride (Dissolved)	mg/L	X	X	X	X
Hardness, Total (Diss. As CaCO ₃)	mg/L	X	X	X	X
Oil and Grease (Total)					
pH (Lab)	unitless	X	X	X	X
Phenolics (Total)					
Sulfate	mg/L	X	X	X	X
Total Dissolved Solids (TDS)	mg/L	X	X	X	X
Total Organic Carbon (TOC)	mg/L	X	X	X	X
Total Suspended Solids (TSS)					
Nutrients					
Ammonia-n, Total	mg/L	X	X	X	X
Nitrate (as N)	mg/L	X	X	X	X
Nitrite (as N)	mg/L	X	X	X	X
Nitrite/Nitrate					
Orthophosphate	ns	X	X	X	X

Metals					
Dissolved Total					
Aluminum	mg/L	X	X	X	X
Antimony	mg/L	X	X	X	X
Arsenic	mg/L	X	X	X	X
Barium	mg/L	X	X	X	X
Beryllium	mg/L	X	X	X	X
Bismuth	mg/L	X	X	X	X
Boron	mg/L	X	X	X	X
Cadmium	mg/L	X	X	X	X
Calcium	mg/L	X	X	X	X
Chromium Total	mg/L	X	X	X	X
Cobalt	mg/L	X	X	X	X
Copper	mg/L	X	X	X	X
Iron	mg/L	X	X	X	X
Lead	mg/L	X	X	X	X
Lithium	mg/L	X	X	X	X
Magnesium	mg/L	X	X	X	X
Manganese	mg/L	X	X	X	X
Mercury	mg/L	X	X	X	X
Molybdenum	mg/L	X	X	X	X
Nickel	mg/L	X	X	X	X
Phosphorus	mg/L	X	X	X	X
Potassium	mg/L	X	X	X	X
Selenium	mg/L	X	X	X	X
Silicon	mg/L	X	X	X	X
Silver	mg/L	X	X	X	X
Sodium	mg/L	X	X	X	X
Strontium	mg/L	X	X	X	X
Sulphur	mg/L	X	X	X	X
Tellurium	mg/L	X	X	X	X
Thallium	mg/L	X	X	X	X
Thorium	mg/L	X	X	X	X
Tin	mg/L	X	X	X	X
Titanium	mg/L	X	X	X	X
Uranium	mg/L	X	X	X	X
Vanadium	mg/L	X	X	X	X
Zinc	mg/L	X	X	X	X
Zirconium	mg/L	X	X	X	X
QA/QC					
Anion/Cat ion Ratio	%	X	X	X	X
Petroleum Hydrocarbons and VOCs					

BCMOE Aggregate Hydrocarbons					
VHw (6-10)	ug/L	X	X	X	X
VPHw	ug/L	X	X	X	X
EPHw10-19	ug/L	X	X	X	X
EPHw19-32	ug/L	X	X	X	X
LEPHw	ug/L	X	X	X	X
HEPHw	ug/L	X	X	X	X
Polycyclic Aromatic Hydrocarbons (PAH)					
Acenaphthene	ug/L	X	X	X	X
Acenaphthylene	ug/L	X	X	X	X
Acridine	ug/L	X	X	X	X
Anthracene	ug/L	X	X	X	X
Benz (a) anthracene	ug/L	X	X	X	X
Benzo (a) pyrene	ug/L	X	X	X	X
Benzo (b) fluoranthene	ug/L	X	X	X	X
Benzo (g,h,i) perylene	ug/L	X	X	X	X
Benzo (k) fluoranthene	ug/L	X	X	X	X
Chrysene	ug/L	X	X	X	X
Dibenz (a,h) anthracene	ug/L	X	X	X	X
Fluoranthene	ug/L	X	X	X	X
Fluorene	ug/L	X	X	X	X
Indeno (1,2,3-cd) pyrene	ug/L	X	X	X	X
Naphthalene	ug/L	X	X	X	X
Phenanthrene	ug/L	X	X	X	X
Pyrene	ug/L	X	X	X	X
Quinoline	ug/L	X	X	X	X
Volatile Organic Compounds (VOC)					
Benzene	ug/L	X	X	X	X
Bromodichloromethane	ug/L	X	X	X	X
Bromoform	ug/L	X	X	X	X
Carbon tetrachloride	ug/L	X	X	X	X
Chlorobenzene	ug/L	X	X	X	X
Chloroethane	ug/L	X	X	X	X
Chloroform	ug/L	X	X	X	X
Dibromochloromethane	ug/L	X	X	X	X
1,2-Dibromoethane	ug/L	X	X	X	X
Dibromomethane	ug/L	X	X	X	X
1,2-Dichlorobenzene	ug/L	X	X	X	X
1,3-Dichlorobenzene	ug/L	X	X	X	X
1,4-Dichlorobenzene	ug/L	X	X	X	X
1,1-Dichloroethane	ug/L	X	X	X	X
1,2-Dichloroethane	ug/L	X	X	X	X
1,1-Dichloroethene	ug/L	X	X	X	X

cis-1,2-Dichloroethene	ug/L	X	X	X	X
trans-1,2-Dichloroethene	ug/L	X	X	X	X
1,2-Dichloropropane	ug/L	X	X	X	X
1,3-Dichloropropene	ug/L	X	X	X	X
Ethylbenzene	ug/L	X	X	X	X
Methyl tert-butyl ether	ug/L	X	X	X	X
Methylene chloride	ug/L	X	X	X	X
Styrene	ug/L	X	X	X	X
1,1,2,2-Tetrachloroethane	ug/L	X	X	X	X
Tetrachloroethene	ug/L	X	X	X	X
Toluene	ug/L	X	X	X	X
1,1,1-Trichloroethane	ug/L	X	X	X	X
1,1,2-Trichloroethane	ug/L	X	X	X	X
Trichloroethene	ug/L	X	X	X	X
Trichlorofluoromethane	ug/L	X	X	X	X
Vinyl chloride	ug/L	X	X	X	X
Xylenes (total)	ug/L	X	X	X	X

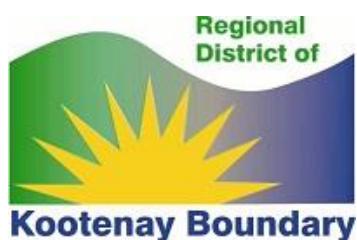
Appendix 12 – Groundwater Parameters for McKelvey Creek Landfill

Groundwater Monitoring		McKelvey Creek Landfill		
Field Observations	Units	T-2	E246362	E246363
Depth to Water	m	X	X	X
pH (Field)	unitless	X	X	X
Conductivity	Us/cm	X	X	X
Temperature	C	X	X	X
Salinity	g/L (PSU)	X	X	X
Dissolved Oxygen	mg/L	X	X	X
Oxygen Reduction Potential (ORP)	mV	X	X	X
Total Dissolved Solids (TDS)	mg/L	X	X	X
Turbidity (qualitative)	unitless	X	X	X
Odor	unitless	X	X	X
Flow Status	unitless	X	X	X
General Chemistry				
Alkalinity (as CaCO ₃ pH=8.3)	mg/L	X	X	X
Alkalinity, Phenolphthalein as CaCO ₃	mg/L	X	X	X
Alkalinity, Bicarbonate as CaCO ₃	mg/L	X	X	X
Alkalinity, Carbonate as CaCO ₃	mg/L	X	X	X
Alkalinity, Hydroxide as CaCO ₃	mg/L	X	X	X
Alkalinity, Total (as CaCO ₃)	mg/L	X	X	X
Biochemical Oxygen Demand (BOD 5 Day)	mg/L	X	X	X
Bromide	mg/L	X	X	X
Chemical Oxygen Demand (COD)	mg/L	X	X	X
Chloride	mg/L	X	X	X
Conductivity (lab)	uS/CM	X	X	X
Cyanide (WAD)				
Fluoride (Dissolved)	mg/L	X	X	X
Hardness, Total (Diss. As CaCO ₃)	mg/L	X	X	X
Oil and Grease (Total)				
pH (Lab)	unitless	X	X	X
Phenolics (Total)				
Sulfate	mg/L	X	X	X
Total Dissolved Solids (TDS)	mg/L	X	X	X
Total Organic Carbon (TOC)	mg/L	X	X	X
Total Suspended Solids (TSS)				
Nutrients				
Ammonia-n, Total	mg/L	X	X	X
Nitrate (as N)	mg/L	X	X	X
Nitrite (as N)	mg/L	X	X	X
Nitrite/Nitrate				
Orthophosphate	ns	X	X	X

Metals				
Dissolved Total				
Aluminum	mg/L	X	X	X
Antimony	mg/L	X	X	X
Arsenic	mg/L	X	X	X
Barium	mg/L	X	X	X
Beryllium	mg/L	X	X	X
Bismuth	mg/L	X	X	X
Boron	mg/L	X	X	X
Cadmium	mg/L	X	X	X
Calcium	mg/L	X	X	X
Chromium Total	mg/L	X	X	X
Cobalt	mg/L	X	X	X
Copper	mg/L	X	X	X
Iron	mg/L	X	X	X
Lead	mg/L	X	X	X
Lithium	mg/L	X	X	X
Magnesium	mg/L	X	X	X
Manganese	mg/L	X	X	X
Mercury	mg/L	X	X	X
Molybdenum	mg/L	X	X	X
Nickel	mg/L	X	X	X
Phosphorus	mg/L	X	X	X
Potassium	mg/L	X	X	X
Selenium	mg/L	X	X	X
Silicon	mg/L	X	X	X
Silver	mg/L	X	X	X
Sodium	mg/L	X	X	X
Strontium	mg/L	X	X	X
Sulphur	mg/L	X	X	X
Tellurium	mg/L	X	X	X
Thallium	mg/L	X	X	X
Thorium	mg/L	X	X	X
Tin	mg/L	X	X	X
Titanium	mg/L	X	X	X
Uranium	mg/L	X	X	X
Vanadium	mg/L	X	X	X
Zinc	mg/L	X	X	X
Zirconium	mg/L	X	X	X
QA/QC				
Anion/Cat ion Ratio	%	X	X	X
Petroleum Hydrocarbons and VOCs				

BCMOE Aggregate Hydrocarbons				
VHw (6-10)	ug/L	X	X	X
VPHw	ug/L	X	X	X
EPHw10-19	ug/L	X	X	X
EPHw19-32	ug/L	X	X	X
LEPHw	ug/L	X	X	X
HEPHw	ug/L	X	X	X
Polycyclic Aromatic Hydrocarbons (PAH)				
Acenaphthene	ug/L	X	X	X
Acenaphthylene	ug/L	X	X	X
Acridine	ug/L	X	X	X
Anthracene	ug/L	X	X	X
Benz (a) anthracene	ug/L	X	X	X
Benzo (a) pyrene	ug/L	X	X	X
Benzo (b) fluoranthene	ug/L	X	X	X
Benzo (g,h,i) perylene	ug/L	X	X	X
Benzo (k) fluoranthene	ug/L	X	X	X
Chrysene	ug/L	X	X	X
Dibenz (a,h) anthracene	ug/L	X	X	X
Fluoranthene	ug/L	X	X	X
Fluorene	ug/L	X	X	X
Indeno (1,2,3-cd) pyrene	ug/L	X	X	X
Naphthalene	ug/L	X	X	X
Phenanthrene	ug/L	X	X	X
Pyrene	ug/L	X	X	X
Quinoline	ug/L	X	X	X
Volatile Organic Compounds (VOC)				
Benzene	ug/L	X	X	X
Bromodichloromethane	ug/L	X	X	X
Bromoform	ug/L	X	X	X
Carbon tetrachloride	ug/L	X	X	X
Chlorobenzene	ug/L	X	X	X
Chloroethane	ug/L	X	X	X
Chloroform	ug/L	X	X	X
Dibromochloromethane	ug/L	X	X	X
1,2-Dibromoethane	ug/L	X	X	X
Dibromomethane	ug/L	X	X	X
1,2-Dichlorobenzene	ug/L	X	X	X
1,3-Dichlorobenzene	ug/L	X	X	X
1,4-Dichlorobenzene	ug/L	X	X	X
1,1-Dichloroethane	ug/L	X	X	X
1,2-Dichloroethane	ug/L	X	X	X
1,1-Dichloroethene	ug/L	X	X	X

cis-1,2-Dichloroethene	ug/L	X	X	X
trans-1,2-Dichloroethene	ug/L	X	X	X
1,2-Dichloropropane	ug/L	X	X	X
1,3-Dichloropropene	ug/L	X	X	X
Ethylbenzene	ug/L	X	X	X
Methyl tert-butyl ether	ug/L	X	X	X
Methylene chloride	ug/L	X	X	X
Styrene	ug/L	X	X	X
1,1,2,2-Tetrachloroethane	ug/L	X	X	X
Tetrachloroethene	ug/L	X	X	X
Toluene	ug/L	X	X	X
1,1,1-Trichloroethane	ug/L	X	X	X
1,1,2-Trichloroethane	ug/L	X	X	X
Trichloroethene	ug/L	X	X	X
Trichlorofluoromethane	ug/L	X	X	X
Vinyl chloride	ug/L	X	X	X
Xylenes (total)	ug/L	X	X	X



STAFF REPORT

Date: 13 Dec 2017

File

ES Administration -
Solid Waste

To: **Chair Russell and the Board of Directors**

From: Tim Dueck - Solid Waste Program
Coordinator

Re: International Recycling Markets

Issue Introduction

A staff report from Tim Dueck, Solid Waste Program Coordinator regarding the effects of changes in China's waste importing policies on RDKB unattended recycling depot service.

History/Background Factors

The materials collected in recycling programs in the RDKB immediately become part of an international commodities market. The price and purity of these streams is directed by the policies and technology of the buyer and processor.

In July 2017, China notified the World Trade Organisation of its intention to restrict the import of certain solid waste and scrap including mixed paper and mixed plastic. As of January 1 2018, the accepted contamination rates for paper and plastic will be 0.3%.

The present contamination rate for materials collected in unattended recycling bins in the Boundary region is 14.9%. Based on historic performance of contamination rates at unattended depots it is unlikely that education alone will result in a 0.3% contamination rate. The RDKB must be able to offer a better quality stream or risk being dropped by recycling processors.

Staff proposes that the RDKB enact a strategy to comply with new recycling industry standards.

What's the RDKB providing right now

The RDKB provides unattended recycling bins in the following locations:

- downtown Greenwood

- Midway (Arena/Airport)
- Beaverdell Fire Hall
- Mt. Baldy Waste Transfer Station
- Idabel Lake roadside bins
- Big White Solid Waste Transfer Station
- 55 commercial/condo sites at Big White

The RDKB also provides commercial recycling bin service at the following solid waste facilities:

- Grand Forks Landfill
- Christina Lake Transfer Station
- Rock Creek Transfer Station
- West Boundary (Greenwood) Landfill

The RDKB contracts Alpine Disposal to:

- provide curbside recycling collection services to approximately 120 SMALL BUSINESSES in Rossland and Beaver Valley at an annual cost of \$84,000.
- provide commercial recycling depot services at McKelvey Creek landfill to small business in the Greater Trail area (\$28,500 for 2018).

The RDKB's Greater Trail business recycling program does not accept film plastic.

Recycle BC provides a stewardship program for Printed Paper and Packaging FROM RESIDENTS ONLY. Recycle BC provides curbside collection services (blue boxes) to nearly all RDKB residents - including an additional 500 in Brown Creek, Bridesville/Sidley Mountain starting in January, 2018. The RDKB hosts Recycle BC depots at all landfills and transfer stations. These depots accept separated film plastic. Recycle BC is not obligated to provide recycling services to the institutional, commercial or industrial sector.

Strategy to comply with standard and continue providing commercial recycling services.

Staff proposes the following strategy for responding to China's import restrictions while continuing to provide recycling services to small businesses in the Boundary/West Boundary:

Physical Strategy

- Remove the unattended recycling bin in downtown Greenwood and relocate the commercial bin to the West Boundary Landfill four kilometres from Greenwood. All area residents already receive curbside collection service for Printed Paper and Packaging from Recycle BC. Small businesses are already bringing their garbage to the Landfill and could reasonably be expected to bring recycling as well.

- Remove the unattended recycling bins at the Arena/Airport in Midway. All area residents already receive curbside collection services for Printed Paper and Packaging from Recycle BC. Small businesses are already bringing their garbage to West Boundary landfills of transfer stations and can reasonably be expected to bring their recycling as well.
- Relocate the unattended recycling bin from the Fire Hall in Beavertown to the Beavertown Solid Waste Transfer Station located four kilometres south of town. This would then transition the costs of the bin from a RDKB-funded service to a Recycle BC stewardship depot. Nearly all residents receive curbside blue box collection service for Printed Paper and Packaging from Recycle BC in this region.

These three depots represent an obvious duplication of services already provided by a stewardship program.

Public Education

- Education campaign on removing film plastic from recycling stream and closing/relocating recycling bins.

This will include:

- Letters to Midway and Greenwood council
- immediately posting notices at all unattended recycling bins
- unaddressed ad mail flyer to all Boundary/West Boundary residents
- RDKB webpage/Facebook

The implementation of these measures will remove most of the contamination and improve the overall quality of the RDKB's commercial recycling stream.

It should also be noted that all BC residents are only able to recycle film plastic at Recycle BC depots ...except in the RDKB.

Implications

The RDKB has been informed by Cascades Recovery (the company who receives, processes and markets the recycling material) that film plastic will no longer be allowed in the commingled unattended bins as of January 1st, 2018.

As well, processing costs for ALL the material will rise from \$130 per tonne to \$156 per tonne. This represents an overall cost increase estimated to be approximately \$5,000 in 2018.

Although the financial costs appear relatively low, it is likely that the processor would refuse to accept RDKB materials if contamination rates remain at current levels.

Advancement of Strategic Planning Goals

The RDKB has been managing many commercial recycling materials for small businesses throughout the District. Policies to reduce the contamination component of the recycling stream is consistent with the focus on good management and governance. The provision of recycling services to small businesses - not provided by stewardship organisations - is a core function of the Solid Waste service.

Background Information Provided

- Letter from the Solid Waste Association of North America to government agencies
- Letter from Cascades Recovery+ to local governments

Alternatives

- 1) That the Board of Directors direct staff to proceed with the communications plan as outlined in the Staff Report, close the Midway and Greenwood recycling depots and relocate the Beaverdell recycling depot to the Beaverdell Waste Transfer Station on May 1st, 2018.
- 2) That staff create a plan to eliminate film plastic from unattended depots but retain all the unattended depots in their present locations.

Recommendation(s)

That the Board of Directors direct staff to proceed with the communications plan as outlined in the Staff Report, close the Midway and Greenwood recycling depots and relocate the Beaverdell recycling depot to the Beaverdell Waste Transfer Station on May 1st, 2018.

**CASCADES RECOVERY+**

a division of Cascades Canada ULC
66 Shorncliffe Road,
Toronto, (Ontario) Canada M8Z 5K1

Telephone: 416-231-2525

Fax: 416-232-8820

October 2017

Dear Valued Customer:

RE: Recycling End Market Update

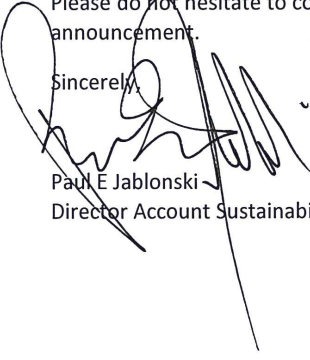
Cascades Recovery+ (CR+) is a leader in the materials recovery industry in North America, and is focused on supporting our customers in finding innovative, sustainable and long term recycling solutions for their discarded materials management needs. We are proud to have a network of end market facilities around the globe and close to home that we collaborate with to find homes for your recyclable materials.

Recently, heightened political policy changes in China, the largest recycling end market in the world, has led to a need to review how we collect, process and market recyclable materials; based on the changing end market landscape (what materials can be sold and under what material quality/spec conditions). Specifically, new and evolving policy regarding bans or newer, stricter quality policy has affected several material grades including Mixed Scrap Plastic and Mixed Paper. We are exploring alternative end markets outside of China and internal process options to try to mitigate any potential negative impacts to our customers. CR+ is continuing to monitor and evaluate the situation, and will continue to keep our customers involved and informed as the situation develops.

Cascades Recovery+ sincerely appreciates the opportunity to provide you with a single source solution for your recovery needs and we are always available to assist in reviewing your current program and providing you with additional services and/or the collection of additional materials.

Please do not hesitate to contact your CR+ Account Manager should you have any questions regarding this announcement.

Sincerely,


Paul E. Jablonski
Director Account Sustainability

RECOVERY + PAPER + PACKAGING

CASCADES.COM



October 11, 2017

RE: Impact of Chinese Waste Ban on State & Local Recycling Programs

The Solid Waste Association of North America (SWANA) is a non-profit association for waste and recycling professionals with more than 9,000 members across the United States and Canada. On behalf of those members, SWANA is writing to share some important and recent recycling market developments that have implications for the movement of recyclables worldwide, and that may impact recycling programs in your state.

In July 2017, China notified the World Trade Organization (WTO) of its intention to prohibit the import of certain solid wastes and scrap into their country, including mixed paper and mixed plastics, beginning on January 1, 2018. In addition, China announced a new, and exceedingly stringent, contamination standard applicable to recyclable imports (0.3 percent). This proposal is inconsistent with the global standards followed by the recycling community and its industrial consumers, and if adopted, will effectively result in a ban on the importation of virtually all waste and scrap commodities, as the standard is nearly impossible to achieve.

In late August, SWANA filed comments with the WTO seeking additional clarity about China's filing, and raising concerns about the scope and timing of the proposed ban. China is the largest export market for recyclables generated in the United States. SWANA's comments note that China imports approximately 13 million tons of paper and 776,000 tons of plastic from the United States annually. We argued it is simply not feasible to expect domestic recycling facilities capable of handling all the material now sent to China to be permitted, constructed, and commence operations by the end of 2017. With the gap between domestic processing and market demand, the proposed ban could adversely affect municipal recycling programs through the country. Although SWANA and other industry participants support China's environmental improvement goals, we questioned the efficacy of its notices, and suggested a longer transition period for the implementation of new import controls. A copy of SWANA's WTO comments can be downloaded [here](#).

During September, we learned that China's Ministry of the Environment (MEP) is not renewing waste import licenses. As a result, material has started to pile up in Hong Kong (a major port of entry) and a handful of US municipal recycling programs have already begun to make [adjustments](#) in the materials they accept in response to the uncertainty created by the looming ban and new contamination standard. Market prices, particularly for paper, dropped significantly in September, with [market observers](#) linking that decline to the Chinese actions.

Along with other stakeholders, SWANA has met with the US Department of Commerce, Office of the United States Trade Representative (USTR), and the US Environmental Protection Agency about the ban, the contamination standard, and their potential effect on local recycling programs across the United States. In response to our concerns, the waste import ban and related issues were raised in late September meetings in China among Commerce, USTR and MEP representatives; however, it is unclear whether China will consider any changes to the proposed import ban or contamination standard. To date, MEP has been reluctant even to clarify some questions about the affected materials and applicable contamination standards. SWANA will continue to press the waste sector's concerns with federal officials and others, and continues to monitor this dynamic situation closely.

What Should State Agencies Do?

Be prepared for increased market volatility, which is likely to drive greater uncertainty among your stakeholders. SWANA suggests state agencies take the following steps:

1. Communicate with local governments, industry partners, generators, and other interested parties about the current disruption in recycling markets.
2. Educate all stakeholders about the importance of generating high quality material. China's ongoing efforts to limit the amount of contamination in material imports -- dating back to the 2013 "Green Fence" -- highlight the need for recyclers to produce high quality material.
3. Renew efforts to encourage waste reduction and the development of alternative domestic markets for recyclable materials. Both have the potential to reduce reliance on Chinese markets.
4. Review current and contemplated recycling goals and regulations in light of current market conditions.

We will continue to monitor developments domestically and overseas, and will provide additional information as warranted. Some recycling programs in the United States have recently experienced reduced market prices for their material, and continued volatility can be expected in the short term.

SWANA remains committed to recycling and resource management, and to working with members and partners at the local, state and federal levels to improve and expand recycling programs in the United States. If you have any questions, please free to contact me at dbiderman@swana.org or 240-494-2254.

Sincerely,



David Biderman
Executive Director & CEO
Solid Waste Association of North America

1100 Wayne Avenue • Suite 650 • Silver Spring, Maryland 20910

301.585.2898 phone • 301.589.7068 fax • www.swana.org

**STAFF REPORT**

Date:	December 1, 2017	File:	
To:	Chair Roly Russell and Members of the RDKB Board of Directors		
From:	Donna Dean, Manager of Planning Chris Marsh, Manager of Emergency Programs		
RE:	REPLACEMENT OF RDKB PLOTTER USING FUNDS FROM 2017 FIRE SEASON		

Issue Introduction:

The plotter used by RDKB staff in Trail has reached the end of its useful life. There is an opportunity to purchase a new plotter at a significant discount. However, the funding will be provided by the Emergency Preparedness Service, and therefore a transfer of funds is required between services.

History/Background Factors:

The plotter that RDKB staff use is about 10 years old. The unit is nearing the end of its useful life, and it is expected that the plotter, and its associated software package, will become less and less supported by the manufacturer. It would be prudent to replace the plotter before a significant failure or the loss of support from the manufacturer impacts day to day operations at the RDKB offices. As well, the plotter is a critical piece of equipment during the regional district's response to emergency incidents, as it is used extensively to print materials that support the response.

A new plotter, similar in make and model (and associated software package) is available from a Kelowna equipment vendor at a significant discount – marked down approximately 40%, as new inventory is expected.

This purchase was not anticipated by the Planning Department in this fiscal. However, the Emergency Preparedness Service was able to deploy our Grand Forks Structural Protection Unit (SPU) to Northern BC during this summer's wildfire crisis. The Province of BC pays a reimbursable fixed daily rate for the use of that resource. Due to this extended deployment, the SPU rental to the province will see the Emergency Preparedness Service realize a significant surplus this year. Much of this surplus will be used to offset expenses and create enhancements within the Service. That being said, there is an immediate, time-sensitive opportunity created by the availability of the afore-mentioned plotter to enhance the EOC response capability and to support the Planning Department in a revenue-neutral fashion.

The new plotter will be faster, have more capacity for printing stock, and will come with a one-year warranty. Overall, it will greatly enhance the RDKB's printing ability, and our ability to support our response to emergency events.

Implications: (Financial, Policy/Practice, Interdepartmental or Intergovernmental)

Financial – pursuing this opportunity will negate the need to earmark RDKB funds for replacement of the plotter for the next 10 years.

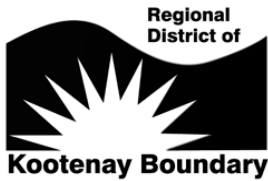
Interdepartmental – some time and effort will be expended to make this happen by the Planning, Finance, and Emergency Preparedness departments.

Alternatives:

The alternative would be to not pursue this opportunity provided by the availability of funds and available equipment. The funds recovered by the Emergency Preparedness Service this summer can be used to enhance other program areas. The plotter will eventually need to be replaced by the RDKB, which will be a capital expense.

Recommendation(s):

That the Regional District of Kootenay Boundary directors approve the transfer of \$11,000 from the Emergency Preparedness Service Budget (012) to the Planning and Development Service Budget (005) for the purchase of a new Hewlett Packard T7200 plotter. **FURTHER** that the 2017 Financial Plan be amended accordingly.



STAFF REPORT

Date:	December 13, 2017	File #:	E-1222s-04672.000 E-1415s-04771.000
To:	Chair Russell and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	FLNRO- Private Woodlot License Referral		

ISSUE INTRODUCTION

The RDKB received this referral from the applicant's agent, Peter Flett of Vaagan Fibre Canada Ltd. to remove the private land portions of Woodlot W0479. This referral is in accordance with the business process requirements of the Ministry of Forests, Lands and Natural Resource Operations and Rural Development (FLNRORD).

BACKGROUND

The subject properties: District Lot 1222s, SDYD and Block A, District Lot 1451s, SDYD are located east of Midway near the Canada USA border, south of the Boundary Falls town site. District Lot 122s is approximately 130 ha, and Block A is approximately 65 ha. There is a residence on District Lot 1222s (1500 Rother Road). Norwegian Creek runs through both parcels, and a portion of District Lot 1222s is within the Agricultural Land Reserve (ALR) (*See Site Location Map; Subject Property Map*).

Within this portion of Electoral Area 'E' / West Boundary there is no Official Community Plan Bylaw or Zoning Bylaw in effect to regulate land use. Logging companies that operate in this area will have a Forest Stewardship Plan that state the strategies or measures that the forest company will implement in order to be consistent with government objectives for forest values.

A Woodlot License is a legal agreement that grants the licensee exclusive rights to manage and harvest Crown timber within the woodlot area. In exchange for the right to harvest timber on the Crown portion of the woodlot license, the licensee agrees to manage all private lands within the Woodlot in accordance with the *Forest and Range Practices Act* and any other applicable provincial legislation. The maximum amount of Crown land that can be included in a woodlot license is 1200 hectares in the interior region of BC. There is no maximum or minimum limit to the amount of private land can be included in a woodlot license area.

Removal of private land from a woodlot licence provides the licensee(s) more flexibility to manage their land. They may choose to diversify such as seeking agriculture or

ranching opportunities, or sell the land. In this circumstance it was noted that a change of woodlot license ownership warranted the private land removal request

PROPOSAL

The owner of the subject parcels is proposing to remove approximately 195 hectares of private land from Woodlot W0479. The removal will be entirely from private lands, which includes District Lot 1222s, and Block A, District Lot 1451s. This application will remove all private land from Woodlot W0479.

It was noted this is not partnered with a proposed future development of the subject properties.

IMPLICATIONS

The Regional District of Kootenay Boundary has no bylaws that may be applied to the proposed removal of private lands from Woodlot W0479.

ADVISORY PLANNING COMMISSION (APC)

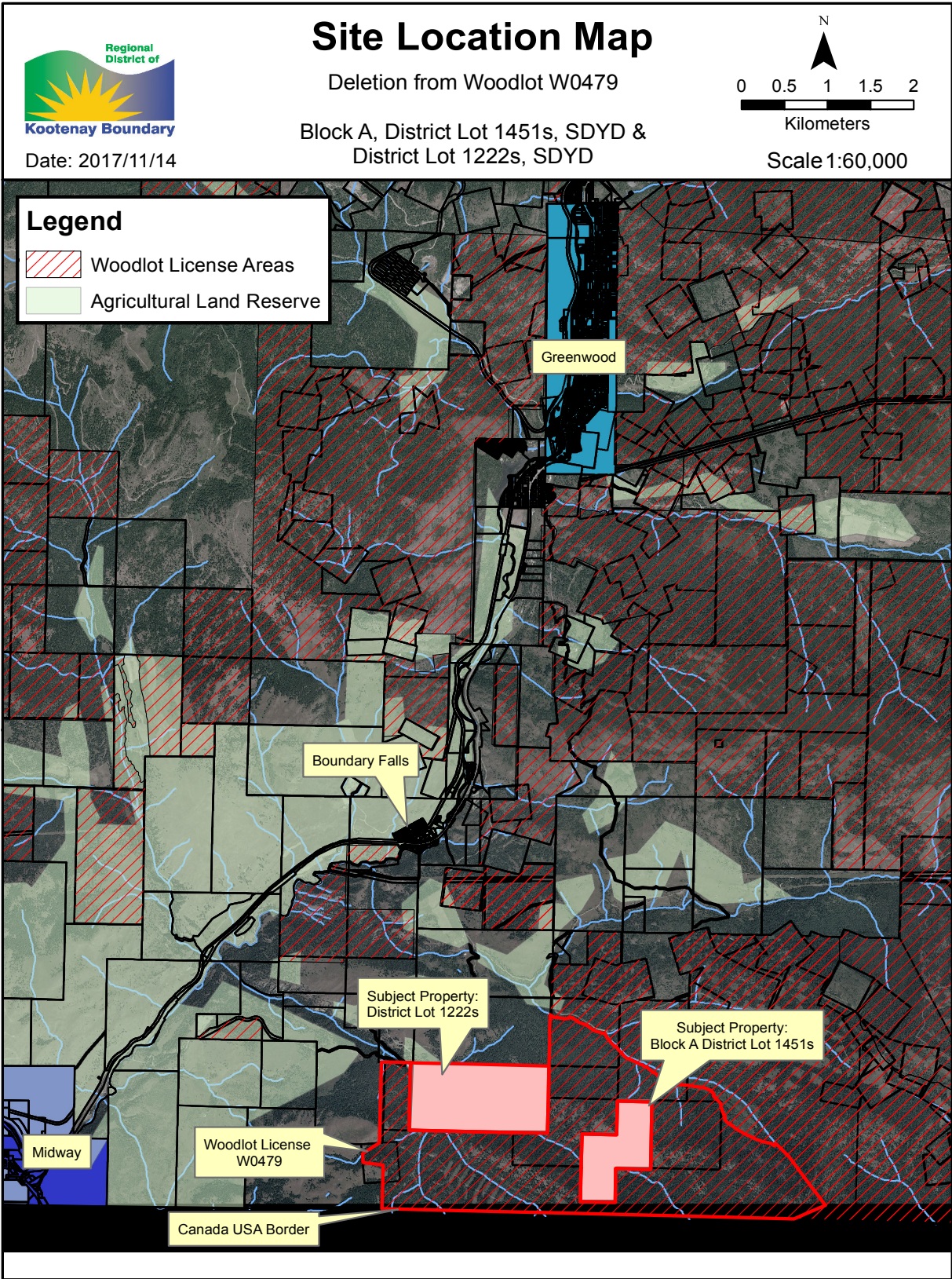
The Electoral Area 'E' / West Boundary APC met on December 4, 2017. During that meeting Woodlot licensing, and the process for removing properties from a woodlot was discussed. There was no concern with this proposal and the referral was supported.

RECOMMENDATION

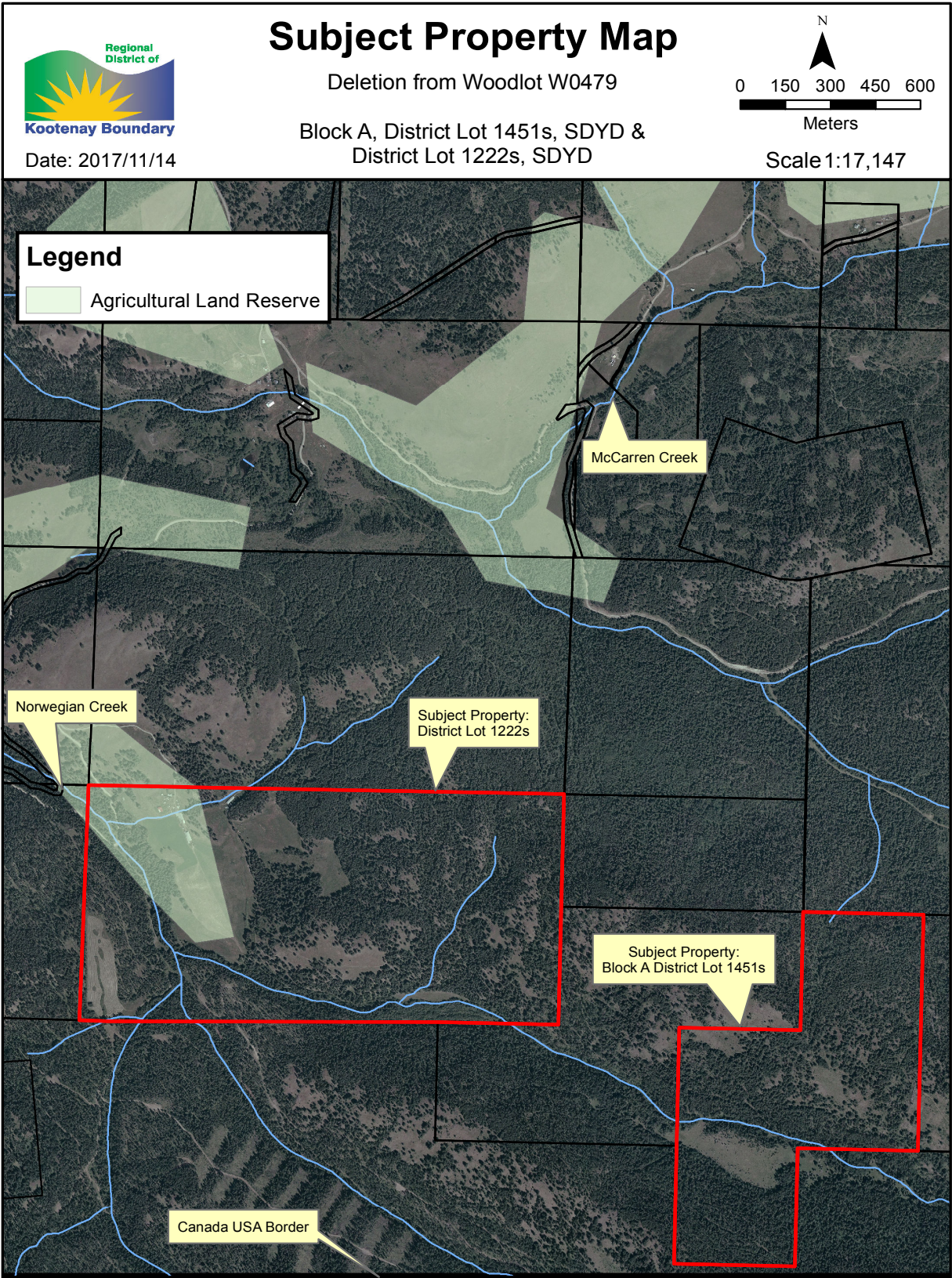
That the staff report regarding the removal of District Lot 1222s, SDYD and Block A, District Lot 1451s, SDYD in Electoral Area 'E' / West Boundary be received.

ATTACHMENTS

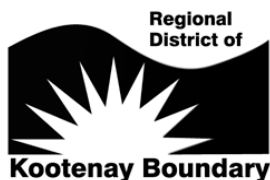
Site Location Map
Subject Property Map



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STAFF REPORT

Date:	December 13, 2017	File #:	BW-4201-07907.320
To:	Chair Russell and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Provincial Referral – LCLB Liquor Primary – Addition of a Patio		

ISSUE INTRODUCTION

Paul Plocktis as agent for Big White Ski Resort, is applying to the Liquor Control Licensing Branch (LCLB) to amend the liquor primary liquor licences 63497 & 163408 to permit the addition of the existing patio to a liquor primary area (*see Applicant's Submission*). As part of the process, the LCLB seeks comments from the Regional District of Kootenay Boundary (RDKB) regarding the proposed changes.

HISTORY / BACKGROUND FACTORS

The BullWheel is located in the White Crystal Inn in the Village Core at 5275 Big White Road (*see Site Location Map*). The property is designated 'Village Core' in the Big White Official Community Plan Bylaw No. 1125. The property is zoned 'Village Core 6' in the Big White Zoning Bylaw No. 1166, where an 'eating and drinking establishment' is a permitted use. The BullWheel previously operated under the licence which was used for Santés (*Site Location Map*). In late 2016 the RDKB received a referral from the LCLB regarding an application for structural changes that included changing the layout of the establishment and adding an additional 10 seats (from 80 to 90).

In October 2017 the RDKB received another referral from the LCLB to change the hours of operation to the following:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am	9:00 am
Closed	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am	1:00 am

PROPOSAL

The applicant proposes to modify the liquor primary liquor licence at the BullWheel to allow for liquor to be served on an existing outdoor patio. The modification to the liquor primary licence would allow the existing food primary area to become a liquor primary area. The proposal will allow for 40 additional seats in the liquor primary area, increasing the liquor primary licence area from 90 seats, to 130 seats. There is no proposed change to the overall capacity of the BullWheel.

Currently, patrons using the patio (including minors) would need to walk through the liquor primary area to sit on the patio. However, minors are not permitted in the liquor primary area of the establishment at any time.

IMPLICATIONS

If the RDKB wants to provide comments on a permanent change to a liquor licence application¹, Section 11.3 of *The Liquor Control and Licensing Act* requires the local government to consider the following criteria:

- the potential for noise if the amendment is approved;
- the impact on the community; and
- whether the amendment may result in the establishment being operated in a manner contrary to its primary purpose.

If the amendment may affect nearby residents, the local government must gather the views of residents in accordance with provisions of the Act. The options for this are:

- i. receiving written comments in response to a public notice of the licence application,
- ii. conducting a public hearing in respect of the licence application,
- iii. holding a referendum, or
- iv. any other similar method determined by the local government.

The RDKB solicits the views of nearby residents and the larger community by requiring the applicant to place a sign or signs on the property, visible at or near the front of the building, by the main entrance, and other conspicuous spots where residents, patrons and members of the community can easily see it and have an opportunity to comment. The RDKB has created signs for display and provided them to the applicant.

The applicant posted 3 'notice of the proposal' signs on November 22, 2017. One sign was posted at the back window of the establishment facing the gondola and conference room. Another was posted at the main entrance of the BullWheel, and a third at the community notice board in the Whitefoot building, adjacent to the doctor's office. Any comments generated from residents, the community, and the APC are provided to the

¹ Local government or First Nations can waive the opportunity to comment on these applications. However, if they elect to comment then they must comply with the prescribed criteria in the Liquor Control and Licensing Act and the implementing Regulation.

Board for their consideration, as well as LCLB for their review. At the time this report was prepared, only comments from the APC had been received.

ADVISORY PLANNING COMMISSION (APC)

Members of the Big White APC met on Monday December 4, 2017 however, there was no quorum. During that meeting the APC members noted that change in licence could create more noise on the patio and be a concern for other residents of the strata. The referral was supported on the condition that the strata be notified prior to the change in the licence.

PLANNING COMMENTS

Consultation of property owners or strata groups is not a requirement for liquor licence referrals. Notification of the proposal is done through posting signs of the outlining proposal. These signs have instructions on how to report any concerns for the Board's consideration.

The planning department has requested that the applicant notify the strata of the changes to the liquor licence at their earliest convenience. APC comments will also be forwarded to the LCLB.

RECOMMENDATION

Be it resolved that:

1. The Board recommends the primary liquor licence for the White Crystal Inn be supported for the following reasons:

The liquor licence amendment should have no impact on the residents, community and neighbouring property owners if approved.

2. The Board's comments on the prescribed considerations are as follows:

a. The potential for noise:

No negative impact to the community is anticipated by approving this application.

b. The impact on the community:

It is anticipated that the proposal would not negatively impact Big White. The Advisory Planning Commission for Big White also noted no complaints regarding this application.

c. Is the amendment contrary to the primary purpose of the establishment:

The proposed business and structural alterations are in keeping with the primary purpose of the establishment. The business operates as an 'eating, drinking establishment' which is a permitted use in the 'Village Core 6' Zone.

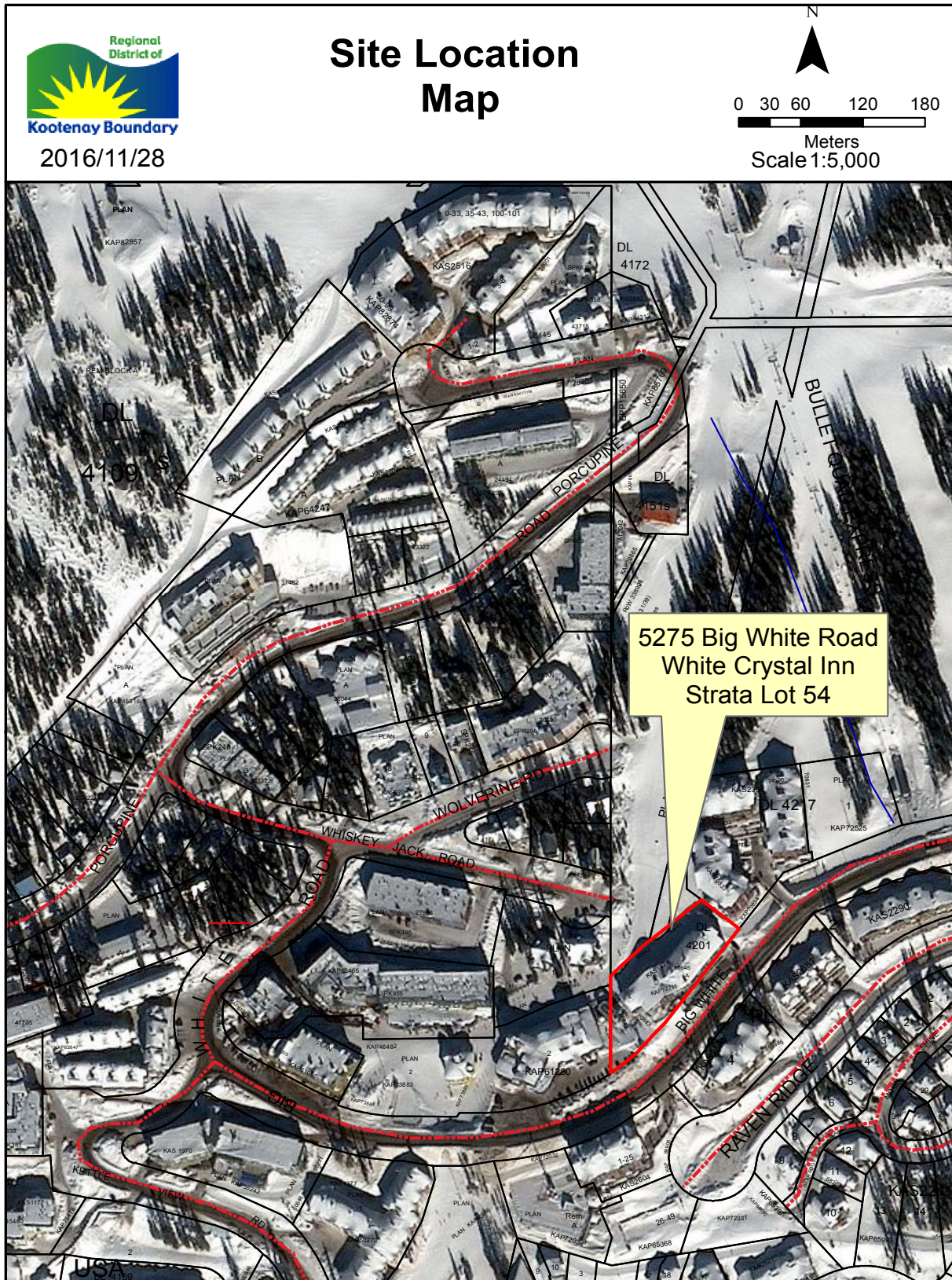
3. The Board's comments on the views of the residents are as follows:

The applicant posted three 'notice of the proposal' signs. The signs were posted on November 22, 2017. One sign was posted at the back window of

the establishment facing the gondola and conference room. Another was posted at the main entrance of the BullWheel, and a third at the community notice board in the Whitefoot building, adjacent to the doctor's office. Only comments from the Advisory Planning Commission had been received by the RDKB Planning and Development Department at the time the staff report to the Board was prepared. Comments recommended that the owners of strata plan KAS1974 be notified as a condition of approval.

ATTACHMENTS

*Site Location Map;
Applicant's Submission*



Document Path: P:\GIS\RD\KB\MapDocuments\Routine_Maps\SiteLocationMap\BW\2016-11-28_SLM_DL4201_Bullwheel.mxd

APPLICANT SUBMISSION**Application Contact Person**

This applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: JOHN MOONEY

Phone number: +1 (250) 215-9256

Fax number:

E-mail address: mooneysupplyinc@hotmail.com

Part 1: Addition of New Outdoor Patio

Fee: \$440

C3 - LIC

Provide the following information:

1. Attach one 11" x 17" copy of the proposed patio floor plan (see Appendix I on page 6 for floor plan instructions).

The branch requires an occupant load (patrons plus staff) for the proposed patio area(s) which must be marked/stamped and dated on the plan you submit. Do not submit this application if you do not have the occupant load calculation stamped on your patio plans.

2. What is the occupant load calculation for the new patio(s)?

Patio #1: 40

Patio #2:

Patio #3:

3. If the patio(s) is already constructed, attach a photo.

4. Describe the height and composition of the patio perimeter or bounding (i.e. railings, fencing, planters, hedging, etc.). A patio must be bounded by fixed and immovable physical separation in order to control patrons and liquor within the service area.

Ground level - wood deck. wood + metal fencing
30' x 24'

5. Describe the location of the patio in relation to the licensed interior - the patio must be immediately adjacent to the interior area.

Patio Accessed from liquor primary area. PATIO CURRENTLY
FOOD PRIMARY AREA.

6. Describe how staff will manage and control the patio from the interior service area.

will be included as allocated section for staff when opened.
visible from two windows

7. Specify if liquor service to the patio is from: (a) fixed bar located on the patio, (b) portable bar for the patio, (c) licensed interior.

Service from licensed interior

8. Do servers have to carry liquor through any unlicensed areas to get to the patio? Explain:

NO

Note: Patios on grass, earth or gravel require a permit from the local Health Authority. Sidewalk patios require a permit from LG/FN.

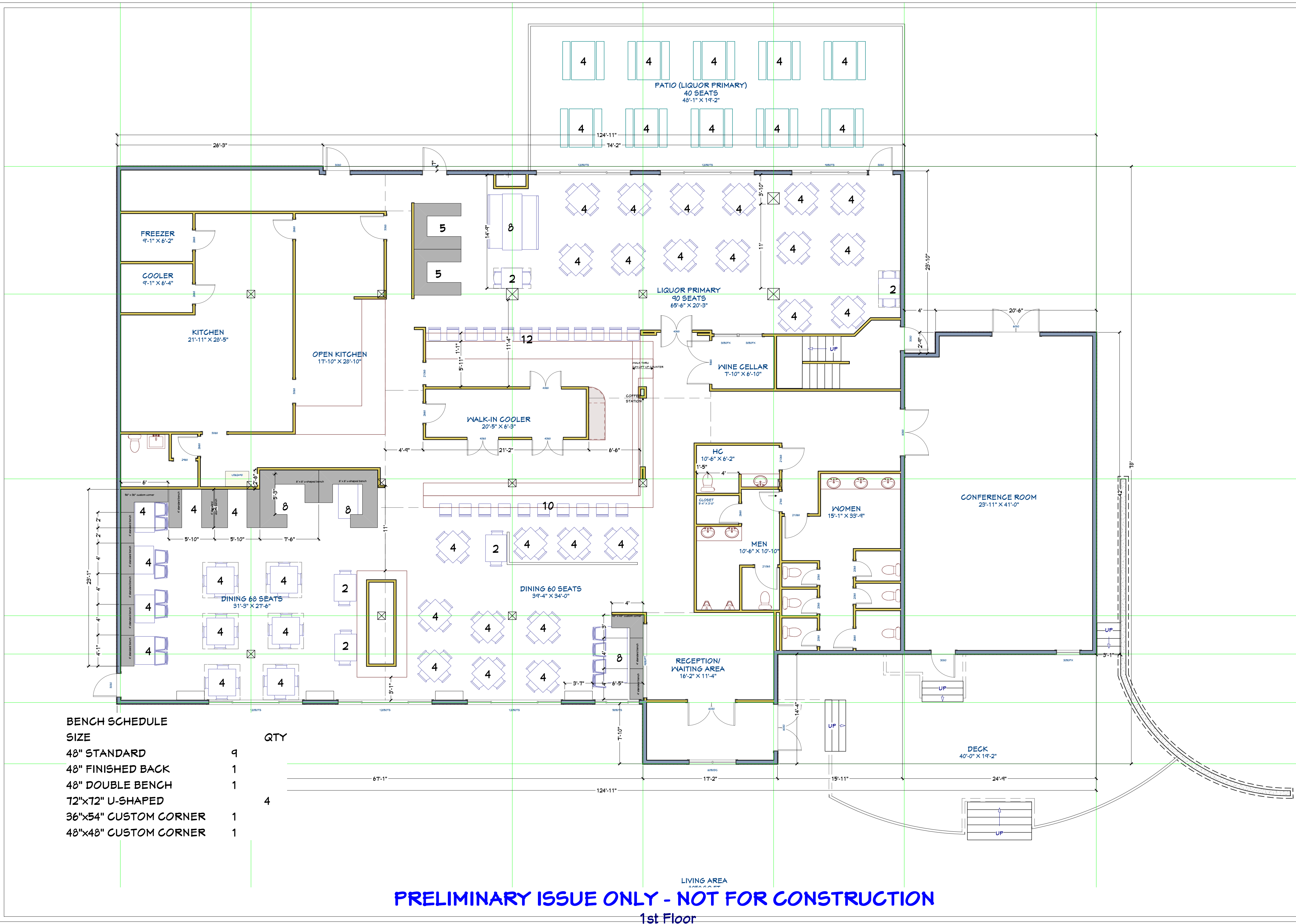
A resolution from your Local Government/First Nation is required. Part 3 of this form must be completed by Local Government/First Nation.

You must also complete Parts 4 and 5.

APPLICANT SUBMISSION



APPLICANT SUBMISSION



REVISION TABLE	
NUMBER	DATE

PROJECT LOCATION	White Crystal Lodge, Big White
DRAWN BY	Marlin Meninger
DATE	04/11/2016
PROJECT	White Crystal Lodge, Big White
UNIT	Unit 102B-200
LOCATION	Douglas Road North, Kelowna, BC V1X 3K5
TEL	Tel: (250) 765-6698 Fax: (250) 765-6678

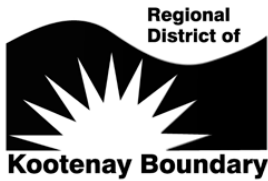
PROJECT	the BULLWHEEL
DATE	2016
UNIT	MAIN FLOOR PLAN

DRAWINGS PROVIDED BY:	
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DATE:	04/11/2016
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SCALE:	3/16" = 1' 0"
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SHEET:	1
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STAFF REPORT

Date:	December 13, 2017	File #:	E-1545-00097.100
To:	Chair Russell and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Ministry of Transportation and Infrastructure - Subdivision		

ISSUE INTRODUCTION

The Regional District has received a referral from the Ministry of Transportation and Infrastructure (MoTI) for the proposed conventional subdivision of 5869 5th Street, Beaverdell, Area 'E' / West boundary, (*see Site Location Map*).

HISTORY / BACKGROUND FACTORS

This 0.6 ha property is between 5th Street and Highway 33 in Beaverdell, Electoral Area 'E' / West boundary. There is no Official Community Plan or Zoning Bylaws in this area of Electoral Area 'E' / West Boundary which could regulate the use of the property. Currently it is only one parcel with 4 separate civic addresses. The structures and use of each address are:

1. 5864 Highway 33 – Ice cream & pizza parlor, gift/antique shop and a residence.
2. 5869 5th Street – Residence
3. 5865 5th Street – Residence
4. 5860 Highway 33 – Residence

A subdivision referral was received for a 5 lot subdivision on this property in 2012. This application was not approved by the MoTI due to concerns on the inadequacy of information on the capability of the property for on-site sewage disposal, as well as the permitting requirements for a community well.

PROPOSAL

The applicant is now proposing a 4 lot subdivision. In this application, 2 lots would be 10,800 ft² (1003m²), 1 lot would be 13,500 ft² (1,254m²), and 1 lot would be 24,300ft² (2258m²) (*see Applicants' Submission*).

The applicant notes there is an existing well on proposed Lot 1, and a proposed new well, off of the proposed lots, to be used for proposed lots 2, 3 and 4. The applicant

proposes a septic field system to be shared with lots 1 and 4, and holding tanks for proposed lots 2 and 3.

IMPLICATIONS

As noted, there is no OCP or zoning provisions in place which could impact this proposal. Interior Health Authority recommends parcels not serviced by community water be at least 1 hectare in size, and if serviced by water to be at least .2 ha (2000m²) in size. None of the proposed lots meet the minimum recommended lot size.

The use of a holding tank for sewage effluent must be permitted by a bylaw of the local government having jurisdiction. The RDKB does not have such a bylaw in place.

ADVISORY PLANNING COMMISSION (APC)

The West Boundary APC met on December 4, 2017. Concerns regarding water and wastewater were discussed. The commercial business (Marley's Pizza Parlor) was praised for its positive impact in the community. The APC made the following recommendation:

It was moved, seconded, resolved and carried unanimously that the APC recommends to the Regional District that the subject Development Application be supported subject to water being available according to IHA requirements with legal agreements where wells need to be shared, ground water is protected from any potential sewage systems and that septic systems/fields meet current standards and that the lot the commercial outlet is located on be protected and retained.

PLANNING DEPARTMENT COMMENTS

The Regional District has no ability to regulate wells, or wastewater of development and subdivisions in areas with no land use bylaws such as an Official Community Plan or Zoning Bylaw.

If land use bylaws were implemented, controls such as development permit areas could be established to help ensure groundwater and wastewater systems will meet or exceed provincial standards.

RECOMMENDATION

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision of Parcel Z, Block 4, DL 1545, SDYD, Plan KAP94, Beaverdell, Electoral Area 'E' / West Boundary be received. And further, that staff are directed to forward this staff report *Ministry of Transportation and Infrastructure - Subdivision*, which includes recommendations of the Electoral Area 'E' / West Boundary Advisory Planning Commission to the Ministry of Transportation and Infrastructure for consideration.

ATTACHMENTS

Site Location Map

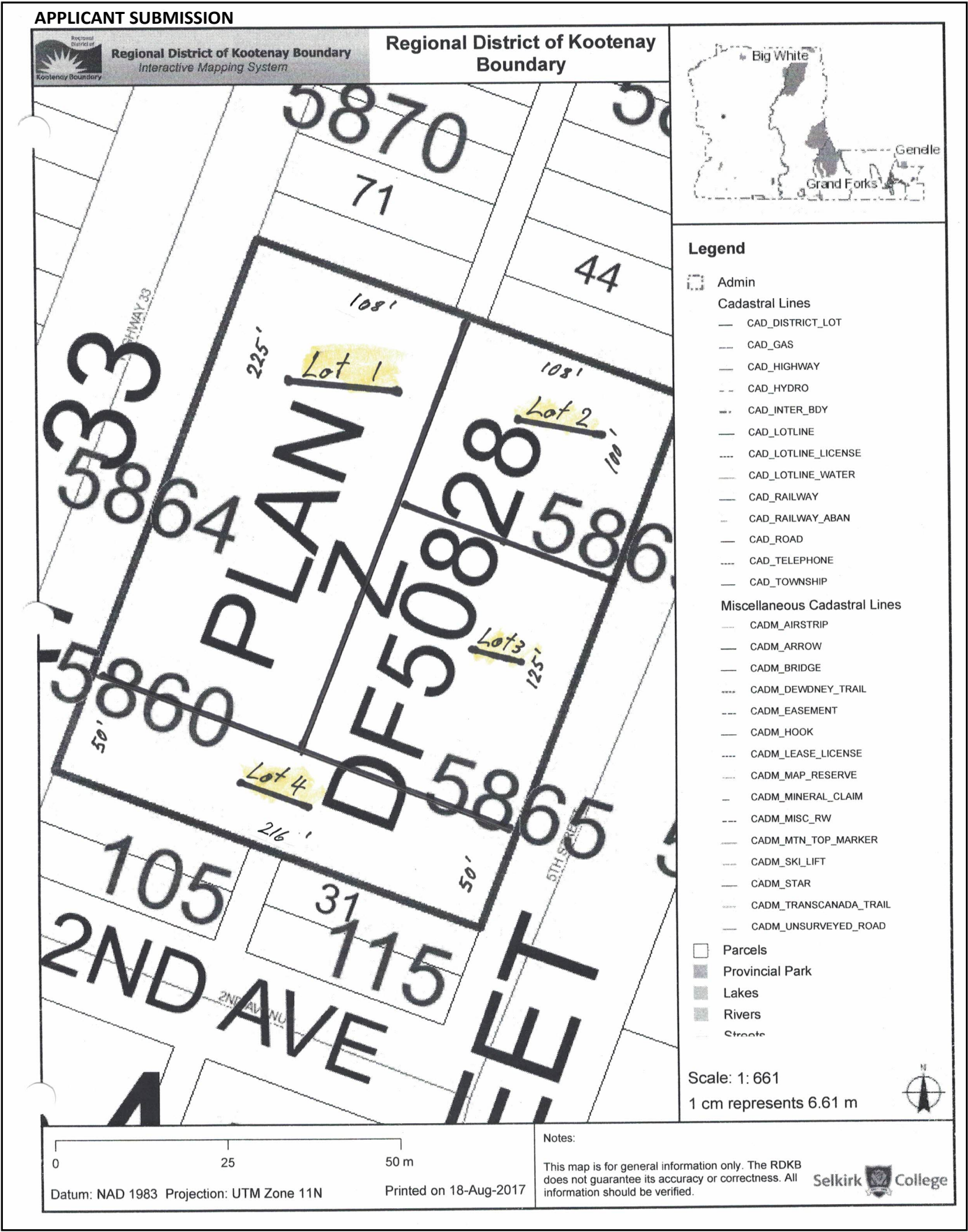
Subject Property Map

Applicants' Submission





Document Path: P:\KG\Maps\YYYY-MM-DD-SPM-EA-DL-RollNo_xxxTemplate.mxd



APPLICANT SUBMISSION

24 August 2017

Property Owner:

Hugh McDougald
5865 5th Street
PO Box 12
Beaverdell, BC
VOH 1A0

Lots use proposed

Lot 1 – 5864 Highway 33, Residential and Commercial (Ice crème/Pizza Parlor, Gift/Antic Shop)

Lot 2 – 5869 5th Street, Residential

Lot 3 – 5865 5th Street, Residential

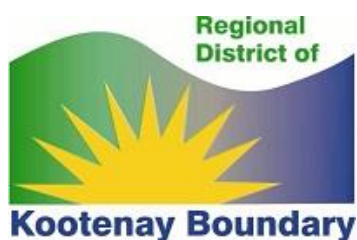
Lot 4 – 5860 Highway 33, Residential

Existing Well on Lot 1 use for the Residence and Commercial

Proposed new well for lots 2, 3, & 4 combined to be built on lots 43/44

Proposed for Lot 1 & 4 sewer system with septic field.

Proposed for Lot 2 & 3 Sewer Holding Tanks only to comply with the required distance to the wells.



STAFF REPORT

Date: 06 Dec 2017

File

ADMN - East End
Economic
Development Service

To: Chair Russell and Board of Directors

From: Mark Andison, Chief Administrative Officer

Re: East End Economic Development
Contract with LCCDT

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer regarding a proposed contract between the RDKB and the Lower Columbia Community Development Team Society (LCCDTS) for the provision of economic development services.

History/Background Factors

In November 2016, the RDKB was advised by the City of Trail that Council had adopted a resolution to withdraw from the East End Economic Development Service pursuant to the provisions set out in RDKB Service Establishment Bylaw No. 1427, 2009. The service withdrawal provisions are provided in Part 10 (Regional District Service Structure and Establishing Bylaws) and, specifically, Division 5 (Changes to Establishing Bylaws) of the *Local Government Act*.

In September, the Board of Directors gave three readings to Regional District of Kootenay Boundary Economic Development (Kootenay) Service Establishment Amendment Bylaw No. 1651, 2017 which would exclude the City of Trail as a participant in the service and allow the remaining six participants to continue to operate the service. Following the September meeting, letters of consent were requested from the seven participants to adopt the service establishment amendment bylaw. The *Local Government Act* requires that 2/3 of the participants consent to the adoption of bylaw. Upon receiving the required number of consent letters, RDKB staff then forwarded the bylaw to the Ministry of Municipal Affairs and Housing for the required Inspector of Municipalities approval of the bylaw prior to adoption.

While the service establishment bylaw has been in process, RDKB staff have been working with the six remaining service participants and the LCCDTS to draft a new contract with the LCCDTS for the provision of economic development services to the amended, six-participant service. The contract is similar to a separate contract that the LCCDTS has executed independently with the City of Trail, with some modifications intended to promote regional cooperation in the delivery of economic development services.

Implications

The proposed contract is for a three-year term with an annual of 2% increase in the contract fee. The annual fees for service provision would be as follows: \$103,471 in 2018; \$105,540 in 2019; and \$107,650 in 2020. The terms of the contract are attached for the Board's consideration.

It is recommended that the contract be executed after the Ministry of Municipal Affairs and Housing has confirmed the Inspector of Municipalities approval of the service establishment amendment bylaw. With the current economic development contract with the LCCDTS expiring on December 31, 2017, timely execution of the contract will help to ensure continuity of service. After the Inspector of Municipalities has approved the bylaw, the Board of Directors will need to give final adoption to the bylaw at a future meeting.

Advancement of Strategic Planning Goals

The service agreement with the Lower Columbia Community Development Team advances the Board's strategic priority to continue to focus on partnerships that advance the interests of the region.

Background Information Provided

Three-year contract between the Regional District of Kootenay Boundary and the LCCDTS for the provision of sub-regional economic development services.

Alternatives

1. Authorization to execute the proposed three-year contract between the RDKB and the LCCDTS;
2. Defer consideration of the contract execution pending further information.

Recommendation(s)

That the Board of Directors authorize the execution of a three-year contract with the Lower Columbia Community Development Team Society (LCCDTS) commencing January 1, 2018 for the provision of economic development services with the payments each year as follows:

- \$103,471 in 2018;

- \$105,540 in 2019; and
- \$107,650 in 2020.

upon confirmation from the Ministry of Municipal Affairs and Housing that RDKB Economic Development (Kootenay) Service Establishment Amendment Bylaw No. 1651, 2017 has been approved by the Inspector of Municipalities.

ECONOMIC DEVELOPMENT SERVICES AGREEMENT

THIS AGREEMENT, dated for reference January 1, 2018, is

BETWEEN:

LOWER COLUMBIA COMMUNITY DEVELOPMENT TEAM SOCIETY

Suite #1, 1355 Pine Avenue, Trail, B.C. V1R 4E7
(the "Society")

AND:

Regional District of Kootenay Boundary, a local government
incorporated pursuant to the *Local Government Act*, having its
office at Suite 202 – 843 Rossland Avenue, Trail, BC V1R 4S8

(the "RDKB")

WHEREAS:

The purpose of the Society is to advance the economic strength of the Lower Columbia Region of British Columbia by overseeing the development and cooperative implementation of initiatives important to the Region.

- A. The Society has knowledge and expertise in providing economic development services; and
- B. The RDKB is desirous of contracting with the Society to provide economic development services as an independent contractor, which services shall utilize the Society's expertise to enhance the economy of the Region, and the Society has agreed to provide those services on the terms and conditions of this Agreement.

In consideration of the premises and the covenants, agreements, representations, warranties and payments contained in this Agreement, the parties agree with each other as follows:

1. Interpretation

1.1 **Definitions.** In this Agreement, including the recitals and attached schedules, unless the subject matter or context indicates otherwise or unless otherwise specifically provided:

- (a) "Business Day" mean a day other than a Saturday and a holiday, as that term is defined in the *Interpretation Act* (British Columbia);
- (b) "Society Representative" means an individual or individuals designated by the Society to be their main point of contact with the RDKB;
- (c) "Region" means the area encompassed by all of the following: the City of Trail; the City of Rossland; the Village of Fruitvale; the Village of Warfield; the Village of Montrose; RDKB Electoral Area 'A'; and RDKB Electoral Area 'B' / Lower Columbia – Old Glory
- (d) "Report" means a Report as defined in section 3.2; and

ECONOMIC DEVELOPMENT SERVICES AGREEMENT

- (e) "Services" means those services set out in Schedule "A", which is attached to and forms part of this Agreement.

ECONOMIC DEVELOPMENT SERVICES AGREEMENT

2. Engagement, Term, and Termination

- 2.1 **Engagement.** The RDKB hereby engages the Society for the Term to provide the Services as an independent contractor on the terms and subject to the conditions set out in this Agreement.
- 2.2 **Objective.** The Society agrees to fulfill the obligations and perform the Services under this Agreement to improve the economy and economic activity within the Region.
- 2.3 **Term.** The Term of this Agreement shall be from January 1, 2018 up to and including December 31, 2020. Should either party wish to extend the Agreement, notice will be provided by giving 180 days' notice prior to the expiration date.
- 2.4 **Termination by the RDKB.** Notwithstanding any other provision of this Agreement, the RDKB may terminate this Agreement notwithstanding that there has been no default, failure to perform or breach of this Agreement by the Society, by giving 120 days' notice of termination to the Society Representative.
- 2.5 **Termination by the Society.** Notwithstanding any other provision of this Agreement, the Society may terminate this Agreement notwithstanding that there has been no default, failure to perform or breach of this Agreement by the RDKB, by giving 120 days' notice of termination to the RDKB Representative.
- 2.6 **Termination Upon Default by the Society.** Notwithstanding any other provision of this Agreement, if the Society fails to comply with any provision of this Agreement and does not remedy such breach within 15 days of being given notice of the breach, then and in addition to any other remedy or remedies available to the RDKB, the RDKB may terminate this Agreement by giving notice of termination to the Society.
- 2.7 **Termination Upon Default by the RDKB.** Notwithstanding any other provision of this Agreement, if the RDKB fails to comply with any provision of this Agreement and does not remedy such breach within 15 days of being given notice of the breach, then and in addition to any other remedy or remedies available to the Society, the Society may terminate this Agreement by giving notice of termination to the RDKB.
- 2.8 **Payment upon Termination.** Upon termination of this Agreement, the RDKB shall pay the Society a proportionate amount of the quarterly fee set out in section 5.1 for the Services provided up to the effective date of termination. The Society is not entitled to, and irrevocably releases the RDKB from damages or compensation for costs incurred, loss of profits or loss of opportunity, directly or indirectly arising out of the termination of this Agreement.

3. Obligations of the Society

- 3.1 **Duties.** Without limiting the generality of sections 2.1 and 2.2, during the Term the Society shall:

3

- (a) provide the Services;
- (b) designate the Society's Representatives;
- (c) upon request by the RDKB but not more than four times annually, cause the Society's Representatives to present a quarterly Report to the Board for the RDKB;
- (d) upon request by the RDKB but not more than four times annually cause the Society's Representative to meet at a mutually agreeable time with RDKB staff and Board for the RDKB and receive input on the Services;
- (e) incorporate formal input, at least once annually, from RDKB staff and Board for the RDKB into the Society's strategies, associated strategic plan and methods of providing the Services;
- (f) within the first 6 months of this Agreement, develop and execute a process for the purpose of reviewing the name of the organization providing the service (Lower Columbia Initiatives Corporation) to ensure that there is appropriate external name recognition that maximizes the opportunity to fulfill the Society's obligations as described in the Agreement; and
- (g) do such other things reasonably connected or associated with the Services that may be requested from time to time by the RDKB.

3.2 **Reports.** The Society shall no later than 2 weeks following the end of every three months (quarterly), commencing March 31st, deliver to the RDKB a written report (a "Report") which details:

- (a) the Society's activities in providing the Services, including relevant and agreed to statistics in relation to the provision of the Services;
- (b) the Society's progress as it relates to its strategic objectives and the achievement of any goals that form part of the Report.
- (c) the Society's objectives in the upcoming quarter and year and plans regarding the methods the Society intends to employ to achieve those objectives;
- (d) the numbers, types and scales of businesses that have expressed interest in doing business in the Region;
- (e) progress in relation to any formal discussions involving new investment or business expansion within the Region;
- (f) the concerns that potential business owners express in relation to doing business in the Region; and
- (g) other content that RDKB staff and Board for the RDKB may from time to time advise the Society to include;

ECONOMIC DEVELOPMENT SERVICES AGREEMENT

- (h) the Society will deliver to the RDKB a template of the Report that includes the items referenced above, at least 12 weeks prior to commencement of this Agreement (January 1, 2018), for the RDKB's review and input prior to producing the first Report. The RDKB shall review the template and provide input back to the Society at least 6 weeks prior to commencement of this Agreement (January 1, 2018).

3.3 Records. The Society shall:

- (a) maintain proper accounts and records of its performance of the Services, including invoices, receipts and vouchers, and permit the RDKB to review and audit those records, other than confidential information related to other parties; and
- (b) preserve, keep available and make available upon request for audit and inspection by the RDKB all records described above for at least two years after expiry or earlier termination of this Agreement.

3.4 Business License. If operating as a not-for-profit, the Society shall not be required to obtain during the Term, a valid business license.

3.5 Performance of Duties. The Society during the Term shall determine at the Society's discretion what days and what hours are necessary to perform the Services, provided always that the Society shall effectively perform the Services and fulfill the Society's obligations under this Agreement.

3.6 Services Not Exclusive.

- (a) While the Society shall not be obligated to provide the Services to the RDKB on an exclusive basis and shall be at liberty to provide the same or similar services to others, the Society agrees that during the Term, the Society shall provide to the RDKB the Services under this Agreement on a timely basis with the objective of enabling the Region to realize economic development opportunities as soon as is reasonably practicable.
- (b) Should the Society provide Services to others, the Society agrees to hold in confidence any Confidential Information that pertains directly to the RDKB and will only share information on the express written consent of the RDKB.

3.7 Conflicts of Interest. The Society shall not perform, for gain, any services for any person if the RDKB determines, acting reasonably, that doing so creates a conflict of interest between the obligations of the Society to the RDKB under this Agreement and the obligations of the Society to the other person. If the RDKB determines that the Society is in a conflict of interest, the RDKB may:

- (a) request the Society to cease providing the alleged conflicting services to the other person and if the Society does not immediately cease providing the alleged conflicting services to the other person, terminate this agreement immediately; or

- (b) terminate this agreement immediately.

4. Representations and Warranties

4.1 **Society's Representations and Warranties.** The Society represents that the following are true and warrants that they shall remain true during the Term:

- (a) the Society and the Society's employees and permitted subcontractors have the education, skill, experience and resources necessary to perform the Services;
- (b) the Society and the Society's employees and permitted subcontractors are experienced in providing services similar to the Services to clients similar in nature to the RDKB and are familiar with the RDKB's responsibilities and undertakings; and
- (c) the Services shall be performed in accordance with all applicable enactments and laws and with all relevant codes, rules, regulations and standards of any professional or industry organization or association.

The Society acknowledges and agrees that the RDKB has entered into this Agreement relying on the representations and warranties in this section.

5. Obligations of the RDKB

5.1 **Fees for Services.** In consideration of the provision of the Services and the fulfillment of the obligations under this Agreement, the RDKB shall pay, on or before the 15th day of the month following each quarter in which the Services are provided and not before the Report noted in Section 3.2 above is provided, a quarterly fee, which the Society shall accept as full compensation for providing the Services and fulfilling its obligations under this Agreement as indicated below:

- | | |
|--|-------------------------------|
| (a) January 1, 2018 to December 31, 2018 | \$25,868 (\$103,471 annually) |
| (b) January 1, 2019 to December 31, 2019 | \$26,385 (\$105,540 annually) |
| (c) January 1, 2020 to December 31, 2020 | \$26,912 (\$107,650 annually) |

6. Independent Contractor

6.1 **Status.** The Society shall be an independent contractor in performing the Services. As such, the Consultant shall have full and complete discretion in determining the manner, times and places for the performance of the Services, subject to the terms of this Agreement.

6.2 **Deductions.** As an independent contractor, the Society is solely responsible for all payments and deductions required to be made by an enactment, including those required for Canada Pension Plan, employment insurance and income tax.

6.3 **Employees and Subcontractors.** The Society is solely responsible for any and all remuneration and benefits payable to the Society's employees or permitted

subcontractors, and all payments or deductions required to be made by the Society under an enactment including those required for Canada Pension Plan, employment insurance, income tax and workers' compensation coverage.

- 6.4 **WorkSafe BC Coverage.** The Society shall apply to and retain coverage through WorkSafe BC. The Society shall provide evidence of coverage with WorkSafe to the RDKB upon execution of this Agreement.
- 6.5 **GST Registration.** The Society shall provide evidence to the RDKB that the Society has registered for a GST account, if required by the CRA, upon execution of this Agreement.

7. Insurance and Indemnification

- 7.1 **Insurance.** The Society shall take out and maintain in force during the Term an insurance policy for general liability and errors and omissions which has a minimum coverage of Three Million (\$3,000,000) per occurrence, which names the City as an additional insured and is on other terms satisfactory to the City. The Society shall provide the City with a copy of that insurance policy upon execution of this Agreement.

- 7.2 **Indemnification.** The Society agrees to release, indemnify and save harmless the RDKB and its Officers from and against any liability whatsoever arising from any claim, demand, action or cause of action, liability, expense, damage, or any other harm which may result from

- (a) the performance by the Society of the Services;
- (b) any wrongful act, omission or negligence of the Society or its employees, agents, subcontractors or others for whom the Society is responsible;
- (c) this Agreement.

This indemnity shall survive the expiry or earlier termination of this Agreement with respect to an act, omission or matter occurring prior to expiry or termination.

- 7.3 **Power to Bind.** Neither party shall have the authority to bind or shall attempt to bind the other party to any contract or the performance of any obligation to a third party.

8. Intellectual Property and Confidentiality

- 8.1 **Intellectual Property.** The Society irrevocably grants to the RDKB an unrestricted non-exclusive license for the RDKB to use all information and intellectual property conceived, produced and used by the Society in performing the Services exclusively for the RDKB. The Society agrees that the license granted by this section includes the right for the RDKB, at any time, to adapt, use and modify all such intellectual property for the RDKB's uses.

- 8.2 **Confidentiality.** Except as required by law, the Society shall not, during or after the Term, use for the Society's own purposes or divulge or disclose to any person any information that the Society receives in connection with this Agreement which by express designation by the RDKB or by reasonable inference is confidential ("Confidential

7

Information"). Without limiting the generality of the foregoing, the Society specifically acknowledges that the RDKB is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia) and hereby agrees to maintain and protect all personal information obtained in the performance of the Services in strict accordance with that Act. The Society acknowledges and agrees that this section survives the expiration of the Term or the earlier termination of this Agreement.

Notwithstanding anything else in this Agreement, the Society shall not be required to maintain as confidential the following information:

- (a) information which at the time of disclosure was in the public domain;
- (b) has become part of the public domain after disclosure, through no fault of the Society;
- (c) information developed independently by the Society without any reliance on proprietary information of the RDKB;
- (d) was possessed by the Society at the time it was disclosed by the RDKB to the Society;
- (e) was or becomes known to the Society prior to or after the time of its disclosure without any breach of this Agreement
- (f) is approved for release upon the RDKB's prior written consent.
- (g) information which is disclosed pursuant to a lawful government requirement unless such disclosure can be made to the applicable governmental official in such a manner that it will not be released to the public or other third parties, provided however in any event, the Society shall:
 - (i) take such steps as are reasonably necessary and available to maintain the confidentiality by any regulatory body; and
 - (ii) provide the RDKB with immediate written notice of any requests for disclosure so that the RDKB may seek a protective order or other appropriate remedy.

- 8.3 **Delivery of Records** – Should the Agreement be terminated by either party or not be renewed, the RDKB shall be entitled to inspect the records of the Society and to take copies of any and all records that in the opinion of the RDKB have been used to provide the Services to the RDKB.

9. **Miscellaneous**

- 9.1 **Notices.** Any notice, request, demand or communication required or permitted to be given under this Agreement shall be in writing and delivered by hand, facsimile, electronic mail transmission or prepaid registered mail (return receipt requested) to the party to which it is to be given as follows:

To the RDKB:
 Regional District of Kootenay Boundary
 Suite 202 – 843 Rossland Avenue, Trail, B.C. V1R 4S8
 Attn: Mark Andison, Chief Administrative Officer
 Fax: 250-368-3990

Email: mandison@rdkb.com

To the Society:

Lower Columbia Community Development Team
Suite #1, 1355 Pine Avenue, Trail, B.C. V1R 4E7
Attn: President, LCCDTS
Phone: 250-364-6461
Email: bvanbeek@shaw.ca

or to such other address as a party may specify by notice given in accordance with this section. Any such notice, request, demand or communication given as stated above shall be deemed to have been given, in the case of delivery by hand, when delivered; in the case of delivery by facsimile transmission, when a facsimile is received by the recipient if received before 5:00 p.m. on a Business Day or on the next Business Day if such facsimile is received on a day which is not a Business Day or after 5:00 p.m. on a Business Day; in the case of electronic mail transmission, when received by the recipient if received before 5:00 p.m. on a Business Day, or on the next Business Day if such electronic mail transmission is received on a day which is not a Business Day or after 5:00 p.m. on a Business Day.

- 9.2 **Time of the Essence.** Time shall be of the essence of this Agreement.
- 9.3 **Entire Agreement.** This Agreement constitutes the entire agreement between the parties pertaining to its subject matter and supersedes all prior agreements, undertakings, negotiations and discussions, whether oral or written, of the parties and there are no warranties, representations, covenants, obligations or agreements between the parties except as set out in this Agreement.
- 9.4 **Further Assurances.** Each of the parties shall execute and deliver such further documents and instruments and do such acts and things as may be reasonably required by another party to carry out the intent and meaning of this Agreement.
- 9.5 **Assignment.** The RDKB agrees that the Society may assign this Agreement or subcontract the performance of the Services or part of the Services under this Agreement to the Lower Columbia Initiatives Corporation. The Society may, with the prior written approval of the RDKB, assign this Agreement or subcontract the performance of the Services or part of the Services under this Agreement to another person, partnership, corporation or other entity. The Society agrees that, among other things, the RDKB may refuse consent if the RDKB, in its sole discretion, determines that the proposed assignee or subcontractor has insufficient skill, experience or resources necessary to perform the Services. A permitted subcontract does not relieve the Society from any obligation under this Agreement.
- 9.6 **Severability.** Each of the provisions contained in this Agreement are distinct and severable and a determination of illegality, invalidity or unenforceability of any such provision or part of this Agreement by a court of competent jurisdiction shall not affect

the validity or enforceability of any other provision of this Agreement, unless as a result of such determination this Agreement would fail in its essential purposes.

- 9.7 **Rights and Remedies.** Exercise by the RDKB of any right or remedy, whether granted in or under this Agreement or at law or in equity shall not limit or affect any other right or remedy of any kind available to the RDKB.
- 9.8 **Waiver and Amendment.** Except as expressly provided in this Agreement, no amendment or waiver of this Agreement shall be binding unless made in writing executed by both parties. No waiver of any provision, or any portion of any provision, of this Agreement shall constitute a waiver of any other part of the provision or any other provision of this Agreement nor a continuing waiver unless otherwise expressly provided.
- 9.9 **Counterparts.** This Agreement may be signed in one or more counterparts and each such counterpart may be transmitted by electronic facsimile and each shall constitute an original document and such counterparts, taken together, shall constitute one and the same instrument.
- 9.10 **Enurement.** This Agreement shall enure to the benefit of and shall be binding upon the parties and their permitted successors and assigns.
- 9.11 **Force Majeure.** Neither party shall be responsible for any loss or damage sustained by the other party arising or resulting from an event beyond the control of a party or its servants or agents, excluding financial impecuniosity, but including unavoidable accidents or hindrances, weather, flood, fire, explosion, war, terrorism, strike, lockout or labour unrest of any kind.

IN WITNESS WHEREOF the parties have executed this Agreement as set out below.

**Regional District of Kootenay
Boundary** by its authorized
signatories:

Name:

Name:

Date:

LOWER COLUMBIA COMMUNITY DEVELOPMENT TEAM SOCIETY, by its
authorized signatories:

Name:

Name:

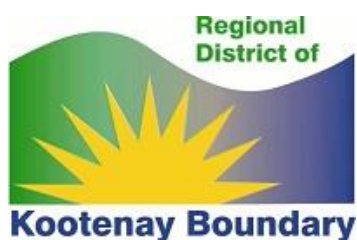
Date:

Schedule "A"

SERVICES

The Services shall include:

1. Establishing strategies to attract businesses to the Region;
2. Establishing strategies to promote population growth in the Region;
3. Identifying business opportunities and disseminating those opportunities to potential business owners and other interested parties;
4. Advise the RDKB as soon as practical, if potential investors have made arrangement to attend the RDKB and arrange for a meeting with RDKB officials if requested.
5. Provide service and support to existing businesses for the purpose of sustaining and expanding business wherever possible;
6. Maintain a strong, relevant and current website and demonstrate the utilization of other social media platforms in support of the overall goals and objectives of the Society;
7. Forming and reinforcing positive relationships with neighbouring communities;
8. Being the primary point of contact for current and potential businesses in the Region;
9. Providing a storefront location which is manned by qualified staff during posted business hours;
10. Providing guidance, direction and advice to newly forming businesses or existing businesses that may be expanding as it pertains to regulatory or other influencing factors in a facilitative or consulting role;
11. Establishing and distributing relevant information to current and potential businesses in the Region;
12. Marketing the Region to businesses and individuals as a worthy place to invest.



STAFF REPORT

Date: 06 Dec 2017

File

Boundary Economic
Development Service

**To: Chair Russell and Board of
Directors**

From: Mark Andison, Chief Administrative
Officer

Re: Boundary Economic Development
Service Agreement Extension

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, regarding a proposed extension to the Economic Development Services Agreement between the RDKB and Community Futures Boundary.

History/Background Factors

Community Futures Boundary has been providing economic development services to the Boundary sub-region under an Economic Development Services Agreement for several years. The current contract between the RDKB and Community Futures Boundary expires on December 31, 2017. At its November 7, 2017 meeting, the Boundary Community Development Committee reviewed the issue and adopted the following resolution:

That the Boundary Community Development Committee approves the service contract between the RDKB and Community Futures Boundary with the extension to the contract to 3 years, from January 1, 2018 to December 31, 2020.

Implications

At the request of RDKB staff, Wendy McCulloch, General Manager of Community Futures Boundary, has provided correspondence below detailing the specific activities that the contractor has developed as priorities in consultation with the

members of the Boundary Economic Development Service. The key priorities identified are:

- Business development;
- Attracting new investment;
- Workforce development;
- Community engagement;
- Communication and transparency; and
- Agricultural development.

Wendy McCulloch has also provided a proposed work plan (below) that Community Futures staff have assembled in consultation with the members of the Boundary Economic Development Service.

The annual funding proposed for the extension to the Agreement is unchanged at \$60,000 per year in four installments. The Agreement includes a 90-day termination clause.

Members of the Boundary Economic Development Service have recently requested a staff report to outline the process required to undertake a service review in 2018. If there are substantive resulting changes to the service that impact upon the proposed service agreement with Community Futures Boundary, the 90-day termination clause that is contained within the Agreement may need to be utilized.

Advancement of Strategic Planning Goals

The proposed service agreement extension with Community Futures Boundary advances the Board's strategic priority to continue to focus on partnerships that advance the interests of the region.

Background Information Provided

1. Correspondence from Wendy McCulloch, General Manager, Community Futures Boundary outlining the terms of the proposed extension;
2. Draft BEDS Workplan and metrics 2017 - 2019; and
3. Economic Development Services Agreement Between the RDKB and Community Futures Boundary

Alternatives

1. Authorization to execute the proposed three-year extension of the Economic Development Services Agreement between the RDKB and Community Futures Boundary;
2. Defer consideration of the execution pending further information.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approve a three-year extension to the Agreement between the Regional District of Kootenay Boundary and Community Futures Boundary, to provide economic development services at \$60,000 per year with a 90-day termination clause.



GREENWOOD OFFICE
245 South Copper St., Box 459
Greenwood, BC, V0H 1J0
T 250-445-6618 F 250-445-6765

GRAND FORKS OFFICE
1647 Central Ave., Box 2949
Grand Forks, BC, V0H 1H0
T 250-442-2722 F 250-442-5311

December 5, 2017

Mr. Mark Andison, CAO
Regional District Kootenay Boundary
202 – 843 Rossland Avenue
Trail BC V1R 4S8

Dear Mr. Andison:

Community Futures Boundary is interested in continuing to deliver economic development services for the Regional District Kootenay Boundary – Boundary Economic Development Service (RDKB-BEDS) for the next three years.

The following outlines the activities that Community Futures Boundary has developed as priorities in consultation with the Committee. These activities will build on the work that has been accomplished to date and that are reflected in the attached workplan:

1. Business Development

Since its inception in 1992, Community Futures Boundary has been actively involved in helping the region's entrepreneurs access the financing and business information they need to start and grow their businesses. There is a recognition that building from within and supporting the growth and expansion of the region's local enterprises is critical to ensuring economic stability. As such, working with the RDKB-BEDS to enhance and expand the Boundary region's existing businesses has been a primary focus of the economic development services we have been providing for the past eight years.

Community Futures Boundary has made a concerted effort to reach out and establish an open and ongoing dialogue with the region's enterprises, both large and small which has enabled us to better understand Boundary businesses' needs and concerns. It has also allowed us to gather, and share with the BEDS, pertinent information about the current climate for existing businesses. Moreover, it has enabled us to establish a healthy link between local business and government and to solicit the business community's input into the development of solutions to address some of the challenges that have been identified.



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Over the next three years:

- Community Futures Boundary will continue its ongoing dialogue with the region's business community in order to ensure that local businesses understand that they are valued and that BEDS is focused on exploring ways to help them prosper.
- Community Futures Boundary will work collaboratively with other stakeholders in the region to build and strengthen business networks that will help local and regional companies to enhance both their productivity and their competitiveness.
- Community Futures Boundary will work collaboratively with the Boundary Country Regional Chamber of Commerce and the Downtown Business Association in Grand Forks
- With the intelligence that has been and will continue to be gathered through our business outreach and networking activities, Community Futures Boundary liaise with business to discuss municipal, regional, provincial and federal government policies that impact them.

2. Attracting New Investment

Attracting new investment and businesses to the Boundary region is a key focus of Community Futures Boundary in its delivery of economic development services for the RDKB-BEDC. During this time, steps have been taken to ensure that the business and investment opportunities in the Boundary region have been prominently displayed on two high profile Internet portals: *Imagine Kootenay* and *Venture Connect*. These websites have proven to be very effective tools in positioning the Boundary region as a great place to invest in an existing business or start a new business.

The *Imagine Kootenay* website provides a concise overview of business opportunities, job postings and lifestyle that are available in the region and offers online access to the Grand Forks Community Profile. The site currently profiles a number of business opportunities, as well as commercial space and land that is available in Grand Forks, Greenwood, Midway and Rock Creek.

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Venture Connect is an Internet portal that provides access to business resources and offers business owners assistance in succession planning and with selling their existing business online. The site currently profiles a wide variety of businesses available throughout the Boundary. Business advisors are also available to help business owners properly evaluate a competitive price and prepare for the sale of their business.

Tourism marketing/promotion for the Boundary region has also been a focus area for Community Futures Boundary in its delivery of economic development services for the Boundary region. Attracting visitors to the Boundary region for holiday/recreational purposes plays an important role in introducing potential investors to the region and helps to bolster the regional economy.

As part of tourism development, Community Futures Boundary has devoted considerable time and effort to developing and marketing the “Boundary Country” brand - a brand that represents the shared tourism marketing interests of Beaverdell, Bridesville, Carmi, Carson, Christina Lake, Grand Forks, Greenwood, Kettle Valley, Midway, Rock Creek and Westbridge. More specifically, through its affiliation as a community stakeholder in the Thompson Okanagan Tourism Association (TOTA) and Destination BC, Community Futures Boundary has provided the following services:

- Researching and upgrading the content, maps, images, and events calendar on www.boundarycountry.com the Boundary region’s official visitor website.
- Updating and enhancing an image bank by generating and making available photographic and video images of the Boundary region. This image bank serves as a tool to market and promote the Boundary region, as well as to help promote local businesses involved in the tourism sector. Short video productions of various events in the region were also produced.
- Overseeing the design and execution of a digital strategy for the Boundary region which has involved conducting an online audit, and being responsible for online reputation management, search engine optimization (SEO), social media activity, as well as other advertising campaigns.
- The design and production of a half page ad in the Kettle Valley Express Adventure Travel Guide, 40,000 copies of which were distributed through 86 locations including visitor centres and airports in BC and Alberta. The design and production of a regional visitor guide, rack brochures, pad maps, as well as the design and refurbishment of signage for the Boundary.

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Working on behalf of the RDKB-BEDS, Community Futures Boundary also provided the following services in the area of tourism development:

- We played an active role in the process of developing trails in the West Boundary, including meeting with local stakeholders and organizing a public meeting with the Ministry of Forests, Lands and Natural Resources.
- We assisted the Grand Forks ATV Club to write two successful Job Creation Project proposals to develop landing sites between Grand Forks and Christina Lake, as well as in the North Fork area. These sites will serve as areas for the safe unloading of motorized recreational vehicles.
- We assisted the City of Greenwood to write two Job Creation Project proposals to build three vendor buildings in the Lyons Park, and refurbish a building in the downtown core.
- We also assisted with organizing and moderating a trails meeting in Grand Forks to discuss paving the Trans Canada Trail from Grand Forks to Christina Lake and we assisted with the organization of a follow up public meeting in Grand Forks to discuss next steps.

Over the next three years:

- Community Futures will continue to ensure the Imagine Kootenay and Venture Connect portals are kept up-to-date with the latest information about investment and business opportunities in the Boundary region. We will also ensure that local businesses remain aware of and take advantage of these useful resources. Additional business listings, success stories and other items of useful information will be regularly uploaded to keep both sites serving as dynamic sources of information for potential investors. We will also continue to participate in the strategic planning process and steering committee for Imagine Kootenay.
- Effective marketing is achieved with sustained effort over time. Assuming that the RDKB-BEDS is willing to continue its affiliation with TOTA on shared-cost basis, Community Futures Boundary will continue to:
 - Develop and maintain the www.boundarycountry.com website;
 - Update and enhance the Boundary region's image bank;
 - Produce appropriate promotional/informational media as needed;
 - Pursue the execution of the Boundary region's digital strategy;
 - Explore other tourism development initiatives as deemed appropriate.



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3. Workforce Development

Workforce development is an essential element that needs to be incorporated into any economic development strategy as the availability of a skilled and engaged workforce is a critical factor in enabling the business to be successful. Community Futures Boundary serves as the Work BC Employment Services Centre for the Boundary region and, as such, it provides the region's population with a full array of skill development, training and career exploration and development programs to suit their individual needs.

As for the focus on workforce development for the RDKB-BEDC, we are representing the Boundary as a member of the Steering Committee for the Kootenay Workforce Development Table (KWD). KWD encompasses the East Kootenay, West Kootenay and Boundary region of the province and is led by Selkirk College in collaboration with the College of the Rockies.

The KWD steering committee is comprised of representation from throughout the Boundary, East and West Kootenay and Columbia regions and includes representation from school districts, Columbia Basin Trust, businesses, industry sectors, government and community. Membership on this steering committee, enables Community Future Boundary to provide input into the regional decisions that help to build a strategic and effective workforce.

We have also been representing the Boundary as a member of the Advisory Committee for the Columbia Basin Rural Development Institute (RDI), a regional research centre with a mandate to support informed decision-making by Columbia Basin-Boundary communities through the provision of information, applied research and related outreach and extension support.

It is expected that over the next three years, Community Futures Boundary will continue to actively represent the Boundary through participation on the above-mentioned committees.

4. Community Engagement

On behalf of the RDBK-BEDC, Community Futures Boundary has focused considerable effort on community engagement and stakeholder collaboration. A concerted effort has been made to reach out to and connect with stakeholders from all parts of the Boundary region.

5. Communication and Transparency

Open communication and transparency has been and will continue to be guiding principles for Community Futures Boundary in its work to deliver economic development services for the RDKB-BEDS. As such, over the next three years Community Futures Boundary will continue to ensure that effective two-way communication is maintained between all parties, including all of the local and regional agencies involved in economic development and related activities.

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6. **Agricultural Development** Taking direction from RDKB-BEDS, Community Futures Boundary will continue to assist in the development of a robust agricultural economy in the Boundary Region. Recent work on the revision of the Boundary Region's Agricultural Plan continues along with the development of an accompanying Food Security Plan. It is expected that work in the agricultural arena will continue to be a part of RDKB-BEDS' focus moving forward given the prominence of this industry in the region. Community Futures Boundary is happy to be a part of regional agricultural initiatives as requested by the committee.

Budget

In order to accomplish the work outlined above, Jennifer Wetmore and Sandy Elzinga will continue to represent Community Futures Boundary with respect to this contract and will be responsible for coordinating the economic development activities undertaken on behalf of the RDKB-BEDS.

In order that the BEDS's expectations can be appropriately met and reasonable results are achieved, sufficient financial resources will need to be allocated so that the necessary activities can be accomplished to the satisfaction of the stakeholders involved.

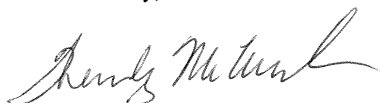
In this regard, I am proposing that the annual fees for the period January 1, 2018 to December 31, 2021 be set at \$60,000 payable in four installments of \$15,000.00 on January 1st, April 1st, July 1st and October 1st of each of the next three years.

For any additional services or requests from the BEDS or the RDKB, compensation for specific projects would be on a negotiated fee for service basis for project management.

This agreement may be terminated by either party on 90 days written notice to the other party.

CF Boundary is eager to continuing to work with the RDKB in this capacity and welcomes any questions or comments.

Yours truly,



Wendy McCulloch
General Manager

Appendix – BEDS Workplan 2017-2019



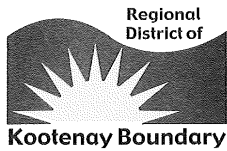
This Employment Program of British Columbia is funded in whole or part by the Government of Canada and the Province of British Columbia.

DRAFT BEDC Workplan and Metrics 2017-19

Goals	Strategy	Tactic(s)	Short Term Outcome	Ultimate Outcome	Resource(s)/Stakeholders
1. Tourism Development	Continue to leverage funding and marketing relationships with DESTINATION BC and other partners to ensure the Boundary Region gets the best possible exposure to target markets.	Boundarybc.com - i. Develop and maintain a tourism related events calender on Boundarybc.com	External audiences are accessing Boundarybc.com and the site gains a stronger presence online	The Boundary Region is a "go to" rural tourist destination and tourism in the region is able to expand its seasonality and become a bigger contributor to the regional economy.	Destination BC Funding/CFB
		ii. Continue to develop image bank and update/maintain site to ensure marketability	An accessible site is available and user friendly and poplated with good images.		
		iii. Maintain social media presence for Boundarybc.com to ensure optimum exposure	An active Social media page exists, response rate is >75%		
		iv. Assess "analytics" of Boundarybc.com and optimize wherever possible	Two reports each year in reporting analytic data.		
		v. Continue to partner with Big White and Blackpress to ensure expand the Boundary Brand, and access to CTO funding through Destination BC and collaborative approach to marketing the Boundary region	Number of marketing publications utilizing the Boundary brand. Number of collaborations with Big White.		
		vi. Continue to access training opportunities for local business through programs such as Destination BC "Remarkable Experiences.	Existence of training opportunities (the number of opportunities, and the number of participants).		
		vii: ensure matrial is available for current updates.			
		Tourism Related Marketing Materials/Plans i. Continue to produce, update and distribute Boundary Regional Guide.	Publication of the guide.	The Boundary Region experiences an increase in tourism and exposure for local businesses and individual communities that can be attributed to marketing related initiatives.	Destination BC Funding/CFB
		ii. Develop prototype for Pad Maps for all Boundary communities. Update, maintain and distribute these maps	Development is underway.		
		iii. Boundary Tourism Plan - continue to revamp Tourism Plan to ensure relevance as an overarching strategy for tourism development in the region (including heritage assets)	Tourism plan is review and received for comment by BEDS.		
		iv. Continue to develop short clip video of Boundary Region to be featured in all marketing/media presence (possible drone footage to be filmed by Dest BC)	Production of the video.		

		v. Ongoing participation in Highway 3 Corridor Group	Updates on the status of the Hwy 3 group, and progress identified.		
2. Trails Development	Continue to explore and advocate for improvements to the Boundary Region's trail infrastructure and promotion of the network.	i. Develop a plan and implement regionally consistent wayfinding signage for trails. Particulars of signage will vary based on funders, locations, et cetera, but there will be some consistency across the area.	There is a noticable improvement in trails infrastructure and Boundary residents and tourists are able to enjoy improvide quality of life as a result.	People live in and visit the Boundary to experience the unique trails infrastructure.	i. Trails BC, Local Govt ii. Local Industry (ie. Interfor etc)
		ii. The trail master plan will identify where other infrastructure upgrades are warranted.	Production of phase 4 of the report, if agreed to proceed.		
	Create a strategy for development of trails in the Boundary, including both motorised and nonmotorised forms of transportation.	i. Develop a trails master plan, built upon deep public consultation.	A plan is adopted by the BEDC that identified the needs of the trail user groups and the intent of the community.	We have a good foundation, based in robust community consultation, for decision-making revolving around trail networks.	Project Consultants / CFB / RDKB
3. Workforce Development	Identify regional skills shortages (and barriers to program delivery) and assist development of training programs to fill identified shortages.	i. Partner with post secondary and other educational partners ii. Continued support of and work with Okanagan Film Commission iii. Findings noted in the RDI's BR and E are examined and possibilities for implemenation are explored. [Iv. The advisory group will assist with guiding these needs and identifying shortages, as will newer BR&E reports.]	Work with post secondary continues and good data is produced to help highlight workforce areas of need. A job fair with the OFC takes place.	The Boundary Region has a workforce that is well positioned to ensure economic and social growth into the foreseeable future.	Advisory Committee
4. Agricultural Development	Facilitate development and support growth of the agricultural sector in the Boundary.	i. Continue to update and maintain Boundary Region Ag Plan.	The Boundary Region experience an increase in active farms and a growth in the farm land being actively cultivated. Local food production and consumption reaches a peak.	The Boundary Region is recognized as a hub for those who want to purchase land and small scale farm in BC . This sector is by residents recognized as a valued economic and social driver. The Boundary Region has a sustainable food source.	RDKB/CFB/Project Consultants/Other funding sources
		ii. Seek funding to implement recommendations from Boundary Region Ag Plan where possible.	Numbers of applications for funding, and amount of funding secured.		
		iii. Consider next steps for the Boundary Regional Food Security Plan	Implementation plan exists, with priorities for actions identified.		
		iv. Grow the niche agricultural industry (small scale farming)	Assessment of growth in niche markets, through agreed upon metrics.		
		v. facilitation and training for local growers and retail business for those products	Training opportunities are identified; number of participant hours in such opportunities.		
		vi. relieve bottlenecks in meat marketing system.	?		

5. Business Retention and Attraction	Help to maintain and assist in developing the current business base in the Boundary. Look at attracting business to the region.	i. Continue to fund and develop Imagine Kootenay program (provide CF representation on Steering Committee, CF continue to work with local realtors to ensure business listings on IK website)	IK program sees an increase in listings and sales for Boundary Region. Business Walks are conducted throughout the region and a workplan is developed to address key issues.	The Boundary Region business community is vibrant, sustainable and connected. Because of this, quality of life improves in the Boundary and the region is seen as a place to invest and relocate.	RDKB/CFB/Other funding sources
		ii. Develop a process and schedule for business walks throughout the Boundary Region	Business walks have been completed in different geographic areas and sectors.		
		iii. Continue to list local businesses on Venture Connect website	Site visits increase.		
		iv. provision of and facilitation of information sessions and education for business development (maybe cross reference to Workforce development).			
		v. build stronger partnerships and improve communication with other groups involved in the strategy.	Identification of a number of specific partnerships to deliver the strategy.		
		vi. Kootenay Booth?			
6. Community Forest Development	Develop a community forest vision, including whether we would developing a service.	i. identifying the potential funding to develop the potential for Community Forestry strategy.	a report that comes back identifying risks and benefits of developing this strategy. li. Graeter community involvement in decision-making.	Good decisions about supporting greater injection community forestry as a model of injecting resources from forestry back into rural community.	
		ii. Develop a community forest vision, including whether we are developing a service.	BEDS agrees upon a vision statement, providede by the committee.		
		iii. A feasibility study identifying potential.	Collation of documentation has been done, and feasibility is discussed.		
7. Communication and Engagement	Advise the BEDC's strategic work through the establishment of an advisory committee	i. Develop an economic development advisory committee, under a suitable model for the region (e.g. Composed of subregional committees, or based on videoconferencing capacity, etc).	An advisory committee has met, and has a terms of reference.	The BEDS is well understood in the region and provincially and is seen as a catalyst for economic development	CFB / RDKB
	Report on activities of BEDC back to local governments and public.	1. develop a process to provide regular updates back to stakeholders, including the general public.	Communications updates are written and shared among stakeholders.		CFB / RDKB



February 5, 2016
 Community Futures Boundary
 Box 2949
 Grand Forks, BC V0H 1H0

Attn: Wendy McCulloch, General Manager

Dear Wendy,

**Re: Regional District of Kootenay Boundary
 Economic Development Services Agreement**

With reference to the above-noted subject, this is to advise that on January 28, 2016 the RDKB Board of Directors adopted the following resolution:

30-16

That the Regional District of Kootenay Boundary Board of Directors approve the Agreement between the Regional District of Kootenay Boundary and Community Futures Boundary, to provide economic development services at \$60,000 per year with a termination clause and appropriate notice, after one year, and **FURTHER** that the Regional District of Kootenay Boundary Board of Directors authorizes the RDKB signatories to sign and enter into the Agreement.

I have enclosed three (3) original copies of the aforementioned agreement duly signed by the RDKB's authorized signatories.

Please sign all three agreements and, at your earliest convenience, kindly ensure that two original signed copies are returned to my attention at the RDKB Trail office, keeping the third original copy for your records.

I look forward to receipt of the signed agreements. Feel free to contact me should you have any questions or concerns.

Sincerely,

Theresa Lenardon,
 Manager of Corporate Administration/Corporate Officer

Encls.



Economic Development Services Agreement

THIS AGREEMENT made the 1st day of January, 2016

BETWEEN:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY, a local government incorporated pursuant to the *Local Government Act*, having its office at Suite 202 - 843 Rossland Avenue, Trail, B.C. V1R 4S8

(the "RDKB")

AND:

Community Futures Development Corporation of Boundary Area, a not for profit incorporated organization, having its office at 1647 Central Avenue, Box 2949, Grand Forks, B.C. V0H 1H0

("CF Boundary")

WHEREAS:

- A. CF Boundary operates a organization committed to economic development as well as community and business sustainability;
- B. The RDKB operates an economic development service; and
- C. The RDKB wishes to contract services from the CF Boundary to provide certain economic development services;

NOW THIS AGREEMENT WITNESSES that, in consideration of the mutual premises and covenants contained herein, and the payment of ten (\$10) dollars by each party to the other, the receipt and sufficiency of which each party hereby acknowledges, the parties agree and covenant as follows:

1. DEFINITION

In this Agreement, the following words are defined as follows:

- (a) "**Boundary**" means the Cities of Grand Forks and Greenwood, the Village of Midway and Electoral Areas C, D and E of the RDKB;
- (b) "**BEDC**" means the Committee appointed by the Chair of the RDKB to represent Boundary communities in economic development matters.

/1579204

2. SERVICE

2.1 Economic Development Services

The CF Boundary will provide the economic development services within and for the Cities of Grand Forks and Greenwood, the Village of Midway and Electoral Areas C, D and E of the RDKB. Those services shall include:

- a) Provision of a point of contact from current and potential businesses located or interested in locating in the Boundary;
- b) To gather and maintain an inventory or information that will assist the existing or potential business community;
- c) The provision of necessary and available information to assist current or potential businesses become sustainable, grow or locate in the Boundary;
- d) To provide guidance and advice as to the possible additional sources of required information to assist current or potential businesses;
- e) Provision of such human support and technological resources as required to effectively and responsibly fulfill the terms of this agreement and the annual workplan as completed and approved from time to time. Specifically it understood that Wendy McCulloch and Sandy Elzinga, as CF Boundary resources, are expected to provide services specified herein;
- f) To report to and consult with the BEDC every month, or as required for operational purposes;
- g) The preparation of a workplan in consultation with the BEDC, will be provided each period. The workplan will outline specific goals, objectives and tasks to be completed each year.

3. PAYMENT

3.1 Fee Payment

The RDKB will pay to the CFDC the following fees for the services provided:

- a) For items 2.1 a through f - \$60,000 per annum, payable in four equal payments on January 2, April 1, July 1, and October 1.
- b) For item 2.1 g - an amount negotiated when the workplan is approved by the BEDC and the RDKB Board of Directors.

3.2 Records Audit

On the request of the BEDC, acting as a duly appointed Committee of the RDKB, acting reasonably, CF Boundary will make available to the BEDC original records confirming activity and expenditures related to the completion of tasks outlined in Section 2.1.

4. TERM AND RENEWAL**4.1 Term**

This Agreement will commence on January 1, 2016 and continue until December 31, 2017.

4.2 Renewal

Nothing in this Agreement gives either party the right to renew or extend this Agreement for any further term or terms.

5. TERMINATION**5.1 Notice**

Either party may, in the second year of the Agreement, on providing 90 days' notice in writing to the other party, terminate this Agreement after one year.

5.2 Non-Performance

The RDKB may, in the event of a breach or non-performance of any provision of this Agreement by CF Boundary, on providing 30 days' notice in writing, terminate this Agreement.

5.3 No activity on Termination

Upon the expiration of the Term or where this Agreement is terminated pursuant to this section 5, the CF Boundary will no longer provide the Service to BEDC.

6. COMPLIANCE WITH REGULATORY AUTHORITY**6.1 Regulatory Jurisdiction**

CF Boundary warrants and represents that nothing in this Agreement is contrary to any statute, regulation, rule or policy of any regulatory authority having jurisdiction. CF Boundary warrants and represents that CF Boundary will take all necessary actions to ensure that, in performing the obligations under this Agreement, CF Boundary will remain in full compliance with all regulatory requirements.

6.2 Release and Indemnity

CF Boundary releases and indemnifies the RDKB from any action, cause of action, liability, loss, penalties, fines or costs, including legal costs that the RDKB may incur as the result of any non-compliance by CF Boundary with any regulatory requirements of any authority having jurisdiction over the operations of CF Boundary.

7. REVIEW AND CONSULTATION**7.1 Consultation**

The parties agree to consult on any matter arising under this Agreement, or any proposed amendment to this Agreement, in good faith.

8. DISPUTE RESOLUTION**8.1 Representatives to Negotiate**

In the event of any dispute or disagreement between the parties arising from the interpretation of this Agreement, either party may give notice to the other party at the address for notices described herein. Upon receipt of a notice of dispute, representatives from each party will immediately commence good faith discussions and negotiations to resolve the dispute or disagreement.

8.2 Mediation

If within 30 days of a notice of dispute being received by either party the representatives have been unable to resolve the dispute or disagreement, the parties may agree to mediate and appoint a mutually acceptable mediator knowledgeable in the subject matter of this Agreement to resolve the outstanding issues.

8.3 Arbitration

If within 30 days of a mediator being appointed, or if the parties have been unable to agree on mediation or the appointment of a mediator within 30 days of the conclusion of the negotiation process in Section 8.1, the matter or matters in dispute will be referred to an arbitrator for final decision. If the parties are unable within 10 days to agree on the appointment of an arbitrator, the appointment will be made in accordance with the *Commercial Arbitration Act*. The parties agree that the decision of the arbitrator will be final, including any decision the arbitrator may make regarding costs of the arbitration.

9. INDEMNIFICATION

CF Boundary acknowledges and agrees that nothing in this Agreement renders the RDKB responsible for any CF Boundary operation, and CF Boundary releases and indemnifies the RDKB for any losses incurred by the RDKB from any action, cause of action, claim, suit, loss, damage or costs (including legal costs) that may be brought by anyone in respect of any CF Boundary operation, except and to the extent that any action, cause of action, claim, suit, loss, damage or costs arises directly or indirectly as a result of the action or negligence of the RDKB or any RDKB employee, contractor or agent.

10. GENERAL PROVISIONS**10.1 No Agency or Partnership**

Nothing in this Agreement creates a partnership, joint venture or agency relationship between the parties, or grants CF Boundary any authority to act for or bind the RDKB.

10.2 No Waiver

No waiver or forbearance by either party of a breach of any term of this Agreement constitutes a waiver or forbearance of any other breach of, or non-compliance with, any term of this Agreement.

10.3 Confidentiality

CF Boundary acknowledges and agrees that the RDKB is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia) and that any records or information in the possession of the RDKB may, by law, be subject to disclosure.

10.4 Severability

If any section, subsection, sentence, clause or phrase in this Agreement is for any reason held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement. The parties hereto shall agree upon an amendment to be made to the section, subsection, sentence, clause or phrase previously found to be invalid and shall do or cause to be done all acts reasonably necessary in order to amend this Agreement so as to reflect its original spirit and intent.

10.5 Notices

Where any notice under this Agreement may be provided, it must be provided in writing and may be given by delivery to either party or by email and will be validly given if delivered on a business day addressed to the following party:

- (a) if to the RDKB:

Regional District of Kootenay Boundary
Suite 202 - 843 Rossland Avenue,
Trail, B.C. V1R 4S8

Attention: John MacLean

- (b) if to Community Futures Development Corporation of Boundary Area:
1647 Central Avenue
P.O. Box 2949
Grand Forks, BC V0H 1H0

Attention: Wendy McCulloch

10.6 Time of Essence

Time is of the essence of this Agreement.

10.7 Governing Law

This Agreement will be subject to the laws of Canada and British Columbia, as applicable.

10.8 Number and Gender

In this Agreement, the singular and the masculine will be deemed to include the plural and the feminine and corporate, as applicable.

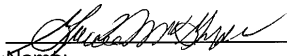
10.9 Counterparts


This Agreement may be executed and delivered in any number of counterparts with the same effect as if each of the parties had signed and delivered the same document and all counterparts will be construed together to be an original and will constitute one and the same agreement.

7

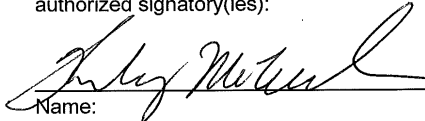
IN WITNESS WHEREOF the parties hereto have executed this Agreement on the date first above written.

**REGIONAL DISTRICT OF KOOTENAY
BOUNDARY**, by its authorized
signatory(ies):

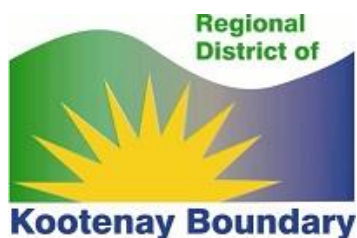

Name: _____


Name: _____

**Community Futures Development
Corporation of Boundary Area**, by its
authorized signatory(ies):


Name: _____


Name: _____



STAFF REPORT

Date: 07 Dec 2017 **File**
To: Chair Russell and Members of the Board
From: Beth Burget, General Manager of Finance
Re: Liability of Agreement Application Approval

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, requesting that the Board approve MFA financing of "liability under agreement" with the Municipal Financing Authority (MFA) to finance short term financing (under five years) for the Commercial Kitchen Make-up Unit Upgrade for the Grand Forks Curling Rink as included in the 2017 Financial Plan.

History/Background Factors

The 2017 Financial Plan included a project for the Grand Forks Curling Club that was to be financed by entering into a "liability" under Section 403 of the Local Government Act. This project was for installation of kitchen exhaust ventilation upgrade estimated at \$24,000.

Implications

Approval to make application to the Municipal Financing Authority for this proposed financing under Section 403 of the Local Government Act is requested for the Grand Forks Curling Club as previously discussed and approved in the 2017 Financial Plan. The 2017 - 2021 Financial Plan provides for the financing costs for this project.

Advancement of Strategic Planning Goals

Not Applicable

Background Information Provided

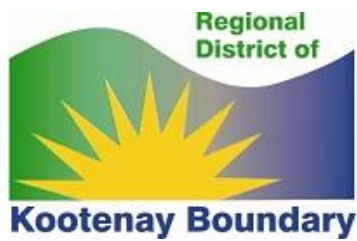
Not Applicable

Alternatives

No alternative is provided for the Board's consideration, as previous direction for this project was provided in the 2017 Financial Plan.

Recommendation(s)

That the Board of Directors approve application be made the the Municipal Financial Authority for financing under "Liability Under Agreement" for Kitchen Exhaust Ventilation Upgrade for the Grand Forks Curling Club for a maximum of \$24,000.



STAFF REPORT

Date: 13 Dec 2017
To: Chair Russell and Board of Directors
From: Mark Andison, CAO
Re: Building Bylaw Contravention

File

Issue Introduction

A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:

4960 Sanders Road, Rock Creek, B.C.
Electoral Area 'E' / West Boundary
Parcel Identifier: 003-763-471
Lot A District Lot 1113S SDYD Plan 31288
Owner: Lesley Salikin

History/Background Factors

The Building Official confirmed that there have been no changes concerning the above referenced property. The owner, Lesley Salikin, has constructed an accessory building at the above referenced property without first obtaining a building permit.

Implications

The filing of a Notice on Title against the above mentioned property pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter will alert future purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or Building Bylaw.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

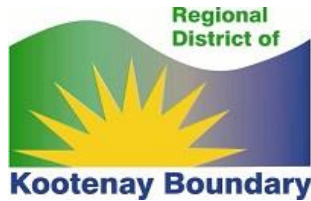
- Staff Report dated October 31, 2017 submitted to the Board regarding the building bylaw contravention;
- Letter dated November 21, 2017 inviting the Owner to the December 13, 2017 Board Meeting.

Alternatives

1. Once all deficiencies are rectified, the Owner may request that that Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot A, District Lot 1113S, Similkameen Division Yale District, Plan 31288.

**STAFF REPORT**

Date: 31 Oct 2017 **File**
To: **Chair McGregor and Board of Directors**
From: Mark Andison, Acting CAO
Re: Building Bylaw Contravention

Issue Introduction

A staff report from Mark Andison, Acting CAO, regarding a Building Bylaw Contravention for the property described as:

4960 Sanders Road, Rock Creek, B.C.
Electoral Area 'E' / West Boundary
Parcel Identifier: 003-763-471
Lot A District Lot 1113S SDYD Plan 31288
Owner: Lesley Salikin

History/Background Factors

The owner, Lesley Salikin, has constructed an accessory building at the above referenced property without first obtaining a building permit. History and background factors are as attached.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Duties of the Owner

12.1 - Every owner shall:

b) obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work.

Implications

The Regional District of Kootenay Boundary Board of Directors has dealt with a number of Bylaw Contraventions by Filing a Notice on Title. The effect of this Notice is to alert future Purchasers of the property that the building(s) are in contravention of the B.C. Building Code and/or regulatory bylaws. The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

- History / Background Factors;
- Registered letter dated August 25, 2017;
- Registered letter dated March 29, 2017;
- Registered letter dated March 10, 2017;
- Site photos taken March 9, 2017.

Alternatives

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors invite the owner, Lesley Salikin, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot A, District Lot 1113S, SDYD, Plan 31288.

**STAFF REPORT ATTACHMENT**

Date:	October 31, 2017	File:	
To:	Chair McGregor and Board of Directors		
From:	Mark Andison, Acting CAO		
RE:	BUILDING BYLAW CONTRAVENTION 4960 SANDERS ROAD, ROCK CREEK, B.C. ELECTORAL AREA 'E' / WEST BOUNDARY PARCEL IDENTIFIER: 003-763-471 LOT A DISTRICT LOT 1113S SDYD PLAN 31288 OWNER: LESLEY SALIKIN		

History/Background Factors

The owner, Lesley Salikin, has constructed an accessory building on the above referenced property without first obtaining a building permit.

March 9, 2017 Stop Work Order posted;

March 10, 2017 **First registered letter** mailed to owner requesting a response by April 10, 2017;

March 14, 2017 Canada Post confirmation that the letter was returned to sender;

March 29, 2017 **Second registered letter** mailed to owner requesting a response by April 29, 2017;

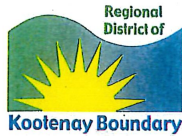
April 4, 2017 Canada Post confirmation that the letter was delivered;

April 19, 2017 Telephone call with owner to discuss options for the building;

Aug. 25, 2017 **Third registered letter** mailed to owner requesting a response by September 25, 2017;

Aug. 30, 2017 Canada Post confirmation that the letter was delivered;

Oct. 31, 2017 To date, we have had no further response from the owner.



August 25, 2017

REGISTERED

Lesley Salikin
6B Twin Terrace Northwest
Edmonton, AB
T6K 1V4

Re: STOP WORK ORDER- CONSTRUCTION OF AN ACCESSORY BUILDING
4960 Sanders Road, Electoral Area 'E'/West Boundary
Lot A, D.L. 1113S, SDYD, Plan 31288

A review of the above-mentioned file indicates that we have not received the documentation requested in our letter dated March 29, 2017. A **Stop Work Order** was posted on March 9, 2017 for construction of an Accessory Building at the above referenced property without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) Every owner shall:
 obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by **September 25, 2017**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "R Silva".

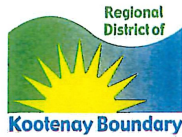
Robert Silva, RBO
Building & Plumbing Official

Attachment
RS:ss

COPY

2140 Central Ave. Box 1969 Grand Forks, British Columbia Canada V0H 1H0
 toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
 email: gfbldg@rdkb.com • web: www.rdkb.com





March 29, 2017

REGISTERED

Lesley Salikin
6B Twin Terrace Northwest
Edmonton, AB
T6K 1V4

Re: STOP WORK ORDER- CONSTRUCTION OF AN ACCESSORY BUILDING
4960 Sanders Road, Electoral Area 'E'/West Boundary
Lot A, D.L. 1113S, SDYD, Plan 31288

This letter confirms the posting of a **Stop Work Order** on March 9, 2017 for construction of an Accessory Building at the above referenced property without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

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obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by **April 10, 2017**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Yours truly,

Robert Silva, RBO
Building & Plumbing Official

Attachment
RS:ss

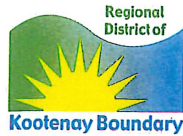
COPY

mailed
March 31/17

Changed
on
Version
Sent

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: building-gf@rdkb.com • web: www.rdkb.com





March 10, 2017

REGISTERED

Lesley Salikin
4960 Sanders Rd.
Rock Creek, B.C.
VOH 1Y0

Re: STOP WORK ORDER- CONSTRUCTION OF AN ACCESSORY BUILDING
4960 Sanders Road, Electoral Area 'E'/West Boundary
Lot A, D.L. 1113S, SDYD, Plan 31288

This letter confirms the posting of a **Stop Work Order** on March 9, 2017 for construction of an Accessory Building at the above referenced property without a building permit.

No building permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449,

Section 7.1 No person shall commence or continue any work provided for in Section 3.2 or related to building unless he has a valid and subsisting permit issued by the authority having jurisdiction.

Section 12.1 b) Every owner shall:
obtain where applicable from the authority having jurisdiction, permits relating to demolition, excavation, building, repair of buildings, zoning, change in classification of occupancy, sewers, water, plumbing, signs, canopies, awnings, marquees, blasting, street occupancy, electricity, buildings to be moved, and all other permits required in connection with the proposed work prior to the commencement of such work;

To apply for a permit, please fill out the enclosed application form and submit the relevant documentation listed on the "How to Obtain a Building Permit" checklist to our office by **April 10, 2017**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Yours truly,

Robert Silva, RBO
Building & Plumbing Official

COPY

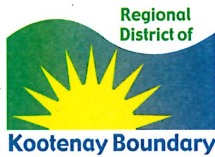
Attachment
RS:ss

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: building-gf@rdkb.com • web: www.rdkb.com









November 21, 2017

Lesley Salikin
6B Twin Terrace Northwest
Edmonton, AB T6K 1V4

**Re: Constructed Accessory Building without Building Permit
4960 Sanders Road, Rock Creek, B.C., Electoral Area 'E' / West Boundary
Contravention of Building Bylaw No. 449
Lot A District Lot 1113S SDYD Plan 31288**

On November 8, 2017 the Board of Directors reviewed the attached report regarding the above referenced property. As a consequence, the Board will, at its next regular meeting, be considering a resolution to direct the Chief Administrative Officer to file a formal Notice in the Land Title Office regarding this contravention. Pursuant to Section 302 of the Local Government Act and Section 57 of the Community charter you are to be afforded the opportunity to be heard by the Board of Directors before such a Notice is filed. The Board has therefore, adopted the following resolution.

"That Lesley Salikin be invited to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter against the property legally described as Lot A, District Lot 1113S, SDYD, Plan 31288".

This hearing before the Board of Directors is scheduled for Wednesday, December 13, 2017 at approximately 6:00 p.m. This meeting will be held at the Regional District of Kootenay Boundary office, 202-843 Rossland Avenue, Trail, B.C. Please advise Sara Bradley at the address noted below in advance, whether you or a representative will be present at this hearing. If you will be attending this hearing, we would request a written submission from you relating to this matter by December 6, 2017. This will provide sufficient time for your report to be distributed to the Board of Directors.

Please be advised that, in order to avoid registration of this Notice, the Board of Directors requires a written confirmation from the Building Inspection staff that the property is now in compliance. You are encouraged to acquire that confirmation before the hearing date.

Enclosed for your information is a copy of Section 302 of the Local Government Act and Section 57 of the Community Charter. The effect of this Notice is to remove liability from the Regional District of Kootenay Boundary and warn future purchasers of the property that the building(s) or construction on the property may have been in violation of the B.C. Building Code and/or Regulatory Bylaws of the Authority having Jurisdiction.

Yours truly,

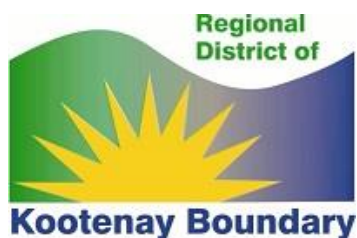
Theresa Lenardon
Manager of Corporate Administration

Attachment

/sb

202 – 843 Rossland Ave Trail, British Columbia Canada V1R 4S8
toll-free: 1 800 355-7352 • tel: 250 368-9148 • fax: 250 368-3990
email: admin@rdkb.com • web: www.rdkb.com





STAFF REPORT

Date: 06 Dec 2017 **File** WAX Legacy Project

To: **Chair Russell and Board of Directors**

From: Mark Andison, Chief Administrative Officer

Re: Resolution to Support Waneta Expansion Legacy Project in Beaver Creek Provincial Park

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer seeking a Board resolution to facilitate the Regional District of Kootenay Boundary constructing an arbour in Beaver Creek Provincial Park as a legacy project relating to the construction of the Waneta Expansion Project.

History/Background Factors

Since the Waneta Expansion Project was completed, there has been significant headway made in realizing the construction of a legacy project in Beaver Creek Provincial Park commemorating the significant regional project. Funds were made available to the RDKB from the WAX Partnership to develop a legacy project and additional funding has been provided through Electoral Area 'A' gas tax revenues. At this point, much of the initial feasibility work is complete, including a significant First Nations consultation process required for any new developments within the park.

While funding has been provided for the construction of an arbour in the park as a legacy project, the maintenance associated with the arbour once it has been constructed will be the responsibility of the RDKB's Beaver Valley Recreation Service. To that end, both the Village of Montrose and the Village of Fruitvale Councils adopted resolutions in early 2017 endorsing the legacy arbour and supporting the inclusion of the arbour as a regional asset.

As the RDKB and its partners in the the project, the WAX Partnership members and the Kiwanis Club, are nearing the construction phase of the project, BC Parks

requires a commitment from the RDKB that it agrees to be responsible for the maintenance of the legacy arbour after it has been constructed.

Implications

BC Parks staff have indicated that a resolution of RDKB Board of Directors committing to long-term maintenance of the arbour will be sufficient for their needs. The following draft resolution has been vetted by BC Parks staff:

That the Regional District of Kootenay Boundary will be financially responsible for maintaining the Waneta Expansion Legacy Project arbour at Beaver Creek Provincial Park as per the design that is to be constructed and installed in 2018. Legal liability for the public's use of the arbour lies with BC Parks as the owner of the land on which the arbour will be constructed.

If changes to the arbour are considered in the future, then the Regional District of Kootenay Boundary will only assume financial responsibility for maintaining the additions and/or changes to the arbour if the Board of Directors of the Regional District of Kootenay Boundary has agreed to do so prior to the changes being made to the arbour.

The Regional District of Kootenay Boundary's financial responsibility for maintenance will be in effect throughout the life of the arbour and includes responsibility for dismantling the arbour and returning the area to grass should BC Parks and the Board of Directors for the Regional District of Kootenay Boundary agree that the arbour is no longer needed.

The intent of the resolution is to establish the scope of the RDKB's maintenance responsibilities with respect to the proposed legacy arbour project and, ultimately, to facilitate the construction of the project within the Provincial park.

Advancement of Strategic Planning Goals

Agreeing to long-term maintenance of the proposed legacy project within Beaver Creek Provincial Park advances the Board's strategic priority to continue to focus on partnerships that advance the interests of the region.

Background Information Provided

None

Alternatives

1. Adoption of the proposed resolution agreeing to long-term maintenance of the proposed legacy arbour;
2. Defer consideration of the proposed resolution pending further information.

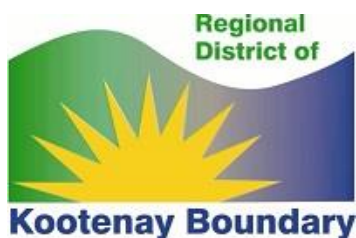
Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors adopt the following resolution:

That the Regional District of Kootenay Boundary will be financially responsible for maintaining the Waneta Expansion Legacy Project arbour at Beaver Creek Provincial Park as per the design that is to be constructed and installed in 2018. Legal liability for the public's use of the arbour lies with BC Parks as the owner of the land on which the arbour will be constructed.

If changes to the arbour are considered in the future, then the Regional District of Kootenay Boundary will only assume financial responsibility for maintaining the additions and/or changes to the arbour if the Board of Directors of the Regional District of Kootenay Boundary has agreed to do so prior to the changes being made to the arbour.

The Regional District of Kootenay Boundary's financial responsibility for maintenance will be in effect throughout the life of the arbour and includes responsibility for dismantling the arbour and returning the area to grass should BC Parks and the Board of Directors for the Regional District of Kootenay Boundary agree that the arbour is no longer needed.



STAFF REPORT

Date: 06 Dec 2017

File

ADMN - West
Kootenay Transit

To: Chair Russell and Board of Directors

From: Mark Andison, Chief Administrative officer

Re: 2017-2018 Ski Bus Contract with Tourism Rossland

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer regarding a proposed contract between the RDKB and Tourism Rossland relating to the West Kootenay Transit Ski Bus service between downtown Rossland and Red Mountain Resort.

History/Background Factors

Tourism Rossland has recently made a request that the RDKB once again enter into a contract with that organization to facilitate free public transportation for users of the West Kootenay Transit System's Ski Bus who are travelling within the boundaries of the City of Rossland to and from Red Mountain Resort. Route 48 of the West Kootenay Transit System - the Red Mountain Ski Bus, operates from December 1st to March 31st on Saturdays and Sundays, and whenever school is not in session between those dates. The Ski Bus travels from Fruitvale in the morning, with stops in Montrose, Trail, Warfield and Rossland on its way to Red Mountain each day of operation and does the return trip in the afternoon.

The RDKB has previously entered into contracts with Tourism Rossland to facilitate free ridership within the City of Rossland for users of the Ski Bus. The monthly ridership within the City of Rossland during the 2016/2017 season was as follows:

2016/17 West Kootenay Transit Ski Bus (Route 48) Ridership Statistics: Rides Within Rossland	
Month	Rides (Key 8 Presses)
December	179
January	248
February	241
March	169

Under the terms of the contract, the RDKB invoices Tourism Rossland for the value of rides utilizing the program. So, with a total of 837 rides during the 2016/2017 ski season and with Tourism Rossland paying \$1.80 per trip, the RDKB generated \$1,506.60 in revenue from its involvement in the program.

Implications

Correspondence from Tourism Rossland requesting that the RDKB again participate in a contract to facilitate free ridership on the Ski Bus within the City of Rossland's boundaries is available below. Also, a copy of the agreement from the 2016/2017 season is shown below.

The effective dates for the program, should the Board of Directors wish to enter into the contract again, would be:

- Dec./17 - 16, 17, 22, 23, 24, 26, 27, 28, 29, 30, and 31 (11 days);
- Jan./18 - 1, 2, 3, 4, 5, 6, 7, 13, 14, 20, 21, 27, and 28 (13 days);
- Feb./18 - 3, 4, 9, 10, 11, 12, 17, 18, 24, and 25; (10 days);
- Mar./18 - 3, 4, 10, 11, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, and 31 (19 days)

Advancement of Strategic Planning Goals

The Ski Bus Contract with Tourism Rossland advances the Board's strategic priority to continue to focus on partnerships that advance the interests of the region.

Background Information Provided

1. Request from Andras Lukacs, Executive Director, Tourism Rossland to enter into Ski Bus Contract for the 2017/18 ski season;
2. 2016/17 Ski Bus Contract between RDKB and Tourism Rossland

Alternatives

1. Authorization to execute a Ski Bus Contract with Tourism Rossland for the 2017/18 ski season;
2. Defer consideration of the contract execution pending further information.

Recommendation(s)

That the Regional District Kootenay Boundary Board of Directors authorizes the RDKB signatories to sign and enter into a 2017/18 Ski Bus Contract between Tourism Rossland and the Regional District of Kootenay Boundary.

Mark Andison

From: Andras Lukacs <andras@tourismrossland.com>
Sent: Monday, November 27, 2017 12:26 PM
To: Mark Andison
Subject: Tourism Rossland - Ski Bus
Attachments: Rossland SKI BUS Contract- RDKB.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Mark,

Hope you are doing well and enjoying the new position.

I'm working on the details of the Rossland Ski Bus for this winter season. In the past, we had an agreement with the RDKB to provide the ski bus at no cost to passengers who board and/or alight in Rossland (with the exception of passengers bound for Trail or Fruitvale) on specified dates and invoice Tourism Rossland for these passengers on a monthly basis.

We would love to continue this program, as it compliments the bus service that exists in Rossland and avoid confusions about paid/free transportation options within Rossland.

I attached our agreements from last year for your consideration. Please let me know if this is something the RDKB is interested in continuing.

Thank you.

Sincerely,

Andras Lukacs

--

András Lukács, Ph.D.

Executive Director
 Tourism Rossland
 p: 250.921.4892
 e: andras@tourismrossland.com



RDKB SKI BUS Contract

THIS CONTRACT (the "Contract") dated this ____ day of _____

BETWEEN:

The Regional District of Kootenay Boundary (RDKB)

(The 'Vendor')

OF THE FIRST PART

- AND -

Tourism Rossland Society

(The 'Purchaser')

OF THE SECOND PART

Whereas the RDKB through its partnership with BC Transit operates a ski bus service, an express service that travels between Fruitvale and Red Mountain Ski Hill on weekends, statutory, and school holidays, and

Whereas Tourism Rossland in an effort to attract skiers and visitors wishes to allow people who access the ski bus in the City of Rossland to travel for free.

IN CONSIDERATION OF THE COVENANTS and agreements contained in this Contract, the parties to this Agreement agree as follows:

The Regional District of Kootenay Boundary agrees to the following:

Providing the Ski Bus on the following days at no cost to the passengers who board and/or alight in Rossland (with the exception of passengers bound for Trail or Fruitvale) on the following days:

- December: 10, 11, 17, 18, 24, 26, 27, 28, 29, 30 and 31st - Total 11 days,
- January: 2, 3, 4, 5, 6, 7, 8, 14, 15, 21, 22, 28, 29 - Total 13 days
- February: 4, 5, 11, 12, 13, 18, 19, 25, 26 - Total 9 days
- March: 4, 5, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 - Total 18 days

Invoice Tourism Rossland on a monthly basis by the 15th of the following month for all passengers who boarded and/or alighted in Rossland (with the exception of passengers bound for Trail or Fruitvale) at a rate of \$1.80 per passenger.

Tourism Rossland agrees to the following:

To pay the RDKB for each passenger boarding and/or alighting in Rossland for the 2016/2017 ski season for the RDKB SKI Bus only.


Passengers boarding outside of the City or inside of the City of Rossland but bound for Fruitvale or Trail will pay their own fare.

Termination

The Purchaser may terminate this contract with 2 weeks notice, and the RDKB recognises that this contract is subject to available funding by Tourism Rossland.

Signed:

"The Purchaser"

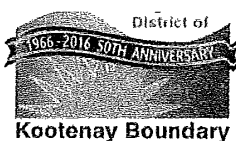

 Name: _____

 Deanne Steven _____ Date: _____ December 14, 2016 _____

Tourism Rossland Society

"The Vendor"

Name: _____
 _____ Date: _____
 Regional District of Kootenay Boundary



Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or tol@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B'/ Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C'/ Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D'/ Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E'/ West Boundary Director Vicki Gee
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Applicant:	* St. Jude's Anglican Church			
Address:	*145 South Kimberley Ave. Greenwood, BC			
Phone:	*250-449-2381	Fax:		E-Mail: *tannisk1@shaw.ca
Representative:	*Tannis Killough, Secretary-Treasurer (Box 187, Midway V0H 1M0)			
Make Cheque Payable To:	*St. Jude's Anglican Church			

*Starred Items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$500 What amount are you requesting from this RDKB Director(s)? \$ 500

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

To purchase materials for a Santa's Helpers' Christmas party event for the children of Greenwood and surrounding area. The supplies required include a little gift for each child, as well as wrapping paper, decorations, refreshments, and materials needed for games, crafts, and photos. Over fifty children are anticipated to be attending.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization: Individuals and businesses are making donations-in-kind.

Amount Requested: \$ Amount Secured: \$

Name of Organization:

Amount Requested: \$ Amount Secured: \$

Name of Organization:

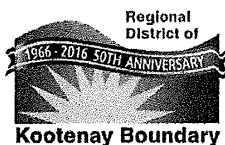
Amount Requested: \$ Amount Secured: \$

Date: 06/12/2017 Applicant Signature: Tannis Killough Print Name: Tannis Killough

Office Use Only

Grant approved by Electoral Area Director:

Approved by Board:



Grant-in-Aid Request

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director All Grieve	<input type="checkbox"/> Electoral Area 'B/' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C/' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D/' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E/' West Boundary Director Vicki Gee
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Applicant:	* Greenwood Seniors Citizens Association Branch #99			
Address:	* 100 Deadwood St. PO Box 303 Greenwood, BC V0H 1J0			
Phone:	* 250-445-9931	Fax:	250-445-9931	E-Mail: *edjanbc@gmail.com
Representative:	* Jan Smith			
Make Cheque Payable To:	* Greenwood Seniors Citizens Association Branch #99			

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 700 What amount are you requesting from this RDKB Director(s)? \$ 300

What is the Grant-In-Aid for? (attach an extra sheet if necessary)

Senior's Christmas Dinner - Purchased from Mineshaft Restaurant, Greenwood BC. 46 people served.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

Name of Organization _____
Amount Requested: \$ _____ Amount Secured: \$ _____

Date: Nov. 29, 2017 Applicant Signature *Jan Smith* Print Name Jan Smith SEL/TREAS.

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT