

Regular Meeting of the Board of Directors

Thursday, April 26, 2018

6:00 pm

**RDKB Board Room
Grand Forks, B.C**

A G E N D A

1. Call to Order

2. Consideration of the Agenda (Additions/Deletions)

- 2a)** The agenda for the meeting of the Regional District of Kootenay Boundary Board of Directors for April 26, 2018 is presented.

Recommendation: Corporate Vote Unweighted

That the agenda for the April 26, 2018 meeting of the Regional District of Kootenay Boundary Board of Directors be adopted as presented.

3. Minutes

- 3a)** The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held April 11, 2018 are presented.

Recommendation: Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held April 11, 2018 be adopted as presented.

[Minutes-Board of Directors - 11 Apr 2018 - BOARD-April 26 2018 - Pdf](#)

4. Delegation(s)

- 4a) Audited Financial Statements
Year Ended December 31, 2017
Don Catalano, CGA, Grant Thornton Inc.**

Mr. Catalano will be in attendance to present the Financial Statements.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the 2017 Audited Financial Statements for the Year Ended December 31, 2017.

[RDKB DRAFT Financial Statements -BOARD-April 26 2018](#)

**4b) Lauren Rethoret, Columbia Basin Rural Development Institute
Applied Research & Innovation Centre
Re: Rural Development Institute (RDI) for Local Government**

The Columbia Basin Rural Development Institute (RDI) has proposed a new partnership with local governments focused on applied research, innovation, and training. Based on the outcome of a related submission to the Rural Dividend Fund, the RDI has proposed an alternative funding model that involves leveraging cash contributions from local governments with additional funds from Columbia Basin Trust, the federal government and other granting agencies as opportunities emerge. This presentation will cover details of the revised budget, proposed operations for the 2-year program and return on investment. Examples of the types of projects that could occur under this partnership will be provided.

[L. Rethoret-RDI for Loc Gov-BOARD-April 26 2018](#)

5. Unfinished Business

**5a) Town of Oliver-March 5, 2018
Re: Paving of Camp McKinney Road, Oliver BC to Mt. Baldy Ski Area
Village Parking Lot
Director Gee to Lead Discussion**

The Board reviewed correspondence from the Town of Oliver on March 14, 2018 and ~~adopted a recommendation to refer the matter to the Electoral Area Services Committee for further discussion.~~ Since then, Director Gee has met with staff at Mt. Baldy and has advised that she would now like to add support to the request from the Town of Oliver for paving the remainder of the 21 km from Oliver to the Mt. Baldy ski area parking lot.

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors send a letter of support to the Ministry of Transportation and Infrastructure to consider the request of Strata Corporation KAS1840 to pave the remainder of Camp McKinney Road, at kilometer 14 outside the Town of Oliver, for 21 kilometers to Mt. Baldy Ski Resort village. **FURTHER** that the Town of Oliver be notified of the RDKB Board of Directors' decision.

[Town of Oliver-paving Camp McKinney Rd to Mt Baldy-BOARD-April 26, 2018](#)

**5b) British Columbia Conservation Foundation/WildSafeBC Grand Forks
Re: Return Grant in Aid (GIA) Funds**

On March 14, 2018, Grant in Aid funds in the amount of \$500 were approved by Board Resolution No. 155-18. The funds were approved for the British Columbia Conservation Foundation/WildSafeBC Grand Forks and were disbursed from the Electoral Area D/Rural Grand Forks GIA allocation.

The funds were sent to WildSafeBC Grand Forks after the March 14, 2018 Board meeting and since then, via a letter dated April 12, 2018 (attached) the RDKB has been advised that financial constraints have made the delivery of the 2018 program unfeasible. WildSafeBC Grand Forks has returned the funds.

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

That the Regional District of Kootenay Boundary Board of Directors receive the notification from the British Columbia Conservation Foundation / WildSafeBC Grand Forks regarding the cancellation of the Electoral Area D/Rural Grand Forks Grant in Aid in the amount of \$500 as approved by Board Resolution No. 155-18 on March 14, 2018. **FURTHER** that the funds be returned to the Electoral Area D/Rural Grand Forks Grant in Aid allotment.

[Letter from WildSafeBC-Return Funds-March 14 Apprvd GIA-BOARD-April 26 2018](#)

[GIA-WildSafe-Area D-Apprvd Board Mtg March 14 2018-Return Funds-BOARD-April 26 2018](#)

6. Communications-RDKB Corporate Communications Officer

**6a) F. Maika, Corporate Communications Officer
Re: Staff Report - Summary 2018 Electoral Areas A-E Town Hall Meetings**

[Staff Report -F. Maika-2018 EAO Town Hall Mtgs -BOARD-April 26 2018](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors consider the following:

- To revisit the actual purpose and focus of the town hall meetings and determine that they are meeting organizational objectives of the Board of Directors and staff.
- To determine whether annual town halls are the right tactic for discussing topics in addition to the RDKB financial plan and budget, or whether

another process may be required given time constraints of the town halls themselves.

- To continue to advertise an opportunity for residents to provide online and/or SMS text-based feedback of some kind in the lead up to and following the town halls.
- To continue using a standard financial plan/budget presentation with interactive polling for all 2019 town halls, followed by a question and answer session provided audience members indicate a preference for this during live polling.
- To use topic tables in an open-house format at the outset and again at the end of each of the town halls that are expected to exceed 20 attendees.

7. Communications (Information Only)

7a) ~~W. Booth, President UBCM March 13/18~~
~~Re: 2017 (RDKB) UBCM Resolution-BC Used Oil Management Assoc.~~
[UBCM-WBooth-2017 RDKB Resolution-Used Oil Management Assoc-BOARD-April 26, 2018](#)

7b) ~~R. Bishop, Program Officer UBCM Emergency Operations~~
~~Re: 2018 Emergency Operations Centres and Training~~
[UBCM-2018 EOC and Training-BOARD-April 26, 2018](#)

7c) Columbia Shuswap Regional District-April 13/18
Re: Correspondence to Ministry of Agriculture - Need for Change to Class E Licences Regulations

Recommendation: Corporate Vote Unweighted

That Communications Information Only Items 7a) - 7c) be received. **FURTHER** direction at the discretion of the Board.

[CRSD-Ltr to Min Ag-Change to Class E Licensing-BOARD-April 26 2018](#)

8. Reports

8a) Adopted RDKB Committee Minutes

The minutes of the RDKB Committee meetings held during April 2018 and adopted by the respective Committees are presented:

Beaver Valley Regional Parks, Trails and Recreation (Feb. 13/18), East End Services (Feb. 20/18) and Electoral Area Services (March 15/18).

Recommendation: Corporate Vote Unweighted

That the following minutes of the RDKB Committee meetings held during April 2018 be received:

Beaver Valley Regional Parks, Trails and Recreation (Feb. 13/18), East End Services (Feb. 20/18) and Electoral Area Services (March 15/18).

[Minutes - BV Rec - 13 Feb 2018 - BV Rec - Apr 10, 2018 Pdf](#)

[Minutes - EES - 20 Feb 2018 - EES - Apr 10, 2018 Pdf](#)

[Minutes-Electoral Area Services Committee - 15 Mar 2018 - BOARD-April 26 2018 - Pdf](#)

8b) Adopted RDKB Recreation Commission Minutes

The minutes of the RDKB Recreation Commissions: Christina Lake Parks and Recreation-March 7/18 and Grand Forks and District Recreation-March 8/18 are presented:

Recommendation: Corporate Vote Unweighted

That the minutes of the RDKB Recreation Commissions: Christina Lake Parks and Recreation-March 7/18 and Grand Forks and District Recreation-March 8/18 be received.

[Minutes - Electoral Area C Parks & Recreation March 7, 2018 - Board - April 26, 2018](#)

[Minutes- Grand Forks and District Recreation - March 8, 2018 - Board - April 26, 2018](#)

8c) Draft RDKB Electoral Area Advisory Planning Commission Minutes

The minutes of the RDKB Electoral Area Advisory Planning Commissions are presented:

Electoral Area A (April 3/18), Electoral Area B/Lower Columbia-Old Glory (April 3/18), Electoral Area C/Christina Lake (April 3/18), Electoral Area D/Rural Grand Forks (April 3/18) and Electoral Area E/West Boundary-Big White (April 3/18) are presented.

Recommendation: Corporate Vote Unweighted

That the minutes of the RDKB Electoral Area Advisory Planning Commissions: Electoral Area A (April 3/18), Electoral Area B/Lower Columbia-Old Glory (April 3/18), Electoral Area C/Christina Lake (April 3/18), Electoral Area D/Rural Grand Forks (April 3/18) and Electoral Area E/West Boundary-Big White (April 3/18) be received.

[Minutes-April 3-APC Area A-Board-April 26 2018](#)

[Minutes-April 3-APC Area B-Board-April 26 2018](#)

[Minutes-April 3-APC Area C-Board-April 26 2018](#)

[Minutes-April 3-APC Area D-Board-April 26 2018](#)

[Minutes-April 3-APC Area E-Big White-April 26 2018](#)

9. Monthly Committee Recommendations to Board of Directors

The RDKB Committee recommendations as adopted by the RDKB Committees during April 2018 are presented for consideration.

**9a) Beaver Valley Regional Parks, Trails and Recreation Committee
April 10/18**

Director Grieve, Chair/Director Cecchini, Vice Chair

Beaver Valley Arena Ice Facility User Rates

CATEGORY	CURRENT 2017/2018	PROPOSED 2018/2019
Adult Prime	\$118.00/hr + gst = \$123.90	\$120.00/hr + gst = \$126.00
Youth Prime	\$65.00/hr + gst = \$ 68.25	\$66.00/hr + gst = \$ 69.30
Youth Non-Prime	\$47.00/hr + gst = \$ 49.35	\$48.00/hr + gst = \$ 50.40
Spring Ice	\$77.00/hr + gst = 80.85	\$78.00/hr + gst = 81.90

JR B HOCKEY RATES:

CURRENT REGULAR SEASON	PROPOSED
\$350.00/game + gst = \$367.50 Practice is \$47.00 per hour + gst (morning ice) or \$65.00 per hour + gst (evening ice)	\$357.00/game + gst = \$374.85 Practice is \$48.00 per hour + gst (morning ice) or \$66.00 per hour + gst (evening ice)

[Staff Report - Ice Facility User Rates - BVREC - BOARD Apr 28 2018](#)

9b) East End Services Committee - April 10, 2018

Director Grieve, Chair/Director McLellan Vice Chair

Bailey Theatre Service Agreement

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the 2018-2022 Service Agreement between the RDKB and Trail and District Arts Council for a five year term commencing June 1, 2018 and expiring May 31, 2022 at an annual cost of \$75,000 with two equal payments to the Arts Council on January 1 and August 1 of each year.

[Staff Report-TDAC Agreement-Bailey Theatre BOARD Ap 26 2018](#)

[Cost Operating Comparison-TDAC Agreement-Bailey Theatre-BOARD April 2018](#)

9c) Electoral Area Services Committee - April 12, 2018

Director Worley, Chair-Director McGregor, Vice Chair

Development Variance Permit - Veitch

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

That the Regional District of Kootenay Boundary Board of Directors approves the application for a Development Variance Permit submitted by Chad Nugent, Nugent Contracting and Design, on behalf of David and Diana Veitch, to allow an increase to the siting exception for the roof and eaves from 0.6 metres to 1.06 metres - a 0.46 metre variance, on the parcel legally described as Lot 3, Plan KAS2476, DL 4109s, SDYD, Big White, Electoral Area E/West Boundary be approved.

[Staff Report-Veitch-DVP Board-April 26 2018](#)

10. Board Appointments Updates

- 10a)** Southern Interior Development Initiative Trust (S.I.D.I.T.) - Chair McGregor
Southern Interior Beetle Action Coalition (S.I.B.A.C.) - Chair 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

11. New Business

**11a) Beth Burget, General Manager of Finance
Re: FCM Asset Management Grant Application**

Recommendation: Corporate Vote Unweighted

That the RDKB Board of Directors support application from the Federation of Canadian Municipalities' Municipal Asset Management Program for an asset management grant for Asset Data Collection in the amount of \$50,000 with the RDKB contribution of \$18,800 to advance the asset management program and that the Board commits to undertake the activities proposed in the application should the application be approved.

[Staff Report - Asset Management Grant - BRD - Apr 26, 2018 - Pdf](#)

11b) K. Gobeil, Planner

Re: Forestry Referral-BC Timber Sales: Arrow Timber Supply Area

Recommendation: Corporate Vote Unweighted

That the staff report from Ken Gobeil, Planner regarding BC Timber Sales: Arrow Timber Supply Area Operating Plan 16 on Crown lands in Electoral Area B/Lower Columbia-Old Glory be received.

[Staff Report-BC Timber Sales-Board-April 26 2018](#)

11c) Agricultural Land Commission (ALC) -Decision

Re: Application to Subdivide in the Agricultural Land Reserve (ALR) Electoral Area E/West Boundary

Recommendation: Corporate Vote Unweighted

That the Decision Letter from the Agricultural Land Commission, dated April 3, 2018 regarding an application for subdivision in the Agricultural Land Reserve on lands legally described as Lot 33, DL 513, SDYD, Plan 378 Electoral Area E/West Boundary, submitted by Duane and Joann Eek be received.

[ALC Decision-ALR Subdivision-Eek-Board-April 26 2018](#)

11d) A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:

2925 Highway 33, Westbridge, B.C.

Electoral Area 'E' / West Boundary

Parcel Identifier: 004-374-720

Lot 3 District Lot 2515 Similkameen Division Yale District Plan 29236

Owner: Brian Klassen

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 3, District Lot 2515, Similkameen Division Yale District, Plan 29236.

[Staff Report-Bylaw Contravention Klassen-Board-April 26, 2018 - Pdf](#)

11e) West Boundary Recreation Grant Application

Boundary Women's Softball League-Offset League Fees

Recommendation: Stakeholder Vote (Greenwood, Midway, Electoral Area E/West Boundary) Weighted

That the Regional District of Kootenay Boundary board of Directors approves the West Boundary Recreation Grant application in the amount of \$1,000 from the Boundary Women's Softball League to offset the cost of the individual league fees paid by each participant.

[W Boundary Rec Grant-Boundary Women Softball-BOARD-April 26 2018](#)

11f) Grant in Aid-At April 19, 2018

Recommendation: Stakeholder Vote (Electoral Area Directors) Weighted

That the following Grant in Aid applications be approved:

1. Trail Curling Association-\$1,000-Electoral Area A
2. BV Avalanche Hockey Club-\$1,000-Electoral Area A
3. Trail Curling Association-\$2,000-Electoral Area B/Lower Columbia-Old Glory
4. Christina Lake Tourism Society-\$2,300-Electoral Area C/Christina Lake
5. Boundary Country Regional Chamber of Commerce-\$2,500-Electoral Area D/Rural Grand Forks
6. Gallery 2 - Grand Forks Art Gallery-\$5,000-Electoral Area D/Rural Grand Forks
7. Grand Forks Junior Ultimate Program-\$400-Electoral Area D/Rural Grand Forks
8. Boundary All Nations Aboriginal Council-\$1,000-Electoral Area E/West Boundary
9. Midway Public Library-\$4,000-Electoral Area E/West Boundary
10. West Boundary Sustainable Foods and Resources-\$500-Electoral Area E/West Boundary

[Grant in Aid-At April 19-BOARD-April 26 2018](#)

12. Bylaws

12a) T. Lenardon, Manager of Corporate Administration/Corporate Officer Re: Bylaw No. 1665-RDKB Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuing Bylaw-Adoption

Recommendation: Corporate Vote Unweighted

That Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue) Repealing and Discontinuation Bylaw No. 1665, 2018 be Reconsidered and Adopted.

[Bylaw 1665-Discontinue West Boundary Road Rescue-Adopt-BOARD-April 26 2018](#)

[Bylaw 1665-W. Boundary Rd Rescue-Inspector Certificate of Approval-April 2018
Staff Report-Bylaw1665-Dissolve W. Boundary Rd. Rescue-Pdf](#)

[Greenwood-ParticipantConsent-Bylaw1665-Repeal Discontinue Rd Rescue](#)
[Midway-ParticipantConsent-Bylaw1665-Repealing Discontinue Rd. Rescue](#)
[Area E-ParticipantConsent-RDKB Bylaw1665-Repeal Discontinue Rd Rescue](#)

- 12b) G. Weibe, Engineering and Safety Coordinator**
Re: Bylaw No. 1662-Beaver Valley Water Service Establishment
Amendment
(Remove a Property from Service Area Boundaries)-Adoption

Recommendation: Corporate Vote Unweighted

That Regional District of Kootenay Boundary Beaver Valley Water Service Establishment Amendment Bylaw No. 1662, 2018 be Reconsidered and Adopted.

[RDKB Bylaw1662-BV Water Service Establishment Amendment-Remove](#)
[Property-Board-April 26 2018](#)

[Staff Report-G. Weibe-Bylaw1662-Amending BV Water Service Establishment](#)

13. Late (Emergent) Items

- 13a) G. Denkovski, Manager of Infrastructure and Sustainability**
Re: McKelvey Creek Landfill Operations and Maintenance Tender
Director McGregor, Environmental Service Liaison

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves awarding the McKelvey Creek Landfill Operations Maintenance Contract to Alpine Disposal and Recycling for a Five (5) Year Term commencing June 1, 2018 and expiring May 31, 2023 at a cost of \$368,315.85 for Year One (1) with adjustments to the overall contract price by the percentage equivalent to the annual change in the BC Transportation Consumer Price Index (CPI) as published by Stats Canada, on the Contract Anniversary, for Year Two (2) to Year Five (5) . **FURTHER** that the Board authorizes the RDKB signatories to sign and enter into the agreement.

[Staff Report - McKelvey Creek Landfill Operations Contract - Board - April 26 2018 - Pdf](#)

14. Discussion of Items for Future Meetings

15. Question Period for Public and Media

16. Closed (Incamera) Session

17. Adjournment



Regular Meeting of the Board of Directors

Wednesday, April 11, 2018

RDKB Board Room, Trail, B.C.

Minutes

Present: Director R. Russell, Chair
Director G. McGregor, Vice-Chair
Director P. Cecchini
Director J. Danchuk
Director M. Martin
Director D. Langman
Director L. McLellan
Director F. Konrad
Director E. Smith
Director M. Rotvold
Director A. Grieve
Director V. Gee
Alternate Director Edwards

Staff: M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Recording Secretary

Call to Order

The Chair called the meeting to order at 6:00 p.m.

Consideration of the Agenda (Additions/Deletions)

The agenda for the Regional District of Kootenay Boundary Board of Directors meeting held April 11, 2018 was presented.

The Manager of Corporate Administration noted a revision to the Reports Item: RDKB Electoral Area Advisory Planning Commission Minutes and explained that the agenda should

Page 1 of 11
RDKB Board of Directors
April 11, 2018

read "Draft" Electoral Area APC Minutes. Director Gee requested that Flood Communications be added to Late Emergent Items, and it was;

181-18 Moved: Director Gee Seconded: Director McGregor

Corporate Vote Unweighted

That the agenda for Regional District of Kootenay Boundary Board of Directors meeting held April 11, 2018 be adopted as amended.

Carried.

Minutes

The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held March 27, 2018 were presented.

182-18 Moved: Director Rotvold Seconded: Alternate Director Edwards

Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held March 27, 2018 be adopted as presented.

Carried.

Delegation(s)

**Morag Carter, Executive Director, Greater Trail Community Skills Centre
Re: Thriving for All, Lower Columbia Poverty Reduction Plan**

The Chair welcomed Ms. Carter to the meeting and she thanked the Board for the opportunity to present information regarding a coordinated plan to alleviate poverty in the Lower Columbia Region (LCR) which is called "Thriving for All: Lower Columbia Poverty Reduction Plan."

Ms. Carter reviewed the following power-point slides with the Board:

1. Poverty and community economic development (business development/workforce and families/poverty and social exclusion).
2. From a gender to a community lens (women creating change, mining and refining for women and surviving not thriving in the LCR).
3. Data Highlights (2015: 980 children living in poverty in Kootenay Boundary, four LCR food-banks support approximately 5,000 visits per year, one in five households - approximately 1,600-are in need of housing).

4. Surviving to Thriving Summit-How do we build a community in which everyone is thriving and feeling included?
5. Thriving For All - Housing, Food Security, Community Services, Learning and Development, Vibrant and Inclusive Economy.
6. Housing, Food Security, Health, Social and Community Services - Available, Accessible, Affordable.
7. Living Wage - international, national and provincial campaign coordinated provincially by the BC Living Wage for Families Campaign (the Living Wage is considered to be the minimum income necessary for a household to meet their needs and to feel included in society) and is calculated using the Canadian Living Wage Framework developed by the Centre for Policy Alternatives. The LCR Living Wage is \$18.21 per hour assuming each adult is working 35 hours per week.
8. Emerging opportunities (CBT funding, BC Provincial Poverty Reduction Plan development and implementation and Federal Poverty Reduction Plan and Affordable Housing Strategy).

Ms. Carter answered inquiries from the Board regarding the Living Wage and ways to get buy-in from employers / companies and organizations. She provided examples illustrating how the organizations / companies a living wage could be implemented including charging businesses / organizations or entering into an agreement/contract.

Ms. Carter noted that the presentation data was sorted using various Provincial and Federal census data and statistics from the Rural Development Institute (RDI) as well as other data and statistics resources.

The Chair thanked Ms. Carter for the presentation and she left the meeting.

Unfinished Business

RDKB Board of Directors Action Item Report as of April 6, 2018

183-18

Moved: Director Rotvold Seconded: Director Smith

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors Action Item Report as of April 6, 2018 be revised by removing the following action items: 1) September 13, 2017 - letter from Metro Vancouver regarding electric vehicle charging and 2) February 28, 2018 - request to Maureen Chapman and George Abbot to include engagement on Provincial Flood and Fire Review in the RDKB region. **FURTHER** that the Report be received as amended.

Carried.

Communications (Information Only)

- a) **Local Government Program Services - March 21, 2018**
Re: 2018 Emergency Operations Centres & Training - Approval
- b) **K. Hamling - RDCK - March 29, 2018**
Re: Viability to Establish a Columbia Basin Regional Home Insurance Provider
- c) **W. Booth - UBCM - March 13, 2018**
Re: BC Used Oil Management Assoc. - 2017 Resolutions

The Board reviewed the letter from K. Hamling, Chair, RDCK Board of Directors, regarding the viability of the RDKB, RDCK, RDEK and the Columbia Basin Trust (CBT) to establish a Columbia Basin Regional Home Insurance Provider with the partners contributing equal amounts of funding. The purpose would be to investigate options for potential fire protection insurance to protect homes and which is affordable to rural residents.

184-18 Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That Communications (Information Only) Items 7 (a) - 7 (c) be received. **FURTHER** that staff be instructed to request clarification regarding the letter from Karen Hamling, RDCK Board Chair regarding the viability to establish a Columbia Basin Regional Home Insurance Provider 1) as to whether this initiative applies to the whole RDKB jurisdiction or only the Lower Columbia/Columbia Basin Trust communities, 2) what is the timeline for a response from the RDKB and 3) what is the cost for each proposed partner to equally fund the initiative.

Carried.

Reports**Monthly Interim Schedule of Vendor Payments - March 31, 2018**

Director Martin, Finance Liaison

185-18 Moved: Director Martin Seconded: Director McLellan

Corporate Vote Unweighted

That the Interim Schedule of Vendor Payments to March 31, 2018 in the amount of \$1,702,956.57 be received.

Carried.

Adopted RDKB Committee Minutes

The minutes of the RDKB Committee meeting(s) held during April 2018 and adopted by the respective Committee(s) are presented:

Boundary Community Development Committee (March 7)**186-18**

Moved: Director Rotvold Seconded: Director McGregor

Corporate Vote Unweighted

That the following minutes of the RDKB Committee meeting held during April 2018 be received:

Boundary Community Development Committee (March 7)

Carried.

Draft RDKB Electoral Area Advisory Planning Commission Minutes - March 6, 2018

The minutes of the RDKB Electoral Area Advisory Planning Commission meeting(s) held March 6, 2018 are presented:

Electoral Area A and Electoral Area E/West Boundary Big White.**187-18**

Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That the following draft minutes of the RDKB Electoral Area Advisory Planning Commission meetings held March 6, 2018 be received:

Electoral Area A and Electoral Area E/West Boundary Big White.

Carried.

Monthly Committee Recommendations to Board of Directors

The RDKB Committee recommendations as adopted by the RDKB Committees this month are presented for consideration.

Boundary Community Development Committee (BCDC) April 3, 2018**Re: West Boundary Recreation Grant Application - Greenwood Municipal Pool - Summer Camp Programs**

Director McGregor (Board Vice Chair), Committee Chair/Director Russell (Board Chair), Committee Vice Chair

West Boundary Rec Grant - Greenwood Pool**188-18**

Moved: Director Rotvold Seconded: Director Smith

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

That the Regional District of Kootenay Boundary Board of Directors approves the application for a West Boundary Recreation Grant from the Greenwood Municipal Pool of up to a maximum of \$2,500 for Summer 2018 Camp Programs (only) **SUBJECT TO** advisement and clarification from the applicants as to whether they are successful in receiving funding from other grant funding opportunities and confirmation of the amount received from the other grant funding opportunities.

Carried.

**Boundary Community Development Committee (BCDC) April 3, 2018
Re: West Boundary Recreation Grant Application -Kettle Valley Golf Club*****Director McGregor, Committee Chair/Director Russell, Committee Vice Chair******West Boundary Rec Grant -Kettle Valley Golf Club*****189-18**

Moved: Director Rotvold Seconded: Director Smith

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

That the Regional District of Kootenay Boundary Board of Directors approves the application for a West Boundary Recreation Grant from the Kettle Valley Golf Club in the amount of \$800 for youth golf lessons in 2018.

Carried.

New Business

A staff report from Mark Andison, CAO, regarding a Building Bylaw Contravention for the property described as:

1620 Highway 33, Rock Creek, B.C.**Electoral Area 'E' / West Boundary****Parcel Identifier: 011-507-721****Lot 1 District Lot 352 Similkameen Division Yale District Plan 1622****Owner: Bonnie-Lou Koester****190-18**

Moved: Director Gee Seconded: Director Grieve

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administrative 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 1, District Lot 352, Similkameen Division Yale District, Plan 1622.

Carried.

A staff report from Mark Andison, CAO, regarding the cancellation of a Building Bylaw Contravention for the property described below as:

95 Wallace Creek Road, Greenwood, B.C.

Electoral Area 'E' / West Boundary

Parcel Identifier: 005-005-493

The East ½ of Section 20 Township 79 SDYD Except Plans 34998 KAP52486 and H13510

Owner: Cactus Creek Cattle Co. Ltd.

191-18

Moved: Director Grieve Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors cancel the notice registered in the Land Title Office pursuant to Section 302 of the Local Government Act and Section 58 of the Community Charter against the property legally described as The East ½ of Section 20, Township 79, Similkameen Division Yale District, Except Plans 34998, KAP52486 and H13510.

Carried.

M. Forster**Re: 2018 RDKB Electoral Area Town Hall Meeting Notes**

The notes from the 2018 RDKB Electoral Area Town Hall meetings held during February and March were presented for information.

There was a discussion regarding the individual town hall meetings and staff answered a few inquiries respecting questions and comments that were made at the town hall meetings held in the Electoral Area B/Lower Columbia-Old Glory and Electoral Area D/Rural Grand Forks.

Chair Russell noted that a staff report regarding the details of the "global café" model used at the Christina Lake town hall meeting would be presented to the Board in the near future. Director McGregor advised that she has requested feedback and comments from staff who attended the Christina Lake meeting which would provide the Board with the pros and cons regarding this model of town hall meeting and that to date, not all staff has replied.

Staff will follow up with an overall report so that the Board can determine if this model of delivering town hall meetings is worth the staffs' time.

192-18

Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That the notes from the 2018 RDKB Electoral Area Town Hall meetings be received.

Carried.

**T. MacDonald, PhD, Regional Innovation Chair in Rural Economic Development
Re: Rural Development Institute (RDI)-RDI for Local Government
Rural Dividend Application**

The Board reviewed communications from Terri MacDonald, Regional Innovation Chair in Rural Economic Development advising that the original / December 2017 BC Rural Dividend application/proposal that would assist rural communities strengthen and diversify their local economies and strengthen existing partnerships with the region's colleges was unsuccessful. The \$100,000 Columbia Basin Trust (CBT) portion, that was part of the original proposal has been leveraged and will assist to move forward with a second plan (Plan B). Plan B would see a 2-year project that would offer a proposed 50% return on investment in direct research support with \$40,000 in contributions from the Regional Districts of Kootenay Boundary, Central Kootenay and East Kootenay.

The RDI is requesting clarification from the RDKB Board as to its commitment to move this initiative forward. The RDI also wishes to confirm the RDKB's cash contribution via an amended Board resolution.

The Board discussed this matter overall, and it was;

193-18

Moved: Director McGregor Seconded: Director Grieve

Corporate Vote Unweighted

That Terri MacDonald, PhD, Regional Innovation Chair in Rural Economic Development be invited to attend a future RDKB Board meeting to present further information regarding the Regional Development Institute (RDI) for Local Government Plan B proposal/proposed 2018 - 2020 Operations.

Carried.

**M. Daines, Manager of Facilities and Recreation
Re: Glacier Heights Refrigeration Service Contract-Beaver Valley Arena**

194-18

Moved: Director Danchuk Seconded: Director Grieve

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Service Contract and associated Stipulated Price Contract (CDCC) with Glacier Heights Refrigeration Ltd. in the amount of \$62,794.63 for the purchase and mechanical installation of the Chiller for the Beaver Valley Arena where the work is to be commenced beginning March 5, 2018 and **SUBJECT TO** adjustment in Contract Time as provided for in the Contract Documents, attain Substantial Performance of the Work by July 30, 2018. **FURTHER**, that the Board of Directors authorize the RDKB signatories to sign and enter into the agreement.

Carried.

ALC Decision**Re: Darbyshire - Conduct a Non-farm Use in the ALR Electoral Area D/Rural Grand Forks**

The Board discussed the decision letter from the Agricultural Land Commission (ALC) with respect to approval, with conditions, for the applicant to retain temporary use of the subject property for a heavy machine repair shop, office and parking lot (Kettle River Mechanical).

The Board reviewed the ALC requirements for an Irrevocable Letter of Credit (ILOC) as a financial security and where "...release of the ILOC is dependent on receipt of evidence that the reclamation is completed to a standard deemed satisfactory by the ALC." Concerns were expressed regarding the enforcement of this requirement and follow-through by the ALC.

195-18

Moved: Alternate Director Edwards Seconded: Director Rotvold

Corporate Vote Unweighted

That the ALC Decision for Darbyshire - Application 56675 to Conduct a Non-farm Use in the ALR be received.

Carried.

C. Marsh, Manager of Emergency Management Programs**Re: EOC Activation Wage Reimbursement Policy - Final Draft**

This policy has been approved by the Policy and Personnel Committee and sent out for Directors' comments. No comments were received.

196-18

Moved: Director McLellan Seconded: Director Martin

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the EOC Activation Wage Reimbursement Policy as presented to, and approved by the Policy and Personnel Committee on March 14, 2018. **FURTHER** that the Policy be distributed accordingly.

Carried.

Grants-in-Aid

197-18

Moved: Director Grieve Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Weighted

That the following grants-in-aid be approved:

1. Columbia Basin Environment Education Network - Electoral Area 'B' - \$2,000
2. Crazy Legs Dancers Society - Electoral Area 'C' - \$1,000

Carried.

Late (Emergent) Items**Flooding Communications**

The Chief Administrative Officer provided an overview with respect to the steps emergency operations staff are taking to communicate with the public regarding flooding.

The Chief Administrative Officer also advised that the Manager of Emergency Programs and the Manager of Corporate Communications have discussed various communication tools with and he reviewed a press release regarding the current situation at Saddle Lake Dam, Electoral Area D/Rural Grand Forks. The press release is intended to address the current Saddle Lake Dam possible flooding issues and to begin RDKB flooding communications.

The Board members reviewed the press release and discussed further flooding preparedness communications for the Saddle Lake Dam area and for the overall RDKB, and it was;

198-18

Moved: Director McGregor Seconded: Director Rotvold

Corporate Vote Unweighted

That staff be instructed to prepare two press releases with regards to flooding communications in order to provide flooding preparedness information; the first press release should convey messaging specific to Saddle Lake Dam and the second should contain information regarding flooding preparedness for residents and property owners in the overall RDKB jurisdiction.

Carried.

Discussion of Items for Future Meetings

There were no discussions of items for future agendas.

Question Period for Public and Media

A question period was not necessary.

Closed (In Camera) Session

A closed meeting was not required.

Adjournment

There being no further business to discuss, the meeting adjourned (time: 6:53 p.m.).

TL

REGIONAL DISTRICT
OF
KOOTENAY BOUNDARY
FINANCIAL STATEMENTS
FOR THE
YEAR ENDED DECEMBER 31, 2017

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

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YEAR ENDED DECEMBER 31, 2017

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Regional District of Kootenay Boundary Management Report

The financial statements have been prepared by management in accordance with generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

In meeting its responsibility for the reliability of financial data, management relies on internal accounting, operating and system controls. Controls include an organizational structure providing for effective segregation of responsibilities, delegation of authority and personal accountability, and careful selection and training of personnel; the application of accounting and administrative policies and procedures necessary to ensure adequate internal control over transactions, assets and records, as well as a program of internal audits. These controls are designed to provide reasonable assurance that financial records are reliable for preparing financial statements and maintaining accountability for assets.

The Regional District of Kootenay Boundary Board of Directors is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Board of Directors. The Board reviews financial activities on a monthly basis and external audited financial statements annually.

Grant Thornton LLP has been appointed by the Board of Directors as independent auditors to examine and report on the financial statements and their report follows this one. They have full and free access to regional district staff and records.

Mark Andison
Chief Administrative Officer

Beth Burget
Gen. Manager of Finance

Trail, BC



INDEPENDENT AUDITORS' REPORT

Grant Thornton LLP
1440 Bay Ave
Trail BC V1R 4B1

T +1 250 368 6445
F +1 250 368 8488
www.GrantThornton.ca

To the Board of Directors of the Regional District Of Kootenay Boundary:

We have audited the accompanying financial statements of the Regional District of Kootenay Boundary, which comprise the statement of financial position as at December 31, 2017 and the statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including assessing the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Regional District of Kootenay Boundary as at December 31, 2017 and the results of its operations, changes in net financial assets (debt) and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The supplementary information included is presented for purposes of additional analysis and is not a required part of the financial statements. Such supplementary information has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Grant Thornton LLP

CHARTERED PROFESSIONAL ACCOUNTANTS
TRAIL, B.C.
April 26, 2018

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
STATEMENT OF FINANCIAL POSITION

<u>As At December 31, 2017</u>	<u>2017</u>	<u>2016</u>
FINANCIAL ASSETS		
Cash and Cash Equivalents (Note 2)	\$ 1,045,033	\$ 512,997
Short Term Investments (Note 3)	21,154,816	19,334,643
Accounts Receivable (Note 4)	1,931,976	1,410,556
Municipal Finance Authority Debt Reserve Fund (Note 5)	2,058,739	1,643,445
Debenture Debt Recoverable from Local Governments (Note 6)	33,466,805	20,684,622
	<u>59,657,369</u>	<u>43,586,263</u>
LIABILITIES		
Accounts Payable	2,049,801	1,571,010
Accounts Payable to Other Governments	814,363	571,380
Deferred Revenue	766,622	544,595
Municipal Finance Authority Debt Reserve Fund (Note 5)	2,058,739	1,643,445
Other Long Term Debt (Note 7)	92,857	114,532
Debenture Debt (Note 8)	43,675,302	30,961,102
Lease Agreements	-	702,371
Temporary Borrowing - Municipal Finance Authority (Note 9)	1,978,983	1,506,600
Deferred Revenue (Gas Tax) (Note 10)	2,353,263	2,189,625
Landfill Closure and Post Closure Costs Accruals (Note 11)	4,873,452	4,723,400
Reserve for future capital expenditures	2,477	2,477
Accrued Employee Sick Leave (Note 12)	193,600	184,000
	<u>58,859,459</u>	<u>44,714,537</u>
NET (DEBT) ASSETS	797,910	(1,128,274)
NON FINANCIAL ASSETS		
Tangible Capital Assets (Schedule 5)	50,488,826	49,494,187
Supply Inventory	8,938	10,772
Prepaid expenses	108,264	231,420
	<u>50,606,028</u>	<u>49,736,379</u>
Accumulated Surplus (Note 13)	\$ 51,403,938	\$ 48,608,105

The accompanying notes and schedules are an integral part of these financial statements.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF OPERATIONS

For the Year Ended December 31st	2017 Budget	2017	2016
REVENUE			
From Own Sources:			
Grants in Lieu of Taxes	\$ 2,202,705	\$ 2,004,649	\$ 2,112,156
Services Provided to Other Governments	345,897	398,052	390,997
Sale of Services	5,200,125	5,381,061	4,499,637
Other Revenue	1,463,793	1,775,399	2,534,261
Gain on Disposal of Tangible Capital Assets	-	73,650	43,110
From Other Sources:			
Electoral Area Tax Levy	10,057,196	10,065,752	9,798,768
Member Municipalities	9,425,931	9,417,375	9,351,256
Other Governments	2,234,249	2,102,012	947,832
	<u>30,929,896</u>	<u>31,217,950</u>	<u>29,678,017</u>
EXPENSES			
General Government Services	2,879,070	2,487,860	2,233,334
Protective Services	7,438,446	7,361,407	6,484,971
Transportation Services	1,823,711	1,637,440	1,620,451
Environmental Health Services	6,725,873	6,383,090	6,074,509
Development Services	1,375,532	1,227,569	1,100,875
Recreation and Cultural Services	6,447,545	6,206,890	5,467,769
Fiscal Services	620,659	594,094	448,409
Amortization Expense	-	2,523,767	2,156,791
Loss on Disposal of Tangible Capital Assets	-	-	173,174
	<u>27,310,836</u>	<u>28,422,117</u>	<u>25,760,283</u>
Annual Surplus	\$ 3,619,060	\$ 2,795,833	\$ 3,917,734
Accumulated Surplus, Beginning of Year		48,608,105	44,690,371
Accumulated Surplus, End of Year		\$ 51,403,938	\$ 48,608,105

The accompanying notes and schedules are an integral part of these financial statements.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS (DEBT)

For the Year Ended December 31st	2017 Budget	2017	2016
Annual Surplus	\$ 3,619,060	\$ 2,795,833	\$ 3,917,734
(Gain)/Loss on Disposal of Tangible Capital Assets	-	(73,650)	130,064
Acquisition of Tangible Capital Assets	(8,887,857)	(3,518,407)	(11,583,814)
Amortization of Tangible Capital Assets	-	2,523,767	2,156,791
Proceeds on Sale of Tangible Capital Assets	-	73,650	52,864
	(5,268,797)	1,801,193	(5,326,361)
Acquisition of Supply Inventory	-	1,834	(2,637)
Acquisition of Prepaid Expenses	-	123,157	(5,852)
	-	124,991	(8,489)
Decrease/(Increase) in Net Financial Assets/Net Debt	(5,268,797)	1,926,184	(5,334,850)
Net Financial Assets/(Net Debt), Beginning of Year	(1,128,274)	(1,128,274)	4,206,574
Net Financial Assets/(Net Debt), End of Year	\$ (6,397,071)	\$ 797,910	\$ (1,128,274)

The accompanying notes and schedules are an integral part of these financial statements.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

STATEMENT OF CASH FLOWS

For the Year Ended December 31st	2017	2016
CASH PROVIDED BY (USED FOR)		
Operating Activities		
Annual Surplus	\$ 2,795,833	\$ 3,917,734
Non-Cash Items:		
Christina Waterworks District take over	-	(930,042)
Amortization	2,523,767	2,156,791
Loss (Gain) on Disposal of Tangible Capital Assets	(73,650)	130,064
Actuarial Recognized on Debenture Debt	(192,385)	(166,802)
Decrease(Increase) in Non-Cash Financial Assets		
Receivables	(521,419)	(389,122)
Inventories	1,834	(2,637)
Prepaid Expenses	123,157	(5,852)
Payables	721,774	354,397
Landfill Closure and Post Closure Costs Accruals	150,052	156,130
Deferred Revenue	222,027	61,918
Deferred Revenue (Gas Tax)	163,638	235,711
Accrued Employee Sick Leave	9,600	12,000
Cash Provided by Operating Activities	5,924,228	5,530,290
Financing Activities		
Repayment of Long Term Debt	(605,326)	(420,472)
Proceeds from Equipment Financing & Liability Under Agreement MFA	2,060,682	459,604
Repayment of Temporary Borrowing MFA	(1,588,300)	(325,740)
Other Long Term Debt	708,053	7,179,289
Increase (Decrease) in Lease Agreements	(702,371)	(370,860)
Increase in Short Term Investments	(1,820,173)	(2,200,515)
Cash Used in Financing Activities	(1,947,435)	4,321,306
Capital Activities		
Tangible Capital Asset Additions	(3,518,407)	(9,924,044)
Proceeds on Disposal of Tangible Capital Assets	73,650	52,864
Cash Used in Capital Activities	(3,444,757)	(9,871,180)
Increase in Cash and Cash Equivalents	532,036	(19,584)
Cash and Cash Equivalents, Beginning of Year	512,997	532,581
Cash and Cash Equivalents, End of Year	\$ 1,045,033	\$ 512,997

The accompanying notes and schedules are an integral part of these financial statements.

Regional District of Kootenay Boundary

Notes to the Financial Statements

December 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES:

a) Basis of Presentation

The financial statements of the Regional District are prepared in accordance with Canadian generally accepted accounting principles for local government as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants.

b) Fund Balances

The Regional District of Kootenay Boundary has segregated various funds used for specific activities or to meet certain objectives. The basic funds are briefly described as follows:

- i) **General Revenue Fund** - This fund is the main fund of the Regional District and is used to reflect the normal operating activities including collection of revenues, administering operations and servicing general debt.
- ii) **Water and Sewer Funds** - The water and sewer system funds have been established as self-liquidating funds to cover the costs of operating these utilities. The capital funds hold the capital assets and long-term debt related to these functions.
- iii) **Transit Funds** - These funds provide for the operation of the conventional and special needs public transit systems.
- iv) **Capital Funds** - These funds are used to reflect capital assets and work-in-progress offset by the related long-term debt and investment in capital assets.
- v) **Reserve Funds** - These funds have been created to hold assets, in the manner of a trust, and to provide monies for specific future capital and operational requirements.

c) Cash and Cash Equivalents

Cash and cash equivalents consist of cash, highly liquid money market investments and investments that can be converted to cash within 30 days of inception.

d) Short Term Investments

Short term investments are recorded at cost, however when there has been a loss in value that is other than a temporary decline, the investment is written down to recognize the loss.

e) Inventory

Inventory for resale is recorded at the lower of cost or replacement cost on a first in first out basis.

Regional District of Kootenay Boundary

Notes to the Financial Statements

December 31, 2017

f) Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight line basis over their estimated useful life as follows:

<u>Major Asset Category</u>	<u>Average Useful Life</u>
Land	Not amortized
Building & Improvements	15 - 50 years
Vehicles, Machinery & Equipment	3 - 40 years
Land Improvements	12 - 90 years
Water Infrastructures	25 - 80 years
Sewer Infrastructures	5 - 50 years

Contributed or donated assets are capitalized and recorded at their estimated fair value upon acquisition, with a corresponding entry to revenue in the period received. Work in Progress are projects that are currently under planning, development, or construction that will result in a tangible capital asset at a future date. These costs are not amortized until the asset is available and ready for productive use. Interest incurred on borrowed funds used during construction is not capitalized.

g) Revenues

Taxes and grants in lieu of taxes are recognized as revenue in the year they are levied. Services provided to other governments, sales of services and other revenue are recognized on an accrual basis. Charges for water usage are recorded as user fee in the year they are charged and are included in sale of services. Conditional grant revenue is recognized to the extent the imposed conditions are met. Unconditional grant revenue is recognized when the monies are received. Grants for the acquisition of tangible capital assets are recognized in the period the expenditure is made.

h) Expenses

Expenses are recognized in the year they are incurred.

i) Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include the valuation of accounts receivable, accrued liabilities, valuation of the landfill closure and post closure costs, and useful lives of tangible capital assets. Actual results could differ from management's best estimates as additional

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Regional District of Kootenay Boundary

Notes to the Financial Statements

December 31, 2017

information becomes available in the future.

j) Related Party

The Regional District of Kootenay Boundary is related to the Kootenay Boundary Regional Hospital District, since both organizations share the same Board of Directors. In 2016, the Hospital District was dissolved by Order in Council and therefore the administration fee for the year 2017 was \$0 (2016: \$0).

k) Contaminated Sites

Liabilities for remediation of contaminated sites are recognized when an environmental standard exists, contamination exceeds the standard, the Regional District has responsibility for remediation of the site, future economic benefits will be given up, and a reasonable estimate of the amount can be made.

l) Government Transfers

Government transfers are the transfer of monetary assets or tangible capital assets from senior levels of government that are not the result of an exchange transaction, not expected to be repaid in the future, and not expected to generate a financial return to the transferor. Government transfers are recognized as revenue in the period that the transfer is authorized, eligibility criteria, if any, have been met, and a reasonable estimate of the amount to be received can be made.

2. CASH AND CASH EQUIVALENTS

	2017	2016
General Revenue Fund – unrestricted	\$ 1,045,033	\$ 480,921
General Reserve Fund - restricted	-	-
Water Revenue Fund - unrestricted	-	32,076
	<u>\$ 1,045,033</u>	<u>\$ 512,997</u>

3. SHORT TERM INVESTMENTS

	2017	2016
General Revenue Fund – restricted	\$ 5,551,371	\$ 4,471,465
General Revenue Fund – unrestricted	4,437,136	4,141,811
General Reserve Fund - restricted	11,166,309	10,268,081
Water Revenue Fund - unrestricted	-	453,286
	<u>\$ 21,154,816</u>	<u>\$ 19,334,643</u>

Short-term Investments are comprised of guaranteed income certificates of various dates

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Regional District of Kootenay Boundary

Notes to the Financial Statements

December 31, 2017

not exceeding 12 months and various investment funds of the Municipal Finance Authority of BC which have fluctuating returns.

4. ACCOUNTS RECEIVABLE

	2017	2016
Local governments	\$ 318,722	\$ 256,279
Provincial government	816,177	169,078
Federal government	188,035	71,095
Other Receivables	609,042	914,104
	<u>\$ 1,931,976</u>	<u>\$ 1,410,556</u>

5. MUNICIPAL FINANCE AUTHORITY DEBT RESERVE FUND

The Municipal Finance Authority (MFA) of British Columbia provides capital financing for regional districts and their member municipalities. The Authority is required to establish a Debt Reserve Fund into which each regional district and member municipality, who share in the proceeds of a debt issue through the Regional District, are required to pay certain amounts set out in the debt agreements. These reserves are made up of cash deposits and demand notes as security for default on MFA debenture debt. The cash portion of the reserves and the interest earned each year (less administration expenses) becomes an obligation of the Authority to the Regional District. The Authority must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. When this occurs the regional districts may be called upon to restore the fund. The reserves will be used or cancelled when the particular MFA debentures mature.

	Demand Notes	Cash Deposits	2017	2016
Regional District	\$ 412,090	\$ 178,303	\$ 590,393	\$ 587,676
Member Municipalities	950,920	517,426	1,468,346	1,055,769
	<u>\$ 1,363,010</u>	<u>\$ 695,729</u>	<u>\$ 2,058,739</u>	<u>\$ 1,643,445</u>

6. DEBT CHARGES RECOVERABLE FROM LOCAL GOVERNMENTS

Pursuant to the Local Government Act, the Regional District acts as the agency through which its member municipalities borrow funds from the Municipal Finance Authority (MFA). The annual cost of servicing this municipal debt is recovered entirely from the borrowing member municipality. However, in the event of default the regional district is contingently liable to the MFA for this debt.

Regional District of Kootenay Boundary

Notes to the Financial Statements

December 31, 2017

	2017	2016
City of Grand Forks	\$ 1,693,793	\$ 1,832,839
City of Greenwood	73,622	97,459
City of Rossland	9,818,323	6,088,625
City of Trail	18,314,638	11,486,824
Village of Fruitvale	2,500,000	-
Village of Midway	158,103	175,762
Village of Warfield	908,326	1,003,113
	<u>\$ 33,466,805</u>	<u>\$ 20,684,622</u>

7. OTHER LONG TERM DEBT

Former SPCA Property in Grand Forks

In 2010 the Regional District agreed to the purchase of a property (land and buildings) from the City of Grand Forks through the RDKB's Boundary Animal Control Service. The property was the former SPCA site within the City of Grand Forks. The fair market value of \$246,138 will be paid to the City of Grand Forks over a 12 year period ending in 2021. The fixed annual interest rate is 4.65%. Annual payments are due August 1st each year.

Grand Forks SPCA Purchase	2017	2016
Amount outstanding	\$ 114,532	\$ 135,243
Less: Annual Principal Payment	(21,675)	(20,711)
Closing balance of unspent funds	<u>\$ 92,857</u>	<u>\$ 114,532</u>

8. DEBENTURE DEBT

The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet payments on its obligations it shall make payments from the Debt Reserve Fund which in turn is established by a similar Debt Reserve Fund in the municipality and all other borrowing participants. If the Debt Reserve Fund is deficient, the Authority's obligations become a liability of the regional district and may become a liability of the participating municipalities.

Regional District of Kootenay Boundary

Notes to the Financial Statements

December 31, 2017

	2017	2016
General	\$ 2,067,767	\$ 2,388,598
Water	1,125,583	615,567
Sewer	7,015,146	7,272,315
Total Regional District	10,208,496	10,276,480
Member Municipalities	33,466,806	20,684,622
	\$ 43,675,302	\$ 30,961,102

Interest on the District's debenture debt incurred in the year amounted to \$478,192 (2016: \$411,910). Terms of the debenture debt along with the estimated future principal repayments for the next five years and thereafter are disclosed in Schedule 4.

9. TEMPORARY BORROWING – MUNICIPAL FINANCE AUTHORITY

The District has temporary borrowing for equipment financing and liabilities under agreement through the Municipal Finance Authority Interim Financing Program. Equipment financing are five year agreements with monthly principal and interest rates. Liabilities under agreement are for capital projects. Regular payments are not required, but funds borrowed under this program must either be repaid or converted to long term borrowing through a debenture issue within five years. The outstanding balance on these types of debt bear interest ranging between 1.40% to 2.07%, which is paid monthly. Interest expense for 2017 was \$21,805 (2016: \$10,837)

The Regional District of Kootenay Boundary took over the operations of Christina Waterworks District on December 31, 2016, including the loan amount of \$729,728. This loan was converted to a long term loan through MFA in fiscal 2017. Temporary borrowing amounting to \$331,756 was completed to purchase a Pumper Fire Truck Chassis. Once the entire truck is complete in 2018, temporary borrowing will be paid off and a long-term loan will begin for the entire truck.

Financing Type	Date of Maturity	2017	2016
Equipment Financing, Fire Truck	March 31, 2021	279,467	362,084
Equipment Financing, Water Utility Vehicle	July 31, 2021	26,026	32,987
Equipment Financing, Recreation Service Pick Up Truck	September 30, 2018	8,940	-
Equipment Financing, Fire Apparatus	January 31, 2019	108,142	-
Equipment Financing, Parks & Trail Pickup Truck	May 31, 2019	6,531	-
Equipment Financing, Arena Zamboni	August 31, 2019	40,633	-
Equipment Financing, Arena Dehumidifier	August 31, 2019	17,694	-
Equipment Financing, Data Storage	September 30, 2019	26,998	-
Equipment Financing, Sql Server	October 31, 2019	23,308	-
Equipment Financing, Fire Truck	June 30, 2020	193,646	-

Regional District of Kootenay Boundary

Notes to the Financial Statements

December 31, 2017

Equipment Financing, Fire Suv	March 31, 2022	58,328	-
Equipment Financing, Fire Truck	May 31, 2022	511,356	-
Equipment Financing, Milfoil Boat & Trailer	December 31, 2022	70,453	-
Liability Under Agreement, Grand Forks Aquatic/Arena Equipment	December 11, 2018	38,479	76,960
Liability Under Agreement, GTCC/GF REC Curling Equipment	December 11, 2019	119,226	178,841
Liability Under Agreement, GF Curling Rink, GF Aquatic, Big White Refuse	December 10, 2020	94,000	126,000
Liability Under Agreement, GF Curling Ventilation	December 20, 2022	24,000	-
Royal Bank, Christina Waterworks District Loan	August 1, 2021	-	729,728
MFA Temporary Borrowing, Pumper Truck Chassis	August 1, 2018	331,756	-
		<u>1,978,983</u>	<u>1,506,600</u>

Future principal repayments on existing temporary borrowing for the next five years and thereafter are estimated as follows:

2018	\$	944,018
2019		462,520
2020		314,353
2021		182,199
2022		75,893
Thereafter		-
	\$	<u>1,978,983</u>

10. DEFERRED REVENUE (GAS TAX)

Gas Tax Agreement funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Regional District and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used towards eligible projects, as specified in the funding agreements.

Gas Tax Agreement Funds	2017	2016
Opening Balance of unspent Funds	\$ 2,189,625	\$ 1,953,914
Add: Amount received during the year	471,142	465,403
Interest earned	17,465	22,911
Less: Amount spent on projects	(324,969)	(252,603)
Amount spent on administration	-	-
Closing balance of unspent funds	<u>\$ 2,353,263</u>	<u>\$ 2,189,625</u>

Regional District of Kootenay Boundary

Notes to the Financial Statements

December 31, 2017

11. LANDFILL CLOSURE AND POST-CLOSURE COSTS ACCRUAL

The total estimated landfill closure and post-closure care costs of \$35,270,207 for the three main landfills in the Regional District are as follows: (1) \$6,981,428 for the Grand Forks landfill site, (2) \$6,264,695 for the Greenwood landfill site, and (3) \$ 22,024,184 for the McKelvey Creek Landfill site. The estimated remaining life for the landfill sites ranges from 28 years to 76 years. The estimated landfill closure and post-closure cost and remaining life values are used for landfill planning purposes and for recording these liabilities and expenses in the financial statements.

At December 31, 2017 the estimated landfill closure and post-closure care expenditure requirements were \$4,873,452. At December 31, 2017 a total of \$3,198,108 had been expended and contributed to the landfill closure general revenue investment funds.

The estimated remaining life of the Grand Forks landfill site is 28 years (2045), the McKelvey Creek site is estimated at 76 years (2093) and the remaining life of the Greenwood site is estimated at 33 years (2050) after which the period for post-closure care is estimated to be 25 years for each site.

Landfill closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill and post-closure monitoring of the site. The reported total expenditure is based on estimates and assumptions with respect to events over a 76-year period using the best information available to management.

The Regional District of Kootenay Boundary has had engineers prepare design and operation plans for the McKelvey Creek landfill in 2013, Greenwood and Grand Forks landfill in 2014.

12. EMPLOYMENT BENEFITS

i) Pension Liability

The regional district and its employees contribute to the Municipal Pension Plan (Plan), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. Plan membership is broken down into about 193,000 active members, 90,000 retired members and 36,000 inactive members.

The most recent actuarial valuation as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits. The next valuation will be as at

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Regional District of Kootenay Boundary

Notes to the Financial Statements

December 31, 2017

December 31, 2018. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the Plan.

The Regional District of Kootenay Boundary paid \$757,602 for employer contributions to the plan in the 2017 fiscal year (2016: \$741,661).

ii) Post Employment Benefits

Employees are entitled to earned benefits related to non-vested accumulating sick leave. The liability and expense for these post-employment benefits and compensated absences is recognized in the financial statements in the period in which employees render services and on the basis that the benefits are expected to be provided when the employees are no longer providing active service.

A valuation was performed as at July 31, 2015 and has been extrapolated to December 31, 2017 using 2017 valuation assumptions:

	2017	2016
Discount rate	2.90%	3.40%
Inflation rate	2.50%	2.50%
Rate of compensation increase	2.50%-4.63%	2.50%-4.63%

The continuity of the Regional District's employee benefit liabilities are as follows:

	2017	2016
Beginning of year	\$184,000	\$172,000
Current service cost	12,800	12,900
Interest cost	6,600	5,900
Benefits paid	(15,400)	(1,500)
Actuarial (Gain)/Loss	5,600	(5,300)
	\$193,600	\$184,000

The Regional District manages the payment of these future payroll obligations as they come due in the current Operating Budget.

Regional District of Kootenay Boundary

Notes to the Financial Statements

December 31, 2017

iii) Vacation

It is the policy of the Regional District to allow employees other than career fire fighters to carry over one week of vacation entitlement earned in the current year to be taken in the following year. As at December 31, 2017, \$169,240 unpaid vacation was accrued (2016, \$149,048).

13. ACCUMULATED SURPLUS

The Regional District segregates its accumulated surplus into the following categories:

	2017	2016
Financial Equity		
Current Revenue Funds	\$ 1,775,248	\$ 1,188,420
Capital Assets	247,675	247,675
Reserve Funds	11,172,525	10,277,806
	13,195,448	11,713,901
Physical Equity in Capital Assets	38,208,490	36,894,204
	\$ 51,403,938	\$ 48,608,105

14. CONTINGENT LIABILITIES

i) Liability Risk Coverage

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

ii) Insurance and Legal Claims

The Regional District of Kootenay Boundary has been served with claims for liability for various incidents during the past year. The total claimed losses incurred was

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Regional District of Kootenay Boundary

Notes to the Financial Statements

December 31, 2017

\$20,000 in 2017 (2016 \$20,000). At the date of the financial statement the Municipal Insurance Association has not estimated the likely exposure to the Regional District for further legal costs to rebut these claims. The Regional District's deductible for any claim is \$10,000.

15. CONTAMINATED SITES

During 2017, the Regional District evaluated all sites for which an environmental standard exists and for which it is directly responsible, and has concluded that no contamination exists that exceeds an environmental standard. Accordingly, no amount has been accrued in the financial statements as a liability for contaminated sites.

16. BUDGET

The budget data presented in these financial statements is based on the 2017 - 2021 Financial Plan Bylaw 1637 approved by the RDKB Board on March 21, 2017.

Budgeted cash inflows and outflows include transfers to and from reserves and other funds, and prior year surplus/deficits carried forward and principal repayments on debt. These transactions are not recognized as revenues and expenses on the Statement of Operations as they do not meet the inclusion requirements under public sector accounting standards.

Financial plan bylaw surplus (deficit) for the year	\$ (2,097,950)
Add:	
Capital expenditures	9,008,457
Debt principal repayments	1,486,824
Capital lease/equipment financing principal repayments	768,958
Transfers to reserves and own funds	2,405,753
	13,669,992
Less:	
Borrowing	2,373,658
Transfers from reserves and own funds	4,907,802
Surplus included in accumulated surplus/(deficit)	671,522
	7,952,982
	\$ 3,619,060
Budget surplus (deficit) reported in the financial statements	

Regional District of Kootenay Boundary

Notes to the Financial Statements

December 31, 2017

17. SEGMENTED INFORMATION

The segments and the services the Regional District provide are detailed as follows:

General Government Services is comprised of a number of different services, including: General Government Administration, Electoral Area Administration, and Grants-in-Aid. General Government includes Corporate Services, Information Systems, and Finance. Corporate Services involves staff and management working closely with the Regional Board and community partners to coordinate the delivery of a wide range of functions and services. The Finance department is responsible for the requisition of tax revenues from the Province and from member municipalities and all treasury and accounting functions. Information Systems includes management of computer databases and communication systems used by the Regional District.

Protective Services includes a number of different programs. These programs include Electoral Area Fire Protection, Regional Fire Rescue, 911 Services, Victims Services, Building Inspection, Dog Control, and Mosquito Control. These services are designed to provide a safe environment to the community. They are responsible for providing these services to the unincorporated electoral areas of Kootenay Boundary, as well as to some member municipalities within the boundaries of the Regional District.

Transportation Services includes Street Light Improvements and Transit Services.

Environmental Health Services includes a number of different services, including: Effluent Disposal, Solid Waste Management Services (Recycling, Collection, Transfer Stations, Management), Water Services, Invasive Species, and Noise Control. The mandate of these programs is to coordinate delivery of the many day-to-day services required for community living.

Development Services includes delivering Planning and Development as well as Economic Development. The Planning function is responsible for developing land use policies that provide guidance to elected officials, developers, the public and other decision makers. It puts land use plans and policies into action and ensures proper infrastructure and orderly development. The program also evaluates applications and provides recommendations to decision makers; assists the public with land use regulations, applications, and processes; and invites and responds to public comments.

Recreation and Cultural Service is responsible for Community Halls, Recreational Complexes, Parks, and Libraries. Facilities managed within this area include parks and playgrounds, arenas, swimming pools, as well as community centers

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Regional District of Kootenay Boundary

Notes to the Financial Statements

December 31, 2017

Fiscal Services is responsible for MFA Financing for 5 electoral areas and 8 member municipalities.

The segments and the services the Regional District provide are broken down in Schedule 6.

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**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
STATEMENT OF FINANCIAL ACTIVITIES
EXPENSES PRESENTED BY ECONOMIC OBJECT
December 31, 2017**

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SCHEDULE 1

REVENUE	2017 Budget	2017 Actual	2016 Actual
From Own Sources:			
Grants in lieu of taxes	\$ 2,202,705	\$ 2,004,649	\$ 2,112,156
Services provided to other governments	345,897	398,052	390,997
Sale of Services	5,200,125	5,381,061	4,499,637
Other revenue	1,463,793	1,775,399	2,534,261
Gain on sale of assets	-	73,650	43,110
From Other Sources:			
Electoral area tax levy	10,057,196	10,065,752	9,798,768
Member municipalities	9,425,931	9,417,375	9,351,256
Other governments	2,234,249	2,102,012	947,832
	<u>30,929,896</u>	<u>31,217,950</u>	<u>29,678,017</u>
EXPENSES			
Salaries and benefits	\$ 10,019,802	\$ 10,194,723	\$ 9,594,577
Office and supplies	594,983	494,175	431,547
Debt interest charges	620,659	594,095	448,409
Insurance	338,671	313,783	320,501
Director remuneration and expense	555,494	466,659	424,758
Utilities	923,830	881,752	834,045
Professional fees	720,108	464,006	401,500
Equipment rentals	62,531	55,665	58,157
Repair and maintenance	2,122,282	2,009,761	1,748,319
Vehicle	728,255	285,326	252,292
Contracted services	6,364,014	5,890,977	5,502,278
Travel and training	587,759	420,838	412,805
Grants to other programs	2,038,546	2,256,118	1,517,642
Miscellaneous	553,672	393,459	293,222
Transfers to local governments	1,080,231	1,026,960	1,034,137
Amortization Expense	-	2,523,767	2,156,791
Provision for landfill liability	-	150,053	156,129
Loss on Disposal of Assets	-	-	173,174
	<u>27,310,836</u>	<u>28,422,117</u>	<u>25,760,283</u>
Annual Surplus	\$ <u>3,619,060</u>	\$ <u>2,795,833</u>	\$ <u>3,917,734</u>
Accumulated Surplus, Beginning of Year		48,608,105	44,690,371
Accumulated Surplus, End of Year		\$ <u>51,403,938</u>	\$ <u>45,608,105</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
STATEMENT OF ACCUMULATED SURPLUS (DEFICIT) - CURRENT REVENUE FUND
December 31, 2017

SCHEDULE 2

	General Revenue	Sewer	Water	Transit	2017 Total	2016 Total
Balance, beginning of year	\$ (37,566)	\$ 460,432	\$ 725,523	\$ 40,031	\$ 1,188,420	\$ (228,292)
Annual Surplus	1,129,268	103,016	(636,727)	(8,731)	586,828	1,416,711
	\$ 1,091,702	\$ 563,448	\$ 88,796	\$ 31,300	\$ 1,775,248	\$ 1,188,420

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
STATEMENT OF EQUITY IN CAPITAL ASSETS
December 31, 2017

SCHEDULE 3

	General Capital Fund	Sewer Capital Fund	Water Capital Fund	2017 Total	2016 Total
Balance, beginning of year	\$ 25,288,213	3,428,748	8,424,919	37,141,880	\$ 34,982,532
Add:					
Accumulated amortization on disposed assets	224,622	-	9,700	234,322	530,839
Assets acquired:					
By gov't grants or transfers from other funds	4,286,838	414,684	517,348	5,218,870	11,815,462
Retirement of debentures from revenue fund	970,692	-	-	970,692	249,175
Retirement of temporary borrowing	151,769	235,661	127,451	514,881	517,750
Actuarial adjustment to Debenture Sinking Fund	71,856	21,507	99,222	192,385	166,803
Repayment of lease agreements	702,371	-	-	702,371	370,860
	6,407,948	671,852	753,721	7,833,521	13,650,889
Deduct:					
Assets disposed	224,622	-	9,700	234,322	713,767
Assets Transferred from work-in-progress to complete	1,700,466	-	-	1,700,466	231,651
Amortization Expense	1,552,434	593,149	378,183	2,523,766	2,156,792
Equipment Financing Issued	2,060,682	-	-	2,060,682	459,604
Increase in borrowing - Other Long term Debt	-	-	-	-	7,929,728
	5,538,204	593,149	387,883	6,519,236	11,491,541
Balance, end of year	\$ 26,157,957	3,507,451	8,790,757	38,456,165	\$ 37,141,880
Equity in capital assets is comprised of the following:					
Financial equity	(2,279)	(5,387)	255,341	247,675	247,676
Physical equity	26,160,236	3,512,838	8,535,416	38,208,490	36,894,204
	26,157,957	3,507,451	8,790,757	38,456,165	37,141,880

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
SCHEDULE OF DEBENTURE DEBT
For the Year Ended December 31, 2017**

MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA DEBENTURE ISSUES

SCHEDULE 4

MFA ISSUE NO	B/LAW NO	PURPOSE	TERM # YEARS	DATE OF ISSUE	DATE OF MATURITY	INTEREST RATE	BALANCE OUTSTANDING AT DECEMBER 31, 2016	ISSUED #	ISSUING FUND DEPOSITS #	ACTUARIAL ADDITIONS #	BALANCE OUTSTANDING AT DECEMBER 31, 2017	INTEREST PAYMENTS #	ACCRUED INTEREST #	TOTAL INTEREST #
63	903	Village of Midway	20	June 1, 1998	June 1, 2016	3.00%	-	-	-	-	-	-	-	-
68	981	City of Rossland	25	November 5, 1997	November 5, 2022	4.82%	724,004	-	13,032	18,900	181,072	29,800	2,147	32,126
68	1001	City of Rossland	25	March 24, 1999	March 24, 2023	4.65%	821,115	-	81,905	59,944	720,266	93,000	24,970	117,970
70	1059	City of Grand Forks	20	March 24, 1999	June 1, 2019	2.10%	42,213	-	6,495	6,957	28,760	4,115	338	4,453
74	1143	City of Trail	25	April 4, 2001	June 1, 2026	1.75%	410,907	-	15,715	18,955	378,236	13,125	1,079	14,204
75	1158	City of Greenwood	20	October 10, 2001	Dec 1, 2021	1.75%	52,890	-	4,812	4,978	43,382	2,689	220	2,888
77	1162	City of Trail	25	April 9, 2002	June 1, 2027	1.75%	1,591,274	-	56,572	55,438	1,479,266	47,250	3,864	51,134
78	1200	Beaver Valley Water Supply Utility	15	April 7, 2003	June 3, 2018	2.10%	143,312	-	37,874	32,834	71,424	18,900	1,289	18,089
81	1218	Beaver Valley Water Supply Utility	15	April 22, 2004	April 22, 2019	2.40%	472,256	-	83,418	68,387	322,452	43,200	8,288	51,488
81	1207	Village of Midway	20	April 22, 2004	April 22, 2024	2.40%	85,573	-	4,980	3,871	76,612	3,960	759	4,719
95	1281	City of Trail	20	October 13, 2005	October 13, 2025	1.60%	1,172,680	-	78,964	34,136	1,068,580	58,684	8,568	67,032
95	1278	Village of Midway	20	October 13, 2005	October 13, 2025	1.80%	90,188	-	9,673	2,825	81,491	2,974	644	3,617
102	1342	Columbia Pollution Control Plant	20	November 2, 2007	December 1, 2017	4.82%	72,315	-	50,607	21,507	-	29,402	-	29,402
102	1343	Regional Waste Management	10	November 2, 2007	December 1, 2017	4.82%	72,808	-	51,224	21,684	-	29,843	-	29,843
104	1386	City of Trail	20	November 20, 2008	November 20, 2028	5.15%	1,173,968	-	57,089	21,041	1,095,839	87,550	8,834	97,384
104	1384	Grand Forks Aquatic Centre	20	November 20, 2008	November 20, 2028	5.15%	1,035,854	-	50,372	18,568	966,915	77,250	8,677	85,927

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
SCHEDULE OF DEBENTURE DEBT
For the Year Ended December 31, 2017
MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA DEBENTURE ISSUES

SCHEDULE 4

UFA ISSUE NO	B/C/L/A NO	PURPOSE	TERM YEARS	DATE OF ISSUE	DATE OF MATURITY	INTEREST RATE	BALANCE OUTSTANDING AT DECEMBER 31, 2017	ISSUED IN 2017	STANDING FLUID DEPOSITS FY 2017	ACTUARIAL ADDITIONS JL 2017	BALANCE OUTSTANDING AT DECEMBER 31, 2017	INTEREST PAID/RECEIVEDS JL 2017	ACCUMULATED INTEREST FY 2017	TOTAL INTEREST JL 2017
106	183	City of Grand Forks	10	October 13 2009	October 13 2019	4.13%	171 071	-	41 848	13 157	118 289	28 850	4 469	25 119
106	812	City of Greenwood	10	October 13 2009	October 13 2019	4.13%	44 479	-	10 827	3 421	30 230	5 369	1 182	6 531
110	1420	Greenwood Fire Service	25	April 8 2013	April 8 2038	4.90%	132 755	-	5 163	1 370	174 223	9 875	2 227	11 902
112	724	Village of Watford	15	October 6 2010	October 6 2025	3.73%	1 003 111	-	74 872	19 875	808 324	55 950	13 153	69 133
112	1887	City of Grand Forks	15	October 6 2012	October 6 2027	3.73%	49 812	-	3 896	823	42 358	2 811	615	3 225
118	1421	Regional Waste Management	10	April 4 2011	April 4 2021	4.20%	823 304	-	124 836	27 069	871 300	83 000	15 158	75 158
117	2344	City of Rossland	20	October 12 2011	October 12 2031	3.25%	1 163 001	-	48 808	10 574	1 129 829	47 234	10 353	57 587
118	1448	Chinle Lake Fire Service	15	April 11 2012	April 11 2027	3.40%	275 714	-	17 459	2 969	295 328	11 900	2 641	14 541
126	1973	City of Grand Forks	20	September 26 2013	September 26 2033	3.95%	1 872 744	-	89 301	7 367	1 508 377	67 641	17 791	85 432
126	2178	City of Trail	20	September 26 2013	September 26 2033	3.95%	2 221 994	-	83 367	10 408	2 129 229	96 965	25 135	120 705
127	1548	City of Rossland	30	April 7 2014	April 7 2044	3.30%	3 854 908	-	71 321	5 120	3 777 368	132 000	30 742	162 742
137	2775	City of Trail	25	April 19 2016	April 19 2041	2.60%	4 816 000	-	126 214	-	4 789 786	127 816	25 963	153 779
137	1572	East End Regional Sewer Utility	25	April 19 2016	April 19 2041	2.60%	7 200 000	-	184 893	-	7 015 107	187 200	37 440	224 640
141	865	Village of Fortvale	30	April 7 2017	April 7 2047	2.93%	-	2 500 000	-	-	2 500 000	35 000	15 301	51 301
142	2595	City of Penticton	30	October 4 2017	October 4 2047	3.15%	-	4 000 000	-	-	4 000 000	-	30 462	30 462
141	2781	City of Trail	25	April 7 2017	April 7 2042	2.90%	-	6 250 000	-	-	6 250 000	89 012	41 001	129 033
141	2509	City of Trail	12	April 7 2017	April 7 2027	2.80%	-	1 095 700	-	-	1 095 700	15 340	7 145	22 484
141	1678	Chinle Lake Waterworks	10	April 7 2017	April 7 2027	2.90%	-	729 728	-	-	729 728	10 216	4 759	14 974
Total Balance Outstanding at Dec 31 2017											43 675 361			

Future principal repayments on long-term debt for the next five years and thereafter are estimated as follows:

2018	2 288 564
2019	2 303 188
2020	2 132 653
2021	2 214 628
2022	2 101 428
Thereafter	32 520 741
Total future repayments	43 675 361

SCHEDULE 5

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
SCHEDULE OF TANGIBLE CAPITAL ASSETS
For the Year Ended December 31, 2017

	Land	Building	Machinery & Equipment	Land Improvements	Work In Progress	Engineered Structures			2017 Total	2016 Total
						Water	Sewer	Work In Progress		
COST										
Opening Balance	\$ 4,888,038	\$ 26,114,843	\$ 22,691,924	\$ 3,712,522	\$ 1,700,467	\$ 10,009,474	\$ 8,389,659	\$ 7,258,543	\$ 84,745,270	\$ 73,875,224
Add: Additions	10,000	1,723,027	2,137,634	26,777	454,541	84,253	7,258,547	780,639	12,477,418	11,815,463
Less: Disposals or Write-downs	-	-	234,322	-	1,700,467	-	-	7,258,543	9,193,332	945,417
Closing Balance	4,878,038	27,837,870	24,595,236	3,741,299	454,541	10,093,727	15,648,206	780,639	86,029,356	84,745,270
ACCUMULATED AMORTIZATION										
Opening Balance	-	10,713,198	14,111,809	1,328,597	-	2,333,043	6,764,436	-	35,251,083	33,625,131
Add: Additions	-	-	-	-	-	-	-	-	-	-
Add: Amortization	-	704,828	1,038,232	102,928	-	258,734	419,047	-	2,523,769	2,156,791
Less: Amortization on Disposals	-	-	234,322	-	-	-	-	-	234,322	530,839
Closing Balance	-	11,418,026	14,915,719	1,431,525	-	2,591,777	7,183,483	-	37,640,530	35,251,083
Net Book Value for year ended December 31, 2017	\$ 4,878,038	\$ 16,419,844	\$ 9,679,517	\$ 2,309,774	\$ 454,541	\$ 7,501,950	\$ 8,464,723	\$ 780,639	\$ 50,488,826	
Net Book Value, year ended December 31, 2016	\$ 4,868,038	\$ 15,401,445	\$ 8,580,115	\$ 2,383,925	\$ 1,700,467	\$ 7,676,431	\$ 1,625,223	\$ 7,258,543		\$ 49,494,187

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
SCHEDULE OF SEGMENTED INFORMATION
December 31, 2017

SCHEDULE 6

	Development Services	Environmental Health Services	General Government Services	Protective Services	Recreation and Cultural Services	Transportation Services	Total
Revenue							
From Own Sources:							
Grants in lieu of taxes	1,861	19,684	1,941,162	22,828	13,278	5,836	2,004,649
Services provided to other governments	-	70,000	333,969	(5,917)	-	-	398,052
Sale of services	7,847	3,599,958	-	(26,481)	1,427,586	372,151	5,381,061
Other revenue	12,217	351,335	499,885	521,800	376,601	13,560	1,775,399
Gain on disposal of assets	-	15,300	5,800	52,750	-	-	73,650
Transfers from:							
Electoral area tax levy	788,262	1,897,155	564,373	3,610,957	2,827,370	377,635	10,065,752
Member municipalities	105,627	2,960,547	130,861	3,221,951	2,141,342	857,247	9,417,375
Other governments	-	826,150	239,151	1,038,700	-	-	2,102,012
	<u>915,814</u>	<u>9,740,129</u>	<u>3,714,811</u>	<u>8,434,589</u>	<u>6,786,177</u>	<u>1,626,429</u>	<u>31,217,850</u>
Expenses							
Salaries and benefits	599,653	1,963,284	1,232,464	4,146,594	2,252,728	-	10,194,723
Office and supplies	99,276	53,142	80,623	96,237	164,837	-	494,175
Insurance	-	66,699	66,288	108,020	72,776	-	313,783
Director remuneration and expense	-	-	466,659	-	-	-	466,659
Utilities	(9,590)	233,947	37,841	202,282	402,732	14,539	881,751
Professional fees	16,720	21,852	412,687	6,748	6,000	-	464,007
Equipment rentals	-	28,966	26,700	-	-	-	55,666
Repair and maintenance	17,834	916,736	157,476	485,785	431,928	-	2,009,761
Vehicle	-	14,309	4,683	274,183	(7,848)	-	285,327
Contracted services	444,382	2,232,673	43,592	664,398	941,731	1,564,201	5,890,977
Travel and training	7,735	22,705	76,836	296,441	17,122	-	420,839
Grants to other programs	-	15,782	392,079	653,360	1,194,896	-	2,256,117
Miscellaneous	51,559	243,896	(510,070)	271,705	277,669	58,700	393,459
Transfers to local governments	-	419,047	-	155,594	452,319	-	1,026,960
Provision for landfill liability	-	150,053	-	-	-	-	150,053
	<u>1,227,569</u>	<u>6,383,091</u>	<u>2,487,660</u>	<u>7,381,407</u>	<u>6,206,890</u>	<u>1,637,440</u>	<u>25,304,257</u>
Debt interest and fiscal services	-	465,216	18,272	27,310	83,296	-	594,094
Loss on disposal of assets	-	-	-	-	-	-	-
Amortization expense	28,461	1,267,187	112,812	633,370	480,498	1,439	2,523,767
Total operating expenses	<u>1,256,030</u>	<u>8,115,494</u>	<u>2,618,744</u>	<u>8,022,087</u>	<u>6,770,684</u>	<u>1,638,879</u>	<u>28,422,117</u>
Annual Surplus (Deficit)	<u>(340,216)</u>	<u>1,624,635</u>	<u>1,095,867</u>	<u>412,501</u>	<u>16,493</u>	<u>(12,450)</u>	<u>2,795,833</u>

REGIONAL DISTRICT
OF
KOOTENAY BOUNDARY

SUPPLEMENTARY INFORMATION
TO THE FINANCIAL STATEMENTS

FOR THE
YEAR ENDED DECEMBER 31, 2017

DRAFT

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited**

ASSETS		
	<u>2017</u>	<u>2016</u>
Cash	\$ 1,045,033	\$ 480,921
Short Term Investments (Note 3)	9,988,507	8,613,276
Accounts Receivable	604,408	903,292
Accounts Receivable from Senior Government	961,858	212,809
Accounts Receivable from Local Government	318,721	256,280
Inventories	8,438	10,271
Municipal Finance Authority Debt Reserve Fund (Note 4)	1,657,699	1,286,962
Prepaid Expenses	108,263	231,420
	<u>14,692,927</u>	<u>11,995,231</u>
Advance to Beaver Valley Water Revenue Fund	15,010	19,202
Advance to Beaver Valley Water Capital Fund	38,158	-
Advance to Boundary Transit Utility Fund	-	3,863
	<u>\$ 14,746,095</u>	<u>\$ 12,018,296</u>
LIABILITIES		
Accounts Payable	\$ 1,998,032	\$ 1,520,883
Accounts Payable to Senior Government	395,933	387,561
Accounts Payable to Local Government	289,643	95,581
Deferred Revenue	766,622	544,595
Accrued Employee Sick Leave	193,600	184,000
Community Works (Gas Tax)	2,353,263	2,189,625
Landfill closure and Post closure costs accruals	4,873,452	4,723,399
Municipal Finance Authority Debt Reserve Fund: (Note 4)		
-Member Municipalities	1,468,346	1,055,769
-Regional District	189,352	231,193
	<u>12,528,243</u>	<u>10,932,606</u>
Advance from General Capital Fund	1,748	1,748
Advance from Christina Lake Water Utility Revenue Fund	-	44,446
Advance from Columbia Gardens Water Utility Revenue Fund	1,043	12,188
Advance from Rivervale Water Utility Revenue Fund	8,214	37,786
Advance from Beaver Valley Water Utility Capital Fund	488,452	488,452
Advance from Columbia Gardens Water Utility Capital Fund	1,907	1,907
Advance from East End Transit Utility Revenue Fund	31,092	43,895
Advance from Boundary Transit Utility Revenue Fund	208	-
Advance from Oasis/Rivervale Sewer Utility Revenue Fund	4,535	11,479
Advance from Columbia Sewer Treatment Utility Revenue Fund	585,577	477,981
Advance from Columbia Sewer Treatment Utility Capital Fund	3,373	3,373
	<u>\$ 13,654,392</u>	<u>\$ 12,055,861</u>
FUND SURPLUS (DEFICIT)		
Net Surplus (Deficit)	1,091,703	(37,565)
	<u>\$ 14,746,095</u>	<u>\$ 12,018,296</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
STATEMENT OF FINANCIAL ACTIVITIES
December 31, 2017
Unaudited

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	2017 Budget	2017 Actual	2016 Actual
REVENUE			
Grants in lieu of taxes	\$ 2,195,642	\$ 1,988,056	\$ 2,103,736
Services provided to other governments	734,885	787,040	749,995
Sale of Services	3,926,198	4,294,897	3,866,101
Other revenue	1,576,800	1,700,438	2,311,518
Transfers from:			
-Electoral area tax levy	9,529,531	9,537,152	9,271,459
-Member municipalities	6,657,482	6,649,861	6,594,863
-Other governments	824,776	1,476,242	947,832
-Reserve fund	2,824,803	1,439,458	2,683,936
-Capital fund	1,651,227	990,437	365,190
- Debenture Issue			
- Equity Capital	-	1,552,435	1,421,331
	<u>29,921,344</u>	<u>30,416,016</u>	<u>30,315,761</u>
EXPENDITURE			
Salaries and benefits	\$ 9,971,426	\$ 10,190,785	\$ 9,642,683
Office and supplies	594,983	494,175	439,761
Debt charges - principal	400,945	400,943	399,979
Debt charges - interest	234,273	219,644	207,091
Insurance	286,861	272,892	291,824
Director remuneration and expense	555,494	466,659	424,758
Board fee	(138,814)	(143,814)	(119,350)
Utilities	753,710	723,443	678,015
Professional fees	713,108	452,412	388,113
Equipment rentals	62,531	55,665	58,157
Repair and maintenance	1,758,417	1,528,853	1,403,520
Vehicle	750,138	708,446	684,218
Contracted services	4,156,285	3,982,882	3,655,345
Travel and training	587,759	420,839	430,145
Grants to other programs	2,173,882	2,391,453	2,881,748
Miscellaneous	452,355	328,980	249,433
Expenditures capitalized	5,528,397	2,586,375	2,514,763
Amortization Expense	-	1,552,435	1,421,331
Transfers to:			
Reserve fund	1,427,541	1,515,915	2,475,604
local governments	1,039,467	987,713	978,625
	<u>31,308,758</u>	<u>29,136,695</u>	<u>29,105,763</u>
EXCESS REVENUE (EXPENDITURE)			
BEFORE LANDFILL CLOSURE COSTS PROVISIONS	\$ (1,387,414)	\$ 1,279,321	\$ 1,209,998
Provision for Landfill Closure and Post Closure Cost	(156,068)	(150,053)	(156,129)
SURPLUS (DEFICIT) BEGINNING OF YEAR	(554,468)	(37,565)	(1,091,434)
SURPLUS (DEFICIT) END OF YEAR	\$ (2,097,950)	\$ 1,091,703	\$ (37,565)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL CAPITAL FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited

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ASSETS

	2017	2016
Land	\$ 4,523,810	\$ 4,523,810
Buildings	23,582,809	21,859,782
Accumulated Amortization	(8,722,806)	(8,139,572)
	<u>14,860,003</u>	<u>13,720,210</u>
Machinery and Equipment	20,347,449	18,491,575
Accumulated Amortization	(12,221,758)	(11,580,107)
	<u>8,125,691</u>	<u>6,911,468</u>
Land Improvements	3,741,298	3,712,522
Accumulated Amortization	(1,431,526)	(1,328,598)
	<u>2,309,772</u>	<u>2,383,924</u>
Work in Progress	454,540	1,700,466
Due From General Revenue Fund	1,748	1,748
Debenture Debt Recoverable from Local Governments (Note 5)	33,466,805	20,684,622
	<u>\$ 63,742,369</u>	<u>\$ 49,926,248</u>

LIABILITIES AND EQUITY IN CAPITAL ASSETS

Payables		
Beaver Valley Water Utility Capital Fund	\$ 1,550	\$ 1,550
Temporary Borrowing	331,756	-
Municipal Finance Authority - Liabilities Under Agreement	275,707	381,800
Municipal Finance Authority - LUA - Equipment Financing	1,345,493	362,085
Other Loan Agreements	92,857	114,532
Debenture Debt	35,534,572	23,073,220
Lease Agreements		702,371
Reserve for future capital expenditures	2,477	2,477
Equity in capital assets	26,157,957	25,288,213
	<u>\$ 63,742,369</u>	<u>\$ 49,926,248</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL RESERVE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited**

ASSETS

	<u>2017</u>	<u>2016</u>
Assets:		
Money Market Fund Investment MFA of BC	\$ 7,086	\$ 7,017
Intermediate Fund Investment MFA of BC	4,042,343	4,010,883
Investments Reserve Fund	6,064,293	5,133,640
Short Term Investments Reserve Fund (1 year)	-	84,994
Term Deposit Heritage Savings & Credit Union	1,052,587	1,031,546
Accrued Interest Receivable	6,215	9,725
Total Assets	\$ 11,172,524	\$ 10,277,805

LIABILITIES AND FUND BALANCES

Liabilities:

Fund Balances:

Total General Government & Others	\$ 3,265,899	\$ 2,359,338
Total Protective Services	1,400,111	1,565,709
Total Recreation & Culture	1,356,212	1,169,354
Total Environmental Health Services	2,773,243	3,568,489
Total Water & Sewer Utilities	1,880,295	1,097,693
Total Transit Services	496,764	517,222
Total Fund Balances	\$ 11,172,524	\$ 10,277,805
Total Liabilities & Fund Balances	\$ 11,172,524	\$ 10,277,805

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL RESERVE FUND
STATEMENT OF SOURCES AND APPLICATION OF FUNDS
DECEMBER 31, 2017
Unaudited**

	2016	Interest	Transfer To Reserves	Transfer From Reserves	2017
RESERVE FUNDS					
General Government & Others:					
General Government & Administration	\$ 2,161,830	20,124	868,815	-	3,050,769
Electoral Area Administration	77,025	408	8,000	-	85,433
Boundary Economic Development	46,177	228	-	11,298	35,107
East End Economic Development	8,324	41	-	-	8,365
Area 'C' Economic Development	-	75	22,000	-	22,075
Planning & Development	29,228	162	5,000	-	34,390
Big White Street Lighting	29,387	145	-	7,777	21,755
Beaverdell Street Lighting	7,366	38	600	-	8,004
Protective Services:					
Beaverdell Fire Protection	27,660	140	1,000	-	28,800
Big White Fire Protection	184,138	843	-	86,554	98,427
Building Inspection	103,465	1,265	1,250	-	105,980
Christina Lake Fire Protection	145,054	768	15,000	-	160,822
Emergency Communications (9-1-1)	198,067	957	-	16,250	182,774
Emergency Preparedness	75,609	469	28,000	-	104,078
Grand Forks Rural Fire Service	448,686	2,440	65,000	-	516,126
Greenwood Rural Fire Service	9,192	46	-	-	9,238
Kettle Valley Fire Protection	-	17	5,000	-	5,017
Police Based Victims' Assistance	17,652	190	30,000	-	47,842
Kootenay Boundary Regional Fire & Rescue	356,186	1,024	74,051	290,254	141,007
Recreation & Culture:					
Area 'B' Parks & Trails	80,498	521	36,000	-	117,019
Area 'C' Parks & Trails	165,162	908	26,869	-	192,939
Area 'D' Parks & Trails	34,129	216	14,000	-	48,345
Area 'E' Parks & Trails	31,669	174	5,000	-	36,843
Beaver Valley Parks & Trails	101,538	718	63,000	4,142	161,114
Beaver Valley Arena	19,165	94	-	-	19,259
Boundary Area Recreation	1,391	9	800	-	2,200
Christina Lake Recreation	41,139	94	8,009	40,000	9,242
Christina Lake Recreation Facilities	26,722	142	3,000	-	29,864
Grand Forks Aquatic Centre	115,383	622	15,000	-	131,005
Grand Forks Arena	212,216	1,095	15,000	23,361	204,950
Grand Forks Curling Rink	18,391	92	3,485	3,288	18,680
Greater Trail Community & Arts Centre	321,952	1,800	61,000	-	384,752
Environmental Health Services:					
Big White Noise Control	46,381	229	-	-	46,610
Mosquito Control Area D & GF	29,915	165	5,000	-	35,080
Christina Lake Milfoil Control	51,933	418	18,100	38,497	31,954
Composting Facility Operation	1,256	7	-	-	1,263
East End Cemeteries	137,442	888	61,000	-	199,330
Greenwood, Area 'E' Cemeteries	40,520	200	-	-	40,720
Regional Refuse Equipment	3,261,042	18,704	56,577	918,037	2,418,286
Water & Sewer Utilities:					
Beaver Valley Water Utility	301,627	1,938	130,500	-	434,065
Christina Lake Water Utility	9,575	6,173	768,161	63,151	720,758
Columbia Gardens Water Utility	16,194	81	350	-	16,625
Columbia Pollution Control	630,469	3,275	115,100	206,873	541,971
Oasis/Rivervale Sewer	39,015	199	16,769	14,987	40,996
Rivervale Water & Street Lighting Utility	100,812	630	38,761	14,323	125,880
Transit Services					
East End Transit Services	494,288	2,442	-	-	496,730
Boundary Transit	22,935	34	-	22,935	34
	<u>\$ 10,277,805</u>	<u>71,248</u>	<u>2,585,197</u>	<u>1,761,727</u>	<u>11,172,524</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
COLUMBIA SEWER TREATMENT UTILITY REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited**

ASSETS

	<u>2017</u>	<u>2016</u>
Municipal Finance Authority debt reserve (Note 4)	\$ 216,381	\$ 214,784
Due from Sewer Utility Capital Fund	8,350	8,350
Advance to General Revenue Fund	<u>585,577</u>	<u>477,981</u>
	<u>\$ 810,308</u>	<u>\$ 701,115</u>

LIABILITIES

Municipal Finance Authority debt reserve fund (Note 4)	\$ 216,381	\$ 214,785
Accrued Interest Payable	<u>37,440</u>	<u>39,856</u>
	253,821	254,641

FUND SURPLUS (DEFICIT)

Fund surplus (deficit)	<u>556,487</u>	<u>446,474</u>
	<u>\$ 810,308</u>	<u>\$ 701,115</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
COLUMBIA SEWER TREATMENT UTILITY REVENUE FUND
STATEMENT OF FINANCIAL ACTIVITIES
December 31, 2017
Unaudited**

	2017 Budget	2017 Actual	2016 Actual
REVENUE			
Sale of services	\$ 35,100	\$ 37,948	\$ 72,828
Proceeds from sale of assets			
Grants in lieu of taxes	4,000	10,014	4,941
Provincial sewer grant	1,304,760	247,513	-
Other revenue from own source	15,782	15,782	28,767
Transfers from:			
member municipalities	1,570,067	1,570,067	1,557,890
other governments	-	544,700	404,386
transfer from Equity	-	-	-
reserve fund	408,558	206,873	34,925
capital fund	-	-	7,128,000
	\$ 3,338,267	\$ 2,632,897	\$ 9,231,737
EXPENDITURE			
Salaries and benefits	\$ 454,421	389,530	\$ 417,484
Debt charges - principal	235,661	235,661	50,808
Debt charges - interest	216,602	214,186	181,318
Insurance	16,871	16,871	16,523
Board Fee	45,476	45,476	44,667
Utilities	168,503	157,634	157,295
Vehicle	32,833	29,694	27,726
Contracted services	25,000	31,024	75,429
Miscellaneous	70,454	38,777	6,270
Operator fee and operating costs	483,820	360,569	339,715
Disposal permit	18,000	17,138	17,138
Amortization Expense	-	544,700	404,386
Expenditures Capitalized	1,902,000	326,524	7,328,887
Transfer to Reserve fund	115,100	115,100	194,500
	3,784,741	2,522,884	9,262,146
EXCESS REVENUE (EXPENDITURE)	(446,474)	110,013	(30,409)
SURPLUS (DEFICIT) BEGINNING	446,474	446,474	476,882
SURPLUS (DEFICIT) ENDING	\$ (0)	\$ 556,487	\$ 446,474

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**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
OASIS/RIVERVALE SEWER UTILITY REVENUE FUND
STATEMENT OF FINANCIAL POSITION**

December 31, 2017

Unaudited

ASSETS

	<u>2017</u>	<u>2016</u>
Accounts receivable	\$ 2,016	\$ 2,069
Due from general revenue fund	4,534	11,479
Accounts receivable from other governments	<u>-</u>	<u>-</u>
	6,550	13,548
Advance to Oasis/Rivervale Sewer Utility Capital Fund	<u>410</u>	<u>410</u>
	<u>\$ 6,960</u>	<u>\$ 13,958</u>

LIABILITIES

\$ <u>-</u>	\$ <u>-</u>
-------------	-------------

FUND SURPLUS (DEFICIT)

Fund surplus (deficit)	\$ <u>6,960</u>	\$ <u>13,958</u>
	<u>\$ 6,960</u>	<u>\$ 13,958</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
OASIS/RIVERVALE SEWER UTILITY REVENUE FUND
STATEMENT OF FINANCIAL ACTIVITIES
December 31, 2017
Unaudited**

	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>2016 Actual</u>
REVENUE			
Sale of services	\$ 30,510	\$ 30,085	\$ 30,115
Transfer from Reserve Fund	40,700	14,987	-
Electoral Area Tax Levy	30,534	30,534	30,534
Miscellaneous Revenue	174,300	73,999	-
Transfer from Equity	-	48,448	48,448
	<u>\$ 276,044</u>	<u>\$ 198,053</u>	<u>\$ 109,097</u>
EXPENDITURE			
Insurance	\$ 1,282	\$ 1,282	\$ 861
Board fee	5,073	5,073	4,975
Utilities	5,871	5,839	5,298
Repair and maintenance	27,725	21,594	13,233
Capital	215,000	88,160	-
Miscellaneous	2,500	2,104	2,213
Amortization Expense	-	48,448	48,448
Transfer to CPCP operating fund	15,782	15,782	28,767
Transfer to Reserve fund	16,769	16,769	9,000
	<u>\$ 290,002</u>	<u>\$ 205,051</u>	<u>\$ 112,795</u>
EXCESS REVENUE (EXPENDITURE)	<u>\$ (13,958)</u>	<u>\$ (6,998)</u>	<u>\$ (3,698)</u>
SURPLUS (DEFICIT) BEGINNING	<u>13,958</u>	<u>13,958</u>	<u>17,656</u>
SURPLUS (DEFICIT) ENDING	<u>\$ -</u>	<u>\$ 6,960</u>	<u>\$ 13,958</u>

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**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
MILL ROAD SANITARY SEWER SERVICE UTILITY REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited**

ASSETS

	<u>2017</u>	<u>2016</u>
Accounts receivable	\$ -	\$ -
Due from general revenue fund	-	-
Accounts receivable from other governments	<u>-</u>	<u>-</u>
Advance to Oasis/Rivervale Sewer Utility Capital Fund	<u>-</u>	<u>-</u>

LIABILITIES

Advance from General Revenue Fund	\$ -	\$ -
Deferred Revenue - Mill Road Collection System	-	-

FUND SURPLUS (DEFICIT)

Fund surplus (deficit)	\$ <u>-</u>	\$ <u>-</u>
	<u>\$ -</u>	<u>\$ -</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
MILL ROAD SANITARY SEWER SERVICE UTILITY REVENUE FUND
STATEMENT OF FINANCIAL ACTIVITIES
December 31, 2017
Unaudited

	2017 Budget	2017 Actual	2016 Actual
REVENUE			
Sale of services	\$ -	\$ -	\$ -
Transfer from Reserve Fund	-	-	-
Conditional transfers from Electoral Area	-	-	-
Conditional transfers from other governments	-	-	-
Insurance	-	-	-
Board fee	-	-	-
Utilities	-	-	-
Contracted services	-	-	-
Repair and maintenance	-	-	-
Consultant fees	-	-	-
Capital	-	-	-
Miscellaneous	-	-	-
Amortization Expense	-	-	-
Transfer to CPCP operating fund	-	-	-
Transfer to Reserve fund	-	-	-
	\$ -	\$ -	\$ -
EXCESS REVENUE (EXPENDITURE)	\$ -	\$ -	\$ -
SURPLUS (DEFICIT) BEGINNING	-	-	-
SURPLUS (DEFICIT) ENDING	\$ -	\$ -	\$ -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
COLUMBIA SEWER TREATMENT UTILITY CAPITAL FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited

	<u>2017</u>	<u>2016</u>
SEWER CAPITAL FUND ASSETS		
Capital assets		
Land	\$ 92,245	92,245
Buildings	2,985,945	2,985,945
Accumulated Depreciation	<u>(2,231,321)</u>	<u>(2,137,956)</u>
	754,624	847,989
Machinery & Equipment	2,441,570	2,421,178
Accumulated Depreciation	<u>(1,679,549)</u>	<u>(1,601,703)</u>
	762,021	819,475
Engineered Structures	14,368,683	7,110,136
Accumulated Depreciation	<u>(6,065,192)</u>	<u>(5,691,703)</u>
	8,303,491	1,418,433
Work in Progress	306,132	7,258,547
Due From General Revenue Fund	<u>3,373</u>	<u>3,373</u>
TOTAL ASSETS	\$ <u>10,221,886</u>	\$ <u>10,440,062</u>
SEWER CAPITAL FUND LIABILITIES AND EQUITY		
Debenture Debt (Note 6)	\$ 7,015,147	\$ 7,272,315
Due to Sewer Utility Revenue Fund	8,350	8,350
Equity in Capital assets	<u>3,198,389</u>	<u>3,159,397</u>
	\$ <u>10,221,886</u>	\$ <u>10,440,062</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
OASIS/RIVERVALE SEWER UTILITY CAPITAL FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited**

	<u>2017</u>	<u>2016</u>
ASSETS		
Buildings	\$ 24,439	\$ 24,439
Accumulated Depreciation	(21,995)	(21,506)
	<u>2,444</u>	<u>2,933</u>
Machinery & Equipment	90,485	90,485
Accumulated Depreciation	(32,848)	(30,447)
	<u>57,637</u>	<u>60,039</u>
Engineered Structures	1,279,523	1,279,523
Accumulated Depreciation	(1,118,292)	(1,072,733)
	<u>161,231</u>	<u>206,790</u>
Work in Progress	88,160	-
TOTAL ASSETS	\$ <u>309,472</u>	\$ <u>269,761</u>
LIABILITY AND EQUITY		
Payables		
Oasis/Rivervale Sewer Utility Revenue Fund	\$ 410	\$ 410
Equity in capital assets	<u>309,062</u>	<u>269,351</u>
TOTAL LIABILITY AND EQUITY	\$ <u>309,472</u>	\$ <u>269,761</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BEAVER VALLEY WATER UTILITY REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited

ASSETS

	<u>2017</u>	<u>2016</u>
Accounts Receivable from other governments	\$ 7,607	\$ 8,034
Municipal Finance Authority debt reserve fund (Note 4)	142,508	141,699
Advance to General Revenue Fund	-	-
Due From Beaver Valley Water Utility Capital Fund	<u>236,567</u>	<u>236,567</u>
	<u>\$ 386,682</u>	<u>\$ 386,300</u>

LIABILITIES

Municipal Finance Authority debt reserve fund (Note 4)	\$ 142,508	\$ 141,699
Accounts Payable to local government	128,786	88,237
Due to General Revenue Fund	15,011	19,202
Accrued Interest Payable	<u>9,574</u>	<u>9,574</u>
	<u>\$ 295,879</u>	<u>\$ 258,712</u>

FUND SURPLUS (DEFICIT)

Fund surplus (deficit)	<u>\$ 90,803</u>	<u>\$ 127,588</u>
	<u>\$ 386,682</u>	<u>\$ 386,300</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BEAVER VALLEY WATER UTILITY REVENUE FUND
STATEMENT OF FINANCIAL ACTIVITIES
December 31, 2017
Unaudited**

	2017 Budget	2017 Actual	2016 Actual
REVENUE			
Sale of services	\$ 518,740	\$ 356,849	\$ 353,433
Grants in lieu of taxes	463	743	453
Transfer From Water Utility Capital	-	-	-
Water Improvement Grant	-	-	20,000
Transfer From Reserve Fund	-	221,471	215,346
Transfer From Equity	-	-	-
Parcel taxes	137,250	137,250	137,250
Electorate area tax levy	340,200	340,200	340,200
Member municipalities	-	-	-
	<u>\$ 996,653</u>	<u>\$ 1,056,513</u>	<u>\$ 1,066,682</u>
EXPENDITURE			
Salaries and benefits	\$ 56,876	\$ 68,820	\$ 41,577
Debt charges - principal	120,490	120,490	120,490
Debt charges - interest	60,000	60,000	60,000
Insurance	10,091	10,091	8,177
Board fee	25,026	25,026	24,595
Utilities	2,958	2,973	2,972
Miscellaneous	31,050	33,592	61,229
Water licence	2,300	2,091	1,271
Purification & treatment	247,100	238,898	255,720
Transmission & Distribution	38,550	55,180	26,711
Pumping	27,455	21,685	29,654
Hydrant Maintenance	14,350	13,308	7,979
Repairs and Maintenance	25,290	19,650	11,104
Expenditures Capitalized	324,300	61,618	54,636
Amortization Expense	-	221,471	215,346
Transfers to reserve fund	130,500	130,500	211,111
Transfers to local governments	7,905	7,905	7,750
	<u>\$ 1,124,241</u>	<u>\$ 1,093,298</u>	<u>\$ 1,140,322</u>
EXCESS REVENUE (EXPENDITURE)	<u>\$ (127,588)</u>	<u>\$ (36,785)</u>	<u>\$ (73,640)</u>
SURPLUS (DEFICIT) BEGINNING	<u>201,228</u>	<u>127,588</u>	<u>201,228</u>
SURPLUS (DEFICIT) ENDING	<u>\$ 73,640</u>	<u>\$ 90,803</u>	<u>\$ 127,588</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
COLUMBIA GARDENS WATER UTILITY REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited

ASSETS

	<u>2017</u>	<u>2016</u>
Advance to General Revenue Fund	\$ <u>1,042</u>	\$ <u>12,188</u>
	\$ <u><u>1,042</u></u>	\$ <u><u>12,188</u></u>

LIABILITIES AND FUND SURPLUS (DEFICIT)

Fund surplus (deficit)	\$ <u>1,042</u>	\$ <u>12,188</u>
	\$ <u><u>1,042</u></u>	\$ <u><u>12,188</u></u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
COLUMBIA GARDENS WATER UTILITY REVENUE FUND
STATEMENT OF FINANCIAL ACTIVITIES
December 31, 2017
Unaudited**

	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>2016 Actual</u>
REVENUE			
Sale of Services	\$ 4,969	\$ 7,466	\$ 7,187
Conditional transfers from electoral area tax levy	19,752	19,752	19,752
Other Revenue	7,550	5,000	7,000
Water Improvement Grant	-	-	-
Transfer From Equity	-	52,754	52,754
Transfer From Reserve Fund	10,000	-	-
Transfer From General Revenue Fund	-	-	-
	<u>\$ 42,271</u>	<u>\$ 84,972</u>	<u>\$ 86,693</u>
EXPENDITURE			
Insurance	\$ 7,811	\$ 7,811	\$ 2,918
Board Fee	2,139	2,139	2,099
Utilities	6,300	6,722	5,691
Professional Fees	-	-	-
Operations and Maintenance	27,859	26,342	17,762
Interest Expense	-	-	-
Capital Expenditure	10,000	-	-
Amortization Expense	-	52,754	52,754
Contribution to Reserve	350	350	4,600
	<u>\$ 54,459</u>	<u>\$ 96,118</u>	<u>\$ 85,824</u>
EXCESS REVENUE (EXPENDITURE)	\$ (12,188)	\$ (11,146)	\$ 869
SURPLUS (DEFICIT) BEGINNING	<u>12,188</u>	<u>12,188</u>	<u>11,319</u>
SURPLUS (DEFICIT) ENDING	<u>\$ 0</u>	<u>\$ 1,042</u>	<u>\$ 12,188</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
RIVERVALE WATER & STREET LIGHTING UTILITY REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited**

ASSETS

	<u>2017</u>	<u>2016</u>
Advance to General Revenue Fund	\$ 8,214	\$ 37,786
Accounts Receivable - Rivervale Water Users	<u>3,436</u>	<u>2,598</u>
	<u>\$ 11,650</u>	<u>\$ 40,384</u>

LIABILITIES AND FUND SURPLUS (DEFICIT)

Advance from General Revenue Fund	-	-
Fund surplus (deficit)	<u>\$ 11,650</u>	<u>\$ 40,384</u>
	<u>\$ 11,650</u>	<u>\$ 40,384</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
RIVERVALE WATER & STREET LIGHTING UTILITY REVENUE FUND
STATEMENT OF FINANCIAL ACTIVITIES
December 31, 2017
Unaudited**

	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>2016 Actual</u>
REVENUE			
Sale of Services	\$ 169,718	\$ 170,838	\$ 168,557
Conditional transfers from electoral area tax levy	-	-	-
Miscellaneous	5,000	300	-
Water Improvement Grant	85,617	69,929	-
Transfer From Equity	-	17,896	14,526
Transfer From Reserve Fund	15,668	14,323	13,250
Transfer From Capital Fund	-	-	35,882
	<u>\$ 276,003</u>	<u>\$ 273,286</u>	<u>\$ 232,215</u>
EXPENDITURE			
Insurance	\$ 755	\$ 755	\$ 198
Board Fee	7,619	7,619	7,474
Utilities	6,800	2,702	1,698
Professional Fees	2,500	70	13,400
Operations and Maintenance	157,092	149,965	136,197
Capital Expenditure	103,160	84,252	35,882
Amortization Expense	-	17,896	14,526
Contribution to Reserve	38,461	38,761	23,389
	<u>\$ 316,387</u>	<u>\$ 302,020</u>	<u>\$ 232,764</u>
EXCESS REVENUE (EXPENDITURE)	\$ (40,384)	\$ (28,734)	\$ (549)
SURPLUS (DEFICIT) BEGINNING	<u>40,384</u>	<u>40,384</u>	<u>40,933</u>
SURPLUS (DEFICIT) ENDING	<u>\$ 0</u>	<u>\$ 11,650</u>	<u>\$ 40,384</u>

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**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
CHRISTINA LAKE WATER UTILITY REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited**

ASSETS

	<u>2017</u>	<u>2016</u>
Cash	\$ -	\$ 32,076
Investments	-	453,286
Inventory	500	500
Municipal Finance Authority debt reserve fund (Note 4)	42,151	-
Advance to General Revenue Fund	-	44,446
Accounts Receivable	<u>27,717</u>	<u>15,750</u>
	<u>\$ 70,368</u>	<u>\$ 546,057</u>

LIABILITIES AND FUND SURPLUS (DEFICIT)

Advance from General Revenue Fund	\$ 38,158	\$ -
Accounts Payable	4,758	695
Municipal Finance Authority debt reserve fund (Note 4)	42,151	-
Fund surplus (deficit)	<u>(14,699)</u>	<u>545,362</u>
	<u>\$ 70,368</u>	<u>\$ 546,057</u>

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**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
CHRISTINA LAKE WATER UTILITY REVENUE FUND
STATEMENT OF FINANCIAL ACTIVITIES
December 31, 2017
Unaudited**

	2017 Budget	2017 Actual	2016 Actual
REVENUE			
Sale of Services	\$ 370,000	\$ 362,335	\$ -
Conditional transfers from electoral area tax levy	-	-	-
Miscellaneous	23,000	128,535	1,476,605
Water Improvement Grant	665,000	308,327	-
Transfer From Equity	-	86,062	-
Transfer From Reserve Fund	155,000	63,151	-
Transfer From Capital Fund	<u>722,431</u>	<u>722,431</u>	<u>729,728</u>
	\$ 1,935,431	\$ 1,670,841	\$ 2,206,333
EXPENDITURE			
Salaries and benefits	\$ 76,812	\$ 85,323	\$ -
Insurance	15,000	4,081	-
Board Fee	7,620	7,620	-
Utilities	16,000	18,751	-
Professional Fees	4,500	11,525	-
Operations and Maintenance	55,100	47,908	\$ 1,200
Interest Expense	109,784	100,265	-
Debt charges - principal	729,728	729,728	-
Capital Expenditure	805,000	371,478	1,659,771
Amortization Expense	-	86,062	-
Contribution to Reserve	<u>661,249</u>	<u>768,161</u>	<u>-</u>
	\$ 2,480,793	\$ 2,230,902	\$ 1,660,971
 EXCESS REVENUE (EXPENDITURE)	 \$ (545,362)	 \$ (560,061)	 \$ 545,362
SURPLUS (DEFICIT) BEGINNING	<u>545,362</u>	<u>545,362</u>	<u>-</u>
SURPLUS (DEFICIT) ENDING	\$ -	\$ (14,699)	\$ 545,362

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**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BEAVER VALLEY WATER UTILITY CAPITAL FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited**

	<u>2017</u>	<u>2016</u>
ASSETS		
Receivable		
General Revenue Fund	\$ 488,452	\$ 488,452
General Capital Fund	<u>1,550</u>	<u>1,550</u>
	490,002	490,002
Non Financial Assets		
Land	160,074	150,074
Buildings	1,030,652	1,030,653
Accumulated Depreciation	<u>(375,830)</u>	<u>(355,217)</u>
	654,822	675,436
Machinery and Equipment	1,292,674	1,255,926
Accumulated Depreciation	<u>(863,950)</u>	<u>(799,921)</u>
	428,724	456,005
Engineered Structures	6,510,121	6,510,121
Accumulated Depreciation	<u>(2,138,582)</u>	<u>(2,001,753)</u>
	4,371,539	4,508,368
Work in Progress	<u>14,870</u>	
	<u>\$ 6,120,031</u>	<u>\$ 6,279,885</u>
LIABILITY AND EQUITY		
Due to Water Utility Revenue Fund	\$ 236,568	\$ 236,567
Debtenture Debt (Note 6)		
Issued by MFA	395,855	615,567
Equity in Capital Assets	<u>5,487,608</u>	<u>5,427,751</u>
	<u>\$ 6,120,031</u>	<u>\$ 6,279,885</u>

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
COLUMBIA GARDENS WATER UTILITY CAPITAL FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited

	<u>2017</u>	<u>2016</u>
ASSETS		
Non Financial Assets		
Land	\$ 5,707	5,707
Buildings	199,174	199,174
Accumulated Depreciation	<u>(53,113)</u>	<u>(46,474)</u>
	146,061	152,700
Machinery & Equipment	328,731	328,731
Accumulated Depreciation	<u>(87,662)</u>	<u>(76,704)</u>
	241,069	252,027
Engineered Structures	1,757,872	1,757,872
Accumulated Depreciation	<u>(305,376)</u>	<u>(270,219)</u>
	1,452,496	1,487,653
Advance to General Revenue Fund	1,907	1,907
	<u>\$ 1,847,240</u>	<u>\$ 1,899,994</u>
LIABILITY AND EQUITY		
Equity in Capital Assets	\$ 1,847,240	1,899,994
	<u>\$ 1,847,240</u>	<u>\$ 1,899,994</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
RIVERVALE WATER & STREET LIGHTING UTILITY - CAPITAL FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited

	<u>2017</u>	<u>2016</u>
ASSETS		
Non Financial Assets		
Land	\$ 30,200	\$ 30,200
Buildings	14,650	14,650
Accumulated Depreciation	<u>(12,961)</u>	<u>(12,473)</u>
	1,689	2,177
Machinery & Equipment	71,870	81,570
Accumulated Depreciation	<u>(22,752)</u>	<u>(22,927)</u>
	49,118	58,643
Engineered Structures	254,422	170,170
Accumulated Depreciation	<u>(69,352)</u>	<u>(61,070)</u>
	185,070	109,100
	<u>\$ 266,077</u>	<u>\$ 200,120</u>
LIABILITY AND EQUITY		
Equipment Financing	\$ 26,026	\$ 32,988
Equity in Capital Assets	240,051	167,132
	<u>\$ 266,077</u>	<u>\$ 200,120</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
CHRISTINA LAKE WATER UTILITY - CAPITAL FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited**

	<u>2017</u>	<u>2016</u>
ASSETS		
Non Financial Assets		
Land	\$ 66,000	66,000
Machinery and Equipment	22,459	22,459
Accumulated Depreciation	(7,197)	
	<u>15,262</u>	<u>22,459</u>
Engineered Structures	1,571,312	1,571,311
Accumulated Depreciation	(78,466)	
	<u>1,492,846</u>	<u>1,571,311</u>
Work in Progress	371,478	-
	\$ <u>1,945,586</u>	\$ <u>1,659,770</u>
LIABILITY AND EQUITY		
Debenture Debt	\$ 729,728	\$ 729,728
Equity in Capital Assets	<u>1,215,858</u>	<u>930,042</u>
	\$ <u>1,945,586</u>	\$ <u>1,659,770</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
EAST END TRANSIT UTILITY REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited**

ASSETS

	<u>2017</u>	<u>2016</u>
Advance to General Revenue Fund	\$ 31,092	\$ 43,895
	<u>\$ 31,092</u>	<u>\$ 43,895</u>

LIABILITIES AND FUND SURPLUS (DEFICIT)

Fund Surplus (Deficit)	\$ 31,092	\$ 43,895
	<u>\$ 31,092</u>	<u>\$ 43,895</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
EAST END TRANSIT UTILITY REVENUE FUND
STATEMENT OF FINANCIAL ACTIVITIES
December 31, 2017
Unaudited**

	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>2016 Actual</u>
REVENUE			
Sales of services	\$ 386,658	\$ 363,183	\$ 368,802
Grants in lieu of taxes	2,500	5,716	2,880
Transfer From Reserves	134,000	-	-
Conditional transfers from electoral area tax levy	320,996	321,895	320,302
Conditional transfers from member municipalities	837,315	836,416	837,974
	<u>\$ 1,681,469</u>	<u>\$ 1,527,210</u>	<u>\$ 1,529,958</u>
EXPENDITURE			
Contracted services	\$ 1,665,620	\$ 1,484,171	\$ 1,442,499
Board fee	49,381	49,381	48,507
Transfer To Reserves	-	-	52,000
Miscellaneous	10,363	6,461	12,917
	<u>\$ 1,725,364</u>	<u>\$ 1,540,013</u>	<u>\$ 1,555,923</u>
EXCESS REVENUE (EXPENDITURE)	<u>\$ (43,895)</u>	<u>\$ (12,803)</u>	<u>\$ (25,965)</u>
SURPLUS (DEFICIT) BEGINNING	<u>43,895</u>	<u>43,895</u>	<u>69,860</u>
SURPLUS (DEFICIT) ENDING	<u>\$ -</u>	<u>\$ 31,092</u>	<u>\$ 43,895</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BOUNDARY TRANSIT UTILITY REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2017
Unaudited

ASSETS

	<u>2017</u>	<u>2016</u>
Advance to General Revenue Fund	\$ <u>208</u>	\$ <u>-</u>
	\$ <u>208</u>	\$ <u>-</u>

LIABILITIES AND FUND SURPLUS (DEFICIT)

Due To General Revenue Fund	\$ <u>-</u>	\$ 3,864
Fund surplus (deficit)	<u>208</u>	<u>(3,864)</u>
	\$ <u>208</u>	\$ <u>-</u>

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**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BOUNDARY TRANSIT UTILITY REVENUE FUND
STATEMENT OF FINANCIAL ACTIVITIES
December 31, 2017
Unaudited**

	<u>2017 Budget</u>	<u>2017 Actual</u>	<u>2016 Actual</u>
REVENUE			
Sale of Services	\$ 9,738	\$ 8,968	\$ 9,409
Grants in lieu of taxes	100	119	144
Conditional transfers from electoral area tax levy	19,133	19,169	19,471
Conditional transfers from member municipalities	20,867	20,831	20,529
Transfer from reserves	22,935	22,935	-
Misc Revenue	13,560	13,560	-
	<u>\$ 86,333</u>	<u>\$ 85,582</u>	<u>\$ 49,553</u>
EXPENDITURE			
Contracted services	\$ 80,989	\$ 80,030	\$ 74,228
Board fee	1,480	1,480	1,453
Transfer to Reserves	-	-	23,000
	<u>\$ 82,469</u>	<u>\$ 81,510</u>	<u>\$ 98,681</u>
EXCESS REVENUE (EXPENDITURE)	<u>\$ 3,864</u>	<u>\$ 4,072</u>	<u>\$ (49,128)</u>
SURPLUS (DEFICIT) BEGINNING	<u>(3,864)</u>	<u>(3,864)</u>	<u>45,264</u>
SURPLUS (DEFICIT) ENDING	<u>\$ -</u>	<u>\$ 208</u>	<u>\$ (3,864)</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
SCHEDULE OF FINANCIAL ACTIVITY BY FUNCTION
December 31, 2017
Unaudited**

		2017 Budget General Government Services 001	2017 Actual General Government Services 001
REVENUE			
1	Grants in lieu of taxes	\$ 1,555,174.00	\$ 1,940,543
2	Services provided to other governments	-	-
3	Sale of services	30,153.00	30,003
	Proceeds from sale of assets	-	-
4	Other revenue	245,393.00	339,355
	Transfers from:		
5	electoral area tax levy	123,137.00	123,382
6	member municipalities	127,540.00	127,295
7	other governments	203,928.00	199,161
8	reserve fund	-	-
9	capital fund	-	-
	debenture issue	-	-
10	equity account	-	112,812
		<u>\$ 2,285,325.00</u>	<u>\$ 2,872,551</u>
EXPENDITURE			
11	Salaries and benefits	\$ 1,296,629.00	1,227,388
12	Office and supplies	74,200.00	80,173
13	Debt charges - principal	-	-
14	Debt charges - interest	25,000.00	18,272
15	Debt charges - lease	-	-
16	Insurance	65,414.00	66,288
17	Director remuneration and expense	390,702.00	327,404
18	Board fee	(650,235.00)	(655,235)
19	Utilities	32,000.00	36,488
20	Professional fees	443,597.00	412,687
21	Equipment rentals	31,650.00	26,700
22	Repair and maintenance	208,829.00	154,547
23	Vehicle	21,594.00	33,526
24	Contracted services	5,787.00	5,632
25	Travel and training	58,801.00	37,677
26	Grants to other programs	5,000.00	5,000
27	Miscellaneous	105,346.00	80,547
28	Expenditures capitalized	105,100.00	13,226
	Amortization expense	-	112,812
	Transfers to:		
29	Reserve fund	808,690.00	865,778
30	local governments	-	-
		<u>\$ 3,028,104.00</u>	<u>\$ 2,848,910</u>
EXCESS REVENUE (EXPENDITURE)		(742,779.00)	23,641
SURPLUS (DEFICIT) BEGINNING OF YEAR		<u>742,779.00</u>	<u>1,257,679</u>
SURPLUS (DEFICIT) END OF YEAR		<u>\$ -</u>	<u>\$ 1,281,320</u>

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2017 Budget Electoral Area Administration 002	2017 Actual Electoral Area Administration 002	2017 Budget Electoral Area Grant-in Aid 003	2017 Actual Electoral Area Grant-in Aid 003	2017 Budget Building and Plumbing Inspection 004	2017 Actual Building and Plumbing Inspection 004	
\$ 500	\$ 595	\$ -	\$ -	\$ 1,500	\$ 2,106	1
278,000	333,969	-	-	-	-	2
-	-	-	-	2,500	1,675	3
10,245	10,245	-	-	500	1,255	4
195,845	195,845	239,986	239,986	478,748	478,749	5
-	-	-	-	353,302	353,302	6
40,000	40,000	-	-	-	-	7
15,000	-	-	-	-	-	8
-	-	-	-	-	-	9
-	-	-	-	-	18,307	10
<u>\$ 539,590</u>	<u>\$ 580,654</u>	<u>\$ 239,986</u>	<u>\$ 239,986</u>	<u>\$ 836,550</u>	<u>\$ 855,394</u>	
\$ -	\$ 5,076	\$ -	\$ -	\$ 690,293	\$ 679,019	11
10,500	450	-	-	17,830	18,439	12
-	-	-	-	-	-	13
-	-	-	-	-	-	14
-	-	-	-	-	-	15
-	-	-	-	-	-	16
164,792	139,255	-	-	-	-	17
18,865	18,865	9,086	9,086	26,747	26,747	18
-	-	-	-	14,500	14,152	19
-	-	-	-	5,000	298	20
-	-	-	-	3,500	-	21
-	-	-	-	65,217	61,861	22
20,085	20,085	-	-	24,950	19,804	23
50,500	37,960	-	-	-	-	24
78,441	39,158	-	-	16,535	12,922	25
250,000	296,009	312,577	242,188	-	-	26
-	-	-	-	-	-	27
-	-	-	-	-	-	28
-	-	-	-	-	18,307	29
8,000	8,000	-	-	538	1,788	30
-	-	-	-	-	-	
<u>\$ 601,183</u>	<u>\$ 564,858</u>	<u>\$ 321,663</u>	<u>\$ 251,274</u>	<u>\$ 865,110</u>	<u>\$ 853,337</u>	
(61,593)	15,796	(81,677)	(11,288)	(28,560)	2,057	
61,593	61,593	81,677	81,676	28,560	28,560	
<u>\$ -</u>	<u>\$ 77,389</u>	<u>\$ -</u>	<u>\$ 70,388</u>	<u>\$ -</u>	<u>\$ 30,617</u>	

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
SCHEDULE OF FINANCIAL ACTIVITY BY FUNCTION
December 31, 2017
Unaudited**

		2017 Budget Planning and Development 005	2017 Actual Planning and Development 005
REVENUE			
1	Grants in lieu of taxes	\$ 1,000	\$ 1,485
2	Services provided to other governments	-	-
3	Sale of services	28,500	33,908
	Proceeds from sale of assets		
4	Other revenue	1,000	12,217
	Transfers from:		
5	electoral area tax levy	665,117	665,258
6	member municipalities	105,768	105,627
7	other governments	-	-
8	reserve fund	-	-
9	capital fund	-	-
	debenture issue	-	-
10	equity account	-	28,461
		<u>\$ 801,385</u>	<u>\$ 846,957</u>
EXPENDITURE			
11	Salaries and benefits	\$ 626,683	\$ 599,653
12	Office and supplies	26,589	17,276
13	Debt charges - principal	-	-
14	Debt charges - interest	-	-
15	Debt charges - lease	-	-
16	Insurance	-	-
17	Director remuneration and expense	-	-
18	Board fee	45,317	45,317
19	Utilities	-	-
20	Professional fees	10,000	5,470
21	Equipment rentals	-	-
22	Repair and maintenance	58,301	66,142
23	Vehicle	12,875	12,875
24	Contracted services	53,270	53,024
25	Travel and training	13,000	7,734
26	Grants to other programs	-	-
27	Miscellaneous	2,000	1,114
28	Expenditures capitalized	-	11,132
	Amortization expense	-	28,461
	Transfers to:	-	0
29	Reserve fund	5,539	5,539
30	local governments	-	-
		<u>\$ 853,574</u>	<u>\$ 853,738</u>
EXCESS REVENUE (EXPENDITURE)		(52,189)	(6,781)
SURPLUS (DEFICIT) BEGINNING OF YEAR		52,189	52,189
SURPLUS (DEFICIT) END OF YEAR		<u>\$ -</u>	<u>\$ 45,408</u>

2017 Budget Feasibility Studies 006	2017 Actual Feasibility Studies 006	2017 Budget Police Based Victims' Services 009	2017 Actual Police Based Victims' Services 009	2017 Budget Area C Economic Dev. 077	2017 Actual Area C Economic Dev. 077	
\$ 100	\$ 23	\$ 150	\$ 307	\$ -	\$ 356	1
-	-	-	-	-	-	2
-	-	-	-	-	-	3
35,000	5,000	-	-	-	-	4
3,253	3,256	17,424	17,470	108,026	108,026	5
3,369	3,366	45,449	45,403	-	-	6
-	-	48,359	48,665	-	-	7
-	-	-	-	-	-	8
-	-	-	-	-	-	9
-	-	-	-	-	-	10
<u>\$ 41,722</u>	<u>\$ 11,645</u>	<u>\$ 111,382</u>	<u>\$ 111,845</u>	<u>\$ 108,026</u>	<u>\$ 108,382</u>	
\$ -	\$ -	\$ 112,897	\$ 103,470	\$ -	\$ -	11
-	-	1,740	1,291	92,000	82,000	12
-	-	-	-	-	-	13
-	-	-	-	-	-	14
-	-	-	-	-	-	15
-	-	-	-	-	-	16
-	-	-	-	-	-	17
1,531	1,531	1,378	1,378	1,378	1,378	18
-	-	2,880	2,438	-	-	19
-	-	-	-	-	-	20
-	-	-	-	-	-	21
-	-	7,200	7,200	-	-	23
-	-	-	-	-	-	24
-	-	6,750	3,722	-	-	25
80,000	35,137	-	-	30,000	-	26
-	-	-	-	-	-	27
-	-	-	-	-	-	28
-	-	30,000	30,000	22,000	22,000	29
-	-	-	-	-	-	30
<u>\$ 81,531</u>	<u>\$ 36,667</u>	<u>\$ 162,845</u>	<u>\$ 149,499</u>	<u>\$ 145,378</u>	<u>\$ 105,378</u>	
(39,809)	(25,022)	(51,463)	(37,654)	(37,352)	3,004	
<u>39,809</u>	<u>39,809</u>	<u>51,463</u>	<u>51,463</u>	<u>37,352</u>	<u>37,352</u>	
<u>\$ -</u>	<u>\$ 14,786</u>	<u>\$ -</u>	<u>\$ 13,809</u>	<u>\$ -</u>	<u>\$ 40,356</u>	

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
SCHEDULE OF FINANCIAL ACTIVITY BY FUNCTION
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REVENUE		2017 Budget Solid Waste Management 010	2017 Actual Solid Waste Management 010
1	Grants in lieu of taxes	\$ 2,000	\$ 4,997
2	Services provided to other governments	-	-
3	Sale of services	2,488,637	2,630,763
	Proceeds from sale of assets		
4	Other revenue	21,000	70,536
	Transfers from:		
5	electoral area tax levy	616,699	617,639
6	member municipalities	638,748	637,808
7	other governments	50,000	121,593
8	reserve fund	1,659,000	918,037
9	capital fund	-	-
	debenture issue	-	-
10	equity account	-	284,276
		<u>\$ 5,476,084</u>	<u>\$ 5,285,649</u>
EXPENDITURE			
11	Salaries and benefits	\$ 1,142,895	\$ 1,182,552
12	Office and supplies	77,519	40,642
13	Debt charges - principal	176,161	176,160
14	Debt charges - interest	92,644	90,207
15	Debt charges - lease	-	-
16	Insurance	24,305	25,109
17	Director remuneration and expense	-	-
18	Board fee	51,626	51,626
19	Utilities	40,909	41,434
20	Professional fees	180,000	10,257
21	Equipment rentals	20,159	22,665
22	Repair and maintenance	326,077	276,631
23	Vehicle	-	-
24	Contracted services	1,149,657	1,167,188
25	Travel and training	23,985	21,837
26	Grants to other programs	-	-
27	Miscellaneous	-	-
28	Expenditures capitalized	1,659,000	923,297
	Amortization expense	-	284,276
	Transfers to:		
29	Reserve fund	30,000	56,577
30	local governments	-	-
		<u>\$ 4,994,937</u>	<u>\$ 4,370,458</u>
EXCESS REVENUE (EXPENDITURE)			
	BEFORE LANDFILL CLOSURE COST PROVISION	481,147	915,191
	Provision for Landfill Closure Cost Provision	(156,068)	(150,053)
SURPLUS (DEFICIT) BEGINNING OF YEAR		<u>(2,423,029)</u>	<u>(2,423,029)</u>
SURPLUS (DEFICIT) END OF YEAR		<u>\$ (2,097,950)</u>	<u>\$ (1,657,891)</u>

2017 Budget Emergency Preparedness 012	2017 Actual Emergency Preparedness 012	2017 Budget 9-1-1 Emergency Communications 015	2017 Actual 9-1-1 Emergency Communications 015	2017 Budget Greater Trail Community Centre 018	2017 Actual Greater Trail Community Centre 018	
\$ 800	\$ 804	\$ 750	\$ 1,235	\$ 1,500	\$ 3,498	1
-	-	-	-	-	-	2
-	-	-	-	664,809	904,492	3
-	161,253	-	-	515,977	379,581	4
125,358	126,281	152,267	152,496	196,482	197,032	5
129,841	128,918	157,710	157,481	512,521	511,971	6
100,000	650,546	337,489	337,489	-	-	7
-	-	45,070	16,250	-	-	8
-	-	-	-	-	-	9
-	16,273	-	29,316	-	143,905	10
<u>\$ 355,999</u>	<u>\$ 1,084,075</u>	<u>\$ 693,286</u>	<u>\$ 694,267</u>	<u>\$ 1,891,289</u>	<u>\$ 2,140,479</u>	
\$ 160,168	\$ 184,157	\$ 367,856	\$ 367,856	\$ 534,335	\$ 560,312	11
6,100	9,285	750	-	18,000	19,732	12
-	-	-	-	40,169	40,169	13
-	-	-	-	1,907	1,609	14
-	-	-	-	-	-	15
-	-	176	176	33,240	33,543	16
-	-	-	-	-	-	17
5,318	5,318	16,502	16,502	16,896	16,896	18
1,960	1,261	100,321	102,782	101,305	111,249	19
36,961	-	20,000	6,450	-	-	20
-	-	-	-	-	-	21
5,000	9,296	84,904	81,980	140,055	119,925	22
18,790	14,191	-	-	14,680	12,468	23
23,900	22,849	111,111	102,512	264,000	500,301	24
8,142	3,402	-	-	2,000	161	25
125,000	653,360	-	-	611,540	469,134	26
3,724	12,356	-	-	17,748	24,185	27
-	-	25,070	12,479	16,000	12,736	28
-	16,273	-	29,316	-	143,905	29
28,000	28,000	-	-	61,000	61,000	30
<u>\$ 423,063</u>	<u>959,748</u>	<u>\$ 726,690</u>	<u>720,053</u>	<u>\$ 1,872,875</u>	<u>\$ 2,127,325</u>	
(67,064)	124,327	(33,404)	(25,786)	18,414	13,154	
<u>67,064</u>	<u>69,064</u>	<u>33,404</u>	<u>33,404</u>	<u>(18,414)</u>	<u>(18,414)</u>	
<u>\$ -</u>	<u>\$ 193,391</u>	<u>\$ -</u>	<u>\$ 7,618</u>	<u>\$ -</u>	<u>\$ (5,260)</u>	

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
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REVENUE		2017 Budget Beaver Valley Arena 020-011	2017 Actual Beaver Valley Arena 020-011
1	Grants in lieu of taxes	\$ 200	\$ 473
2	Services provided to other governments	-	-
3	Sale of services	156,414	165,918
	Proceeds from sale of assets	-	-
4	Other revenue	2,000	1,312
	Transfers from:		
5	electoral area tax levy	251,469	251,474
6	member municipalities	120,108	120,103
7	other governments	-	-
8	reserve fund	-	-
9	capital fund	-	-
	debenture issue	-	-
10	equity account	-	47,765
		\$ 530,191	\$ 587,045
EXPENDITURE			
11	Salaries and benefits	\$ 285,101	\$ 321,956
12	Office and supplies	41,930	31,013
13	Debt charges - principal	-	-
14	Debt charges - interest	-	-
15	Debt charges - lease	-	-
16	Insurance	9,249	10,004
17	Director remuneration and expense	-	-
18	Board fee	12,750	12,750
19	Utilities	83,010	84,570
20	Professional fees	-	-
21	Equipment rentals	-	-
22	Repair and maintenance	77,240	101,239
23	Vehicle	14,629	13,096
24	Contracted services	12,942	12,250
25	Travel and training	4,139	5,836
26	Grants to other programs	-	-
27	Miscellaneous	-	-
28	Expenditures capitalized	-	-
	Amortization expense	-	47,765
	Transfers to:		
29	Reserve fund	-	-
30	local governments	-	-
		\$ 540,990	\$ 640,479
EXCESS REVENUE (EXPENDITURE)		(10,799)	(53,434)
SURPLUS (DEFICIT) BEGINNING OF YEAR		10,799	10,799
SURPLUS (DEFICIT) END OF YEAR		\$ -	\$ (42,635)

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2017 Budget Beaver Valley Recreation 020-013	2017 Actual Beaver Valley Recreation 020-013	2017 Budget Area 'B' Parks & Trails 014	2017 Actual Area 'B' Parks & Trails 014
\$ -	\$ 271	\$ 450	\$ 303
-	-	-	-
29,000	28,570	-	-
-	-	-	-
2,139	2,363	-	15,000
146,130	146,133	231,860	231,860
69,796	69,793	-	-
-	-	-	-
-	-	-	-
-	-	-	16,671
<u>\$ 247,065</u>	<u>\$ 247,130</u>	<u>\$ 232,310</u>	<u>\$ 263,834</u>
\$ 165,429	\$ 168,934	\$ -	\$ -
21,617	24,300	-	-
-	-	-	-
-	-	3,220	1,517
-	-	-	-
-	-	-	-
11,776	11,776	11,776	11,776
4,361	4,439	780	633
-	-	-	-
19,690	24,993	-	-
5,380	4,249	-	-
-	-	-	-
-	234	-	-
-	-	280,310	171,111
-	-	1,270	2,326
-	-	-	-
-	-	-	16,671
-	-	36,000	36,000
-	-	-	-
<u>\$ 228,253</u>	<u>\$ 238,926</u>	<u>\$ 333,356</u>	<u>\$ 240,034</u>
18,812	8,204	(101,046)	23,800
<u>(18,812)</u>	<u>(18,812)</u>	<u>101,046</u>	<u>101,046</u>
<u>\$ -</u>	<u>\$ (10,608)</u>	<u>\$ -</u>	<u>\$ 124,846</u>

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
SCHEDULE OF FINANCIAL ACTIVITY BY FUNCTION
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Unaudited**

REVENUE		2017 Budget Recreation Commission Grand Forks & Electoral Area 'D' 021	2017 Actual Recreation Commission Grand Forks & Electoral Area 'D' 021
1	Grants in lieu of taxes	\$ 750	\$ 1,166
2	Services provided to other governments	-	-
3	Sale of services	66,660	68,691
	Proceeds from sale of assets		
4	Other revenue	2,000	3,706
	Transfers from:		
5	electoral area tax levy	192,035	192,399
6	member municipalities	250,169	249,805
7	other governments	-	-
8	reserve fund	-	-
9	capital fund	-	-
	debenture issue	-	-
10	equity account	-	2,672
		<u>\$ 511,614</u>	<u>\$ 518,439</u>
EXPENDITURE			
11	Salaries and benefits	\$ 406,453	\$ 408,565
12	Office and supplies	34,840	35,061
13	Debt charges - principal	8,017	8,017
14	Debt charges - interest	381	321
15	Debt charges - lease	-	-
16	Insurance	64	64
17	Director remuneration and expense	-	-
18	Board fee	11,776	11,776
19	Utilities	8,880	8,454
20	Professional fees	-	-
21	Equipment rentals	-	-
22	Repair and maintenance	2,500	1,403
23	Vehicle	4,088	6,017
24	Contracted services	-	-
25	Travel and training	10,500	10,891
26	Grants to other programs	20,000	20,000
27	Miscellaneous	-	-
28	Expenditures capitalized	-	-
	Amortization expense	-	2,672
	Transfers to:		
29	Reserve fund	800	800
30	local governments	-	-
		<u>\$ 508,299</u>	<u>\$ 514,041</u>
EXCESS REVENUE (EXPENDITURE)		3,315	4,398
SURPLUS (DEFICIT) BEGINNING OF YEAR		<u>(3,315)</u>	<u>(3,315)</u>
SURPLUS (DEFICIT) END OF YEAR		<u>\$ -</u>	<u>\$ 1,083</u>

2017 Budget Recreation Commission Greenwood Midway & Area 'E' 022	2017 Actual Recreation Commission Greenwood Midway & Area 'E' 022	2017 Budget Recreation Commission Electoral Area 'C' Christina Lake 023	2017 Actual Recreation Commission Electoral Area 'C' Christina Lake 023	2017 Budget Recreation Facilities Electoral Area 'C' Christina Lake 024	2017 Actual Recreation Facilities Electoral Area 'C' Christina Lake 024	
\$ -	\$ 393	\$ 200	\$ 181	\$ -	\$ 87	1
-	-	-	-	-	-	2
-	-	12,000	14,281	-	-	3
-	-	-	-	-	-	4
-	-	1,100	1,400	-	-	4
43,838	43,762	13,296	13,296	40,000	40,000	5
23,168	23,244	-	-	-	-	6
-	-	-	-	-	-	7
-	-	40,000	40,000	-	-	8
-	-	-	-	-	-	9
-	-	-	-	-	3,520	10
<u>\$ 67,006</u>	<u>\$ 67,399</u>	<u>\$ 66,596</u>	<u>\$ 69,158</u>	<u>\$ 40,000</u>	<u>\$ 43,607</u>	
\$ -	\$ -	\$ 13,398	\$ 11,008	\$ -	\$ -	11
20,100	20,100	18,061	13,822	-	-	12
-	-	-	-	-	-	13
-	-	-	-	-	-	14
-	-	-	-	-	-	15
-	-	-	-	836	836	16
-	-	-	-	-	-	17
1,378	1,378	1,378	1,378	1,378	1,378	18
-	-	-	-	-	-	19
-	-	-	-	-	-	20
-	-	-	-	-	-	21
-	-	-	-	-	-	23
-	-	32,700	32,700	-	-	24
-	-	500	-	-	-	25
11,000	11,000	-	-	39,149	30,830	26
-	-	-	-	-	-	27
-	-	-	-	-	-	28
-	-	-	-	-	3,520	
-	-	8,009	8,009	3,000	3,000	29
<u>32,510</u>	<u>32,510</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	30
<u>\$ 64,988</u>	<u>\$ 64,988</u>	<u>\$ 74,046</u>	<u>\$ 66,917</u>	<u>\$ 44,363</u>	<u>\$ 39,564</u>	
2,018	2,411	(7,450)	2,241	(4,363)	4,043	
<u>(2,018)</u>	<u>(2,018)</u>	<u>7,450</u>	<u>7,450</u>	<u>4,363</u>	<u>4,363</u>	
<u>\$ -</u>	<u>\$ 393</u>	<u>\$ -</u>	<u>\$ 9,691</u>	<u>\$ -</u>	<u>\$ 8,406</u>	

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
SCHEDULE OF FINANCIAL ACTIVITY BY FUNCTION
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Unaudited**

		2017 Budget Grand Forks & District Arena 030	2017 Actual Grand Forks & District Arena 030
REVENUE			
1	Grants in lieu of taxes	\$ 1,000	\$ 1,279
2	Services provided to other governments	-	-
3	Sale of services	117,926	112,526
	Proceeds from sale of assets		
4	Other revenue	3,000	6,241
	Transfers from:		
5	electoral area tax levy	140,510	140,510
6	member municipalities	298,583	298,583
7	other governments	-	-
8	reserve fund	50,000	23,361
9	capital fund	-	-
	debenture issue	-	-
10	equity account	-	87,095
		<u>\$ 611,019</u>	<u>\$ 669,595</u>
EXPENDITURE			
11	Salaries and benefits	\$ 307,389	\$ 309,379
12	Office and supplies	6,500	7,190
13	Debt charges - principal	14,552	14,552
14	Debt charges - interest	498	352
15	Debt charges - lease	-	-
16	Insurance	12,587	12,891
17	Director remuneration and expense	-	-
18	Board fee	11,434	11,434
19	Utilities	85,980	83,347
20	Professional fees	-	-
21	Equipment rentals	-	-
22	Repair and maintenance	111,904	73,253
23	Vehicle	-	-
24	Contracted services	17,000	9,911
25	Travel and training	-	-
26	Grants to other programs	-	-
27	Miscellaneous	-	-
28	Expenditures capitalized	58,000	25,073
	Amortization expense	-	87,095
	Transfers to:		
29	Reserve fund	15,000	15,000
30	local governments	-	-
		<u>\$ 640,844</u>	<u>\$ 649,477</u>
EXCESS REVENUE (EXPENDITURE)		(29,825)	20,118
SURPLUS (DEFICIT) BEGINNING OF YEAR		<u>29,825</u>	<u>29,825</u>
SURPLUS (DEFICIT) END OF YEAR		<u>\$ -</u>	<u>\$ 49,943</u>

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2017 Budget Grand Forks & District Curling Rink 031	2017 Actual Grand Forks & District Curling Rink 031	2017 Budget Grand Forks & District Aquatic Facility 040	2017 Actual Grand Forks & District Aquatic Facility 040	2017 Budget Regional Fire Protection East End 050	2017 Actual Regional Fire Protection East End 050	
\$ 100	\$ 115	\$ 2,000	\$ 1,506	\$ 8,086	\$ 16,283	1
-	-	-	-	381,885	383,071	2
2,500	2,500	139,600	163,307	161,766	112,891	3
-	-	50,000	12,242	1,316	217,293	4
28,590	28,633	264,448	264,953	923,170	925,731	5
15,160	15,117	344,505	344,000	2,408,077	2,405,516	6
-	-	-	-	-	-	7
16,000	3,288	100,000	-	313,333	290,254	8
24,000	24,000	-	-	564,227	564,227	9
-	-	-	-	-	-	
-	33,661	-	59,950	-	327,865	10
<u>\$ 86,350</u>	<u>\$ 107,314</u>	<u>\$ 900,553</u>	<u>\$ 845,958</u>	<u>\$ 4,761,860</u>	<u>\$ 5,243,131</u>	
\$ -	\$ -	\$ 380,368	\$ 415,658	\$ 2,551,915	\$ 2,723,105	11
-	-	14,080	13,618	39,685	21,305	12
21,428	21,428	86,300	86,300	-	-	13
1,579	998	79,205	78,500	-	-	14
-	-	-	-	-	-	15
6,015	6,015	6,401	6,401	60,506	59,193	16
-	-	-	-	-	-	17
2,235	2,235	15,560	15,560	113,899	113,899	18
-	-	103,876	109,505	96,357	56,996	19
-	-	-	-	-	-	20
-	-	-	-	-	-	21
14,980	14,287	48,620	36,981	286,354	221,550	
-	-	-	-	450,649	403,600	23
-	-	30,072	23,292	-	-	24
-	-	-	-	269,116	218,226	25
-	-	-	-	-	-	26
-	-	2,500	-	-	-	27
40,000	20,749	158,000	8,482	804,227	858,581	28
-	33,661	-	59,950	-	327,865	
3,485	3,485	15,000	15,000	76,011	76,011	29
-	-	-	-	87,192	79,019	30
<u>\$ 89,722</u>	<u>\$ 102,858</u>	<u>\$ 939,982</u>	<u>\$ 869,247</u>	<u>\$ 4,835,911</u>	<u>\$ 5,159,350</u>	
(3,372)	4,456	(39,429)	(23,289)	(74,051)	83,781	
<u>3,372</u>	<u>3,372</u>	<u>39,429</u>	<u>39,429</u>	<u>74,051</u>	<u>74,051</u>	
<u>\$ -</u>	<u>\$ 7,828</u>	<u>\$ -</u>	<u>\$ 16,140</u>	<u>\$ -</u>	<u>\$ 157,832</u>	

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
SCHEDULE OF FINANCIAL ACTIVITY BY FUNCTION
December 31, 2017
Unaudited**

	2017 Budget Christina Lake Fire Protection 051	2017 Actual Christina Lake Fire Protection 051	2017 Budget Grand Forks Rural Fire Protection 057	2017 Actual Grand Forks Rural Fire Protection 057	2017 Budget Grand Forks Rural Fire Protection 058	2017 Actual Grand Forks Rural Fire Protection 058
REVENUE						
1 Grants in lieu of taxes	\$ 900	\$ 1,146	\$ -	\$ 57	\$ -	\$ -
2 Services provided to other governments	-	-	-	-	-	-
3 Sale of services	-	-	-	-	-	-
4 Proceeds from sale of assets	-	-	-	-	-	-
Other revenue	100	-	-	-	25,000	25,000
5 Transfers from:						
electoral area tax levy	328,967	328,967	356,249	356,249	111,245	111,245
6 member municipalities	-	-	-	-	-	-
7 other governments	-	-	-	-	-	-
8 reserve fund	-	-	17,000	-	-	-
9 capital fund	-	-	-	-	740,000	331,756
debtenture issue	-	-	-	-	-	-
10 equity account	-	39,881	-	82,998	-	-
	<u>\$ 329,967</u>	<u>\$ 369,994</u>	<u>\$ 373,249</u>	<u>\$ 439,304</u>	<u>\$ 876,245</u>	<u>\$ 468,001</u>
EXPENDITURE						
11 Salaries and benefits	\$ 91,628	\$ 70,733	\$ -	\$ -	\$ -	\$ -
12 Office and supplies	27,096	22,951	-	-	-	-
13 Debt charges - principal	17,480	17,479	-	-	-	-
14 Debt charges - interest	11,900	11,900	-	-	-	409
15 Debt charges - lease	-	-	-	-	-	-
16 Insurance	43,821	35,470	-	-	7,000	757
17 Director remuneration and expense	-	-	-	-	-	-
18 Board fee	13,988	13,988	13,833	13,833	5,000	5,000
19 Utilities	15,550	13,778	-	-	-	-
20 Professional fees	-	-	-	-	-	-
21 Equipment rentals	-	-	-	-	-	-
22 Repair and maintenance	24,702	20,166	-	-	-	-
23 Vehicle	44,568	44,116	-	-	-	-
24 Contracted services	-	-	265,483	264,805	74,000	48,883
25 Travel and training	37,300	27,851	-	-	-	-
26 Grants to other programs	-	-	-	-	-	-
27 Miscellaneous	10,000	2,597	17,000	-	20,245	32,036
28 Expenditures capitalized	-	-	90,000	50,783	765,000	331,756
Amortization expense	-	39,881	-	82,998	-	-
Transfers to:						
29 Reserve fund	15,000	15,000	65,000	65,000	5,000	5,000
30 local governments	-	-	-	-	-	-
	<u>\$ 353,033</u>	<u>\$ 335,910</u>	<u>\$ 471,316</u>	<u>\$ 477,419</u>	<u>\$ 876,245</u>	<u>\$ 423,841</u>
EXCESS REVENUE (EXPENDITURE)	(23,066)	34,084	(98,067)	(38,115)	-	44,161
SURPLUS (DEFICIT) BEGINNING OF YEAR	23,066	23,066	98,067	98,067	-	-
SURPLUS (DEFICIT) END OF YEAR	<u>\$ -</u>	<u>\$ 57,150</u>	<u>\$ -</u>	<u>\$ 59,952</u>	<u>\$ -</u>	<u>\$ 44,161</u>

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2017 Budget Greenwood Rural Fire Service 056	2017 Actual Greenwood Rural Fire Service 056	2017 Budget Beaverdell Fire Service 053	2017 Actual Beaverdell Fire Service 053	2017 Budget Big White Fire Service 054	2017 Actual Big White Fire Service 054	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1
-	-	-	-	-	-	2
-	-	-	-	-	-	3
-	-	3,000	3,000	17,150	196,748	4
23,378	23,378	49,633	49,633	918,165	918,165	5
-	-	-	-	-	-	6
-	-	-	-	159,000	86,554	7
-	-	-	-	-	-	8
-	-	-	-	-	-	9
-	-	-	10,605	-	102,321	10
<u>\$ 23,378</u>	<u>\$ 23,378</u>	<u>\$ 52,633</u>	<u>\$ 63,238</u>	<u>\$ 1,094,315</u>	<u>\$ 1,303,788</u>	
\$ -	\$ -	\$ 2,000	\$ 274	\$ 524,501	\$ 557,714	11
-	-	9,900	7,740	21,100	13,470	12
-	-	5,163	5,163	-	-	13
-	-	9,675	9,675	-	-	14
-	-	-	-	-	-	15
-	-	7,388	6,342	4,132	4,132	16
-	-	-	-	-	-	17
1,378	1,378	1,378	1,378	13,177	13,177	18
-	-	-	-	41,000	33,273	19
-	-	-	-	-	-	20
-	-	-	-	-	-	21
-	-	9,000	7,112	116,956	111,037	22
-	-	9,000	6,808	84,250	106,269	23
22,000	22,000	-	-	2,500	-	24
-	-	9,500	7,835	41,150	22,483	25
-	-	-	-	-	-	26
-	-	1,500	-	11,673	3,807	27
-	-	-	-	115,000	86,554	28
-	-	-	10,605	-	102,321	
-	-	1,000	1,000	-	-	29
-	-	-	-	94,567	76,576	30
<u>\$ 23,378</u>	<u>\$ 23,378</u>	<u>\$ 65,504</u>	<u>\$ 63,932</u>	<u>\$ 1,070,006</u>	<u>\$ 1,130,813</u>	
-	-	(12,871)	(694)	24,309	172,975	
-	-	12,871	12,871	(24,309)	(24,309)	
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,177</u>	<u>\$ -</u>	<u>\$ 148,666</u>	

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
SCHEDULE OF FINANCIAL ACTIVITY BY FUNCTION
December 31, 2017
Unaudited**

REVENUE		2017 Budget Midway/Beaverdell Emergency Response Area 'E' 055	2017 Actual Midway/Beaverdell Emergency Response Area 'E' 055
1	Grants in lieu of taxes	\$ -	\$ 105
2	Services provided to other governments	-	-
3	Sale of services	-	-
	Proceeds from sale of assets	-	-
4	Other revenue	-	-
	Transfers from:		
5	electoral area tax levy	5,959	5,959
6	member municipalities	5,958	5,958
7	other governments	-	-
8	reserve fund	-	-
9	capital fund	-	-
	debenture issue	-	-
10	equity account	-	-
		<u>\$ 11,917</u>	<u>\$ 12,022</u>
EXPENDITURE			
11	Salaries and benefits	\$ -	\$ -
12	Office and supplies	-	-
13	Debt charges - principal	-	-
14	Debt charges - interest	-	-
15	Debt charges - lease	-	-
16	Insurance	-	-
17	Director remuneration and expense	-	-
18	Board fee	-	-
19	Utilities	-	-
20	Professional fees	-	-
21	Equipment rentals	-	-
22	Repair and maintenance	-	-
23	Vehicle	-	-
24	Contracted services	7,500	7,500
25	Travel and training	-	-
26	Grants to other programs	-	-
27	Miscellaneous	10,500	-
28	Expenditures capitalized	-	-
	Amortization expense	-	-
	Transfers to:		
29	Reserve fund	-	-
30	local governments	-	-
		<u>\$ 18,000</u>	<u>\$ 7,500</u>
EXCESS REVENUE (EXPENDITURE)		(6,083)	4,522
SURPLUS (DEFICIT) BEGINNING OF YEAR		<u>6,083</u>	<u>6,083</u>
SURPLUS (DEFICIT) END OF YEAR		<u>\$ -</u>	<u>\$ 10,605</u>

2017 Budget Refuse Collection Big White 064	2017 Actual Refuse Collection Big White 064	2017 Budget Animal Control East End 070	2017 Actual Animal Control East End 070	2017 Budget Animal Control Boundary 071	2017 Actual Animal Control Boundary 071	
\$ -	\$ -	\$ 155	\$ 313	\$ 104	\$ 475	1
-	-	-	-	-	-	2
-	-	1,785	2,140	8,448	10,731	3
-	-	-	-	-	-	4
242,900	242,900	23,612	23,612	92,881	93,022	5
-	-	70,836	70,835	54,679	54,538	6
-	-	-	-	-	-	7
-	-	-	-	-	-	8
-	-	-	-	-	-	9
-	-	-	-	-	5,804	10
<u>\$ 242,900</u>	<u>\$ 242,900</u>	<u>\$ 96,388</u>	<u>\$ 96,900</u>	<u>\$ 156,112</u>	<u>\$ 164,570</u>	
\$ 6,695	\$ 7,053	\$ -	\$ -	\$ -	\$ -	11
-	-	306	263	2,040	1,553	12
10,000	10,000	-	-	21,675	21,675	13
735	560	-	-	5,326	5,326	14
-	-	-	-	-	-	15
699	699	576	576	1,429	1,374	16
-	-	-	-	-	-	17
5,344	5,344	4,155	4,155	4,155	4,155	18
2,484	1,461	-	-	-	-	19
-	-	-	-	-	-	20
-	-	-	-	-	-	21
21,500	16,791	-	-	22,265	20,620	22
-	-	-	-	-	-	23
187,450	187,675	92,855	89,244	103,200	106,606	24
-	-	-	-	-	-	25
-	-	-	-	-	-	26
200	-	816	-	-	-	27
-	-	-	-	-	5,804	28
-	-	-	-	-	-	29
-	-	-	-	-	-	30
<u>\$ 235,107</u>	<u>\$ 229,583</u>	<u>\$ 98,708</u>	<u>\$ 94,238</u>	<u>\$ 160,090</u>	<u>\$ 167,113</u>	
7,793	13,317	(2,320)	2,662	(3,978)	(2,543)	
<u>(7,793)</u>	<u>(7,793)</u>	<u>2,320</u>	<u>2,320</u>	<u>3,978</u>	<u>3,978</u>	
<u>\$ -</u>	<u>\$ 5,524</u>	<u>\$ -</u>	<u>\$ 4,982</u>	<u>\$ -</u>	<u>\$ 1,435</u>	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
SCHEDULE OF FINANCIAL ACTIVITY BY FUNCTION
December 31, 2017
Unaudited

REVENUE		2017 Budget Security Services Big White 074	2017 Actual Security Services Big White 074
1	Grants in lieu of taxes	\$ 104	\$ -
2	Services provided to other governments	-	-
3	Sale of services	-	-
	Proceeds from sale of assets	-	-
4	Other revenue	-	-
	Transfers from:		
5	electoral area tax levy	191,592	191,592
6	member municipalities	-	-
7	other governments	-	-
8	reserve fund	-	-
9	capital fund	-	-
	debenture issue	-	-
10	equity account	-	-
		<u>\$ 191,696</u>	<u>\$ 191,592</u>
EXPENDITURE			
11	Salaries and benefits	\$ 12,000	\$ 670
12	Office and supplies	-	-
13	Debt charges - principal	-	-
14	Debt charges - interest	-	-
15	Debt charges - lease	-	-
16	Insurance	-	-
17	Director remuneration and expense	-	-
18	Board fee	4,665	4,665
19	Utilities	-	-
20	Professional fees	-	-
21	Equipment rentals	-	-
22	Repair and maintenance	-	-
23	Vehicle	-	-
24	Contracted services	184,000	177,016
25	Travel and training	-	-
26	Grants to other programs	-	-
27	Miscellaneous	9,000	4,000
28	Expenditures capitalized	-	-
	Amortization expense	-	-
	Transfers to:		
29	Reserve fund	-	-
30	local governments	-	-
		<u>\$ 209,665</u>	<u>\$ 186,351</u>
EXCESS REVENUE (EXPENDITURE)		(17,969)	5,241
SURPLUS (DEFICIT) BEGINNING OF YEAR		<u>17,969</u>	<u>17,969</u>
SURPLUS (DEFICIT) END OF YEAR		<u>\$ -</u>	<u>\$ 23,210</u>

2017 Budget Mosquito Control Grand Forks & Area 'D' 080	2017 Actual Mosquito Control Grand Forks & Area 'D' 080	2017 Budget Mosquito Control Christina Lake 081	2017 Actual Mosquito Control Christina Lake 081	2017 Budget Noxious Weed Control Columbia Gardens 090	2017 Actual Noxious Weed Control Columbia Gardens 090	
\$ -	\$ 146	\$ -	\$ 95	\$ 25	\$ 30	1
-	-	-	-	20,000	-	2
-	-	-	-	-	-	3
-	-	-	-	-	-	4
26,654	26,705	22,526	22,526	21,705	21,705	5
34,025	33,974	-	-	-	-	6
-	-	-	-	3,000	18,978	7
-	-	-	-	-	-	8
-	-	-	-	-	-	9
-	-	-	-	-	-	10
<u>\$ 60,679</u>	<u>\$ 60,825</u>	<u>\$ 22,526</u>	<u>\$ 22,621</u>	<u>\$ 44,730</u>	<u>\$ 40,713</u>	
\$ 7,369	\$ 7,334	\$ 1,275	\$ 1,270	\$ 992	\$ 987	11
-	-	-	-	-	-	12
-	-	-	-	-	-	13
-	-	-	-	-	-	14
-	-	-	-	-	-	15
-	-	-	-	-	-	16
-	-	-	-	-	-	17
3,175	3,175	1,990	1,990	1,378	1,378	18
-	-	-	-	-	-	19
-	-	-	-	-	-	20
-	-	-	-	-	-	21
-	-	-	-	-	-	23
80,000	53,151	38,000	22,577	35,888	33,464	24
-	-	-	-	-	-	25
-	-	-	-	-	-	26
4,000	-	-	-	-	-	27
-	-	-	-	-	-	28
5,000	5,000	-	-	-	-	29
-	-	-	-	-	-	30
<u>\$ 99,544</u>	<u>\$ 68,660</u>	<u>\$ 41,265</u>	<u>\$ 25,837</u>	<u>\$ 38,258</u>	<u>\$ 35,829</u>	
(38,865)	(7,835)	(18,739)	(3,216)	6,472	4,884	
<u>38,865</u>	<u>38,865</u>	<u>18,739</u>	<u>18,739</u>	<u>(6,472)</u>	<u>(6,472)</u>	
<u>\$ -</u>	<u>\$ 31,030</u>	<u>\$ -</u>	<u>\$ 15,523</u>	<u>\$ -</u>	<u>\$ (1,588)</u>	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
SCHEDULE OF FINANCIAL ACTIVITY BY FUNCTION
December 31, 2017
Unaudited

REVENUE		2017 Budget Noxious Weed Control Christina Lake Milfoil 091	2017 Actual Noxious Weed Control Christina Lake Milfoil 091
1	Grants in lieu of taxes	\$ 75	\$ 980
2	Services provided to other governments	-	-
3	Sale of services	-	-
	Proceeds from sale of assets	-	-
4	Other revenue	-	3,100
	Transfers from:		
5	electoral area tax levy	288,453	288,453
6	member municipalities	-	-
7	other governments	-	-
8	reserve fund	45,000	38,497
9	capital fund	90,000	70,453
	debenture issue	-	-
10	equity account	-	10,838
		<u>\$ 423,528</u>	<u>\$ 412,321</u>
EXPENDITURE			
11	Salaries and benefits	\$ 218,420	\$ 214,101
12	Office and supplies	-	-
13	Debt charges - principal	-	-
14	Debt charges - interest	-	-
15	Debt charges - lease	-	-
16	Insurance	-	-
17	Director remuneration and expense	-	-
18	Board fee	1,888	1,888
19	Utilities	-	-
20	Professional fees	-	-
21	Equipment rentals	7,222	6,301
22	Repair and maintenance	45,548	40,050
23	Vehicle	18,360	6,048
24	Contracted services	-	-
25	Travel and training	6,400	757
26	Grants to other programs	-	-
27	Miscellaneous	83	5,576
28	Expenditures capitalized	150,000	108,950
	Amortization expense	-	10,838
	Transfers to:		
29	Reserve fund	15,000	18,100
30	local governments	-	-
		<u>\$ 462,921</u>	<u>\$ 412,609</u>
EXCESS REVENUE (EXPENDITURE)		(39,393)	(287)
SURPLUS (DEFICIT) BEGINNING OF YEAR		<u>39,393</u>	<u>39,393</u>
SURPLUS (DEFICIT) END OF YEAR		<u>\$ -</u>	<u>\$ 39,105</u>

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2017 Budget Noxious Weed Control Electoral Areas 'D' & 'E' 092	2017 Actual Noxious Weed Control Electoral Areas 'D' & 'E' 092	2017 Budget Street Lighting Big White 101	2017 Actual Street Lighting Big White 101	
\$ 20	\$ 37	\$ -	\$ -	\$ 1
55,000	70,000	-	-	2
15,500	12,500	-	-	3
-	-	-	-	
50	4,400	-	-	4
76,344	76,344	36,571	36,571	5
-	-	-	-	6
25,000	56,022	-	-	7
-	-	29,000	7,776	8
-	-	-	-	9
-	742	-	1,439	10
<u>\$ 171,914</u>	<u>\$ 220,045</u>	<u>\$ 65,571</u>	<u>\$ 45,786</u>	<u>\$</u>
\$ 5,668	\$ 5,642	\$ -	\$ -	\$ 11
-	-	-	-	12
-	-	-	-	13
-	-	-	-	14
-	-	-	-	15
-	-	-	-	16
-	-	-	-	17
1,378	1,378	1,378	1,378	18
-	-	14,500	14,539	19
-	-	-	-	20
-	-	-	-	21
-	-	-	-	22
178,386	201,107	-	-	23
-	-	-	-	24
-	-	-	-	25
-	-	-	-	26
-	-	-	-	27
-	742	50,000	28,776	28
-	-	-	1,439	
-	-	-	-	29
<u>\$ 185,432</u>	<u>\$ 208,869</u>	<u>\$ 65,878</u>	<u>\$ 46,132</u>	<u>\$</u>
(13,518)	11,176	(307)	(346)	
<u>13,518</u>	<u>13,518</u>	<u>307</u>	<u>307</u>	
<u>\$ -</u>	<u>\$ 24,694</u>	<u>\$ -</u>	<u>\$ (39)</u>	<u>\$</u>

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
SCHEDULE OF FINANCIAL ACTIVITY BY FUNCTION
December 31, 2017
Unaudited

		2017 Budget House Numbering Electoral Areas 'A' & 'C' 120	2017 Actual House Numbering Electoral Areas 'A' & 'C' 120
REVENUE			
1	Grants in lieu of taxes	\$ -	\$ 13
2	Services provided to other governments	-	-
3	Sale of services	-	-
	Proceeds from sale of assets	-	-
4	Other revenue	-	-
	Transfers from:		
5	electoral area tax levy	5,988	5,988
6	member municipalities	-	-
7	other governments	-	-
8	reserve fund	-	-
9	capital fund	-	-
	debenture issue	-	-
10	equity account	-	-
		<u>\$ 5,988</u>	<u>\$ 6,001</u>
EXPENDITURE			
11	Salaries and benefits	\$ -	\$ -
12	Office and supplies	-	-
13	Debt charges - principal	-	-
14	Debt charges - interest	-	-
15	Debt charges - lease	-	-
16	Insurance	-	-
17	Director remuneration and expense	-	-
18	Board fee	-	-
19	Utilities	-	-
20	Professional fees	4,500	4,500
21	Equipment rentals	-	-
22	Repair and maintenance	-	-
23	Vehicle	-	-
24	Contracted services	-	-
25	Travel and training	-	-
26	Grants to other programs	-	-
27	Miscellaneous	1,500	1,500
28	Expenditures capitalized	-	-
	Amortization expense	-	-
	Transfers to:	-	-
29	Reserve fund	-	-
30	local governments	-	-
		<u>\$ 6,000</u>	<u>\$ 6,000</u>
EXCESS REVENUE (EXPENDITURE)		(12)	1
SURPLUS (DEFICIT) BEGINNING OF YEAR		<u>12</u>	<u>12</u>
SURPLUS (DEFICIT) END OF YEAR		<u>\$ -</u>	<u>\$ 13</u>

2017 Budget House Numbering Electoral Area 'D' 121	2017 Actual House Numbering Electoral Area 'D' 121	2017 Budget House Numbering Electoral Area 'B' 122	2017 Actual House Numbering Electoral Area 'B' 122	2017 Budget House Numbering Electoral Area 'E' 123	2017 Actual House Numbering Electoral Area 'E' 123	
\$ -	\$ 1	\$ -	\$ 4	\$ -	\$ 2	1
-	-	-	-	-	-	2
-	-	-	-	-	-	3
-	-	-	-	-	-	4
2,999	2,999	2,994	2,994	2,997	2,997	5
-	-	-	-	-	-	6
-	-	-	-	-	-	7
-	-	-	-	-	-	8
-	-	-	-	-	-	9
-	-	-	-	-	-	10
<u>\$ 2,999</u>	<u>\$ 3,000</u>	<u>\$ 2,994</u>	<u>\$ 2,998</u>	<u>\$ 2,997</u>	<u>\$ 2,999</u>	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11
-	-	-	-	-	-	12
-	-	-	-	-	-	13
-	-	-	-	-	-	14
-	-	-	-	-	-	15
-	-	-	-	-	-	16
-	-	-	-	-	-	17
-	-	-	-	-	-	18
2,250	2,250	2,250	2,250	2,250	2,250	19
-	-	-	-	-	-	20
-	-	-	-	-	-	21
-	-	-	-	-	-	22
-	-	-	-	-	-	23
-	-	-	-	-	-	24
-	-	-	-	-	-	25
750	750	750	750	750	750	26
-	-	-	-	-	-	27
-	-	-	-	-	-	28
-	-	-	-	-	-	29
-	-	-	-	-	-	30
<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	
(1)	(0)	(6)	(2)	(3)	(1)	
1	1	6	6	3	3	
<u>\$ -</u>	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ 4</u>	<u>\$ -</u>	<u>\$ 2</u>	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
GENERAL REVENUE FUND
SCHEDULE OF FINANCIAL ACTIVITY BY FUNCTION
December 31, 2017
Unaudited

REVENUE		2017 Budget Grand Forks & Electoral Areas 'C' & 'D' Library 140	2017 Actual Grand Forks & Electoral Areas 'C' & 'D' Library 140
1	Grants in lieu of taxes	\$ 1,000	\$ 1,071
2	Services provided to other governments	-	-
3	Sale of services	-	-
	Proceeds from sale of assets	-	-
4	Other revenue	-	-
	Transfers from:		
5	electoral area tax levy	250,646	251,027
6	member municipalities	132,912	132,531
7	other governments	-	-
8	reserve fund	-	-
9	capital fund	-	-
	debenture issue	-	-
10	equity account	-	-
		<u>\$ 384,558</u>	<u>\$ 384,629</u>
EXPENDITURE			
11	Salaries and benefits	\$ -	\$ -
12	Office and supplies	-	-
13	Debt charges - principal	-	-
14	Debt charges - interest	-	-
15	Debt charges - lease	-	-
16	Insurance	-	-
17	Director remuneration and expense	-	-
18	Board fee	3,790	3,790
19	Utilities	-	-
20	Professional fees	-	-
21	Equipment rentals	-	-
22	Repair and maintenance	-	-
23	Vehicle	-	-
24	Contracted services	-	-
25	Travel and training	-	-
26	Grants to other programs	381,800	381,800
27	Miscellaneous	-	-
28	Expenditures capitalized	-	-
	Amortization expense	-	-
	Transfers to:		
29	Reserve fund	-	-
30	local governments	-	-
		<u>\$ 385,590</u>	<u>\$ 385,590</u>
EXCESS REVENUE (EXPENDITURE)		(1,032)	(961)
SURPLUS (DEFICIT) BEGINNING OF YEAR		<u>1,032</u>	<u>1,032</u>
SURPLUS (DEFICIT) END OF YEAR		<u>\$ -</u>	<u>\$ 71</u>

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2017 Budget Library Greenwood & Specified Area 'E' 141	2017 Actual Library Greenwood & Specified Area 'E' 141	2017 Budget Cemeteries East End 150	2017 Actual Cemeteries East End 150	
\$ -	\$ -	1,000	\$ 2,294	\$ 1
-	-	-	-	2
-	-	-	-	3
-	-	-	-	4
3,000	3,000	130,297	130,657	5
-	-	339,879	339,519	6
-	-	-	-	7
-	-	-	-	8
-	-	-	-	9
-	-	-	-	10
<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>- 471,176</u>	<u>\$ 472,470</u>	\$
\$ -	\$ -	-	\$ -	\$ 11
-	-	-	-	12
-	-	-	-	13
-	-	-	-	14
-	-	-	-	15
-	-	-	-	16
-	-	-	-	17
-	-	4,910	4,910	18
-	-	-	-	19
-	-	-	-	20
-	-	-	-	21
-	-	-	-	23
-	-	-	-	24
3,000	3,000	-	-	25
-	-	-	-	26
-	-	-	-	27
-	-	-	-	28
-	-	61,000	61,000	29
-	-	405,400	379,800	30
<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>471,310</u>	<u>\$ 445,710</u>	\$
-	-	(134)	26,760	
-	-	134	134	
<u>\$ -</u>	<u>\$ -</u>	<u>-</u>	<u>\$ 26,894</u>	\$

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		2017 Budget Boundary Economic Development 008	2017 Actual Boundary Economic Development 008
REVENUE			
1	Grants in lieu of taxes	\$ 100	\$ 290
2	Services provided to other governments	-	-
3	Sale of services	-	-
	Proceeds from sale of assets		
4	Other revenue	113,492	64,983
	Transfers from:		
5	electoral area tax levy	72,737	72,796
6	member municipalities	36,762	36,703
7	other governments	17,000	3,787
8	reserve fund	12,000	11,298
9	capital fund	-	-
	debenture issue	-	-
10	equity account	-	-
		<u>\$ 252,091</u>	<u>\$ 189,857</u>
EXPENDITURE			
11	Salaries and benefits	\$ -	\$ -
12	Office and supplies	12,500	12,500
13	Debt charges - principal	-	-
14	Debt charges - interest	-	-
15	Debt charges - lease	-	-
16	Insurance	-	-
17	Director remuneration and expense	-	-
18	Board fee	4,238	4,238
19	Utilities	-	-
20	Professional fees	-	-
21	Equipment rentals	-	-
22	Repair and maintenance	-	-
23	Vehicle	-	-
24	Contracted services	269,680	202,835
25	Travel and training	1,500	111
26	Grants to other programs	-	-
27	Miscellaneous	-	-
28	Expenditures capitalized	-	-
	Amortization expense		
	Transfers to:		
29	Reserve fund	-	-
30	local governments	-	-
		<u>\$ 287,918</u>	<u>\$ 219,684</u>
EXCESS REVENUE (EXPENDITURE)		(35,827)	(29,827)
SURPLUS (DEFICIT) BEGINNING OF YEAR		<u>35,827</u>	<u>35,827</u>
SURPLUS (DEFICIT) END OF YEAR		<u>\$ -</u>	<u>\$ 6,000</u>

2017 Budget East End Economic Development 017	2017 Actual East End Economic Development 017	2017 Budget Boundary Museum Service 026	2017 Actual Boundary Museum Service 026	2017 Budget Beaverdell Community Club 028	2017 Actual Beaverdell Community Club 028	
\$ -	\$ 908	-	\$ 40	\$ -	\$ -	1
-	-	-	-	-	-	2
-	-	-	-	-	-	3
-	-	-	-	-	-	4
51,679	51,821	29,961	29,961	19,950	19,950	5
134,804	134,662	-	-	-	-	6
-	-	-	-	-	-	7
-	-	-	-	-	-	8
-	-	-	-	-	-	9
-	-	-	-	-	-	10
<u>\$ 186,483</u>	<u>\$ 187,391</u>	<u>- 29,961</u>	<u>\$ 30,001</u>	<u>\$ 19,950</u>	<u>\$ 19,950</u>	
\$ -	\$ -	-	\$ -	\$ -	\$ -	11
-	-	-	-	-	-	12
-	-	-	-	-	-	13
-	-	-	-	-	-	14
-	-	-	-	-	-	15
-	-	-	-	-	-	16
4,074	4,074	-	-	-	-	17
-	-	-	-	-	-	18
6,300	6,000	-	-	-	-	19
-	-	-	-	-	-	20
-	-	-	-	-	-	21
-	-	-	-	-	-	22
176,600	176,600	30,000	30,000	-	-	23
-	-	-	-	-	-	24
-	-	-	-	-	-	25
-	-	-	-	19,950	19,950	26
-	-	-	-	-	-	27
-	-	-	-	-	-	28
-	-	-	-	-	-	29
-	-	-	-	-	-	30
<u>\$ 186,974</u>	<u>\$ 186,674</u>	<u>30,000</u>	<u>\$ 30,000</u>	<u>\$ 19,950</u>	<u>\$ 19,950</u>	
(491)	717	(39)	1	-	-	
<u>491</u>	<u>491</u>	<u>39</u>	<u>39</u>	<u>-</u>	<u>-</u>	
<u>\$ -</u>	<u>\$ 1,208</u>	<u>-</u>	<u>\$ 40</u>	<u>\$ -</u>	<u>\$ -</u>	

		2017 Budget Area 'E' Parks & Trails 065	2017 Actual Area 'E' Parks & Trails 065
REVENUE			
1	Grants in lieu of taxes	\$ -	\$ 13
2	Services provided to other governments	-	-
3	Sale of services	-	-
	Proceeds from sale of assets	-	-
4	Other revenue	-	-
	Transfers from:		
5	electoral area tax levy	31,370	31,370
6	member municipalities	-	-
7	other governments	-	-
8	reserve fund	-	-
9	capital fund	-	-
	debenture issue	-	-
10	equity account	-	-
		<u>\$ 31,370</u>	<u>\$ 31,383</u>
EXPENDITURE			
11	Salaries and benefits	\$ -	\$ -
12	Office and supplies	-	-
13	Debt charges - principal	-	-
14	Debt charges - interest	-	-
15	Debt charges - lease	-	-
16	Insurance	-	-
17	Director remuneration and expense	-	-
18	Board fee	1,378	1,378
19	Utilities	-	-
20	Professional fees	-	-
21	Equipment rentals	-	-
22	Repair and maintenance	-	-
23	Vehicle	-	-
24	Contracted services	25,000	25,000
25	Travel and training	-	-
26	Grants to other programs	-	-
27	Miscellaneous	-	-
28	Expenditures capitalized	-	-
	Amortization expense	-	-
	Transfers to:		
29	Reserve fund	5,000	5,000
30	local governments	-	-
		<u>\$ 31,378</u>	<u>\$ 31,378</u>
EXCESS REVENUE (EXPENDITURE)		(8)	5
SURPLUS (DEFICIT) BEGINNING OF YEAR		<u>8</u>	<u>8</u>
SURPLUS (DEFICIT) END OF YEAR		<u>\$ -</u>	<u>\$ 13</u>

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2017 Budget Big White Noise Control 075	2017 Actual Big White Noise Control 075	2017 Budget Beaverdell Street Lighting Service 103	2017 Actual Beaverdell Street Lighting Service 103	2017 Budget Greenwood & Area 'E' Cemeteries 145	2017 Actual Greenwood & Area 'E' Cemeteries 145		
\$ -	\$ -	-	\$ -	\$ -	\$ 57	1	
-	-	-	-	-	-	2	
-	-	-	-	-	-	3	
-	-	-	-	-	-	4	
1,378	1,378	1,904	1,904	16,927	16,924	5	
-	-	-	-	2,273	2,276	6	
-	-	-	-	-	-	7	
-	-	-	-	34,400	-	8	
-	-	-	-	-	-	9	
-	-	-	-	-	-	10	
<u>\$ 1,378</u>	<u>\$ 1,378</u>	<u>- 1,904</u>	<u>\$ 1,904</u>	<u>\$ 53,600</u>	<u>\$ 19,257</u>		
\$ -	\$ -	-	\$ -	\$ -	\$ -	11	
-	-	-	-	-	-	12	
-	-	-	-	-	-	13	
-	-	-	-	-	-	14	
-	-	-	-	-	-	15	
-	-	-	-	-	-	16	
-	-	-	-	-	-	17	
1,378	1,378	-	-	1,378	1,378	18	
-	-	1,800	1,354	-	-	19	
-	-	-	-	-	-	20	
-	-	-	-	-	-	21	
-	-	-	-	-	-	22	
15,000	-	-	-	54,500	15,750	23	
-	-	-	-	-	-	24	
-	-	-	-	-	-	25	
-	-	-	-	-	-	26	
-	-	-	-	-	-	27	
-	-	-	-	-	-	28	
-	-	600	600	-	-	29	
-	-	-	-	-	-	30	
<u>\$ 16,378</u>	<u>\$ 1,378</u>	<u>2,400</u>	<u>\$ 1,954</u>	<u>\$ 55,878</u>	<u>\$ 17,128</u>		
(15,000)	-	(496)	(50)	(2,278)	2,129		
<u>15,000</u>	<u>15,000</u>	<u>496</u>	<u>496</u>	<u>2,278</u>	<u>2,278</u>		
<u>\$ -</u>	<u>\$ 15,000</u>	<u>-</u>	<u>\$ 446</u>	<u>\$ -</u>	<u>\$ 4,407</u>		

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		2017 Budget Beaver Valley Parks & Trails 019	2017 Actual Beaver Valley Parks & Trails 019	2017 Budget Heritage Conservation 047	2017 Actual Heritage Conservation 047
REVENUE					
1	Grants in lieu of taxes	\$ 899	\$ 989	\$ -	\$ 2
2	Services provided to other governments	-	-	-	-
3	Sale of services	-	-	-	-
	Proceeds from sale of assets	-	-	-	-
4	Other revenue	10,000	35,301	10,000	-
	Transfers from:				
5	electoral area tax levy	505,710	505,717	12,883	12,883
6	member municipalities	241,540	241,533	-	-
7	other governments	-	-	-	-
8	reserve fund	100,000	4,142	-	-
9	capital fund	-	-	-	-
	debenture issue	-	-	-	-
10	equity account	-	84,471	-	1,950
		<u>858,149</u>	<u>\$ 852,153</u>	<u>22,883</u>	<u>\$ 14,835</u>
		\$			
EXPENDITURE					
11	Salaries and benefits	\$ -	\$ -	\$ -	\$ -
12	Office and supplies	-	-	-	-
13	Debt charges - principal	-	-	-	-
14	Debt charges - interest	-	-	-	-
15	Debt charges - lease	-	-	-	-
16	Insurance	-	-	1,314	1,314
17	Director remuneration and expense	-	-	-	-
18	Board fee	11,776	11,776	1,378	1,378
19	Utilities	-	-	1,257	1,289
20	Professional fees	-	-	-	-
21	Equipment rentals	-	-	-	-
22	Repair and maintenance	28,870	37,871	-	-
23	Vehicle	-	-	-	-
24	Contracted services	190,275	220,248	5,000	519
25	Travel and training	-	-	-	-
26	Grants to other programs	20,450	4,142	-	-
27	Miscellaneous	-	-	11,000	-
28	Expenditures capitalized	208,000	41,749	-	-
	Amortization expense	-	64,471	-	1,950
	Transfers to:				
29	Reserve fund	63,000	63,359	-	-
30	local governments	419,798	419,809	-	-
		<u>\$ 942,169</u>	<u>\$ 863,425</u>	<u>\$ 19,949</u>	<u>\$ 6,450</u>
EXCESS REVENUE (EXPENDITURE)		(84,020)	(11,272)	2,934	8,385
SURPLUS (DEFICIT) BEGINNING OF YEAR		<u>84,020</u>	<u>84,020</u>	<u>(2,934)</u>	<u>(2,934)</u>
SURPLUS (DEFICIT) END OF YEAR		<u>\$ -</u>	<u>\$ 72,748</u>	<u>\$ -</u>	<u>\$ 5,451</u>

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2017 Budget Area 'C' Parks & Trails 027	2017 Actual Area 'C' Parks & Trails 027	2017 Budget Area 'D' Parks & Trails 045	2017 Actual Area 'D' Parks & Trails 045	2017 Budget Total	2017 Actual Total	
\$ 615,000	\$ 972	\$ -	\$ 13	\$ 2,195,642	\$ 1,988,056	1
-	-	-	-	734,885	787,040	2
-	-	-	-	3,926,198	4,294,897	3
267,338	27,908	240,000	101,000	1,576,800	1,700,438	4
325,964	325,964	45,625	45,625	9,529,531	9,537,152	5
-	-	-	-	6,657,482	6,649,861	6
-	-	-	-	824,776	1,476,242	7
190,000	-	-	-	2,824,803	1,439,458	8
183,000	-	50,000	-	1,651,227	990,437	9
-	18,837	-	-	-	1,552,435	10
<u>\$ 1,581,302</u>	<u>\$ 373,681</u>	<u>\$ 335,625</u>	<u>\$ 146,638</u>	<u>\$ 29,921,344</u>	<u>\$ 30,416,016</u>	
\$ 59,069	\$ 56,915	\$ -	\$ -	\$ 9,971,426	\$ 10,190,785	11
-	-	-	-	594,983	494,175	12
-	-	-	-	400,945	400,943	13
1,730	-	473	-	234,273	219,644	14
-	-	-	-	-	-	15
1,003	1,003	706	706	286,861	272,892	16
-	-	-	-	555,494	466,659	17
7,499	7,499	1,378	1,378	(138,814)	(143,814)	18
-	-	-	-	753,710	723,443	19
-	-	-	-	713,108	452,412	20
-	-	-	-	62,531	55,665	21
32,705	23,917	-	-	1,758,417	1,528,853	22
6,240	5,293	-	-	750,138	708,446	23
126,029	121,171	222,000	9,113	4,156,285	3,982,882	24
-	-	-	-	587,759	420,839	25
84,106	82,930	10,000	1,000	2,173,882	2,391,453	26
-	-	110,000	121,549	452,355	328,980	27
1,285,000	52,051	-	-	5,528,397	2,586,375	28
-	18,837	-	-	-	1,552,435	29
26,869	26,869	14,000	14,000	1,427,541	1,515,915	30
-	-	-	-	1,039,467	987,713	
<u>\$ 1,630,250</u>	<u>\$ 396,485</u>	<u>\$ 358,557</u>	<u>\$ 147,746</u>	<u>\$ 31,308,758</u>	<u>\$ 29,136,695</u>	
(48,948)	(22,804)	(22,932)	(1,108)	(1,387,414)	1,279,321	
				(156,068)	(150,053)	
<u>48,948</u>	<u>48,948</u>	<u>22,932</u>	<u>22,932</u>	<u>(554,468)</u>	<u>(37,565)</u>	
<u>\$ -</u>	<u>\$ 26,144</u>	<u>\$ -</u>	<u>\$ 21,824</u>	<u>\$ (2,097,950)</u>	<u>\$ 1,091,703</u>	

ITEM ATTACHMENT # d)

Maureen Forster

From: Mark Andison
Sent: April-05-18 6:46 AM
To: Maureen Forster
Subject: Fwd: RDI 2.0 - Rural Dividend unsuccessful - moving forward on Plan B
Attachments: IMAGE.BMP; ATT00001.htm; RDIForLocalGovernment_Proposal_3Apr2018.pptx; ATT00002.htm

Hi Maureen,

Can you please include this email correspondence from Terri MacDonald, with the attachment, on next week's Board agenda.

Thanks,
 Mark

Sent from my iPhone

Begin forwarded message:

From: Terri Macdonald <TMacDonald@selkirk.ca>
Date: April 3, 2018 at 3:24:43 PM PDT
To: <chamilton@csrd.bc.ca>, <kcathcart@csrd.bc.ca>, <LShykora@csrd.bc.ca>, <RMartin@csrd.bc.ca>, Nicole Fricot <nfricot@gmail.com>, <jon.wilsgard@golden.ca>, <ron.oszust@golden.ca>, Don McCormick <dmccormick@kimberley.ca>, "Andy Davidoff" <ADavidoff@rdck.bc.ca>, "shorn@rdck.bc.ca" <shorn@rdck.bc.ca>, "stomlin@rdek.bc.ca" <stomlin@rdek.bc.ca>, <mandison@rdkb.com>, "achabot@revelstoke.ca" <achabot@revelstoke.ca>, "mmckee@revelstoke.ca" <mmckee@revelstoke.ca>, Mike Martin <mmartin@trail.ca>
Cc: Lauren Rethoret <lrethoret@selkirk.ca>
Subject: RDI 2.0 - Rural Dividend unsuccessful - moving forward on Plan B

Good afternoon Local Government Partners,

I hope everyone had a relaxing Easter weekend. I'm writing to let you know that we were unsuccessful on the BC Rural Dividend proposal.

We are still able to leverage \$100,000 from CBT to move forward with our Plan B.

Plan B is a similar 2-year project that will offer the proposed 50% ROI in the form of direct research support (e.g. \$40K contributions from RDKB, RDCK, and RDEK results in \$60K in direct research support; \$30K from Northern Basin partners results in \$45K in direct research support).

The remaining \$25K from CBT will be allocated to a Strategic Investment Fund that we can then use to access grants that help to move our priorities forward. I'm also allocating \$20,000 from one of my federal research grants to help address local government workforce development / training needs.

ITEM ATTACHMENT # d)

I'm hoping you are all still committed to moving our collaborative efforts forward. Immediate next steps are to confirm your cash contributions via amended board/council resolutions, the formation of a project steering committee, and the identification / scoping of your research agendas.

Please see attached for an updated slide deck that includes additional details. Pls don't hesitate to contact me if you have any questions.

Thank you for your continued support!
Kind regards,
Terri

Terri MacDonald, PhD
Regional Innovation Chair in Rural Economic Development



RDI for Local Government

April 1, 2018 to March 31, 2020

Rural Development Institute: Proposed 2018-2020 Operations



- **Mandate:** To support informed decision-making through the provision of information, research and related extension support.
- **Strategic Priorities (2018-22)**
 - Support evidence-based decision-making
 - Help the region address complex challenges and harness emerging opportunities
 - Promote innovation and regional collaboration
- **Target Clients and Signature Programs:**
 - Supporting local government through the *RDI for Local Government and State of the Basin* initiatives
 - Supporting industry partners through the work of the Regional Innovation Chair and the Kootenay Workforce Development initiative (Selkirk-COTR partnership)



RDI for Local Government: Proposed Budget (2018 to 2020)

Cash Contributions	2 Year Total
RDI/CBT Contribution	100,000
Local Government Contributions	150,000
Federal Workforce Development Research Grant	20,000
Total	270,000

Summary of Local Government cash contributions over the course of the 2 year project:

- \$40,000 (\$20,000 per year) from each of the following
 - Regional District of East Kootenay
 - Regional District of Central Kootenay
 - Regional District of Kootenay Boundary
- \$30,000 cash (\$15,000 per year) collectively from Northern Basin partners (Town of Golden, City of Revelstoke, Columbia Shuswap Areas A & B)

Expenses	2 Year Total
Local Government-Defined Direct Research Support	225,000
Strategic Investment Fund	25,000
Training / Workforce Development	20,000
Total	270,000

ITEM ATTACHMENT # d)

Return on Investment



- 50% ROI in the form of direct research support (\$40,000 contribution equals \$60,000 in direct research support / \$30,000 equals \$45,000)
- \$25,000 program budget to act as a strategic investment fund to leverage additional grants. Focus areas include:
 - *Regional-scale initiatives (research, strategic planning and innovation pilot projects)* – focused on concrete actions to address our most pressing regional challenges
 - *Student internships*
- Additional \$20,000 from federal research grant to support training and workforce development
 - Targeted *local government training* delivered in partnership with our region's post-secondary institutions

RDI for Local Government: Examples of Direct Research Support



- Business retention and expansion initiatives
- Employment lands analysis / agricultural lands analysis
- Policy briefs to inform consultation or advocacy with higher levels of government
- Best practice models
- Economic impact analysis
- Feasibility studies
- Customized community profiles
- Survey research
- Geospatial analysis



ITEM ATTACHMENT # d)

Next Steps



- Confirm cash contributions via amended board/council resolutions
- Form an RDI for Local Government project steering committee – including reps from RDEK, RDCK, RDKB, Northern Basin, College of the Rockies, Selkirk College, Province of BC
 - Outputs: Terms of Reference, 2 year work plan including key performance metrics and monitoring and evaluation strategy
- Identify research agendas for each local government consortium (including the identification of cross-consortium research priorities to inform regional scale research)
 - Outputs: Consortium research agendas, Regional research agenda (if applicable)
- Identify priority local government training needs
 - Outputs: Priority areas identified, pilot training programs delivered
- Identify opportunities and priorities for the strategic investment fund
 - Outputs: Priority areas identified, related funding proposals developed, funding secured

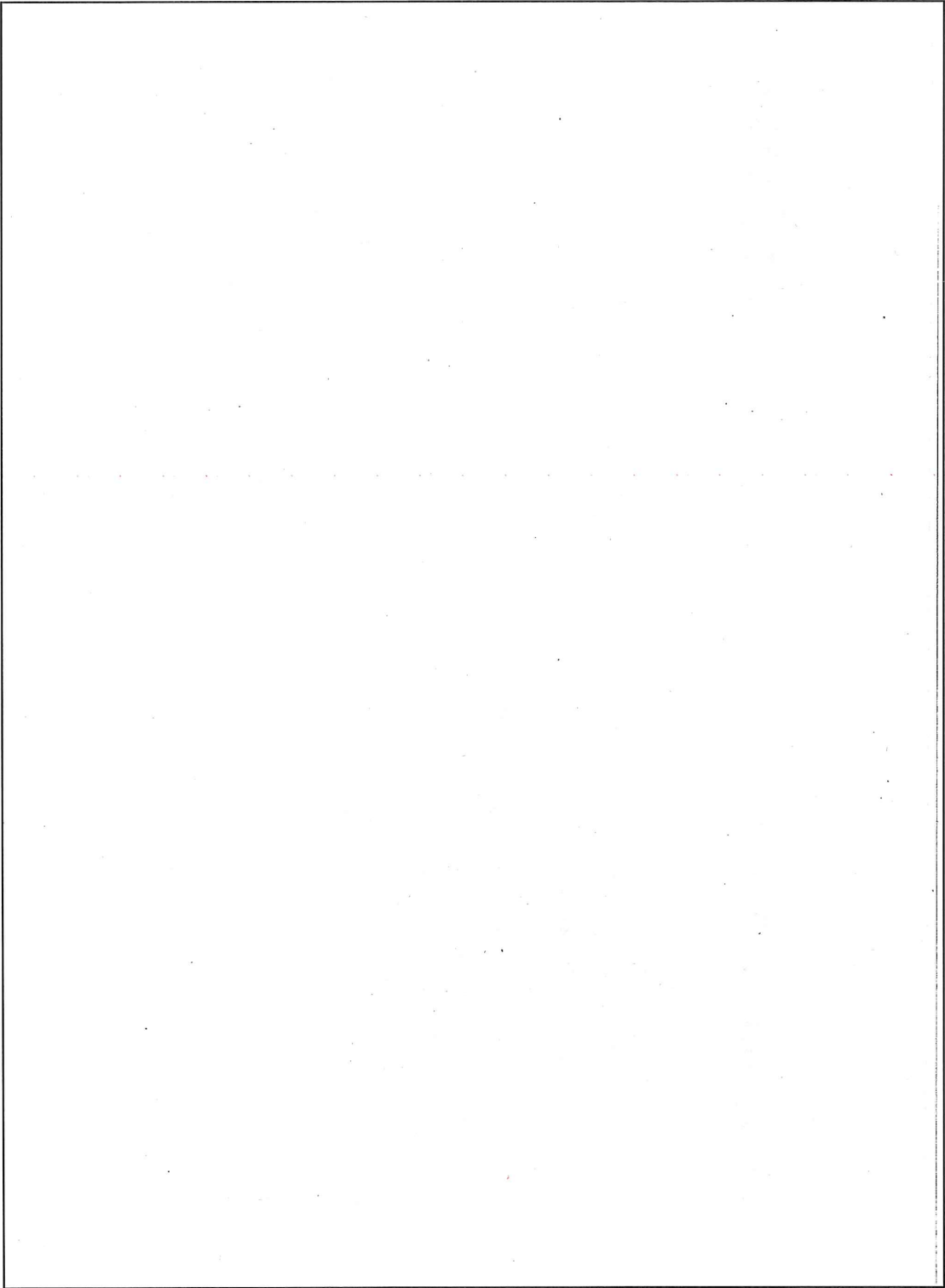
ITEM ATTACHMENT # d)



Program Contacts

- **Regional Innovation Chair**
 - Dr. Terri MacDonald
 - 1-888-953-1133 x 21434
 - tmacdonald@selkirk.ca
- **RDI for Local Government Program Coordinator**
 - Lauren Rethoret
 - 1-888-953-1133 x 21411
 - lrethoret@selkirk.ca

ITEM ATTACHMENT # d)



REGIONAL DISTRICT OF
KOOTENAY BOUNDARY

FILE #

MAR 08 2018

DOC #

REF. TO:

CC:

March 5, 2018



Office of the Mayor

Honourable Claire Trevena
Minister of Transportation & Infrastructure
PO Box 9055
Stn Prov Govt
Victoria, BC V8W 9E2

Dear Honourable Minister Trevena:

Re: Paving of the Camp McKinney Road, Oliver BC to Mt. Baldy Ski Area Village Parking Lot

At the February 26, 2018 Regular meeting Council resolved to submit a letter of support to the Ministry of Transportation & Infrastructure to consider the request of Strata Corporation KAS1840 to pave the remainder of Camp McKinney Road, at kilometer 14 outside Oliver, for 21 kilometers to Mt. Baldy Ski Resort Village.

The remaining 21 kilometers is a gravel road, and during the spring thaw the road is dangerous, pot holed, muddy, and often wash out and under water in certain sections. It has become increasing difficult to encourage users to the ski resort beyond March due to the road conditions. March is typically one of the best months and often the last stretch of skiing for many ski resorts across British Columbia.

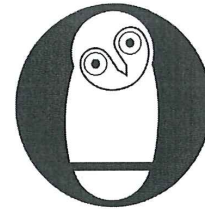
The road is used by the logging industry which further deteriorates the road condition. Safety has become a concern as people are driving on opposite sides of the road to avoid the worsening conditions.

The re-opening of Mt. Baldy Resort is now in its second successful year of operations with the goal to expand services into multiple seasons. Council recognizes the economic benefits the ski resort brings to greater Oliver and encourages the Ministry of Transportation & Infrastructure, to complete the paving of the gravel section from kilometer 14 to Mt. Baldy Ski Resort Village parking lot.

Yours truly,

Ron Hovanes
Mayor

cc Council
Director Terry Schafer Electoral Area C (RDOS)
Board of Directors, KBRD



BRITISH COLUMBIA
CONSERVATION
FOUNDATION

April 12, 2018

Theresa Lenardon
Manager of Corporate Administration/Corporate Officer
202-843 Rossland Ave
Trail, BC
V1R 4S8

Dear Theresa,

We would like to thank you and the RDKB Board of Directors for assisting in the funding of the delivery of WildSafeBC Grand Forks.

It is unfortunate that other financial constraints have made the delivery of the program in Grand Forks this year unfeasible. We are returning your cheque for \$500.00 and we hope that we are able to proceed with the program in 2019.

Thank you again for your generosity and ongoing support.

Sincerely,

Jennifer Bellhouse
Program Coordinator

enc

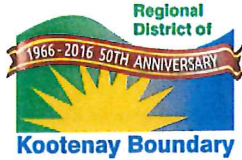
Head Office

#206 - 17564 56A Ave
Surrey, BC V3S 1G3
Tel: (604) 576-1433
Fax: (604) 576-1482
Hoffice@bccf.com

1B- 1445 McGill Rd
Kamloops, BC V2C 6K7
Tel: (250) 828-2551
Fax: (250) 828-2597
kamloops@bccf.com

Regional Offices

PO Box 7, (unit 1, 7217 Lantzville Rd.)
Lantzville, BC V9s 3Z7
Tel: (250) 390-2525
Fax: (885) 972-BCCF Ext 100
nanaimo@bccf.com



MARCH 14

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 foi@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 checked="" type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input checked="" type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	---	--	---

Applicant:	* British Columbia Conservation Foundation				
Address:	* 1B - 1445 McGill Road, Kamloops, V2C 6K7				
Phone:	* 250-828-251	Fax:		E-Mail:	* tradford@bccf.com
Representative:	* Trina Radford				
Make Cheque Payable To:	* British Columbia Conservation Foundation				

**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? \$ \$20,523.27 What amount are you requesting from this RDKB Director(s)? \$500 ~~\$2,500.00~~

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

The Grant-in-Aid funding would be used to expand the delivery of the WildSafeBC Grand Forks program to Christina Lake, Greenwood, Rock Creek and surrounding rural areas, to address the human-wildlife conflict concerns and respond to the needs of these communities. The funding would provide additional wages and travel expenses for the WildSafeBC Community Coordinator to travel to Area's C, D and E to deliver the WildSafeBC program. Funding requested includes \$1,000.00 for Area E to provide attendance at major public events and to deliver the Junior Ranger program; \$1,000.00 for Area C to deliver the program in Christina Lake and promote wildlife attractant management to the transient summer population; and \$500.00 for Area D to address on-going cougar and bear issues.

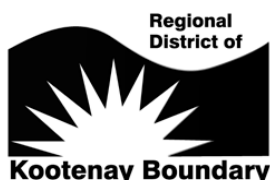
Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	Ministry of Environment and Climate Change - Funds managed by BCCF	
Amount Requested: \$	<u>8,523.37</u>	Amount Secured: \$ <u>0.00</u>
Name of Organization	City of Grand Forks	
Amount Requested: \$	<u>8,500.00</u>	Amount Secured: \$ <u>8,500.00</u>
Name of Organization		
Amount Requested: \$		Amount Secured: \$
Date: 6th February 2018	Applicant Signature <u>Trina Radford</u>	Print Name <u>Trina Radford</u>

Office Use Only

Grant approved by Electoral Area Director: Roly Russell
 Approved by Board: _____

STUBMIT



Staff Report

Date:	April 19, 2018	File #:	
To:	Chair Russell and Members of the Board		
From:	Frances Maika, Corporate Communications Officer		
RE:	2018 Town Halls – Review of the “table-talk” process at the Area ‘C’/Christina Lake town hall and other changes to the town hall process		

ISSUE INTRODUCTION

The primary objectives of the town halls were to present and gather feedback on the proposed 2018 Budget and 2018-2022 Five-Year Financial Plan, and to provide an opportunity for residents to learn about how the RDKB operates, what their taxes fund and comment or ask questions about RDKB programs and services. Residents at the Christina Lake town hall were also invited to find out about changes to the Christina Lake Fire Department budget.

The RDKB piloted “table talks” or a small-group process at the 2018 Area ‘C’/Christina Lake town hall meeting, and incorporated an audience response system into presentations at all town halls. Both of these changes were made to improve public engagement.

HISTORY / BACKGROUND FACTORS

Public feedback via directors and staff indicated that past town hall presentations did not include much audience interaction, breaks or pacing changes and were not received well by some residents. This led the RDKB to change its approach to the 2018 town hall meetings.

The RDKB opted to pilot a small-group process for Area ‘C’ in 2018 with the option of switching to this format for all town halls for 2019 if the small-group process was successful.

Other changes to the 2018 town halls included:

- Use of an audience response system comprised of real-time polling software and individual voting “clickers” that the Rural Development Institute at Selkirk College lent free of charge to the RDKB for February and March, 2018.
- Redesigned ads and colour postcard mail-outs and posters advertising the town halls and an online, 5-question Communications Survey that residents could

initiate by texting "RDKB" from their mobile device or by going directly to rdkb.com. Paper surveys were also available at each town hall.

Attendance

Based on clicker data showing how many people participated in single-answer polling slides paired with a visual count of the number of audience members, attendance increased in four electoral areas, and decreased in two electoral areas compared with 2017:

Electoral Area	2018 Attendees	2017 Attendees	Change
Area 'A'/ Beaver Valley, rural Fruitvale, Pend d'oreille	11	1	+10
Area 'B'/ Lower Columbia/Old Glory)	16	9	+7
Area 'C'/Christina Lake	56	45	+11
Area 'D'/Rural Grand Forks	23	30	-7
Area 'E'/West Boundary	26	19	+7
Area 'E'/W. Boundary - Big White	34	85	-51

Presentations

Presentations were well-received by residents attending the meetings, and residents returning the clicker devices commented repeatedly that they enjoyed the interactive component of the presentation. Their enjoyment of the polling slides was also apparent from their laughter, animation, high levels of participation and interest shown each time a voting slide appeared.

Directors and staff observed that use of an audience-response system was well-received and worth repeating at future town halls.

Christina Lake Small-group Process

The small-group or table-talk approach at the Area 'C'/Christina Lake town hall consisted of seven RDKB tables spread around the back of the room labeled according to topic area and with a staff expert available to answer questions and engage residents:

1. Recreation Services
2. OCP and planning

3. Water and Waste Management
4. Bylaw enforcement & Elections
5. Finance
6. Building Inspection
7. Public Safety Services

An additional, eighth table was included for the Christina Gateway Community Development Association.

The Christina Lake town hall followed the process for the other town halls in the region, beginning with an interactive budget presentation to a seated audience. It differed from other town halls in that the area director was also scheduled to present information about changes to the Christina Lake Fire Department budget and initiate a discussion on that topic.

Public interest in the fire department budget discussion was high, and that discussion took up most of the remaining time during the town hall. About 15 minutes at the end of the meeting was available for residents to speak to staff at the seven tables.

Staff reported they had interactions with several to a dozen people at each of their tables, both before the presentation began, and at the end of the meeting, and that having these topic tables available was still worthwhile. What actually occurred rather than sit-down conversations for a specified period of time - typical of a table-talk process - was more akin to an open house at the outset and end of the meeting. This approach allowed those present to access staff and discuss their area of interest as they wished.

Because each town hall meeting is only about two hours long, it is difficult to do justice to an actual table-talk process and present and take questions on the budget presentation. That budget information does need to be presented to all attendees at some point, to give residents the necessary information to participate in a meaningful discussion about RDKB finances and planned spending.

Adding an open-house-type tactic at the town hall meetings does require additional staff time which multiplied with travel for six separate open houses is significant. While it is important to offer the same opportunity for public engagement to all residents of the RDKB, town halls that have historically attracted fewer than 20 attendees may not require a small-group engagement process until attendance increases. Topics may be able to be explored as effectively in a larger group. Attendees would have a chance to talk to staff before the presentation and again nearer to the end of the meeting.

PROPOSAL

- To revisit the actual purpose and focus of the town hall meetings and determine that they are meeting organizational objectives of the Board of Directors and staff.

- To determine whether annual town halls are the right tactic for discussing topics in addition to the RDKB financial plan and budget, or whether another process may be required given time constraints of the town halls themselves.
- To continue to advertise an opportunity for residents to provide online and/or SMS text-based feedback of some kind in the lead up to and following the town halls.
- To continue using a standard financial plan/budget presentation with interactive polling for all 2019 town halls, followed by a question and answer session provided audience members indicate a preference for this during live polling.
- To use topic tables in an open-house format at the outset and again at the end of each of the town halls that are expected to exceed 20 attendees.

IMPLICATIONS

- More effective public engagement including possibly higher turnout at town halls.
- More feedback on the RDKB annual financial plan and budget itself.
- Greater commitment of staff time for those town halls that include an open house component.

RECOMMENDATION

- To revisit the actual purpose and focus of the town hall meetings and determine that they are meeting organizational objectives of the Board of Directors and staff.
- To determine whether annual town halls are the right tactic for discussing topics in addition to the RDKB financial plan and budget, or whether another process may be required given time constraints of the town halls themselves.
- To continue to advertise an opportunity for residents to provide online and/or SMS text-based feedback of some kind in the lead up to and following the town halls.
- To continue using a standard financial plan/budget presentation with interactive polling for all 2019 town halls, followed by a question and answer session provided audience members indicate a preference for this during live polling.
- To use topic tables in an open-house format at the outset and again at the end of each of the town halls that are expected to exceed 20 attendees.

ATTACHMENTS:

None.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	MAR 20 2018
DOC #	
REF. TO:	
CC:	Gm RR MA TL TD

March 13, 2018

Chair Grace McGregor
Regional District of Kootenay Boundary
202 – 843 Rossland Avenue
Trail, BC V1R 4S8

Dear Chair McGregor:

Re: 2017 Resolutions

Please find attached the BC Used Oil Management Association response to the 2017 resolution put forward by your Board and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Jamee Justason, UBCM Information & Resolutions Coordinator with any questions.

Tel: 604-270-8226 ext. 100 Email: jjustason@ubcm.ca

Sincerely,

Wendy Booth
President

Enclosure

2017 B22 Access to Used Oil Recycling Facilities in Rural BC**Kootenay Boundary RD**

Whereas access to used oil, used oil filters and used oil container recycling services in BC is very inadequate particularly in rural areas;

And whereas the British Columbia Used Oil Management Association (BCUOMA) is required by provincial statute to provide used oil, used oil filters and used oil container recycling services to all citizens of British Columbia;

And whereas the British Columbia Used Oil Management Association must submit a Stewardship Plan to the provincial Ministry of Environment for approval:

Therefore be it resolved that the provincial Ministry of Environment require that the British Columbia Used Oil Manufacturing Association (BCUOMA) Stewardship Plan include minimum requirements for public drop-off depots that will insure that there is access to public recycling facilities no more than 10 kilometres from where BCUOMA recycling program materials are sold.

Convention Decision: Endorsed

Provincial Response**Ministry of Environment & Climate Change Strategy**

The Ministry of Environment and Climate Action Strategy recognizes that many used oil collection facilities/services have shut down in recent years due to the decline in the inherent value of oil that has made voluntary collection costly for operators. Oil and other hazardous waste products dropped-off after hours with contaminants (e.g. PCBs) pose a significant liability for retailers (causing many Canadian Tire locations to stop collection). British Columbia Used Oil Management Association (BCUOMA) now desires its contracted facilities to meet the requirements of the Hazardous Waste Regulation which requires capital infrastructure investment.

The Ministry has therefore been pressing BCUOMA into aggressively working to understand and resolve the issues with return collection facilities (RCFs). BCUOMA has undertaken a significant service-gap analysis/study and is now working on the implementation of: an increased return collection incentive rate; a new minimum service level standard; expanding the community collection event program; implementing an infrastructure grant program (for RCFs); adding new multi-material depot return options; and providing a new advertising tool-kit to drive consumer awareness.

BCUOMA is intending to revise and consult on their stewardship plan in its entirety this spring. Ministry staff will be monitoring this process and feedback closely and local governments are encouraged to participate. BCUOMA is actively working in several key areas of the Province, including Kootenay Boundary Regional District to resolve service level concerns. In January 2018 BCUOMA issued an RFP to contract services for mobile community collection events to supplement the depot/facility network and to fill temporary service gaps as they arise.

Other Response**BC Used Oil Management Association**

BCUOMA is currently in the process of revisiting its consumer program. In 2017, BCUOMA completed a study to assess the generation of used oil materials at the community level, from which a new minimum service level standard has been developed (see below). The new minimum service level, once fully implemented, would provide 99% of the population of BC with access to a recycling facility. Also in 2017, BCUOMA developed a new infrastructure grant program, completed a pilot collection program with multi-material depots and enhanced existing community collection events.

In 2018, BCUOMA intends to modify the standard based on the comments received to date, re-assess the service levels in a second study and then incorporate these findings into BCUOMA's 2018-2022 Stewardship Plan, which is intended to be released for consultation in the Spring of 2018. In the interim, BCUOMA intends to continue to invest and build its consumer collection network in areas of need, including launching a new Community Collection Event mobile program.

Importantly, in BCUOMAs consumer collection program, the proposed location of consumer collection

facilities is based on where the used material is generated versus sold. For consumer oil products, because of the long and unique characteristics of the "use" life-cycle stage, the used product is rarely generated where the product is sold. Further, many consumers sales points (large retailers, gas bars) are not designed for, or have the training necessary, for the collection and handling of used hazardous waste materials.

BC Used Oil Management Association Proposed Minimum Service Levels for Consumer Products
[from a chart in the letter]

Community Type: City High Industrial; Population: >5,000; Minimum Service Level: One facility per 100,000 people; SABC Accessibility Standard [Footnote #1]: One facility within 30 min drive

Community Type: City Low Industrial; Population: > 5,000; Minimum Service Level: One facility within 30 min drive; SABC Accessibility Standard: One facility within 30 min drive.

Community Type: Town High Industrial; Population: 2,500-5,000; Minimum Service Level: One facility; SABC Accessibility Standard: One facility within 45 min drive[Footnote #2].

Community Type: Town Low Industrial; Population: 2,500-5,000; Minimum Service Level: One facility within 30 min drive; SABC Accessibility Standard: One facility within 45 min drive.

Community Type: Village; Population: < 2,500; Minimum Service Level: One facility within 45 min drive or Community Collection Event; SABC Accessibility Standard: No service standard.

Footnote #1: Stewardship Association of BC have developed a minimum accessibility standard for approved product stewardship plans.

Footnote #2: Only applies for communities over 4,000 people. There is no SABC service standard for communities under 4,000 people.



Administration provided
by UBCM

Funding provided by
Province of B.C.



**For program
information, visit the
Funding Programs
section at:**

www.ubcm.ca

LGPS Secretariat

Local Government House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca
Phone: (250) 356-2947

Local Government Program Services

...programs to address provincial-local government shared priorities

March 21, 2018

Chair Russell and Board
Regional District of Kootenay Boundary
202 - 843 Rossland Avenue
Trail, BC V1R 4S8

REGIONAL DISTRICT OF KOOTENAY BOUNDARY	
FILE #	MAR 26 2018
DOC #
REF. TO:
CC:	RB MA TL DD CM File

Re: 2018 Emergency Operations Centres & Training - Approval and Terms & Conditions

Dear Chair Russell and Board,

Thank you for submitting an application under the Community
Emergency Preparedness Fund for the 2018 Emergency Operations
Centres & Training program.

I am pleased to inform you that the Evaluation Committee has approved
funding for your project, *EOC's – Facilities Enhancements*, in the amount of
\$20,500.

As outlined in the Program & Application Guide, grant payments will be
issued when the approved project is complete and UBCM has received
and approved the required final report and financial summary.

The Ministry of Transportation & Infrastructure has provided funding for
this program and the general Terms & Conditions for this grant are
enclosed. In addition, in order to satisfy the terms of the contribution
agreement, we have the following requirements:

- (1) The funding is to be used solely for the purpose of the above
named project and for the expenses itemized in the budget that
was approved as part of your application;
- (2) All expenditures must meet eligibility requirements as defined in
the Program & Application Guide;
- (3) All project activities must be completed within 12 months and no
later than March 29, 2019;
- (4) The final report is required to be submitted to UBCM within 30
days of project completion and no later than April 30, 2019;
- (5) Any unused funds must be returned to UBCM within 30 days
following the project end date.

Applicants who submitted funding requests for Justice Institute of British Columbia (JIBC) Emergency Operations Centres courses are advised that if an EOC course is approved for funding under the regular Provincial EOC training program, this cost will no longer be eligible through the CEPPF grant.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate the Regional District of Kootenay Boundary for responding to this opportunity to develop EOC capacity to support the resiliency of BC communities.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at cepf@ubcm.ca.

Sincerely,



Rebecca Bishop
Program Officer

cc: Chris Marsh, Manager of Emergency Programs

Enclosure



Local Government Program Services

General Funding Terms & Conditions

The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the terms and conditions of each funding program, please refer to the relevant Program & Application Guide.

1. Definitions

- **Approved Applicant** - In general, LGPS grants are awarded to local governments (regional districts and municipalities). However, under some programs, First Nations can be the approved applicant. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.
- **Approved Partner(s)** - Are organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. Possible partners include, but are not limited to, boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant).
- **Approved Project** - Is the activity or activities described in the application and approved by UBCM.
- **Cash Expenditures** - Are direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.
- **In-Kind Expenditures** - Are the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

2. Eligible & Ineligible Costs

Eligible costs, including cash and in-kind expenditures, are direct costs properly and reasonably incurred by the approved applicant or approved partner as part of the approved project. To be eligible, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM. Requests to change the budget must be made to UBCM, in writing, by the approved applicant (see below). Please see the relevant Program & Application Guide for specific notes regarding eligible and ineligible costs.

3. Post-Approval Terms

Notice of Approval

UBCM will inform all applicants of the status of their application by letter. Approved applicants will be informed of specific conditions of the grant approval and if a specified percentage of the approved grant amount will be forwarded to the approved applicant upon approval. The balance of the grant will be paid on satisfactory completion of the project and receipt and approval of all final reporting requirements.

Applicant Responsibilities

LGPS grants are awarded to approved applicants. When collaborative projects are undertaken, the approved applicant remains the primary organization responsible for the grant. Due to this, the approved applicant is the primary contact for UBCM and is responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline
- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports, using UBCM forms where available, as required by the Program & Application Guide (see below).

Accounting Records

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant (or as required in the Program & Application Guide).

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

Changes to or Cancellation of Approved Project

Approved applicants need to apply to UBCM, in writing, for any significant variation from the approved project as described in the approved application, including any major changes to:

- Start or end dates
- Project purpose, goals, outcomes or milestones
- Cash and in-kind expenditures or matching funds (when required)
- Project partners

UBCM's approval is required in advance for such changes. If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

4. Reporting Requirements

Submission of Reports

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. When UBCM forms or templates are available, they are required to be used. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.
- If a hardcopy of the report is required, do not bind reports or submit in binders or folders.
- When you are ready to submit your report, please e-mail it directly to lgps@ubcm.ca or mail it to Local Government House: 525 Government Street, Victoria, BC, V8V 0A8.

Extensions and Outstanding Reports

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request and be granted permission for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

5. Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.



COLUMBIA SHUSWAP REGIONAL DISTRICT

PO Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC V1E 4P1
T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | www.csr.bc.ca

File: 0410-20-06

AGR.Minister@gov.bc.ca

April 13, 2018

The Honourable Lana Popham
Minister of Agriculture
PO Box 9056 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Popham:

At the Regular meeting of the Columbia Shuswap Regional District (CSRD) Board held on March 29, 2018, the Board received correspondence from G & K Persson Farms, Golden, BC. A copy of the correspondence, including the letter that was sent directly to your office by G & K Persson Farms, is attached for your reference. As you know, currently rural farmers that live within 2 hours of an abattoir must take their livestock to a facility to be slaughtered. The enclosed letters express that the costs associated with this is unattainable, the facilities do not have the required capacity, can only slaughter 4 pigs a day, and the stress put on the animals is impacting the quality of the meat. These letters also outline the issues associated with these actions:

1. Animals suffered undue stress as indicated in the articles cited in the letters – stress can lead to a reduction in quality of meat;
2. Abattoirs do not have the capacity, (human resources), to meet the demand. Some farmers only option is to look after their own and of course this is illegal. Farmers don't want to do this;
3. The pricing structure is 150% higher than on small farms.

The Electoral Area Director for Area A (Rural Golden), Karen Cathcart, asked for Board support to address the need for changes to the regulations for Class E Licences. Of note, the Director mentioned that she has spoken to many farmers regarding this issue which is not isolated to the area of the Columbia Shuswap Regional District, this is a provincial issue.

Upon discussing this matter, the Board adopted a resolution to ask that the Ministry of Agriculture make a change to the licensing requirements for Class E licences to support rural farmers so that they can slaughter their livestock on their farm premises. If the Ministry changed the regulations to allow small rural farmers to have a Class E License for slaughtering their animals, this would make a huge difference for local farmers to operate their farms as they had done for years before. This change would also promote gate sales, enhance food security, and promote consumers to buy local.

/...2

ELECTORAL AREAS

A GOLDEN-COLUMBIA
B REVELSTOKE-COLUMBIA

C SOUTH SHUSWAP
D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA
F NORTH SHUSWAP-SEYMOUR ARM

MUNICIPALITIES
GOLDEN
REVELSTOKE

SALMON ARM
SICAMOUS

Letter to Minister of Agriculture
April 13, 2018
Page Two

We hope that the Ministry of Agriculture is open to considering changes to the Class E licensing requirements, for the benefit of producers and consumers, and in the promotion of a prosperous agricultural industry.

For your reference and information, we have also included a letter of support from the newly formed Golden Agricultural Society in regards to the request of the Columbia Shuswap Regional District.

Yours truly,
COLUMBIA SHUSWAP REGIONAL DISTRICT
Per:

A handwritten signature in black ink, appearing to read "Rhona Martin". The signature is fluid and cursive, with the first name "Rhona" being more prominent than the last name "Martin".

Rhona Martin
Chair

cc Director K. Cathcart, Electoral Area A
 G & K Persson Farms, Golden, BC
 Golden Agricultural Society
 BC Regional Districts

Enclosures

Gary & Karen Persson
 G & K Persson Farms
 Box 1990
 Golden BC V0A 1H0
 250-348-2094
native@uniserve.com

Feb 16, 2018

Honourable Lana Popham
 Minister of Agriculture
 Parliament Buildings
 Victoria, BC V8V 1X4

Dear Minister Popham,

Gary and I live on a small acreage just south of Golden BC. We raise 10 or so pigs each year to sell to our local friends and families via Farm Gate Sales. The current Class "E" Regulations are limiting our ability to raise our pigs on our property and slaughter them on our property.

In discussion with David Charchuk, a meat industry specialist based out of Kamloops BC, he advised us to contact you in order to discuss and explore the possibilities of making some minor changes to the regulatory requirements regarding the Class "E" meat processing facilities in the Province. David was instrumental in the design and licensing approval process for our Class "E" Slaughter and Licensed Cut & Wrap facility, at that time he headed up the meat inspection team for the Interior Health Authority.

The Class "E" License gives a farmer the ability to slaughter their animals on their property, take their product to a cut and wrap facility of their choice and then sell the product via farm gate sales.

The steps in attaining a Class "E" License are as follows:

1st) farmers have to find out if they are in designated or nondesignated areas within BC

----designated areas within BC mean that a farmer can apply for a Class “E” License and will be approved.

----nondesignated areas within BC mean that a farmer must complete a Feasibility Study first to see if they even qualify for a Class “E” License.

This is where the issue lays.

2nd) If a farmer falls within the nondesignated area, they then have to do the Feasibility Study. The opening sentence within this study says,

“This Class E Feasibility Study has been designed to help you to assess the slaughter services that are available at provincially licensed Class A, B and C facilities in your area, and to determine whether they meet your needs. If the slaughter services that you need are already available through an existing provincially licensed facility in your area (i.e., within a 2 hour travel time from your farm/property), you are unlikely to be issued a Class E licence. If a facility is not available, you will be Considered for a Class E licence”.

This opening paragraph is enough to scare most people from even reading on.

Most of the profit in raising a few animals is the way of life; knowing that we are eating animals that are healthy, breathing fresh air, eating good food (no antibiotics or hormones), and not STRESSED before slaughter.

3rd) If a farmer falls within the 2 hour restriction (from an abattoir), then, NO CLASS “E” LICENSE.

If the farmer is outside the 2 hour restriction, then the can apply for the Class “E” License and will be considered for approval.

We the people of British Columbia are asking to change the wording in this document and exclude the 2 hour distance within an abattoir. We agree that a Class “E” License is necessary, but should not have the time restriction.

These are our supporting reasons:

1) The stress of loading, hauling, unloading, and not to mention being in a strange environment until slaughtered. What affect does this have on our meat? The

adrenalin in our meat prior to slaughter would be huge. Not to mention the cost of transportation, once to deliver the carcass to the facility and once to go pick it up.

2) Many of the abattoirs within the province are overloaded and cannot accommodate the number of animals that need to be slaughtered in their areas. If Class “E” Licenses were given to local farmers, allowing a farmer to slaughter his own animals, this would take some of the pressure off of the larger scale, licensed abattoirs.

3) The expense that incurs by having pork inspected, (by a gov’n’t inspector, at a licensed abattoir for farm gate sales is a complete waste of gov’n’t (tax payers) money as farm gate sales is much different then gov’n’t inspected meats at an abattoir.

4) Carbon Footprint: localized foods, better quality, more nutritious, higher animal survival rates. By allowing farmers to have farm gate sales we are preserving a way of life, keeping small agricultural lands productive; therefore, protected and having a healthier, vigorous enthusiastic rural community that will grow more produce and build economic development in the Agricultural Sector.

5) Because of todays impersonal high-volume meat producers and exports we need inspected product; but our society also deserves the right to raise and buy meat not subjected to the industrial short falls of nutrition and quality.

6) The small farmer would have to build a facility for easy loading and hauling, with stress of the animal the main concern. The effort of his animal husbandry to raise a highly nutritious, tasty product will not only be degraded, but may be lost altogether. In our case, G & K Persson Farms; we raise 10 pigs per year, we can only cut 2 pigs per day in our licensed cut and wrap facility. It would take us 8 trips to Invermere to deliver and then to pick up our carcasses.

The differences between farm gate and inspected meats.

Farm gate sales: a farmer raises his animal on his own property, slaughters the animal (stress free) and takes it to a legal cut and wrap, he then brings the product

home to sell from his farm. Usually this is to family and friends, and within their own regional district.

Inspected meats: these animals are raised on a farmer's property, then shipped to a Licensed Abattoir. The animals are then slaughtered (a gov'n't paid inspector inspects all animals) and are ready for cut and wrap. These meat products are now ready to sell retail (health food stores, grocery, restaurants).

There is a need for both types of facilities and Licensing programs within our province.

In closing, please find attached links for supporting documents.

<https://www.atlasobscura.com/articles/why-scared-animals-taste-worse>

<http://www.fao.org/docrep/003/x6909e/x6909e04.htm>

<http://www.sapork.biz/stress-can-affect-meat-quality/>

http://animalstudiesrepository.org/cgi/viewcontent.cgi?article=1019&context=acwp_faafp (pages 324,5,6 are of most concern)

<https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/food-safety/meat-inspection/classfeasibilitystudy.pdf>

<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/food-safety/meat-inspection-licensing/designated-areas>

<http://vancouver.sun.com/news/local-news/federal-documents-reveal-repeated-cases-of-pigs-dying-en-route-to-langley-slaughterhouse>

<http://vancouver.sun.com/news/local-news/b-c-slaughterhouse-documents-reveal-inhumane-treatment-risk-of-contamination>

We have added a brief summary of the attached supporting documents for a quick reference for yourself.

*stress through transportation, rough handling, fear, fighting and/or botched stunning reduces the amount of Glycogen in the animal which turns into Lactic Acid after the animal has bled out. Low levels of Lactic Acid in pigs "Pale Soft Exudative" (PSE) meat is usually unsellable, and the pork industry loses \$275 million/year on meat that has to be discarded. In cattle and sheep "Dark Firm Dry" (DFD) meat is tough, dry, acidic and dark, and like PSE meat, it has a shorter shelf life. Enough of the PSE meat is disguised as ground, thus reducing the losses enough that it is still not a financial benefit for the use of more humane slaughter arrangements.

Thank you very much for reviewing our letter and documentation. We are looking forward to a timely response regarding the Class "E" Licensing.

Gary and Karen Persson



Letter of Support

January 30 2018

To: Whom it may concern.

Regarding: Letter of support request.

From: Golden Agricultural Society.

The Golden Agricultural Society is a new society that operates in the Golden area and within Columbia Shuswap Regional District Area A. We are a group of farmers that are working together to try and increase local food production in our region, as well as economic opportunities for local agriculturalists by, engaging in activities that are helping promote agriculture.

Please be advised that; the Golden Agricultural Society supports our local Columbia Shuswap Regional District area A agricultural community, In their effort to make the class E licensing more easily accessible to our local producers.

The Golden Agricultural Society believes, that local producers big or small should be able to obtain a class E license regardless of their property's relative distance to a class A abattoir. The Golden Agricultural Society would support these above mentioned efforts in regards to class E licensing if; our local producers are willing to invest and operate their facility within all legislative obligations to class E licensing.

The Golden Agricultural Society believes in, preserving our producers right in order to produce their own products on their own farms, regardless of their properties relative distance to a class A abattoir. This may be a more feasible option for certain producers management skills and styles that may not work in conjunction with their local class A abattoir.

The Golden Agricultural Society is in strong support of class A abattoirs as there is a need for these facilities. The Golden Agricultural Society respects the financial commitment made by the operators but also; believes that a producer should have a fair chance at the option of being a successful applicant for class E licensing if they so wish to do so, in order to have a better chance at their economic well being for them and their families.

Jesse Courteau
President
Golden Agricultural Society.



**Beaver Valley Recreation Committee
Minutes
Tuesday, February 13, 2018
RDKB Board Room, Trail, BC**

Committee members present:

Director A. Grieve, Chair
Director J. Danchuk
Director P. Cecchini

Staff present:

M. Daines, Manager of Facilities and Recreation
M. Forster, Executive Assistant/Recording Secretary

CALL TO ORDER

The Chair called the meeting to order at 4:30 pm.

ACCEPTANCE OF THE AGENDA (additions/deletions)

The agenda for the February 13, 2018 Beaver Valley Regional Parks, Trails and Recreation Committee meeting was presented.

Moved: Alternate Director Webber Seconded: Director Danchuk

That the agenda for the February 13, 2018 Beaver Valley Regional Parks, Trails and Recreation Committee be adopted as presented.

Carried

ADOPTION OF MINUTES

The minutes of the Beaver Valley Regional Parks, Trails and Recreation Committee meeting held on January 9, 2018 were presented.

Moved: Director Danchuk Seconded: Alternate Director Webber

That the minutes of the Beaver Valley Regional Parks, Trails and Recreation Committee meeting held on January 9, 2018 be adopted as presented.

Carried

DELEGATIONS

There were no delegations present.

UNFINISHED BUSINESS

Beaver Valley Regional Parks, Trails and Recreation Committee Action Items - as of February 9, 2018

The Beaver Valley Regional Parks, Trails and Recreation Committee Action Items for the period ending February 9, 2018 were presented.

M. Daines, Manager of Facilities and Recreation, provided updates on:

Beaver Valley Public Library - The library will be adding information in their monthly newsletter in regards to the BC1 Card Program.

Columbia Basin Trust grant application - M. Daines, Manager of Facilities and Recreation, made an inquiry in to the CBT funding criteria for potentially funding the roof at the arena, whereby CBT stated that RDKB did not qualify for the grant as they deemed the work a maintenance issues. Discussion ensued on the possibility of applying for trail development grant funding.

Moved: Alternate Director Webber Seconded: Director Danchuk

That the Beaver Valley Regional Parks, Trails and Recreation Committee Action Items for the period ending February 9, 2018 be received as presented.

Carried

M. Daines

Re: 2018/19 Beaver Valley Parks and Trails Work Plan - Amendment

A Staff Report from Mark Daines, Manager of Facilities and Recreation, regarding an amendment to the 2018/19 Beaver Valley Parks and Trails Work Plan was presented. The

Committee was informed that the Work Plan was updated with the inclusion of the community arbour at Beaver Creek Park.

Moved: Director Danchuk Seconded: Alternate Director Webber

That the Beaver Valley Regional Parks, Trails and Recreation Committee approve the amended 2018/19 Parks and Trails Work Plan.

Carried

M. Daines

Re: 2018-2022 Beaver Valley Parks and Trails

A Staff Report from Mark Daines, Manager of Facilities and Recreation, regarding an amendment proposal to the 2018-2022 (019) Beaver Valley Parks and Trails Financial Plan was presented.

Moved: Alternate Director Webber Seconded: Director Danchuk

That the Beaver Valley Regional Parks, Trails and Recreation Committee considers a budgeted amount of \$145,000 to the 2018-2022 (019) Parks and Trails Financial Plan be made to the Miscellaneous Revenue Account for the construction of a community arbour in Beaver Creek Park.

Carried

Moved: Alternate Director Webber Seconded: Director Danchuk

That the Regional District of Kootenay Boundary Board of Directors approve the Beaver Valley Parks and Trails (019) 2018-2022 Five Year Financial Plan. **FURTHER** that the Plan be included in the overall RDKB 2018-2022 Five Year Financial Plan.

Carried

NEW BUSINESS

There was no new business for discussion.

LATE (EMERGENT) ITEMS

There were no late (emergent) items for discussion.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

Community Appreciation Day

The 2018 Community Appreciation Day will be held this spring/summer at Beaver Creek Park and will coincide with the completion of the Community Arbour.

Moved: Director Danchuk Seconded: Alternate Director Webber

That the 2018 Community Appreciation Day will be held this spring/summer at Beaver Creek Park and will coincide with the completion of the Community Arbour.

Carried

QUESTION PERIOD FOR PUBLIC AND MEDIA

A question period for the public and media was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The meeting was adjourned at 4:54 pm.



**East End Services Committee
Minutes
Tuesday, February 20, 2018
RDKB Trail Board Room**

Committee members present:

Director L. McLellan, Vice Chair
Director L. Worley
Director J. Danchuk
Director M. Martin
Director D. Langman

Staff present:

M. Andison, Chief Administrative Officer
M. Forster, Executive Assistant/Recording Secretary
D. Derby, Regional Fire Chief/Fire Dispatch Manager
B. Burget, General Manager of Finance
M. Daines, Manager of Facilities and Recreation
R. Russell, Chair, RDKB
R. Kuhn, President, KCTS
S. Spooner, KCTS
W. Startup, Chair, LCIC

Call to Order

The Vice-Chair called the meeting to order at 4:32 pm.

Acceptance of the Agenda (additions/deletions)

The agenda for the February 20, 2018 East End Services Committee meeting was presented. The agenda was amended by a change in order of the agenda items. Item 6C - Lower Columbia Initiatives Corporation - 14C was moved to be included in the presentation from W. Startup, LCIC Chair - 4B.

Moved: Director Langman Seconded: Director Martin

That the agenda for the February 20, 2018 East End Services Committee meeting be adopted as amended.

Carried

Minutes

The minutes of the East End Services Committee meeting held on January 9, 2018 were presented.

Moved: Director Worley Seconded: Director Danchuk

That the minutes of the East End Services Committee meeting held on January 9, 2018 be adopted as presented.

Carried

Delegations

R. Kuhn, President and S. Spooner - Kootenay Columbia Trails Society (KCTS) Re: Application for 2018 Funding

R. Kuhn and S. Spooner of the Kootenay Columbia Trails Society attended the meeting to present an overview of KCTS' 2017 activities, and to request funding of \$85,000 for 2018 operations, an increase of \$5,000 over the 2017 funding. The Committee members decided to keep the funding at \$80,000. Director Worley informed the Committee members and the KCTS representatives that she would fund the additional \$5,000 through Grant in Aid or recreation.

Moved: Director Danchuk Seconded: Director Martin

That the East End Services Committee approves funding of \$80,000 to the Kootenay Columbia Trails Society for 2018 operations.

Carried

(Director McLellan opposed.)

W. Startup, LCIC Chair**Re: Fortis Hydro Capacity to Columbia Gardens Area**

W. Startup, LCIC Chair, attended the meeting to seek the Committee's support in acquiring additional power from FortisBC for the 14C Innovation Centre. In order to carry on the type of activity required for expansion by the 14C Innovation Centre, large servers are required which in turn require a large power supply. FortisBC has indicated that currently they don't have the infrastructure to support the quantity of power needed for expansion. Committee members encouraged LCIC to continue discussions in this regard with FortisBC executives and to keep the Committee members apprised of the progress in this regard. There was general consensus by the Committee to provide a letter of support.

Unfinished Business**East End Services Committee Action Items - as of February 16, 2018**

The East End Services Committee Action Items for the period ending February 16, 2018 were presented. Discussion ensued on the item of the downtown bus shelter. Director Martin informed the Committee members that the City of Trail has not yet received a response to the letter of November 2016 requesting more information from the RDKB. M. Anderson, CAO, identified two issues associated with the downtown bus shelter: improvements to the bus shelter and the change in the location of the bus shelter requested by BC Transit and the operator. BC Transit is still waiting for a response from the City of Trail to see if there is an interest in moving the bus shelter; and, who will pay for the improvements and upkeep. Staff will add the letter of November 2016 and a staff report to the next agenda.

Moved: Director Martin Seconded: Director Worley

That the East End Services Committee Action Items for the period ending February 16, 2018 be received as presented.

Carried

D. Derby**Re: Kootenay Boundary Regional Fire Rescue Service (KBRFRS) (050) Five Year Financial Plan 2018-2022 and 2018/2019 Work Plan**

A staff report from Dan Derby, Regional Fire Chief/Fire Dispatch Manager regarding the draft 2018 five-year financial plan for the Kootenay Boundary Regional Fire Rescue service

(KBRFRS) (050), was presented. The Committee members were informed that the following changes were made since the January 25, 2018 EES meeting:

1. 2018 requisition has been reduced by adding \$300,000 from Seven Mile Dam grant-in-lieu revenues and \$70,000 from the 2017 surplus has been applied to revenues.
2. Balance of the surplus is allocated to 2018 reserve contribution.
3. 2017 revenue and expenditure actuals were updated, increasing the surplus by \$21,462. 2017 surplus is forecasted to be \$158,131.

Moved: Director Worley Seconded: Director Martin

That the East End Services Committee approve the Kootenay Boundary Regional Fire Rescue Service (050) 2018-2022 Five Year Financial Plan. **FURTHER** that the plan be included in the overall RDKB 2018-2022 Five Year Financial Plan.

Carried

(Director McLellan opposed.)

M. Andison

Re: East End Transit Service (900) - Five Year Financial Plan 2018-2022 and 2018/2019 Work Plan

The Five Year Financial Plan and Work Plan for the East End Transit Service (900) were presented for consideration.

Moved: Director Danchuk Seconded: Director Martin

That the Regional District of Kootenay Boundary Board of Directors approve the East End Transit Service (900) 2018-2022 Five Year Financial Plan. **FURTHER** that the Plan be included in the overall RDKB 2018-2022 Five Year Financial Plan.

Carried

M. Daines

Re: Lower Columbia Arts and Culture (018) - Five Year Financial Plan 2018-2022 and 2018/2019 Work Plan

The Five Year Financial Plan and Work Plan for the Lower Columbia Arts and Culture (018) was presented for consideration.

Moved: Director Langman Seconded: Director Worley

That the Regional District of Kootenay Boundary Board of Directors approve the Lower Columbia Arts and Culture (018) 2018-2022 Five Year Financial Plan. **FURTHER** that the Plan be included in the overall RDKB 2018-2022 Five Year Financial Plan.

Carried

M. Andison

Re: East End Economic Development Service (017) - Five Year Financial Plan 2018-2022

The Five Year Financial Plan for the East End Economic Development Services (017) was presented for consideration.

Moved: Director Worley Seconded: Director Danchuk

That the Regional District of Kootenay Boundary Board of Directors approve the East End Economic Development Services (017) 2018-2022 Five Year Financial Plan. **FURTHER** that the Plan be included in the overall RDKB 2018-2022 Five Year Financial Plan.

Carried

B. Reilly

Re: Greater Trail Victims Services Program (009) - Five Year Financial Plan 2018-2022 and 2018/2019 Work Plan

The Five Year Financial Plan and Work Plan for the Greater Trails Victims Services Program (009) and Work Plan were presented for consideration.

Moved: Director Langman Seconded: Director Worley

That the Regional District of Kootenay Boundary Board of Directors approve the Greater Trail Victims Services Program (009) 2018-2022 Five Year Financial Plan. **FURTHER** that the Plan be included in the overall RDKB 2018-2022 Five Year Financial Plan.

Carried

M. Andison**Re: East End Cemeteries (150) - Five Year Financial Plan 2018-2022**

The Five Year Financial Plan for the East End Cemeteries (150) was presented for consideration.

Moved: Director Martin Seconded: Director Danchuk

That the Regional District of Kootenay Boundary Board of Directors approve the East End Cemeteries (150) 2018-2022 Five Year Financial Plan. **FURTHER** that the Plan be included in the overall RDKB 2018-2022 Five Year Financial Plan.

Carried

B. Burget**Re: CBT CIP Unfinished Projects**

A staff report from Beth Burget, General Manager of Finance, regarding CBT CIP unfinished projects amounts to January 31, 2018 were presented.

Moved: Director Langman Seconded: Director Worley

That the East End Services Committee receive the staff report of B. Burget, General Manager of Finance, regarding CBT CIP Unfinished Projects as presented.

Carried

New Business**D. Derby****Re: KBRFR Analysis of Over-Time Costs**

A staff report from Dan Derby, Regional Fire Chief/Fire Dispatch Manager regarding Kootenay Boundary Regional Fire Rescue (KBRFR) analysis of over-time costs was presented. The Committee members were provided with information on overtime costs for the period 2013 - 2017. Discussion ensued around the 2 clauses in the IAFF Local 941 collective agreement which affect staffing levels.

Moved: Director Martin Seconded: Director Langman

That the East End Services Committee receive the staff report regarding Kootenay Boundary Regional Fire Rescue analysis of over-time costs for information purposes only.

Carried

D. Derby

Re: KBRFR Fire Insurance Grade Update

A staff report from Dan Derby, Regional Fire Chief/Fire Dispatch Manager regarding Kootenay Boundary Regional Fire Rescue (KBRFR) Fire Underwriters Survey - fire insurance grade update, was presented. The Committee members were provided with information regarding the Public Fire Protection Classification system, used by commercial insurers and established by the Fire Underwriters Survey. The grading system in place evaluates the ability of a community's fire protection programs to prevent and control major fires that may be expected to occur in commercial, industrial, institutional and multi-family residential properties.

The Committee members were informed that it's important for local representatives of communities know the fire insurance grades and use this information in planning communities and developing fire protection service levels so that constituents can receive the greatest benefit possible when insuring their properties.

Moved: Director Danchuk Seconded: Director Martin

That the East End Services Committee receive the staff report regarding Kootenay Boundary Regional Fire Rescue Fire Underwriters Survey - fire insurance grade update for information purposes.

Carried

Discussion

Re: Lower Columbia Initiatives Corporation - 14C

The discussion for this item was held in conjunction with item 4B.

D. Derby

Re: KBRFR 2017 Statistics

A staff report from Dan Derby, Regional Fire Chief/Fire Dispatch Manager regarding Kootenay Boundary Regional Fire Rescue (KBRFR) 2017 statistics, was presented.

Moved: Director Danchuk Seconded: Director Langman

That the East End Services Committee receive the staff report regarding Kootenay Boundary Regional Fire Rescue 2017 statistics for information purposes only.

Carried

Late (Emergent) Items

There were no late (emergent) items for discussion.

Discussion of Items for Future Agendas

M. Andison, CAO, informed the Committee members that staff has received a report from BC Transit regarding ridership statistics on the Tourism Rossland's ski bus. This will satisfy the action item requesting this information.

Question Period for Public and Media

A question period for public and media was not required.

Closed (In camera) Session

A closed meeting pursuant to Section 90 (1) (e) of the *Community Charter*.

Moved: Director Worley Seconded: Director Martin

That the East End Services Committee convene to the closed meeting pursuant to Section 90 (1) (e) of the *Community Charter* (6:15 pm).

Carried

The meeting reconvened to the open meeting (time: 6:27 pm).

Adjournment

The meeting was adjourned at 6:27 pm.



Electoral Area Services Committee

Minutes

**Thursday, March 15, 2018
RDKB Board Room
2140 Central Ave., Grand Forks, BC**

Directors Present:

Director Linda Worley, Chair
Director Grace McGregor, Vice-Chair
Director Ali Grieve, via phone conference
Director Roly Russell, via phone conference
Director Vicki Gee, via phone conference

Directors Absent:

Other Directors:

Staff Present:

Mark Andison, CAO
Donna Dean, Manager of Planning and Development
Jennifer Kuhn, Recording Secretary

Guests:

Judy Rosen and Lance Varhanik via phone conference

1. CALL TO ORDER

Chair Worley called the meeting to order at 4:30 pm.

2. **ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)**

March 15, 2018

The agenda for the March 15, 2018 Electoral Area Services Committee was presented. Chair Worley moved item 6(C) Judy Rosen and Lance Varhanik Development Variance Permit Application to item 4(A). Director Gee requested the addition of two late items to the Agenda under item 7 – Communication Budget and Area E/West Boundary APC Issues.

Moved: Director McGregor

Seconded: Director Gee

That the March 15, 2018 Electoral Area Services Agenda be adopted as amended.

Carried.

3. **MINUTES**

February 15, 2018

The minutes of the February 15, 2018 Electoral Area Services Committee meeting were presented.

Moved: Director McGregor

Seconded: Director Gee

That the February 15, 2018 Electoral Area Services Minutes be adopted as presented.

Carried.

4. A) **Judy Rosen and Lance Varhanik**

RE: Development Variance Permit

595 Feathertop Way, Big White, Electoral Area 'E'/West Boundary

RDKB File: BW-4222-07500.950

Donna Dean explained the application for a Development Variance Permit on Feathertop Way at Big White. Two variances are requested: an extension into the 3-metre side yard setback for a closet; and a variance for a retaining wall for an entranceway at the back of the house. The recommendation is to deny: the APC was not in support and

felt the owners purchased the property knowing what the setbacks are and should stick to the setbacks.

Three letters were received from adjacent property owners expressing concerns about skier access and the look and feel of the development.

Director Gee commented that the APC is consistent in its recommendation that setbacks should be complied with. Regarding new buildings – the biggest concern is snow load and where to place the snow.

Lance Varhanik commented that when they purchased the lot, they knew of the setback conditions; that the designer knew of the setback conditions, and said the design was fine and a variance would not be needed.

Moved: Director Russell

Seconded: Director McGregor

That the Development Variance Permit application submitted by Judy Rosen and Lance Varhanik, to allow for a 1.5 metre interior side yard variance – a decrease from 3 metres to 1.5 metres – on the property legally described as Lot 70 Plan KAS3134 District Lot 4222, SDYD, Big White, Electoral Area 'E'/West Boundary, be presented to the Board of Directors with a recommendation to deny.

Carried.

Judy Rosen and Lance Varhanik left the meeting.

5. **DELEGATIONS** – None

6. **UNFINISHED BUSINESS**

A) **Memorandum of EAS Committee Action Items**

The Electoral Area Services Committee Memorandum of Action Items for the period ending February 2018 was presented.

Director Gee requested that information packages regarding retail sale of cannabis be prepared for the four Area 'E'/West Boundary areas with zoning.

Moved: Director McGregor

Seconded: Director Russell

That the Memorandum of Committee Action Items be received.

Carried.

B) Bylaw Enforcement Statistics

A discussion was held regarding the bylaw enforcement statistics for 2017. The Directors requested bi-annual updates regarding the status of new and ongoing bylaw enforcement files.

Director Gee asked if the Planning Department keeps track of calls outside the RDKB authority. Donna Dean advised that the department keeps track of some of those types of calls but not all.

Director Russell suggested that for those calls that are not in the RDKB's jurisdiction, and an immediate referral to another agency is not clear, that the Planning Department staff can refer these calls to the elected officials.

Director Gee stated that the main category of calls received by her are people wanting to know about building, what they're allowed to do, and complaints received by her are about where vehicles are parked on road rights of way.

Mark Andison reiterated that staff takes complaints that are not in the RDKB's jurisdiction, like a Ministry of Transportation issue, and will contact the appropriate person, as sometimes a ministry can be more responsive to RDKB personnel.

Moved: Director Russell

Seconded: Director McGregor

That the Bylaw Enforcement Statistics Report be received and further that staff provide a biannual report on bylaw enforcement.

Carried.

7. NEW BUSINESS

A) RDCK Electoral Area 'G' Land Use Bylaw Referral RE: Electoral Area 'A'

RDCK File: C-23

*Page 4 of 8
Electoral Area Services Committee
March 15, 2018*

Donna Dean explained that the Kelly Creek Watershed is in RDCK's Electoral Area 'G' and is a source of drinking water for the Village of Fruitvale and part of Electoral Area 'A'. It is proposed to be designated Environmental Reserve and placed in a development permit area.

If anyone wants to build within 30 metres of the creek, they would have to get an environmental professional to prepare a report.

Director Gee stated there were no restrictions on land use in that area. Donna Dean explained that forestry operations on Crown land would have to adhere to the *Forest and Range Practices Act*.

The Electoral Area 'A' supported the referral and noted that the provincial regulations for forestry practices would protect the watershed.

Moved: Director McGregor

Seconded: Director Russell

That the referral from the Regional District of Central Kootenay for proposed Land Use Bylaw No. 2452 be forwarded to the Regional District of Kootenay Boundary Board of Directors for consideration with a recommendation that the Regional District of Kootenay Boundary supports the provisions in Land Use Bylaw No. 2452 that include measures to protect the Kelly Creek Community Watershed which is a source of drinking water for the Village of Fruitvale and Electoral Area 'A'.

Carried.

B) Evelyn and Allan Uphill

RE: MoTI Subdivision

2704 Nicholson Creek Road, Electoral Area 'E'/West Boundary

RDKB File: E-2704-06737.500

This parcel, which is located northeast of Rock Creek, has no zoning. The owners wish to create one additional parcel.

The proposed parcel line does not cross the ALR boundary.

Moved: Director Gee

Seconded: Director Grieve

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel described as Plan KAP1186 DL 2704, SDYD, Electoral Area 'E'/West Boundary, be received.

Carried.

**C) Big White Ski Resort Ltd.
Brent Harley and Associates Inc.
RE: Bylaw Amendment Application**

Unsurveyed Crown Land south east of Big White Road and
Black Forest Way, Electoral Area 'E'/West Boundary
RDKB File: BW-4253 Temp

Donna Dean described the location of the subject property in relation to the parcel that was rezoned for staff housing in 2017. Big White Resort has applied to rezone the subject parcel to the R6A Zone and add hostel to the list of permitted uses.

The R6A Zone includes a concession on the covered parking since the zone was created for employee housing. This application is asking for the same concession but staff feels that because this application introduces the commercial use of a hostel this concession should not be included. Staff suggests that the parking requirements in the Zoning Bylaw should be different for the two uses; that is, only include the concession on covered parking if the use is employee housing.

A secondary plan was done for the Black Forest area a number of years ago. Staff has asked for additional information regarding drainage and utilities information since the Plan did not include the subject property.

Director Gee questioned what would stop Big White from making a hostel out of staff housing. Donna Dean explained that local governments can require a bylaw or a covenant on title that requires the property to be kept as staff housing in perpetuity. Director Gee asked if this requirement could be framed so that it is a seasonal requirement that the building could be used as a hostel in summer but not in winter. Donna Dean replied that a requirement for seasonal staffing/summer hostel use could go into a housing agreement. Director Russell questioned if the RDKB has the authority to prescribe who is able to occupy accommodation. Donna Dean explained that there is special provision in the *Local Government Act* with regard to special use housing.

Moved: Director Russell

Seconded: Director McGregor

That the application submitted by Brent Harley and Associates Inc. on behalf of Big White Resort Ltd. to amend the Big White Official Community Plan Bylaw No. 1125 and the Big White Zoning Bylaw No. 1166 to allow for a Hostel on unsurveyed Crown Land south east of Big White Road and Black Forest Way, be deferred until additional information is provided by the applicant.

Carried.

D) Grant in Aid Report

Moved: Director Grieve

Seconded: Director McGregor

That the Grant in Aid Report be received.

Carried.

E) Gas Tax Update

Director Grieve questioned why the Village of Fruitvale Park monies were still pending as the project has been completed. Mark Andison replied that the RDKB has not been invoiced yet. Director Grieve will follow up with Director Cecchini.

Moved: Director McGregor

Seconded: Director Russell

That the Gas Tax Update be received.

Carried.

8. LATE (EMERGENT) ITEMS

A) Communication Budget

Director Gee noticed there were three items in her Communication Budget (002) that should not have been: the APC dinner, town hall meeting expenses and someone else's education fund. There was a Black Press ad that was assigned to hers that was not her expense, and this has been resolved.

The APC dinner receipts can be forwarded to Donna Dean and she will ensure they are assigned to the correct budget.

B) Area E APC Issues

Director Gee commented that Donna Dean had talked to APC and later communicated with APC members and Director Gee; things are in order and thanks to Donna Dean for making the responsibilities and limitations clear to the members.

9. **DISCUSSION ITEMS**

"Share Your Ideas for Revitalizing the Agricultural Land Reserve (ALR) and the Agricultural Land Commission (ALC)" - Director Gee

<https://engage.gov.bc.ca/agriculturallandreserve/>

Director Gee wanted to bring this issue to the meeting to see if the Directors would like a common discussion or would like to provide their thoughts individually. The deadline to provide comments is April 30th.

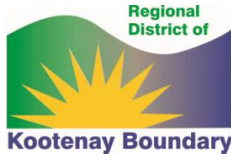
Director Russell thought that perhaps the best avenue is for everyone to contribute their ideas in the next couple of weeks, and bring them back to the Electoral Area Services meeting in April, which can then go to the Board. The Directors mentioned that there is an information video on the ALR website. Director Russell mentioned the white paper, which is on the same website. After some discussion, it was agreed that digital information gathering might not result in enough information pertinent to the RDKB. Director Gee suggested that this item should be placed on the BAFAAC agenda. The Directors agreed and Donna Dean will place it on the agenda for the next BAFAAC meeting.

10. **CLOSED (IN CAMERA) SESSION**

There was no Closed (In Camera) Session.

11. **ADJOURNMENT**

There being no further business to discuss, Chair Worley adjourned the meeting at 5:25 pm.



**Electoral Area “C” Parks & Recreation Commission
Regular Meeting
Wednesday, March 7, 2018
Welcome Centre
8:00 AM**

AGENDA

1. CALL TO ORDER

2. ACCEPTANCE OF THE AGENDA (ADDITIONS/DELETIONS)

- The agenda for the March 7, 2018 Christina Lake Recreation Commission meeting is presented.

Recommendation: That the agenda for the March 7, 2018 Christina Lake Recreation Commission meeting be adopted as presented.

3. ADOPTION OF MINUTES

- The minutes of the Christina Lake Recreation Commission meeting held on February 14, 2018 are presented. –**Pgs 1-3**

Recommendation: That the minutes for the Christina Lake Recreation Commission meeting held on February 14, 2018 be adopted as presented.

4. OLD BUSINESS

- Rick Hanson Foundation Grant/Sandpiper Trail/Board Walk Development Ecosystem Specialist/Fish Biologist-Susan Blundell, M.Sc., R.P. Bio-**Pgs 4-7**
- Pedestrian Bridge – UBCM Strategic Priorities Fund-**Verbal Report**

5. NEW BUSINESS

6. INFORMATIONAL ITEMS

A. Financial Plan

- 2018 – RDKB Financial Statement –**Pgs 8-10**

B. Correspondence

C. Project Updates

- **Pickleball Washroom Building**
- **Pickleball Court Expansion**
- **Trail Development from Cove Bay to Brown Rd**
- **Christina Lake Community Nature Park Management Plan**
- **Christina Lake Disc Golf Course**
- **Kettle River Walk Trail**

D. Sub Committee Report

- **COP Update- Dave Beattie**
- **Recreation Program - Update**
 - **March Flyer-Pgs 11-12**
- **Park Maintenance –N/A**
- **Trails – Josh Strzelec- Update**
- **Community Coordinator Report – Update**

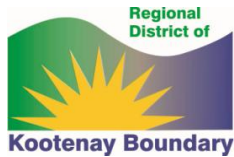
7. LATE EMERGENT ITEMS

8. DISCUSSION OF ITEMS FOR FUTURE MEETINGS

9. QUESTION PERIOD FOR PUBLIC MEDIA

10.CLOSED (IN CAMERA) SESSION

11. ADJOURNMENT



**Electoral Area "C" Parks & Recreation Commission
Regular Meeting
Wednesday, March 7, 2018
Welcome Centre
8:00 AM**

Recreation Commission Members present:

Present

Carlo Crema
Dave Beattie
Dianne Wales
Josh Strzelec
Joe Sioga
Larry Walker
Liz Stewart

Absent

Brenda Auge-Advised
Randy Gniewotta-Advised

Staff and others present:

RDKB Staff

Tom Sprado/Lilly Bryant

Area Director

Grace McGregor

Guest

Donna Wilchynski

CALL TO ORDER

The chair called the meeting to order at 8:01am

ACCEPTANCE OF THE AGENDA (ADDITIONS/DELETIONS)

The agenda for the March 7, 2018 Christina Lake Recreation Commission meeting is presented.

The agenda was amended by the addition of (emergent item)

(7a) Speculations Tax

(7b) Rainbow Crosswalks

(7c) Hazards on Christina Creek Highway 3 Bridge-Pedestrians getting hit with rocks

08-18 Moved: Liz Stewart

Seconded: Larry Walker

That the agenda for the March 7, 2018 Christina Lake Recreation Commission meeting be adopted as amended.

Carried

ADOPTION OF MINUTES

The minutes of the Christina Lake Recreation Commission meeting held on February 14, 2018 are presented.

09-18 **Moved: Larry Walker** **Seconded: Joe Sioga**

That the minutes for the Christina Lake Recreation Commission meeting held on February 14, 2018 be adopted as presented.

Carried

OLD BUSINESS

Rick Hanson Foundation Grant/Sandpiper Trail/Board Walk Development
Ecosystem Specialist/Fish Biologist-Susan Blundell, M.Sc., R.P. Bio-

10-18 **Moved: Carlo Cremo** **Seconded: Liz Steward**

That a subcommittee be formed to review the Park Management Plan- Carlo Cremo, Paul Beattie, Randy Gniewotta (with his permission) and with the help from Joe Sioga and Dianne Wales will sit on the subcommittee. The meeting will be scheduled after March 24, 2018, providing Randy Gniewotta is available.

Carried

Pedestrian Bridge – UBCM Strategic Priorities Fund-The grant was unsuccessful

Donna Wilchynski will write a letter to Linda Larson in regards to the hazards for pedestrians while using the Christina Creek Bridge.

NEW BUSINESS – N/A**INFORMATIONAL ITEMS****A. Financial Plan**

- 2018 – RDKB Financial Statement – Received for Information
- 2018 – Budget binder was distributed

B. Correspondence – N/A**C. Project Updates**

- Pickleball Washroom Building- in the 2018 Budget
- Pickleball Court Expansion- The first phase is in the 2018 Budget
- Trail Development from Cove Bay to Brown Rd – Is in the 2018 Budget
- Christina Lake Community Nature Park Management Plan- Final Plan was distributed
- Christina Lake Disc Golf Course- Still in the Government Processing procedures

- Kettle River Walk Trail- Grace McGregor will follow up with Linda Larson to schedule a meeting.
- Road Ends- Letter from the Ministry of Transportation to RDKB Board regarding the undeveloped Road ends. The letter indicated road ends which have not been development have now been deemed as undeveloped and unmaintained by the Ministry of Transportation. Staff to provide copy of letter.

D. Sub Committee Report

- **COP Update- Dave Beattie-**
 - Reported on the concerns of vandalism around the Welcome Centre. Grace McGregor will provide a grant in aid up to \$1000 to purchase security cameras for the facility.
- **Recreation Program -March Flyer-Add Joe Sioga to the flyer**
- **Park Maintenance –N/A**
- **Trails – Josh Strzelec- Still Snowing**
- **Community Coordinator Report -**
 - Hired an assistant to help with the development for a new website which will be launched May 14/15
 - Little Lakers received a Grant
 - Christina Gateway will be co- coordinating with Tourism Information centre to host the Homecoming this year which will be held on July 14, 2018 weekend
 - Donna will be contacting Les Sawyer in regards to the Pickleball tournament
 - Theme for this year is: “Just Add Water”
 - There will be a new logo for Homecoming advertising posters

LATE EMERGENT ITEMS

- a. Speculation Tax-** Does not affect the RDKB at this time
- Grace has suggested that if you are a Vacation home owner, you write a letter to Linda Larson and CC. it to Katrina Conroy with your concerns about implementing this tax and how you feel it will affect our small rural community.

b. Rainbow Cross Walk-

11-18

Moved: Paul Beattie

Seconded: Josh Strzelec

That the Ministry of Transportation is invited to meet with the Christina Lake Recreation Commission to discuss the Rainbow Crosswalks, Road end access and the pedestrian hazards on Christina Creek Bridge.

Carried

DISCUSSION OF ITEMS FOR FUTURE MEETINGS-N/A

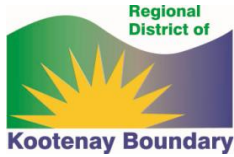
QUESTION PERIOD FOR PUBLIC MEDIA-N/A

CLOSED (IN CAMERA) SESSION-N/A

ADJOURNMENT

12-18 Moved: Larry Walker

That the meeting be adjourned at 9:30am



**Grand Forks & District Recreation Commission
Regular Meeting
Thursday, March 8, 2018
David Borchelt Meeting Room (Arena)
8:45 AM**

AGENDA

- **CALL TO ORDER**
- **ACCEPTANCE OF THE AGENDA (ADDITIONS/DELETIONS)**
 - The agenda for the March 8, 2018 Grand Forks and District Recreation Commission meeting is presented.

Recommendation: that the agenda for the March 8, 2018 Grand Forks and District Recreation Commission meeting be adopted as presented.
- **ADOPTION OF MINUTES**
 - The minutes of the Grand Forks and District Recreation Commission meeting held on February 14, 2018 are presented. **Pgs-1-3**

Recommendation: that the minutes for the Grand Forks and District Recreation Commission meeting held on January 11, 2018 be adopted as presented.
- **OLD BUSINESS**
 - **Aquatic Centre**
 - Youth Usage at the Grand Forks Aquatic Centre
Theresa Rezansoff to follow up with SD#51 Afterschool Program
 - Selected Recreation Commission Members- Review Aquatic Centre public swim hours & increased pool water temperature for weekends-**Report-Pgs 4-5**
 - **Arena**
 - Wheelchair lift – **Verbal Update**
 - Honorary Jerseys -**Tabled at this time**
 - **Gerry Foster** – Request to rename a lane in honor of Mickey MacKay.- Gerry Foster submitted an email response-**Pgs 6-7**

- **NEW BUSINESS**

- **Grant Application for a facility condition assessment of the Grand Forks & District Aquatic Centre & Jack Goddard Memorial Arena-Pg 8**

Recommendation: That the Regional District of Kootenay Boundary Board of Directors approves the Regional District of Kootenay Boundary's application to Union of BC municipalities for the Facility Condition Assessment of the Grand Forks & District Aquatic Centre and Jack Goddard Memorial Arena.

Further that the Board of Directors will commit up to \$15,000 in the event our application for the UBCM asset Management Planning Program is successful.

- **Canada 150 Community infrastructure Program- Grand Forks Aquatic Centre Deck Surface Replacement – Allocation of Funds-Pg9**

Recommendation: That the Regional District of Kootenay Boundary Board of Directors approves the amendment of the 2018 Financial Plan:

Service 040- Credit miscellaneous income	\$12,394.00
Debit capital equipment	\$14,788.00
Credit transferred from reserve	\$2,394.00

6. INFORMATIONAL ITEMS

A. Financial Plan

- 2017/18 – RDKB Financial Summary Report-**Pgs 10-12**
- YTD-2018 Revenue Report-GFREC-**Pg 13**
- YTD-2018 Arena Drop In Revenue/Attendance Report-**Pg 14**
- YTD- 2018 Aquatic Membership/Drop In Monthly Comparison Report –**Pgs 15-16**
- YTD-2018 Usage Stats Report – Arena/Aquatics-**Pg17-18**
- 2018/19-Work Plan-**TBD- Sent separate for your review**

B. Correspondence

- Developing a Gymnastics Club in Grand Forks – Julia Butler- **Pg 19**
- Learning Garden-Christy Luke-**Pg 20**
Requesting a letter of Support- **Pg 21**

C. Supervisor Report

- Aquatic Maintenance Coordinator – **Pg 22**
- Aquatic Program Coordinator – **Pgs 23-25**
- Arena Maintenance Chief Engineer – **Pgs 26-28**
- Recreation Program Services Supervisor
 - March Flyer-**Pgs 29-32**

- **LATE EMERGENT ITEMS**

- **ROUND TABLE**
 - School District # 51-
 - Library and Arts Societies (Culture)
 - Recreation and Culture Committee of City Council-
 - Community Members at Large-
- **DISCUSSION OF ITEMS FOR FUTURE MEETINGS**
- **QUESTION PERIOD FOR PUBLIC MEDIA**
- **CLOSED (IN CAMERA) SESSION**
- **ADJOURNMENT**

Minutes of the Regular Meeting of the Grand Forks and District Recreation Commission held March 8, 2018 in the Jack Goddard Memorial Arena – David Borchelt Meeting Room

Present

Dean Engen
Eric Gillette
Julia Butler
Nigel James
Terry Doody
Brian Noble

Absent

Teresa Rezansoff-Advised
Bob MacLean- Advised

Staff

Tom Sprado/Lilly Bryant

Area Director

Roly Russell

CALL TO ORDER

Meeting was called to order at **8:45am**

ACCEPTANCE OF THE AGENDA (ADDITIONS/DELETIONS)

The agenda for the March 8, 2018 Grand Forks and District Recreation Commission meeting is presented.

01-18 Moved: Julia Butler Seconded: Nigel James

That the agenda for the March 8, 2018 Grand Forks and District Recreation Commission meeting be adopted as presented.

Carried

ADOPTION OF MINUTES

The minutes of the Grand Forks and District Recreation Commission meeting held on January 11, 2018 are presented.

02-18 Moved: Julia Butler Seconded: Roly Russell

That the minutes for the Grand Forks and District Recreation Commission meeting held on January 11, 2018 be adopted as presented.

Carried

OLD BUSINESS

• **Aquatic Centre**

Youth Usage at the Grand Forks Aquatic Centre
Theresa Rezansoff to follow up with SD#51 Afterschool Program- **Tabled until next meeting**

Selected Recreation Commission Members- Review Aquatic Centre public swim hours & increased pool water temperature for weekends-- Brian discussed the results of the Subcommittee meeting

-Warmer water temperatures will continue until May 5th – Attendance/Revenue/Expense report to follow.

Staff will advertise the tropical Pool temperatures in the Newspaper and on the radio

There will be no changes to the pool schedule at this time

- **Arena**

- **Wheelchair lift** – Lift is installed and waiting for the lift to be inspected – Expected completion date late March, 2018.
- **Honorary Jerseys** -Tabled at this time
- **Mickey Mackay Lane**-Gerry will contact the city to find out what can be done. No family to contact.

NEW BUSINESS

Grant Application for a facility condition assessment of the Grand Forks & District Aquatic Centre & Jack Goddard Memorial Arena

03-18 Moved: Nigel James Seconded: Julia Butler

That the Regional District of Kootenay Boundary Board of Directors approves the Regional District of Kootenay Boundary's application to Union of BC municipalities for the Facility Condition Assessment of the Grand Forks & District Aquatic Centre and Jack Goddard Memorial Arena.

Further that the Board of Directors will commit up to \$15,000 in the event our application for the UBCM asset Management Planning Program is successful.

Carried

- **Canada 150 Community infrastructure Program- Grand Forks Aquatic Centre Deck Surface Replacement – Allocation of Funds- Received for Information**

That the Regional District of Kootenay Boundary Board of Directors approves the amendment of the 2018 Financial Plan:

Service 040- Credit miscellaneous income	\$12,394.00
Debit capital equipment	\$14,788.00
Credit transferred from reserve	\$2,394.00

Funds to be allocated to a new sound system upgrade for the Aquatic Centre and to be installed by March 31, 2018

INFORMATIONAL ITEMS

D. Financial Plan

- 2017/18 – RDKB Financial Summary Report-**Received for Information**
- YTD-2018 Revenue Report-GFREC-**Received for Information**

- YTD-2018 Arena Drop In Revenue/Attendance Report-**Received for Information**
- YTD- 2018 Aquatic Membership/Drop In Monthly Comparison Report –**Received for Information**
- YTD-2018 Usage Stats Report – Arena/Aquatics-**Received for Information**
- 2018/19-Work Plan-**Received for Information**

E. Correspondence

- Developing a Gymnastics Club in Grand Forks – Julia Butler

03-18

Moved: Julia Butler

Seconded: Terry Doody

The Grand Forks Recreation Commission supports the Flippin' Fun Gymnastics Club in providing a gymnastics program in Grand Forks and that a letter be provided in support of the club for future grant opportunities.

Carried

- Learning Garden-Christy Luke-Received for Information

F. Supervisor Report

- Aquatic Maintenance Coordinator – **Received for Information**
- Aquatic Program Coordinator – **Received for Information**
- Arena Maintenance Chief Engineer – **Received for Information**
- Recreation Program Services Supervisor
 - March Flyer-**Received for Information**

LATE EMERGENT ITEMS: N/A

ROUND TABLE

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

DISCUSSION OF ITEMS FOR FUTURE MEETINGS-N/A

QUESTION PERIOD FOR PUBLIC MEDIA-N/A

CLOSED (IN CAMERA) SESSION-N/A

ADJOURNMENT

04-18

Moved: Julia Butler

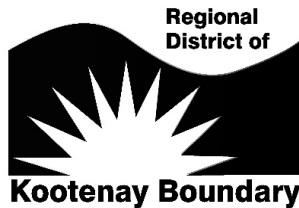
Seconded: Terry Doody

That the meeting be adjourned at 10:45am

Carried

Lilly Bryant, Recording Secretary

Dean Engen, Chairperson



ELECTORAL AREA 'A'
ADVISORY PLANNING COMMISSION
MINUTES

Tuesday, April 3, 2018 at the BV Arena Meeting Room, commencing at 4:30 p.m.

PRESENT: Fred Buckley, Shelley Levick, Linda Green, Rob Ironmonger, Secretary, Craig Stemmler, Chair
ABSENT: Tyleen Underwood
RDKB DIRECTOR: Ali Grieve
RDKB STAFF: Ken Gobeil, Planner
GUESTS:

1. **CALL TO ORDER**

The meeting was called to order at 4:30 pm.

2. **ADOPTION OF AGENDA**

It was moved and seconded that the April 3, 2018 Electoral Area 'A' APC agenda be adopted.

3. **ADOPTION OF MINUTES**

It was moved and seconded that the March 6, 2018 Electoral Area 'A' APC minutes be adopted.

4. **DELEGATIONS** - None

5. **UPDATES TO APPLICATIONS AND REFERRALS**

6. **NEW BUSINESS**

A. Bill C-45
RE: Cannabis Legalization
 RDKB File: C-56

Discussion/Observations:

Ken Gobeil provided an update regarding the pending legalization of cannabis and implications to local government regulations. It was agreed by the group that further research and information was required ie; how other areas are dealing with the pending change. Ken agreed to provide updated information as it becomes available.

Electoral Area 'A' APC Minutes
 April 3, 2018
 Page 1 of 2

Director Grieve requested that staff attend future APC meetings for more complex applications and initiatives.

B. Braeden & Melina Black
Re: Development Variance Application
 RDKB File: A-1236-05301.010

Discussion/Observations:

The application for the Development Variance Permit was reviewed. Concern was expressed regarding the proposed garage/shop roof potentially shedding snow onto the neighbouring properties. As no design was provided, the committee deferred a recommendation until a building design is made available.

Concern was expressed as to the proposed building impact on the site's ability to have adequate area for relocation of a septic field should the existing field fail.

It was moved, seconded and resolved that the APC recommend that the Development Variance Application of Braeden & Melina Black be not supported until a building design is made available.

7. DISCUSSIONS

A. Unsightly Properties

Rob Ironmonger asked about the process for unsightly properties as there are two burnt out houses on Christie Road that require cleanup. Ali Grieve advised that she was not aware there had been in any formal complaints and that would be the first step.

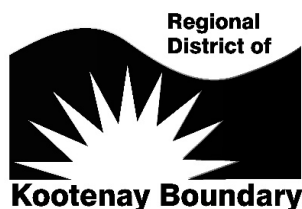
Ali Grieve provided an update on steps she is taking to try to deal with the Babcock property in the Industrial park.

B. Drainage Issues at the Industrial Park Area

Ali Grieve provided an update on the flooding problems in the area. She has been in contact with the MLA and property owners. This is an ongoing process and she will keep us informed as to the progress.

8. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 5:45 pm.



ELECTORAL AREA 'B'/LOWER COLUMBIA-OLD GLORY

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, April 3rd, 2018 at the RDKB Office, Trail, BC, commencing at 7:00 p.m.

PRESENT: Grant Saprunoff, Chair
 Richie Mann
 Fern Acton
 Mary MacInnis, Secretary

ABSENT: Graham Jones
 Henk Ravenstein

RDKB DIRECTOR: Linda Worley, Absent
 Bill Edwards, Alternate Director

RDKB STAFF:

GUEST: Darlene Espenhain

1. CALL TO ORDER

The meeting was called to order at 7:00 pm.

2. ADOPTION OF AGENDA (Additions/Deletions)

It was moved by Richie and seconded by Fern that the April 3rd 2018 Electoral Area 'B'/Lower Columbia-Old Glory APC agenda be adopted.

3. ADOPTION OF MINUTES

It was moved and seconded that the January 2nd 2018 Electoral Area 'B'/Lower Columbia-Old Glory Advisory Planning Commission Minutes be adopted. (Meetings were not held in February and March)

4. **DELEGATIONS** – None

5. **OLD BUSINESS**

Fern asked if there was any further communication on the property in Rivervale regarding the Accretion issue on property 535 3rd Avenue. Bill said we will probably not hear anything further now.

6. **NEW BUSINESS**

A. Bill C-45

RE: Cannabis Legalization

Electoral Area 'B'/Lower Columbia-Old Glory

RDKB File: C-56

Discussion/Observations:

These matters are covered so far as we have jurisdiction in the Official Community Plan. Federal and Provincial governments will have final jurisdiction. The Agricultural Land Reserve supersedes the Regional District.

Recommendation:

No recommendation.

B. BC Timber Sales

RE: Forestry Referral – BC Timber Sales

Arrow Timber Supply Area

Electoral Area 'B'/Lower Columbia-Old Glory

RDKB File: B-54-B

Discussion/Observations:

Discussion held, does not appear to be a problem, not in a watershed area.

Recommendation:

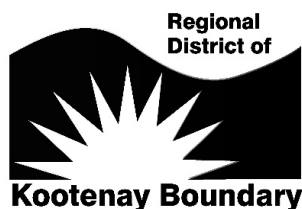
It was moved, seconded and supported for the reason above.

7. FOR INFORMATION

There was a discussion held around the table wondering how the APC can get support and actions on several items that seem to affect some or all of the areas. There are a number of derelict or abandoned vehicles in the neighbourhoods, be it in front of yards, or at the Oasis intersection. One vehicle has not had a licence for 9 years, others varying times. There are travel trailers “parked” on property adjacent to the river in Casino, one of which apparently emptied the holding tank there. Yards have numerous unlicensed vehicles, boats and general “junk”. Dogs are running loose and owners are not cleaning up after them. For the most part, the Communities are quiet and owners are respectful of their neighbours. There is no designated Bylaw Officer so the APC would like advice on how to deal with these issues.

8. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 7:36 pm.



ELECTORAL AREA 'C'/CHRISTINA LAKE

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, April 3, 2018 at the Christina Lake Fire Hall, commencing at 7:00 p.m.

PRESENT: Peter Darbyshire, Jennifer Horahan, Phil Mody, Terry Mooney, Butch Bisaro, Dave Bartlett, Jessica Coleman, Ken Stewart, Annie Rioux, Jeff Olsen, David Durand

ABSENT:

RDKB DIRECTOR: Grace McGregor - Regrets

RDKB STAFF:

GUESTS: Brite Decloux, Urban Options, Donna Wilchynski

1. CALL TO ORDER

The meeting was called to order at 7:00 pm.

2. ADOPTION OF AGENDA (Additions/Deletions)

Item 8A David Durand Meeting with Interfor re Planned Logging was added to the agenda. It was then moved: Jeff Olsen; seconded: Peter Darbyshire; that the April 3, 2018 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted. Carried.

3. ADOPTION OF MINUTES

Adoption of February 6, 2018 Minutes will be deferred until the next APC Meeting as the Minutes were not available at this time.

Electoral Area 'C'/Christina Lake APC Minutes
April 3, 2018
Page 1 of 3

4. **DELEGATIONS**

Brite Decloux of Urban Options, representing the Applicant, Moody Creek Development Ltd. (item 6A).

5. **UPDATES TO APPLICATIONS AND REFERRALS** - None

6. **NEW BUSINESS**

A. Moody Creek Development Ltd.

RE: Official Community Plan and Zoning Bylaw Amendment Application

Lot 1 River Road

Electoral Area 'C'/Christina Lake

RDKB File: C-3268-02384.400

Discussion/Observations:

Brite Decloux, Urban Options, presented on behalf of the applicant. Members asked clarifying questions about plans for screening, lighting and security. The Planner referred to an application to rezone a portion of existing industrial land to residential, "further limiting industrial land availability". This is not applicable as the application was denied by the Agricultural Land Commission.

It was indicated by Urban Options that the subject lot is the last lot in this residential subdivision. It is the Commission's understanding that this is not accurate. Planning indicated to the Chair that approximately half of the lots remain in the hands of the original developer, Moody Creek Developments Ltd. Under "Implications" the Planner indicates that most municipalities "restrict outdoor storage to industrial areas". The APC and the community do not support the rezone of this residential land to Industrial. The Applicant, Urban Options, indicated that the "Planner had represented that there is a need for this use in the community" but no study of this need was conducted by the Applicant. An informal survey of the owners of local storage areas report their outdoor storage has never been full and run generally in the 70% range.

The Applicant indicated that the existing storage is “problematic for people with large motorhomes and boats”, but this is referring to covered storage.

There were a number of references in Urban Options’ presentation, such as:

1. Regional District suggested she represent this client;
2. Regional District said “they’d be open to this change”; and
3. Regional District would “support spot zoning for this proposal”.

All of which comments are very concerning to the APC.

Chair Durand asked for a show of hands from anyone supporting this application. Opposition was unanimous. It was moved, seconded and resolved that the APC recommends to the Regional District that the Official Community Plan and Zoning Bylaw Amendment Application be not supported for the above-noted reasons.

7. DISCUSSION

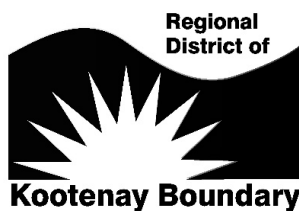
8. FOR INFORMATION

A. David Durand Meeting with Interfor re Planned Logging

David Durand met with Evan Dutha of Interfor re Planned Logging by Sutherland Creek. Evan provided Interfor’s response to the hydrological report. David feels Interfor is being very responsive to hydrological concerns.

9. ADJOURNMENT

It was moved: Jennifer Horahan; and seconded: Butch Bisaro that the meeting be adjourned at 7:45 pm.



ELECTORAL AREA 'D'/RURAL GRAND FORKS

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, April 3, 2018 at the RDKB Office – Grand Forks, commencing at 7:00 p.m.

PRESENT: Deb Billwiller, Christie Wheaton, Kathy Hutton, Rod Zielinski,
Brian Noble

ABSENT:

RDKB DIRECTOR: Roly Russell

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Item 7A Cannabis was added to the agenda. It was then moved: Hutton; seconded: Wheaton that the April 3, 2018 Electoral Area 'D'/Rural Grand Forks APC Agenda be adopted as amended. Carried.

3. ADOPTION OF MINUTES

It was moved: Billwiller; seconded: Hutton that the February 6, 2018 Electoral Area 'D'/Rural Grand Forks APC Minutes be adopted as circulated. Carried.

4. DELEGATIONS – None

5. UPDATES TO APPLICATIONS AND REFERRALS

- A. Darbyshire, Ronald "Troy"**
Re: OCP and Zoning Amendment
Reasons for Decision for ALC Application

Electoral Area 'D' APC Minutes
April 3, 2018
Page 1 of 2

3345 Almond Gardens Road W. Grand Forks
Electoral Area 'D'/Rural Grand Forks
RDKB File: D-363-02654.000

Discussion of the ALC decision, especially the conditions to be completed by Sept. 20, 2018.

Moved: Hutton; seconded: Noble that the ALC response be received for information. Carried.

6. NEW BUSINESS

- A. Big Whiskey Guest Ranch**
RE: MoTI Subdivision Referral – Big Whiskey Guest Ranch
Parcel line adjustment on Brown Creek Road
Electoral Area 'D'/Rural Grand Forks
RDKB Files: D-3292-07129.005
D-3292-07132.005

While there was some confusion with the maps (map labelled Proposed Subdivision showed only the existing parcel lines, not the proposal), the proposal meets all requirements of the ALC and the zoning bylaw.

It was moved: Hutton; seconded: Wheaton that the APC recommends to the Regional District that the subject MOTI Subdivision Referral be supported as presented. Carried.

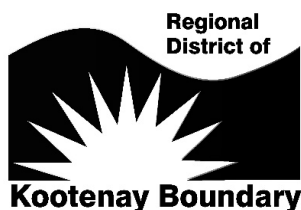
7. FOR INFORMATION

- A. Bill C-45**
Re: Cannabis Legalization
RDKB File: C-56

With the legalization of Cannabis for recreational purposes expected to go through in September, it was noted that we had wording in the new OCP and the draft zoning bylaw regarding the growing of it. Legislation regarding dispensaries is not yet in place.
Moved: Noble; seconded: Wheaton that this be received for information. Carried.

9. ADJOURNMENT

Wheaton moved adjournment at 7:33 p.m.



ELECTORAL AREA 'E' (BIG WHITE)

ADVISORY PLANNING COMMISSION

MINUTES

Tuesday, April 3, 2018 at Big White Fire Hall - Big White Ski Resort, commencing at 4:00 p.m.

Minutes taken by Deb Hopkinson

PRESENT: John Lebrun, Gerry Molyneaux, Deb Hopkinson, Paul Sulyma (telephone)

ABSENT: Jude Brunt and Cat Schierer

RDKB DIRECTOR: Vicki Gee

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

The meeting was called to order at 4:01 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Moved and seconded that the April 3, 2018 Electoral Area 'E' (Big White) Advisory Planning Commission Agenda be adopted. Carried.

3. ADOPTION OF MINUTES

Moved and seconded that the March 6, 2018 Electoral Area 'E' (Big White) Advisory Planning Commission Minutes be adopted. Carried.

4. **DELEGATIONS** - None

5. **UPDATED APPLICATIONS AND REFERRALS**

A. **ROSEN, J. and VARHANIK, L.**

Re: Development Variance Permit Application

595 Feathertop Way, Big White
Electoral Area 'E'/West Boundary
RDKB File: BW-4222-07500-950

Electoral Area Services Committee did not support.

B. **BIG WHITE SKI RESORT LTD.**

Brent Harley and Associates Inc.

Re: Bylaw Amendment Application

Unsurveyed Crown Land south east of
Big White Road and Black Forest Way
RDKB File: BW-4253 Black Forest

This is still being worked on by staff.

6. **NEW BUSINESS**

A. **Veitch, David and Diana**

Re: Development Permit and Development Variance Application

371 Rock Ridge Road, Big White
RDKB File: BW-4109s-07909.415

Discussion/Observations:

This 0.46m (18") extension into the setback of the roofline does not look to be a significant impact on the neighbours. This will not change the snow storage around the properties. Would there be snow shedding off the roof that would hit the neighbours? Unlikely that the snow from this roof, which is a shed roof over a bumpout and only 3' would drop much snow. The landscaping plan did not include snow removal in the legend but we assumed that the dark grey area to the right of the driveway was snow storage as well as the marked area at the left.

Recommendation:

It was moved, seconded and resolved that the APC recommend to the Regional District that the subject Development Permit and Development Variance Application be supported. It would not

appear to impact the neighbour, would be costly to change the roof design, and does not change snow storage around the building.

8. FOR DISCUSSION

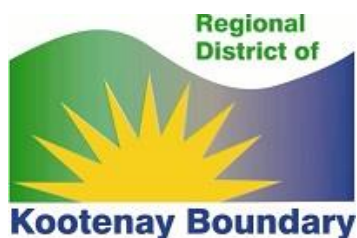
Would like to find out from Donna Dean what the status is for including the Intensive Residential Development in the OCP so that the APC can protect the design criteria for existing and future developments.

As mail can be tricky for APC members at the mountain, particularly over the summer, the members would like to receive their full agenda packages by email as well as by regular mail.

9. FOR INFORMATION

10. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 4:17 pm.

**STAFF REPORT**

Date: 03 Apr 2018 **File**
To: Beaver Valley Regional Parks,
 Trails and Recreation Committee
From: Mark Daines - Manager of Facilities
 and Recreation
Re: Staff Report-BVRC-2018/19 Ice
 Facility User Rates

Issue Introduction

A staff report from Mark Daines, Manager of Facilities and Recreation regarding a 2% increase in Ice Facility User Rates is presented.

History/Background Factors

The 2% increase has been an existing policy for the last 9 years.

Implications

A 2% increase in user fees offsets some of the costs to operate the service and keep in line with the rate of inflation.

Advancement of Strategic Planning Goals

A 2% increase in user rates ensures that we are responsible and proactive in funding our services and that plans are developed to address aging infrastructure in our services to ensure sustainable services.

Background Information Provided

See attached rate sheet.

Alternatives

To not allow for the increase would have financial implications to the budget.

Recommendation(s)

That the Beaver Valley Regional Parks, Trails and Recreation Committee approves the 2018/19 Ice Facility User Rates.

**STAFF REPORT**

Date:	March 27, 2018	File:	Ice User Rates
To:	Beaver Valley Recreation, Parks and Trails Committee		
From:	Mark Daines, Manager of Facilities & Recreation		
RE:	INCREASING ICE USER RATES		

Issue Introduction

A staff report from Mark Daines, Manager of Facilities & Recreation, in regards to increasing the ice user rates for the 2018/2019 season.

History/Background Factors

The suggested rate adjustment would be 2% and would take effect in the fall of 2018. This 2% increase has been an existing policy for the last thirteen years.

Implications (Financial, Policy/Practice, Interdepartmental or Intergovernmental)

The implication to the financial plan is an increase in revenue for the Beaver Valley Arena. There are no impacts for the Province or Federal government.

Background Information Provided

n/a

Alternatives

1. Receipt.
2. Receipt and approve the Beaver Valley User Rates for the 2018/19 season.
3. To change the rate increase to be either higher/lower as recommended.

**Staff Report/
March 27, 2018
Page 1 of 2**

Recommendation(s)

1. That the staff report from Mark Daines, Manager of Facilities & Recreation be received **AND FURTHER** that the Committee members approve the increase in ice rates as follows:

CATEGORY	CURRENT 2017/2018	PROPOSED 2018/2019
Adult Prime	\$118.00/hr + gst = \$123.90	\$120.00/hr + gst = \$126.00
Youth Prime	\$65.00/hr + gst = \$ 68.25	\$66.00/hr + gst = \$ 69.30
Youth Non-Prime	\$47.00/hr + gst = \$ 49.35	\$48.00/hr + gst = \$ 50.40
Spring Ice	\$77.00/hr + gst = 80.85	\$78.00/hr + gst = 81.90

JR B HOCKEY RATES:

CURRENT REGULAR SEASON	PROPOSED
\$350.00/game + gst = \$367.50 Practice is \$47.00 per hour + gst (morning ice) or \$65.00 per hour + gst (evening ice)	\$357.00/game + gst = \$374.85 Practice is \$48.00 per hour + gst (morning ice) or \$66.00 per hour + gst (evening ice)

Respectfully submitted:

Concurrence:
(Dept. Head)Concurrence:
(C.A.O.)

Staff Report/
March 27, 2018
Page 2 of 2

TDAC CONTRACT COST/OPERATIONS COMPARISON

2018 TDAC Contract Costs per year covered :

- Box office Staffing Monday to Friday	\$23,000.00
- PR/Marketing person	<u>\$18,500.00</u>
	\$41,500.00

2018-22 TDAC Contract to cover TDAC Operations: \$75,000.00

- Box office Staffing Monday to Friday
- Theatre Management/Executive Director

Savings to RDKB Operation Costs:

- Billing (Kelly's time) @ 384 hrs per year X \$38.40	\$14,745.00
- A/P Finance Dept. @ 120 hrs per year X \$42.56	\$ 5,107.00
- Sound Engineering, Piano Tuning, Security costs	\$52,432.00
- Usher and Loader Costs	<u>\$24,500.00</u>
	\$96,784.00



Board of Directors Staff Report

Date:	April 26, 2018	File #:	BW-4109s-07909.415
To:	Chair Russell and Members of the Board		
From:	Ken Gobeil, Planner		
RE:	Development Variance Permit Application – Veitch		

ISSUE INTRODUCTION

The RDKB has received an application for a development variance permit for a single family residence on Rock Ridge Road at Big White (*see Site Location Map; Subject Property Map; and Applicant's Submission*).

HISTORY / BACKGROUND INFORMATION

Property Information	
Owner(s):	David and Diana Veitch
Applicant	Chad Nugent (Nugent Contracting and Design)
Location:	371 Rock Ridge Road, Big White
Electoral Area:	Electoral Area 'E' / West Boundary
Legal Description(s):	Lot 3 Plan KAS2476 District Lot 4109s, SDYD
Area:	469 square meters (5,048 square feet)
Land Use Bylaws	
Official Community Plan Bylaw No. 1125	High Density Residential Medium Density Residential
Development Permit Areas	Commercial and Multiple Family
	Alpine Environmentally Sensitive Landscape Reclamation
Zoning Bylaw No. 1166	Medium Density Residential 4 (R4)

The subject property is located south of the village core of Big White. The Official Community Plan land use designations are split between 'High Density Residential' (west side) and 'Medium Density Residential' (east side). The land use designations appear to have been drawn prior to the subdivision that created the parcel. This will be

Page 1 of 3

P:\PD\EA_E'_Big_White\BW-4109S-07909.415-Veitch\2018-03-Development Variance Permit\Board\2018-04-05_DVP_Board.docx

addressed upon review of the Official Community Plan. The parcel is entirely in the Medium Density Residential 4 (R4) Zone.

PROPOSAL

The applicant is requesting a Development Variance Permit to construct a single-family dwelling at 371 Rock Ridge Road. The variance requested is as follows:

- To vary Section 303.1(a)(ii) of the Zoning Bylaw to permit an increase in the maximum allowable projection for eaves, within an interior side yard setback, from 0.6 metres to 1.06 metres - a 0.46 metre variance for the lower, westerly roof line.

IMPLICATIONS

The lower proposed roofline on the west side of the house is not compliant with side yard setback requirements. The applicant has applied for a variance to adjust the maximum projection that is permitted in the section 303 (Siting Exceptions) of the Zoning Bylaw. In considering applications for Development Variance Permits, we generally consider whether the proposed variance will:

- a) Resolve a hardship;
- b) Improve the development;
- c) Cause negative impacts to the neighbouring properties.

The applicant has addressed each one of these points (*see, Applicants' Submission*). The supporting statements are summarized and paraphrased below.

- a) The hardship noted is the inferior designs for their proposed residence if the applicants were to follow the setback requirements of the Zoning Bylaw.
- b) The improvements include the architectural aesthetics of the proposed building and overall improvements of the property by having a residence and landscaped yard.
- c) The applicant claims that there will be no negative effect on nearby property owners.

Surrounding landowners have been notified of the proposed Development Variance Permit and were given the opportunity to provide comments or express concerns.

The proposed single-family dwelling is a permitted use in the R4 zone. Other than the implications noted above with regard to the interior side parcel lines, the proposed plans are compliant with other zoning regulations including: the floor area ratio, site coverage, building height and parking requirements.

REFERRALS

The application was referred to the Big White Fire Services Department. No concerns were noted regarding this application.

ADVISORY PLANNING COMMISSION (EAS)

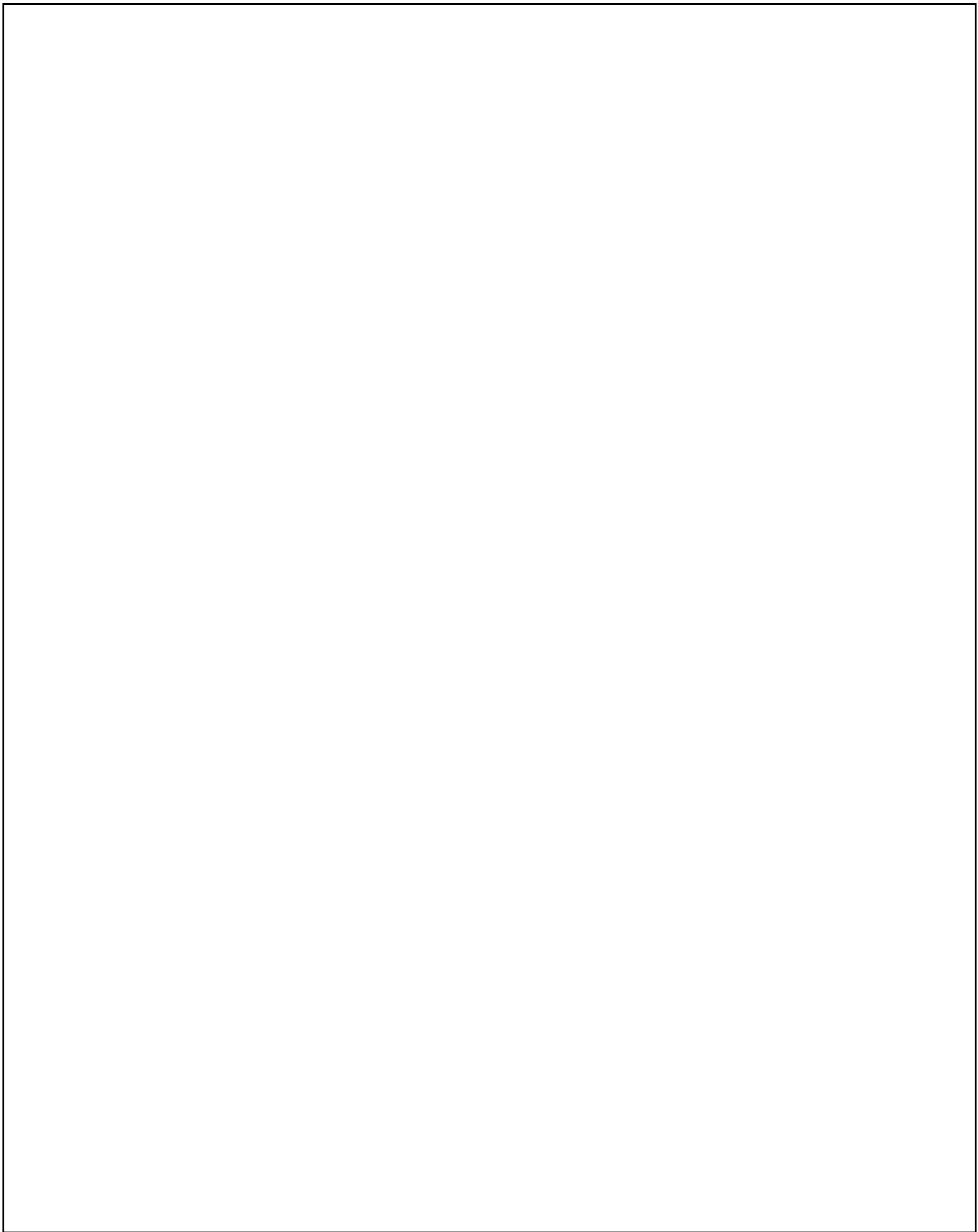
The Big White APC discussed the application at their April 3, 2018 meeting and supported it because there would be minimal snow bumped out onto neighbouring properties from this design.

RECOMMENDATION

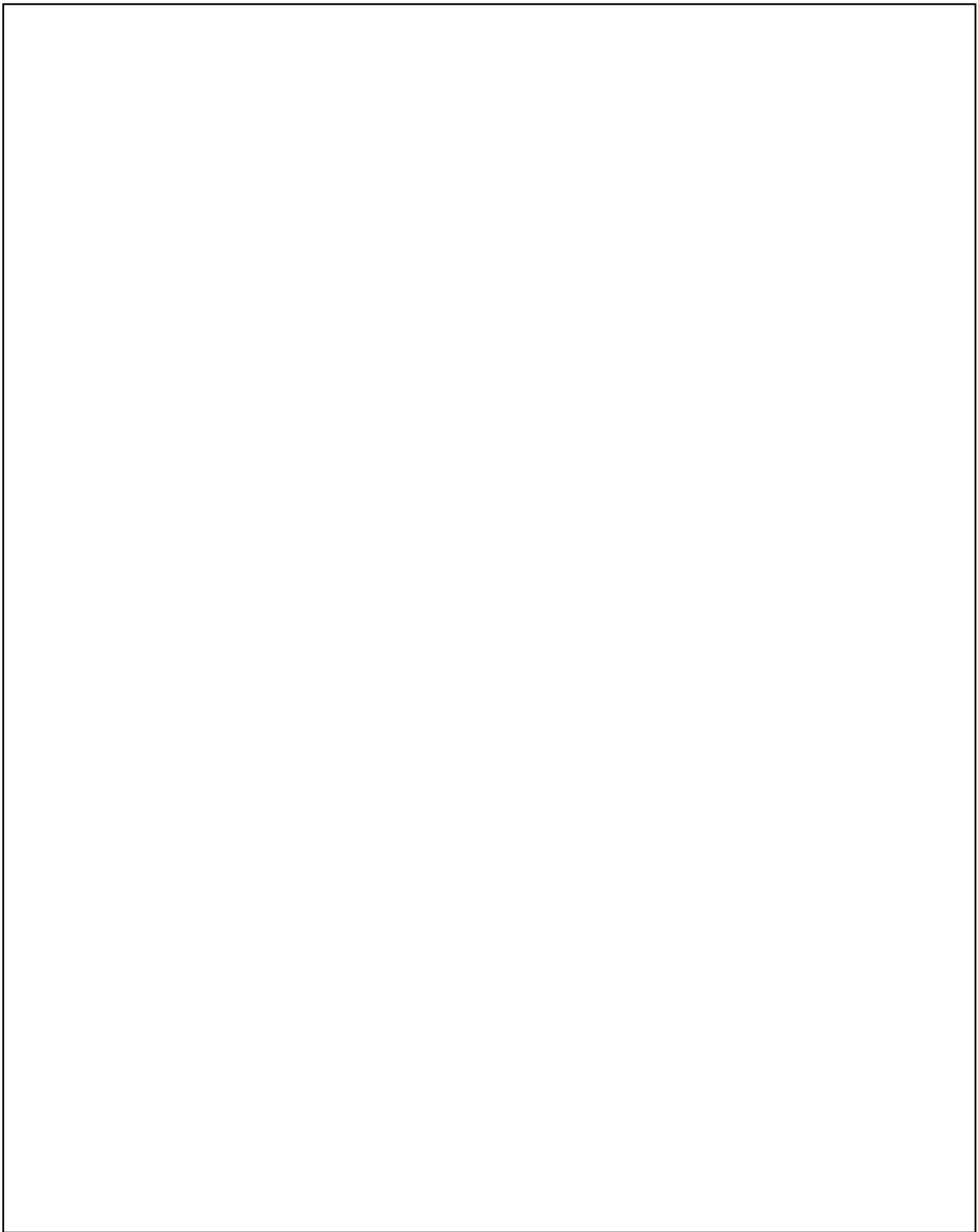
That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Nugent Contracting and Design on behalf of David and Diana Veitch, to vary Section 303.1(a)(ii) of Zoning Bylaw No. 1166 to permit an increase in the maximum allowable projection for eaves within an interior side yard setback, from 0.6 metres to 1.06 metres - a 0.46 metre variance for the lower, westerly roof line on the parcel legally described as Lot 3, Plan KAS2476, DL4109s, SDYD, Electoral Area E/West Boundary.

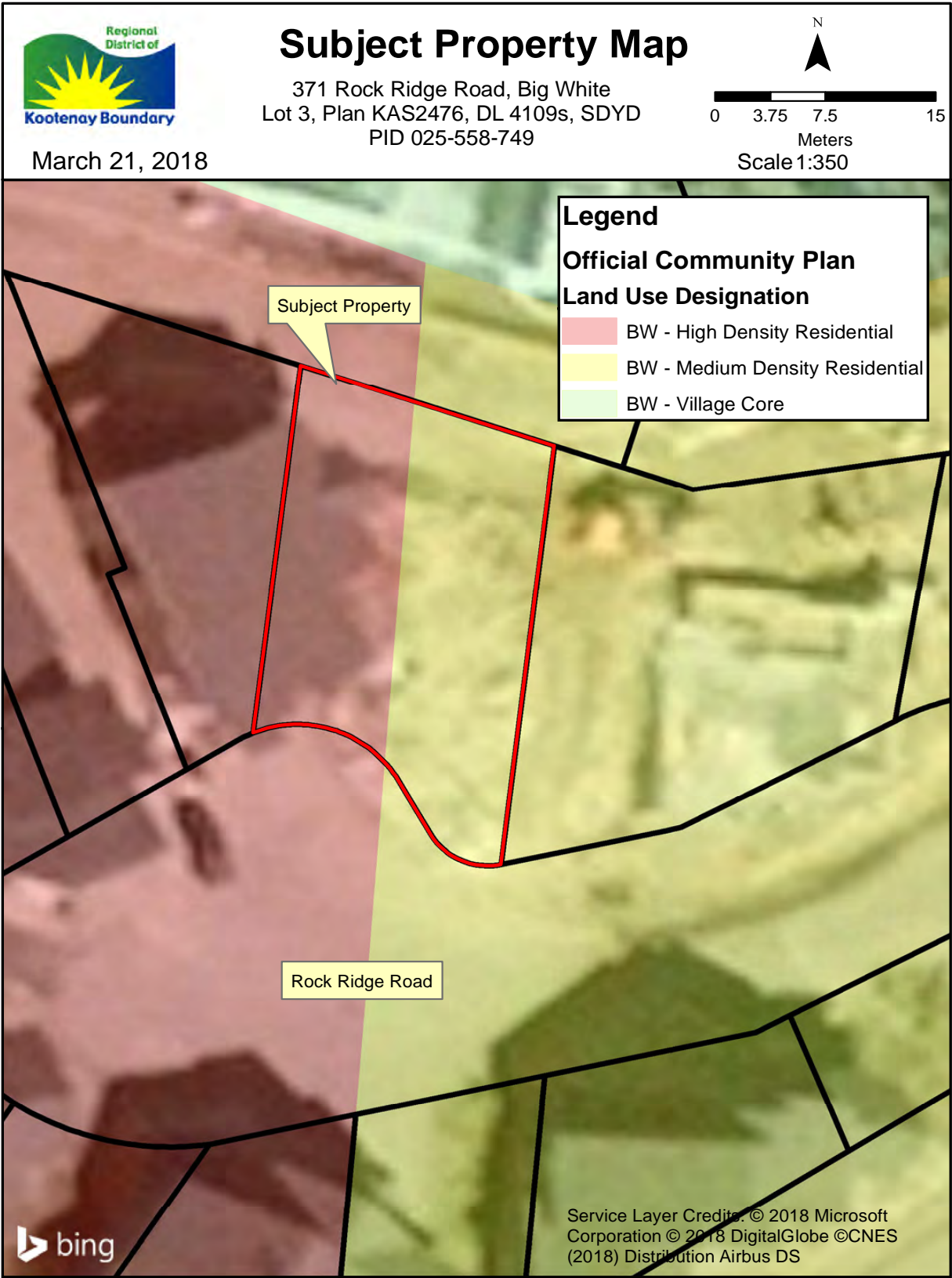
ATTACHMENTS

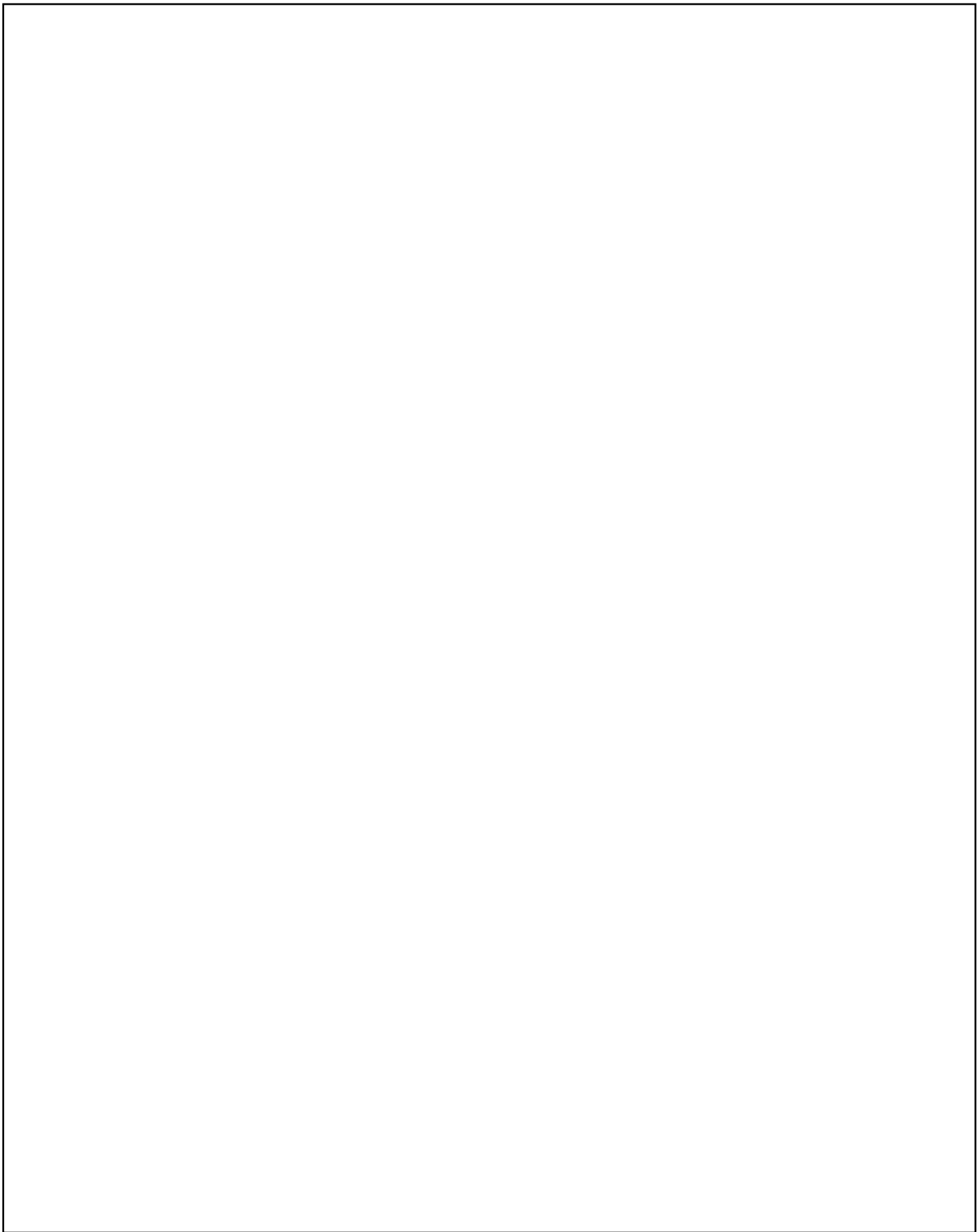
Site Location Map
Subject Property Map
Applicant Submission











APPLICANT SUBMISSION

March 21, 2018
371 Rock Ridge Road
Big White BC

Request for Variance,

We are requesting a Variance to the West siting exception setback.

Our proposal is to increase the allowable Eave line (roof projection or overhang) on the west side of the property by 0.46m (1'6").

The current siting exception allows for Eaves to extend 0.6m (2') beyond the Interior Lot Line Setback of 4m. Therefore, we are requesting a total roof projection of 1.06m (3'6").

The sole purpose of our request is to improve the development by enhancing the Architectural Aesthetic. Our proposal is for a 3.5 story building and our goal is to create visual interest along the west elevation. The added roof projection is designed to accommodate the timber knee brace detail as well as give the tall slender dimension of the building a grounded and more proportional look. The end concept and goal for the design is to enhance the neighborhood in line with the Chalet character of the Big White Ski Village.

It is of our opinion that this Variance will in no way negatively impact the neighboring property. Our proposed low angle roof pitch of 6/12 accompanied with a snow clip system is designed to retain 100% of the snow pack.

Thank you for taking the time to consider our proposal.

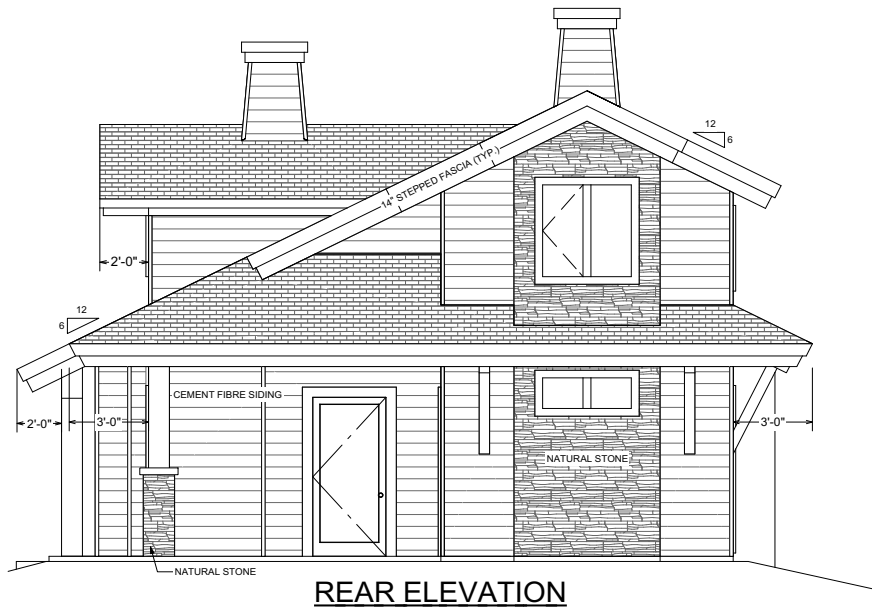
Sincerely,



Chad Nugent
Nugent Contracting & Design
Authorized Agent for property owners Dave & Diana Veitch



DRAWN BY: CHAD NUGENT BEHN BRISCOE	
PROJECT: VEITCH CHALET LOT 59 ROCKRIDGE ROAD BIG WHITE SKI RESORT BRITISH COLUMBIA	NUGENT CONTRACTING
	CHAD NUGENT 250 808 6843
DATE: 3/13/2018	
SCALE: 1/4"=1'-0"	
SHEET: 1/4	



REAR ELEVATION



RIGHT ELEVATION

DRAWN BY:
CHAD NUGENT
BEHN BRISCOE

NUGENT CONTRACTING
CHAD NUGENT 250 808 6843

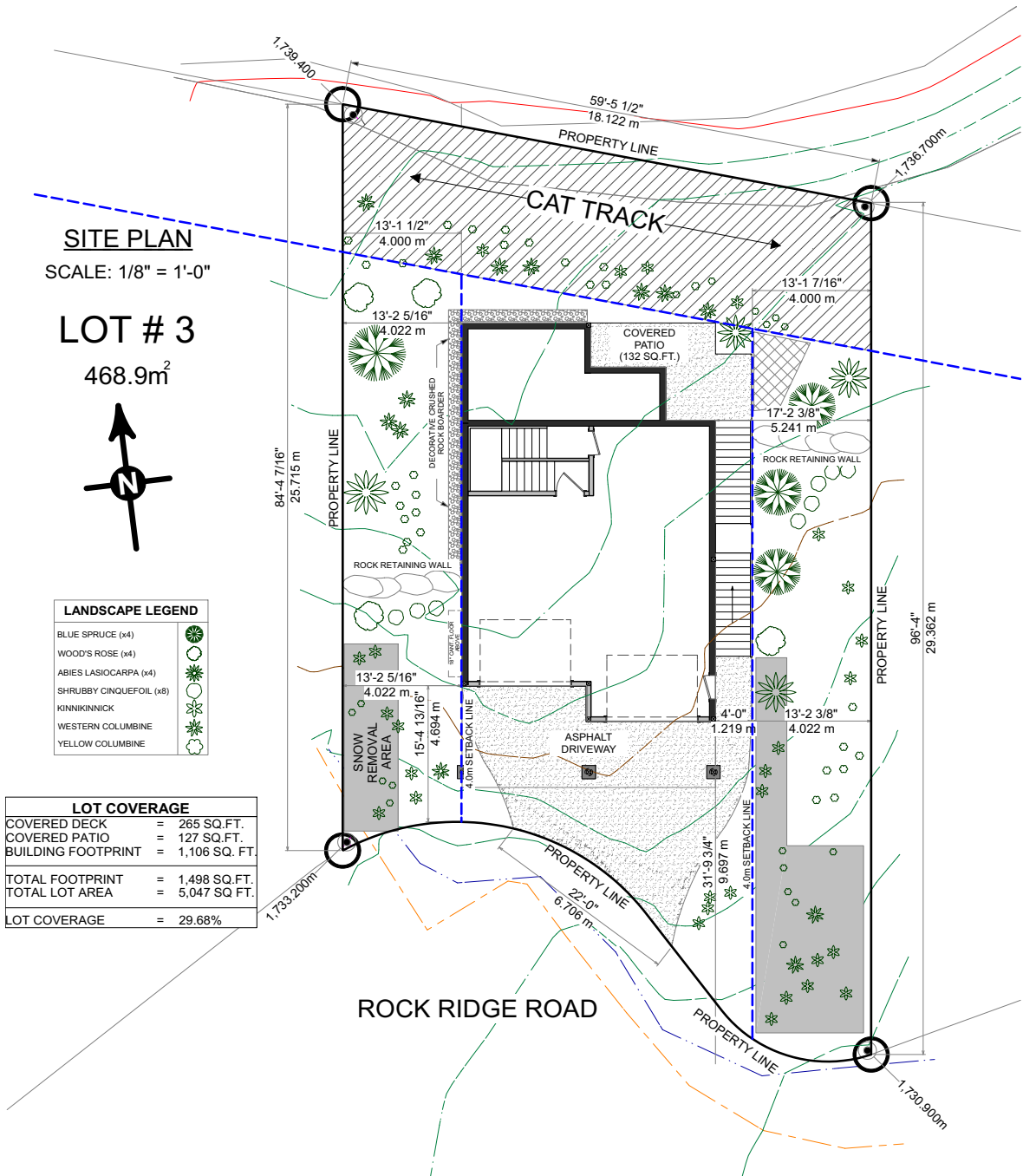
PROJECT:
VEITCH CHALET
LOT 59 ROCKRIDGE ROAD
BIG WHITE SKI RESORT
BRITISH COLUMBIA

DATE:
3/13/2018

SCALE:
1/4"=1'-0"

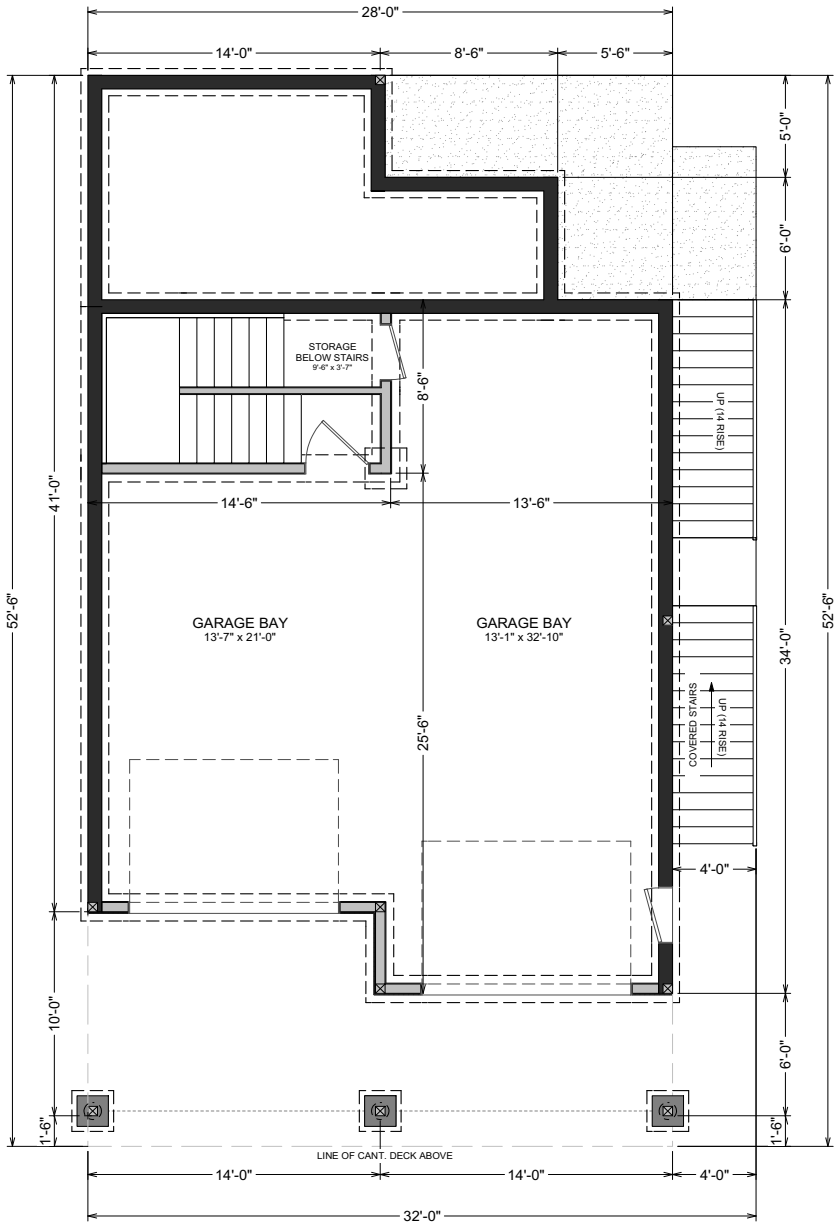
SHEET:
2/4

APPLICANT SUBMISSION



SPECIFICATIONS

ROOF ASPHALT SHINGLES 7/16" ROOF SHEATHING ENGINEERED ROOF TRUSSES R-50 INSULATION 6 MIL UV POLY 1/2" DRYWALL	INT. WALL 2x4 STUDS 1/2" DRYWALL	CONC. SLAB 4" CONC. SLAB 6 MIL UV POLY 6" DRAINAGE ROCK
SOFFIT AND FASCIA SUB FASCIA VARIES 1 1/4" STEPPED FASCIA VENTED SOFFIT	FLOOR SYSTEM 3/4" T&G SHEATHING ENG. TJI JOIST	DRAINAGE TILE 4" DRAIN TILE MINIMUM 6" DRAIN ROCK DRY SHEETING PAPER
EXT. WALL CEMENT FIBRE SIDING CEMENT FIBRE SHAKES NATURAL STONE WOOD TRIM 2x6 STUDS 6 MIL UV POLY 1/2" DRYWALL	DECK SYSTEM 8" CONC. PIERS 2x10 JOIST POST AND BEAMS AS REQ.	FOUNDATION 8" CONC. WALL 10mm REBAR 8" x16" FOOTING



DRAWN BY:
CHAD NUGENT
BEHN BRISCOE

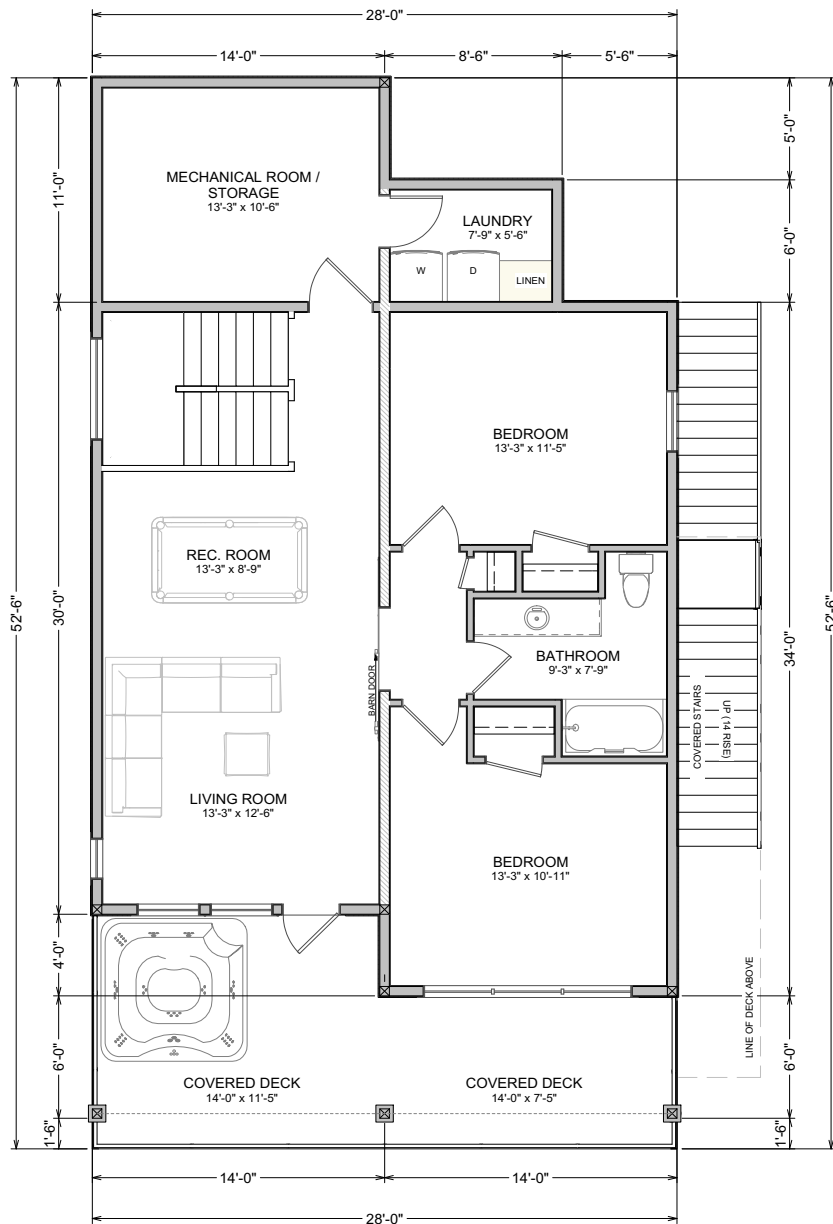
NUGENT CONTRACTING
CHAD NUGENT 250 808 6843

PROJECT:
VEITCH CHALET
LOT 59 ROCKRIDGE ROAD
BIG WHITE SKI RESORT
BRITISH COLUMBIA

DATE:
3/13/2018

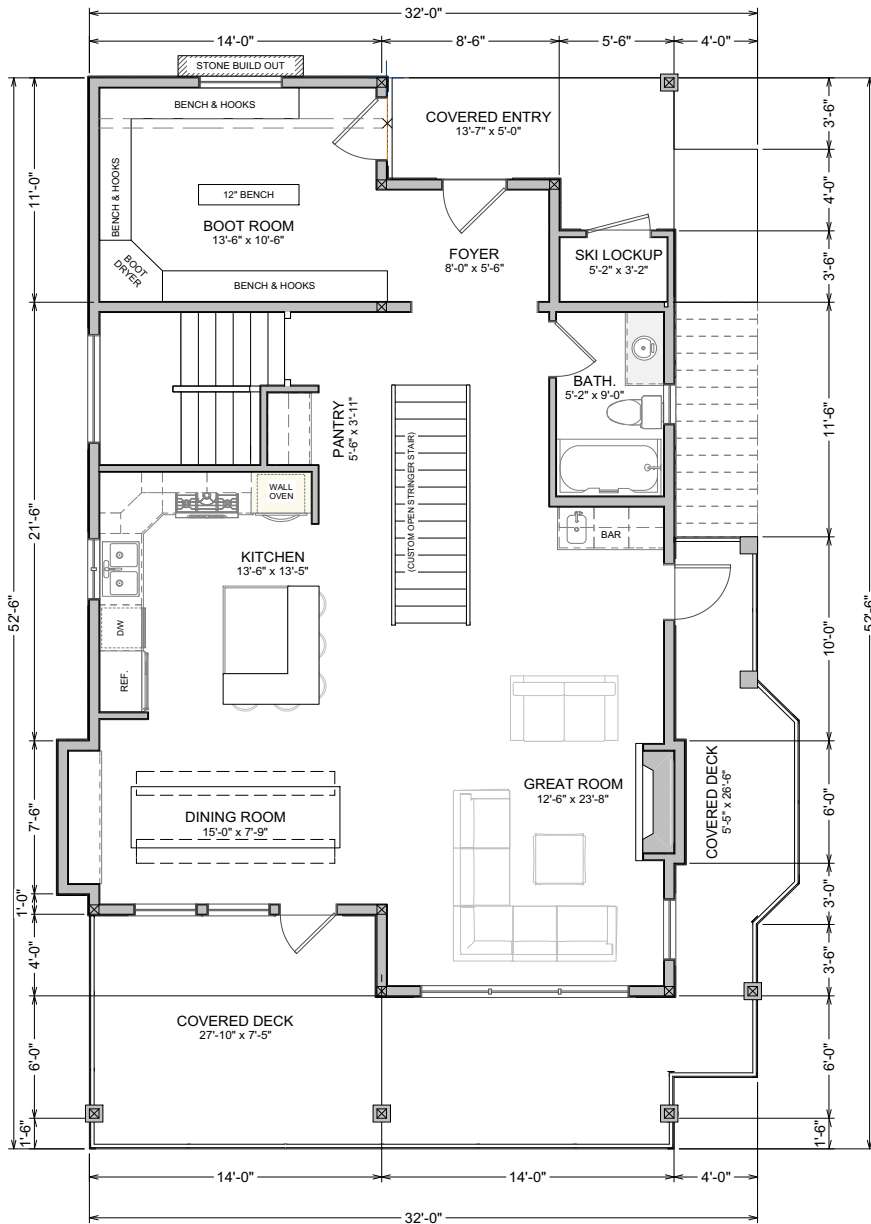
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SHEET:
3/4



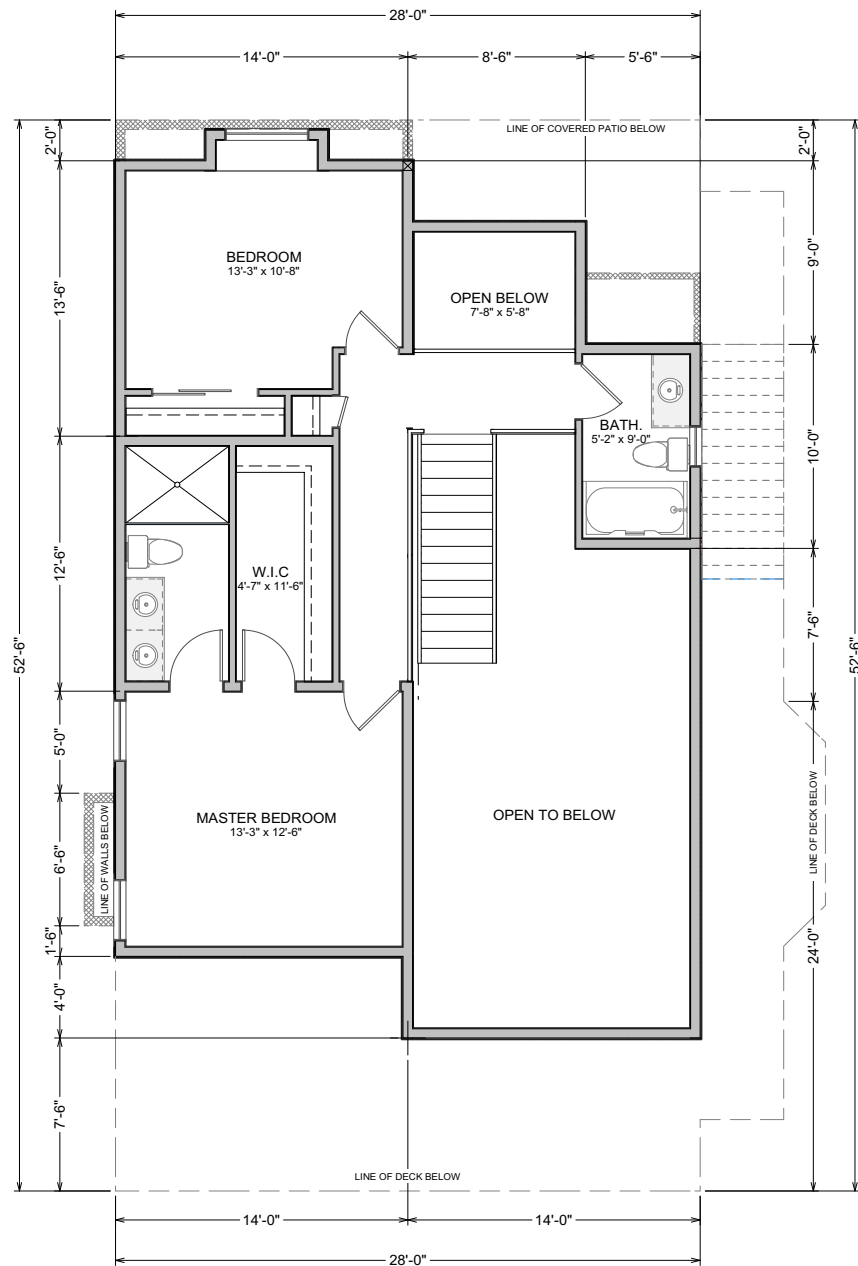
SECOND FLOOR

LIVING AREA: 1,106 SQ.FT.



THIRD FLOOR

LIVING AREA: 1,106 SQ.FT.



FOURTH FLOOR

LIVING AREA: 580 SQ.FT.

APPLICANT SUBMISSION

DRAWN BY:
CHAD NUGENT
BEHN BRISCOE

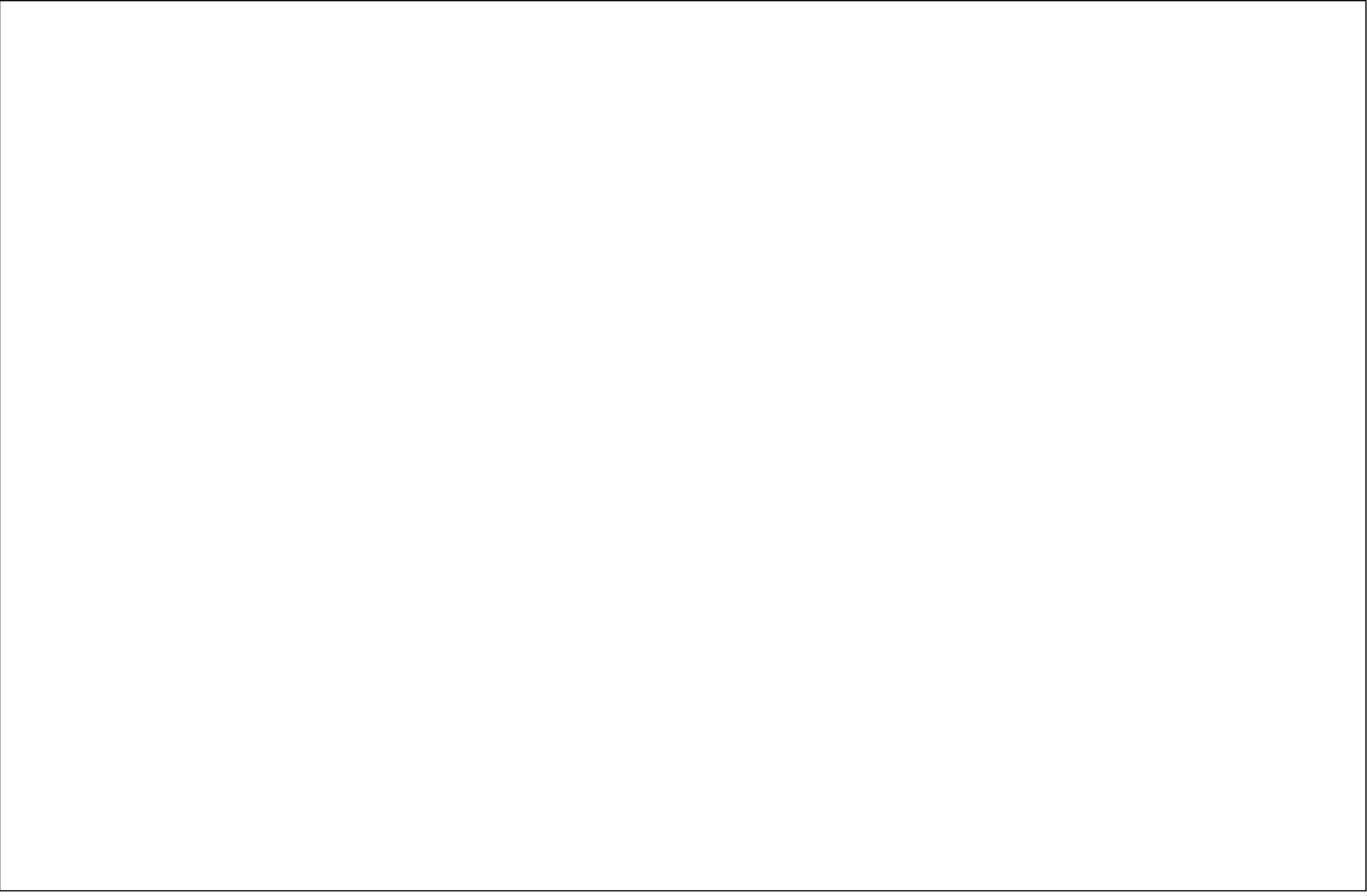
NUGENT CONTRACTING
CHAD NUGENT 250 808 6843

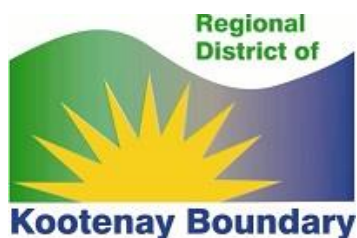
PROJECT:
VEITCH CHALET
LOT 59 ROCKRIDGE ROAD
BIG WHITE SKI RESORT
BRITISH COLUMBIA

DATE:
3/13/2018

SCALE:
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SHEET:
4/4





STAFF REPORT

Date: 16 Apr 2018 **File**

To: **Chair Russell and Members,
Board of Directors**

From: Beth Burget, General Manager of
Finance

Re: Asset Management FCM Grant
Application

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, regarding application for an Asset Management Planning Grant from the Federation of Canadian Municipalities (FCM) through the Municipal Asset Management Program.

History/Background Factors

The Municipal Asset Management Program (MAMP) is a five-year, \$50-million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices. The program offers grant funding as well as training and capacity-building activities to increase skills within municipalities and local governments to sustainably maintain their asset management programs.

Grants are subject to funding availability with applications accepted on a continuous basis until June 2020.

The District started the asset management program in 2017. Outcomes in 2017 included:

- Capacity Building of Staff - Training provided a foundation for staff to enable performance of asset management roles by strengthening ability and enhancing approaches to asset management. The knowledge base within the organization was increased. Developing the capacity of staff elevates the organizational readiness to embrace asset management. Building of this

internal capacity and organizational awareness will lead to improvement of informed infrastructure investment decisions.

- Establishing the foundation for understanding asset management will lead to informed decision-making, inclusive governance and improving service delivery over time.
- A database design was established which will be used for data collection and will form the basis for evaluation of assets as well as form the framework for determining the needs of long term financial planning.

The District requires a Board resolution to indicate support for a grant of \$50,000 for Asset Data Collection. This application includes a commitment of funding from the District of \$18,800. There is funding within the 2018 Financial Plan to cover this amount. The program includes forms, data collection methods, schedule, and training to collect asset information that aligns with the new data structure which was developed in 2017 as well as development and implementation of program for data collection to populate the asset inventory. This project will provide data collection tools and data collection programming tool for each service area that conforms with the new inventory requirements as well as asset information on high priority assets. The Asset Data Collection will build on the work completed in 2017.

Implications

Application provides additional source of funding to allow the organization to continue to advance asset management.

Advancement of Strategic Planning Goals

Contributes to exceptional cost effective and efficient services.

Background Information Provided

FCM Municipal Asset Management Program Application Form

Alternatives

- Receipt
- Approval
- Deferral

Recommendation(s)

That the RDKB Board of Directors support application from the Federation of Canadian Municipalities' Municipal Asset Management Program for an asset management grant for Asset Data Collection in the amount of \$50,000 with the RDKB contribution of \$18,800 to advance the asset management program and that the Board commits to undertake the activities proposed in the application should the application be approved.



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

Municipal Asset Management Program Application Form

FCM's Municipal Asset Management Program Application Form

IMPORTANT: Before filling out this application form, please read the Municipal Asset Management Program (MAMP) [application guide](#), available on the FCM website.

We encourage you to contact FCM before you submit your application. FCM advisors can help determine if your project is eligible, answer questions and help you prepare a successful application. Contact us at:

programs@fcm.ca

Tel.: 613-907-6208 or 1-877-997-9926

Please save or download this form to your computer before completing it.

Part A: Applicant information

There are two eligible lead applicant categories:

- » Municipal governments, except applicants from Quebec* (e.g. towns, cities, regions, districts, etc., and local boards thereof)
- » Municipal partners** applying in association with a municipal government

A municipal partner is one of the following entities:

- a. a municipally owned corporation
- b. a regional, provincial or territorial organization delivering municipal services
- c. an Indigenous community
 - » *Certain Indigenous communities require a shared service agreement with a municipal government related to infrastructure to be eligible. Contact FCM for additional details.*
- d. a not-for-profit organization with a focus on municipal services

*Quebec municipalities are currently not permitted to receive funding from FCM's Municipal Asset Management Program (MAMP).

FCM is working with the province of Quebec's Ministère des Affaires municipales et de l'Occupation du territoire (MAMOT) to find a solution that will provide Quebec municipalities access to MAMP funding as soon as possible.

**Not-for-profit, non-governmental organizations and Indigenous communities in Quebec can still access funding from the two programs if they meet the necessary eligibility criteria. Please note that private-sector entities are not eligible as municipal partners.

Please contact an [FCM advisor](#) should you have additional questions about FCM or to learn if your project would be eligible for funding through other FCM programs such as the [Green Municipal Fund](#). Should you have further questions about MAMOT's decision and programs available to Quebec municipalities please contact MAMOT.

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Municipal Asset Management Program Application Form

1. Lead applicant information

Please select your organization type from the list below. If you are unsure, please review the [application guide](#), or contact FCM: email programs@fcm.ca or call 613-907-6208 or 1-877-997-9926.

- ☒ Municipal government (e.g. towns, cities, regions, districts, etc., and local boards thereof)

Municipal partner

- ☐ a municipally owned corporation
- ☐ a regional, provincial or territorial organization delivering municipal services
- ☐ an Indigenous community
- » Certain Indigenous communities require a shared service agreement with a municipal government related to infrastructure to be eligible. Contact FCM for additional details.
- ☐ a not-for-profit organization with a focus on municipal services
- ☐ Other Describe:

2. Lead applicant contact information

Organization name

Regional District of Kootenay Boundary

Mailing address

Address

202 - 843 Rossland Avenue

City

Province/territory

Postal code

Trail

British Columbia

V1R 4S8

Tel.

250-368-0243

Fax (optional)

250-368-3990

Lead applicant primary contact information

Salutation (optional)

First name

Last name

Middle initial (optional)

Ms.

Beth

Burget

Title

General Manager of Finance

Email

bburget@rdkb.com

Tel. (work)

250-368-0243

Ext.

Cell (optional)

(area) number

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3. Additional lead applicant information

The following demographic information will help FCM understand the reach and results of the Municipal Asset Management Program:

Lead applicant annual operating budget

\$45,758,001.00

Number of administrative staff that manage the municipality or lead organization (e.g. senior administrators, finance, public works, planners and other administrative staff)

6 – 10

Part B: Self-assessment

Please complete a self-assessment using the [Asset Management Readiness Scale](#), available for download. Using the results of the self-assessment, fill in the Current State column in the table below.

5. Self-assessment summary - Current State

Competency	Current State <i>What are your current readiness levels?</i>	Notes <i>Provide rationale for assigning each readiness level. What specifically have you done that puts you at the readiness level you have selected?</i>
Policy and governance	Pre-level 1	Senior management has committed to formalizing an AM Program and have engaged a consultant to assist in setting up some of the initial documents including an AM Strategy, State of Infrastructure Dashboard, AM Policy, and AM Plans. Senior Management are in the process of defining some objectives and the expected AM system benefits and outcomes.
People and leadership	Pre-level 1	Senior Management have instructed internal resources to coordinate the development of the AM System across the organization, but have not created a dedicated role. The Board are making resources available for the development of the AM System, both in staff hours and funding projects provided by third party consultants.
Data and information	Pre-level 1	Have started to consolidate inventory information and have a documented data structure that will be used to develop a central database for all assets. Current asset information is based on record drawings, where available, and staff knowledge with informal condition information. Financial information for PS-3150 is available.
Planning and decision making	Pre-level 1	Asset investment planning varies for each service and do not follow a documented standard. Each service prepares annual programs and budget details which are based on historic information and are reactive, focusing on basic needs to address growth and known issues. No formal prioritization tool or process available for capital projects.

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Contribution to asset management practice	Pre-level 1	Have done some training of staff on AM, but most training is done by the personal initiative of staff. Some informal knowledge transfer of long-term staff through internal training, but no formal documentation.
---	-------------	--

Part C: Project description

6. Working title

What is the project's working title? This title will be used publicly to identify the project.

RDKB Asset data collection program.

7. Description

Provide a high-level description of your project. Summarize what you will do and what the project will achieve in 100 words or less. If your application is accepted, this section will be used as the public description of your project.

Prepare asset data collection forms to align with new data structure and develop program for data collection to populate inventory. Project will provide RDKB with data collection forms for each service area that conforms with the new inventory requirements. Will include data collection and training of staff to maintain up-to-date data and ensure accurate data is available for making decisions.

8. Activities and deliverables

What are the proposed activities that you want FCM to fund? Please identify one to three activities.

What deliverables do you plan to submit to FCM at the end of this project that will demonstrate you have completed the activities? Please identify **at least one** deliverable per activity.

Please see the [application guide](#) for additional guidance on the level of detail expected.

Activity	Deliverable
<p>Examples:</p> <ul style="list-style-type: none"> » conduct a needs assessment » collect data on the condition of 200 km of roads » set up a cross-functional asset management committee » training for cross-functional team of managers » update job descriptions to include asset management responsibilities <p>Add</p>	<p>Examples:</p> <ul style="list-style-type: none"> » needs assessment report » condition assessment report for 200 km of roads » asset management committee terms of reference and minutes from first two meetings » training attendance record and copy of training materials » updated job descriptions, and minutes from job description workshop with cross-functional team

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Remove	1. Prepare data collection forms and training material.	Data collection forms for major assets within each of the service areas that conforms to the data structure along with training material for RDKB staff for collecting and maintaining asset information.
Remove	2. Data Collection Program	Program of works for data collection with estimates for time and resource requirements.
Remove	3. Asset data collection	Asset data records for high priority assets in paper and digital format.

Note: Please use these same activities to complete the workplan and budget template. In the [workplan and budget template](#), you will be required to break each of these activities down into tasks.

9. Outcomes

Describe how your proposed activities will improve your asset management capacity. What impact will these activities have on attitudes, behaviours, relationships, actions, policies or practices in your organization?

What impact will these activities ultimately have on your municipality or community?

Why are these activities a priority for you at this time?

RDKB is the process of developing key governance documents and are committed to improving AM throughout the organization. One of the critical improvement items identified in a gap analysis was to improve asset information and develop a consistent asset inventory across all services. This will help RDKB in moving towards a more robust, evidence based decision making and budgeting process. This project will develop data collection forms and processes that align with the inventory structure developed previously with a focus on filling critical gaps in asset data. A data collection program will then be developed to employ the data collection forms to begin populating missing asset information. The data collection program will identify the priorities for data collection and consider budget and resource constraints to develop a focused data collection program that provides the highest value asset information in the first instance and ensures that resources are best allocated. It will also provide the tools for RDKB staff to maintain and update the database and collect the lower priority information over time while maintaining the currency of the high priority information. The outcomes from this project will provide information to improve decision making and consideration of whole of life costs and management for sustainable service delivery. RDKB will be able to make long-term planning decisions based on asset age, to build understanding of future costs and risks, and move away from a purely reactionary program to a program that balances planned and reactive work relative to costs and risks. Asset data is also a necessary foundation for other improvement areas such as environmental and service sustainability.

Use the [Asset Management Readiness Scale](#) to identify your desired future state. Complete the Desired Future State column below to indicate your intended readiness levels at the end of the funded project. **Note: A project will be considered successful if you advance at least one readiness level in at least one competency on the readiness scale.**

Competency	Current State <i>This column will auto populate based on the readiness levels you identify in Part B.</i>	Desired Future State <i>What are your intended readiness levels at the end of this project?</i>
Policy and governance	Pre-level 1	No change
People and leadership	Pre-level 1	No change

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Data and information	Pre-level 1	Level 1
Planning and decision making	Pre-level 1	No change
Contribution to asset management practice	Pre-level 1	No change

10. Human resources

Describe the internal and external human resources who will complete the proposed activities.

- » Who will lead the project? Who will carry out project activities?
- » If you plan to hire external individuals or organizations to carry out project activities, please describe and, if possible, specifically identify them below.
- » Summarize the relevant experience of your proposed project team.

The project will be lead by Beth Burget, General Manager of Finance with RDKB, with support from Service Managers. Opus International Consultants (Canada) Ltd. will be commissioned to provide technical leadership and develop the data collection forms, training material, and data collection program. Opus has been working with RDKB to prepare the initial AM System documents and completed the proposed data structure for the baseline database. Opus has completed similar work for several other authorities across Canada including Regional Districts, Municipalities, and Provincial and Federal government agencies. Data collection will be completed jointly by RDKB staff, Opus staff, and technical experts for each service.

11. Fit with provincial or territorial approach

Describe how this project fits within the asset management approach being implemented within your province or territory.

The AM Practices of RDKB were benchmarked against the Asset Management BC framework for sustainable service delivery and several improvement items were identified to close the gap between current and desired levels of asset management practice. One of the key areas was to improve asset information to enable RDKB to move towards more evidence based decision making and improve environmental and service sustainability. This project is a critical step in that improvement process. It will also provide foundational information for development of asset management plans which are encouraged both Provincially and at a national level through FCM.

12. Challenges and mitigations

What are the one to three most important risks or challenges that could impede the delivery of this project? How will you mitigate these challenges?

Add	Challenge	Mitigation
Remove 1.	Active participation of key RDKB staff is critical for ensuring not only the timely delivery of the project but the quality and success of project outcomes as well.	RDKB staff will work with Opus to schedule all meetings and send out invitations to required attendees as a top priority immediately after the project initiation meeting. This will increase attendance and knowledge of the project throughout the organization.

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Remove

2. Completing data collection within schedule.

Data collection program will be developed around fair weather seasons and the assets selected for data collection will be selected to be the highest priority to maximize value of data collection.

Part D: Required attachments

Please submit the following with your application

Supporting document	Comments and reference pages
A resolution from council, band council or board of directors, using the sample provided	
Attach File	
Remove	
A completed workplan and budget template	
Attach File	
Remove	

Part E: Declaration and signature

Please review this declaration and have it executed by an authorized signatory of the applicant. This declaration confirms that: a) the Applicant understands and will abide by the Federation of Canadian Municipalities' ("FCM") requirements, including those related to funding; and b) the information provided in and appended to the application is accurate and complete.

I, Beth Burget, General Manager of Finance of
Regional District of Kootenay Boundary (herein called the "**Applicant**"), hereby declare, without
personal liability and in my capacity as General Manager of Finance of the Applicant, as follows:

1. That the Applicant will not be able to receive funding from FCM prior to entering into a legally binding agreement with FCM (the "**Agreement**") in respect of the project being applied for (the "**Initiative**") and that the said Agreement will contain pre-conditions to funding, all of which the Applicant must comply with, including without limitation:
 - a. the Applicant having obtained all authorizations required to enter into the Agreement and carry out the Initiative;
 - b. the Applicant having obtained assignments of copyright and waivers of moral rights from any consultants or third-parties who have contributed or will contribute to reports prepared on the Applicant's behalf, such that the Applicant will hold the copyright in all reports related to the Initiative;
 - c. the Applicant providing reports and consenting to FCM sharing the lessons learned and experience gained from the Initiative with other communities across Canada by allowing FCM to publish reports, such as project completion and final reports, on the FCM website;
 - d. the Applicant having incurred costs in connection with the Initiative, which costs must be invoiced to and paid for by the Lead Applicant; and
 - e. the Applicant claiming reimbursement for in-kind costs only, all in accordance with FCM's restrictions regarding such claims.

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2. That the Applicant will carry out the Initiative in compliance with all applicable laws and regulations.
3. That the Applicant will confirm to FCM all sources of funding prior to executing the Agreement.
4. That all of the information contained in this application and in the accompanying documents is true, accurate and complete as of the date of submission.
5. That if any of the information contained in this application and in the accompanying documents becomes inaccurate, incomplete or incorrect, the Applicant will provide updated information and/or accompanying documents.
6. That the Applicant acknowledges and agrees that changes in scope to the Initiative after this date of application may not be accepted by FCM.
7. If the Applicant has engaged or intends to engage (a) consultant(s) who will communicate with FCM on behalf of the Applicant, that the Applicant hereby confirms that the consultant(s) are authorized to do so.

Name of authorized agent: Beth Burget

Organization: Regional District of Kootenay Boundary

By typing my name above and submitting this application, I am providing my signature for the declaration above.

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Application Form

Note: The information provided in this application, including all attachments, will be kept confidential. Access to this information will be limited to:

- » FCM employees and professional representatives who are involved with your Initiative
- » persons to whom the applicant has granted access and persons authorized by law

The information provided in applications, including attachments, is subject to FCM's Privacy Policy.

The system will highlight any incomplete questions

Review

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Workplan and Budget - MAMP Funding Offer		
Eligible and Ineligible Costs		
<p>This table outlines which costs are eligible - and, more specifically, which costs are not eligible - for fund matching by the Municipal Asset Management Program. Please also note that definitions and eligibility of costs may vary from other FCM programs.</p> <p>Note: If your application is approved, expenses that are eligible must be:</p> <ul style="list-style-type: none"> · cash costs incurred by the lead applicant - in-kind contributions are not eligible · an integral and an essential component of the initiative, required to help achieve the project objectives · actually and reasonably incurred in accordance with applicable industry standards · supported by auditable documentation to enable verification of the actual cost incurred, eligibility of the activity conducted and level of effort required <p><i>FCM reserves the right to audit financial statements or expenses incurred at a future date, as audits of the submitted costs will not be conducted in the normal course of business when a disbursement claim is submitted. Please keep financial accounts and records, including but not limited to contracts, invoices, statements, receipts, timesheets and vouchers, for at least six years.</i></p>		
Cost category	Eligible costs	Ineligible costs
1) Pre-application	N/A	<ul style="list-style-type: none"> • Any expenditure incurred prior to FCM's eligible expenditure date. • Expenditure of developing this proposal or application.
2) Administrative and Overhead Expenditures	<p>Administrative expenditures that are directly linked to and have been incurred for the project, such as:</p> <ul style="list-style-type: none"> • Communication expenditures (e.g. long-distance calls or faxes). • Outsourced printing or photocopying. • Acquisition of documents used exclusively for the project. • Document translation. • Transportation, shipping and courier expenditures for delivery of materials essential for the project. • Design and production of communication products to promote project outcomes and benefits to the public. 	<p>General overhead expenditures incurred in the regular course of business, such as:</p> <ul style="list-style-type: none"> • Office space, real estate fees and supplies. • Financing charges and interest payments. • Promotional items. • Permits or certifications. • Advertising, website development, project education materials or expenditures to disseminate project communications products. • Hospitality expenses (food and drink, alcohol, entertainment, etc.).
3) Capital Expenditures	<p>Asset management-related software.</p> <p><i>Note: FCM's contribution to this expense may not exceed 50% of FCM's total contribution to the project.</i></p>	Any other capital expenditures or amortization expenses.
4) Equipment Rental	<ul style="list-style-type: none"> • Rental of tools and equipment. • Related operating expenditures such as fuel and maintenance expenditures. 	Rental of tools or equipment related to regular business activities.
5) In-Kind	N/A	Any goods and services received through donation.

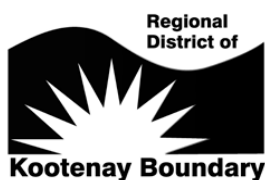
6) Training	<ul style="list-style-type: none"> Expenditures associated with accessing reference materials such as standards, templates and toolkits. Expenditures associated with attending training sessions, (provided externally) or bringing training in-house. 	<p>Any hospitality expenses such as:</p> <ul style="list-style-type: none"> Food and drink Alcohol Door prizes Entertainment Music Decorations Flowers, centerpieces Etc
7) Professional and/or technical Services	Fees for professional or technical consultants and contractors, incurred in support of eligible activities.	<ul style="list-style-type: none"> Expenditures associated with regular business activities not related to the project. Legal fees.
8) Staff remuneration	<p>Daily rates actually paid by the Eligible Recipient to its Employees in Canada for time actually worked on the implementation of the Project.</p> <p>The daily rate per employee shall include the following costs:</p> <p>a) direct salaries: actual and justifiable sums paid by the Eligible Recipient to Employees in accordance with the Eligible Recipient's pay scales as regular salary <u>excluding</u> overtime pay and bonuses.</p> <p>b) fringe benefit: in accordance with the Eligible Recipient's policies, as follows:</p> <p>i. time-off benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project): allowable number of days to be paid by the Eligible Recipient for the following payable absences: statutory holidays, annual vacation, and paid benefits: actual sums paid by the Eligible Recipient for paid benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project): the Eligible Recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits;</p> <p><i>Note: Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.</i></p>	<ul style="list-style-type: none"> In-kind contribution of services. Participant salaries. Expenditures related to regular business activities. Overtime Pay Bonuses / performance pay. Fringe benefits such as; <ul style="list-style-type: none"> sick days pension plan any other fringe benefits not listed as eligible Costs related to ongoing or other business activities and not specifically required for the project. Staff wages while receiving training or attending learning events. Professional membership fees or dues.
9) Supplies and Materials	Supplies and materials required to undertake the project.	Expenditures related to regular business activities

10) Taxes	The portion of Provincial/Harmonized Sales Tax and Goods and Services Tax for which your organization is not eligible for rebate.	The portion of Provincial/Harmonized Sales Tax and Goods and Services Tax for which your organization is eligible for rebate, and any other expenditures eligible for rebates.
11) Travel and Accommodation	<p>For individuals on travel status (individuals travelling more than 16 km from their assigned workplace - using the most direct, safe and practical road.);</p> <ul style="list-style-type: none">• Travel and associated expenses for implementing partners, guest speakers and consultants to the extent that the travel and accommodation rates comply with the Treasury Board of Canada guidelines, and to the extent that such travel is necessary to conduct the initiative. www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html• Where justified, participant travel costs may be claimed with prior written consent from FCM. Under no circumstances will participant honorariums be covered.	Any travel expense that is not paid in accordance with the National Joint Council Travel Directive.

Workplan and Budget - MAMP Funding Offer						Instructions
Lead applicant:	Regional District of Kootenay Boundary					<i>This is the legal name of your organization.</i>
Project title:	RDKB Asset Data Collection Program					<i>This is the title describing your project in 10 words or less.</i>
Activity	Start date	End date	Eligible cost (\$)	Ineligible cost (\$)	Total cost (\$)	
Activity 1: Prepare Data Collection Forms and Training Material	01/06/2018	01/07/2018				<i>Notes: Activities should match those in Section C of the Application Form. Project timeline may not exceed 11 months.</i>
Document Current Data Collection Practices			\$6,700	\$0	\$6,700	<i>Describe the steps that will be taken to complete the activity. Provide details broken down by major tasks needed to achieve the deliverables noted in the Application Form. Identify who will be doing the work.</i>
Asset Selection, Priority and Data Collection Method			\$9,000	\$0	\$9,000	
Data Collection Forms and Functional Process			\$8,600	\$0	\$8,600	
RDKB Staff Hours			\$2,000	\$0	\$2,000	
[Add task description here]			\$0	\$0	\$0	
Activity 1 Subtotals			\$26,300	\$0	\$26,300	
Activity 2: Data Collection Program	01/07/2018	01/08/2018				<i>If you have only one activity, leave the remaining cells blank.</i>
Draft Data Collection Program			\$7,900	\$0	\$7,900	
Apply RDKB Constraints			\$3,500	\$0	\$3,500	
Finalize Program			\$4,300	\$0	\$4,300	
Final Deliverables and Presentation			\$5,200	\$0	\$5,200	
RDKB Staff Hours			\$2,000	\$0	\$2,000	
Activity 2 Subtotals			\$22,900	\$0	\$22,900	
Activity 3: Asset Data Collection	01/08/2018	31/05/2019				
Technical Advice for Data Collection			\$4,600	\$0	\$4,600	
RDKB Staff Time Collecting Data			\$15,000	\$0	\$15,000	
[Add task description here]			\$0	\$0	\$0	
[Add task description here]			\$0	\$0	\$0	
[Add task description here]			\$0	\$0	\$0	
Activity 3 Subtotals			\$19,600	\$0	\$19,600	
Total costs			\$68,800	\$0	\$68,800	
			Total eligible costs	\$68,800		
<div> <div>NB: Click on the Calculate Budget button to round off all figures to the nearest \$100.</div> <div>Calculate Budget</div> </div>						
Contingency costs: Have you included room for contingencies in some or all of your task costs? Please explain. [Add explanation about contingency here.]						<i>Contingency is not mandatory.</i>
Other Notes: [Add any other relevant details about your workplan and budget here.]						

Sources of Funding					
Instructions					
Use the table below to demonstrate how you will cover all costs of your proposed project. The total of all funding sources, including your municipal contribution, must equal the total costs (eligible + ineligible) in Tab 1: Budget and Workplan.					
Sources of funding include your FCM grant, plus budget allocations from your organization (with date of budget approval), cash contributions stated in your council resolution, or funds from other government or non-government sources.					
FCM grants may cover up to 80% of eligible costs, to a maximum of \$50,000, to undertake eligible activities. The spreadsheet will auto-calculate the maximum grant amount for which you are eligible, based on the total eligible costs in the budget.					
Funding source	Description	Confirmed (Y/N)	Date committed DD-MM-YYYY	Amount (\$)	Percentage of total budget
FCM grant	Grant	N		\$50,000	72.7%
RDKB Operating Budget				\$18,800	27.3%
Source of funding				\$0	0.0%
Source of funding				\$0	0.0%
Source of funding				\$0	0.0%
Source of funding				\$0	0.0%
Total funding: [Should equal budget total costs, Line 13 below]				\$68,800	

Budget total costs	\$68,800
Budget total eligible costs	\$68,800



STAFF REPORT

Date:	April 26, 2018	File #:	B-54-B
To:	Chair Russell and the Board of Directors		
From:	Ken Gobeil, Planner		
RE:	Forestry Referral – BC Timber Sales: Arrow Timber Supply Area		

ISSUE INTRODUCTION

British Columbia Timber Sales (BCTS) has invited the Regional District to provide comments regarding logging plans for the Arrow Timber Supply Area. This includes 218 hectares divided into 9 cut blocks, and approximately 12 kilometres of roads proposed south of Rossland, west of the Paterson Border crossing in Electoral Area 'B'/Lower Columbia – Old Glory (see Applicants' Submission).

HISTORY / BACKGROUND INFORMATION

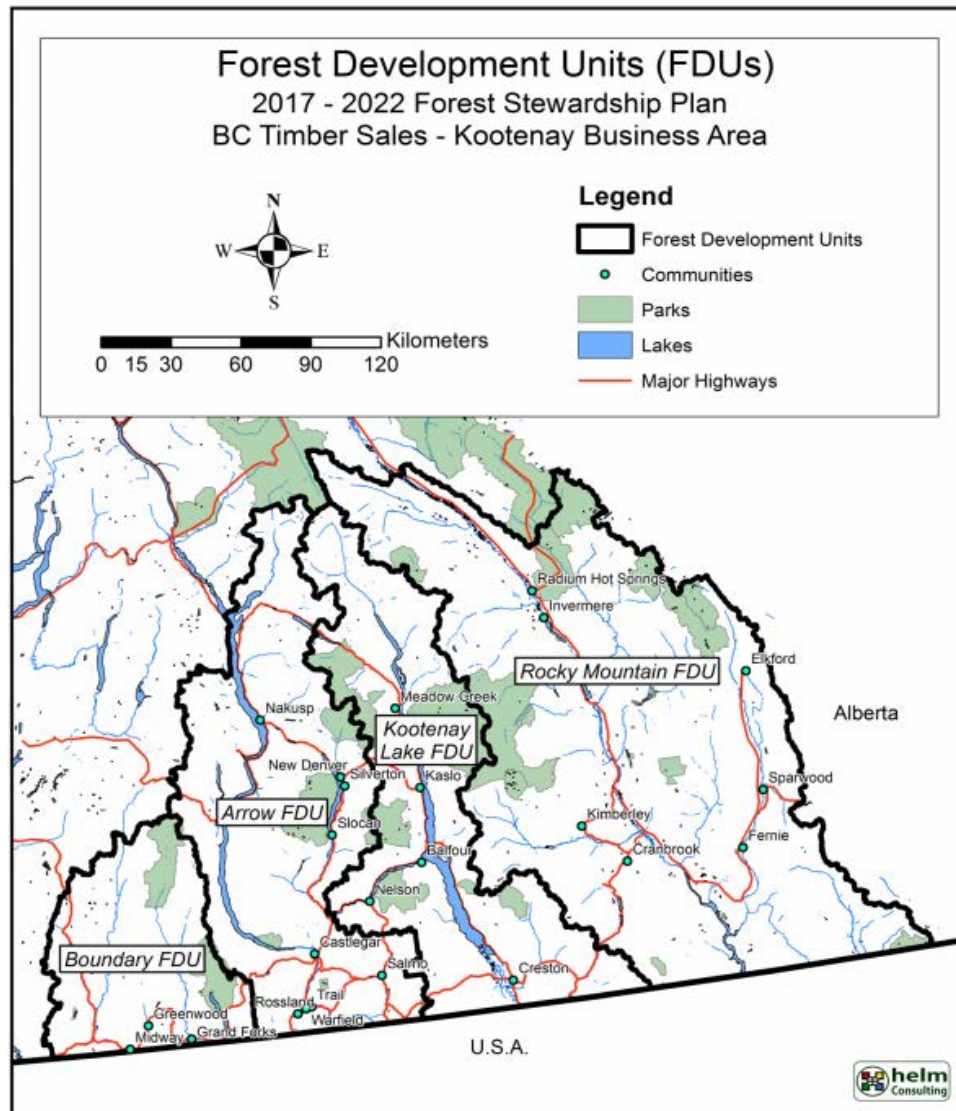
Property Information	
Owner(s):	Crown
Applicant:	Loreen Hodgkinson (BC Timber Sales)
Location:	Big Sheep Creek Area
Legal Description(s):	Un-surveyed Crown Land
Area:	218.6 hectares
Roads:	12.14 kilometres
Current Use(s):	Forest
Land Use Bylaws	
Official Community Plan Bylaw No. 1470	Rural Resource 3
Zoning Bylaw No. 1540	Rural Resource 3
Other	
ALR:	NA
Waterfront / Floodplain	Various creeks

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PROPOSAL

BCTS has prepared logging plans for the Arrow Forest Development Unit. The Arrow FDU includes Electoral Area 'A', Electoral Area 'B'/Lower Columbia-Old Glory in the south and extends north through the Regional District of Central Kootenay to Galena Bay, and Trout Lake in the Regional District of Columbia Shuswap in the north as shown in the picture below.



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P:\IPD\General Files\B-54-B Timber Sales Area 'B'\2018-02_OP_Plan_16\Board\2018-04-11_BCTS_Board.docx

In the logging plans there are 9 cut blocks totaling 218.6 hectares of area and 12.14 kilometers of roads proposed in the Big Sheep area, which is in Electoral Area 'B'/Lower Columbia-Old Glory. This referral did not include any development in Electoral Area 'A'. Most of the proposed development takes place in the Regional District of Central Kootenay.

The focus for this application is timber volume, with a minor focus on forest health. Estimates for volumes and varieties of trees have not been calculated at this time. The cut blocks are all proposed on Crown Land.

Access to the cut blocks will be through extensions to existing forest service roads, and new roads. Extensions to existing main forest service roads will be permanent while other roads accessing individual blocks will be temporary.

BCTS plans to begin selling blocks from this Operating Plan during the 2018 fiscal year. The harvest period is expected to be between 18 and 36 months.

IMPLICATIONS

Resource use is permitted in the Rural Resource 3 Zone. Resource use is defined as:

- the use of land providing for the conservation and management of natural resources, extraction of primary forest materials, or the extraction and grading of mineral resources, and including agriculture and grazing.

There are several creeks and tributaries in this area, as well as existing cut blocks, and access roads. All forest operations on Crown land in BC are governed by the *Forest and Range Practices Act (FRPA)* and its regulations. Objectives with regard to carrying out primary forest activities in watersheds are outlined in the *Forest Planning and Practices Regulation* Section 59-62. It specifies that the licence holder must protect water quality and not create any source of sediments which could enter the watercourses.

To ensure development activities are not adversely affecting watercourses BCTS has the following practices:

- Consult with hydrologists and engineers,
- Assessments of the blocks are done during snow free times of the year,
- Create riparian reserve zones and machine free zones,
- Minimize road lengths,
- Create water bars and deactivate in block roads post-harvest,
- Minimize skidding trails and stream crossings,
- Closely monitor the harvesting activities occurring near watercourses
- Conduct post-harvest assessments to verify that everything went as planned
 - Conduct follow up work as needed.

ADVISORY PLANNING COMMISSION (APC)

During the April 3, 2018 Electoral Area 'B'/Lower Columbia-Old Glory APC meeting, the referral was supported, and no concerns were noted.

Page 3 of 4

P:\PD\General Files\B-54-B Timber Sales Area 'B'\2018-02_OP_Plan_16\Board\2018-04-11_BCTS_Board.docx

RECOMMENDATION

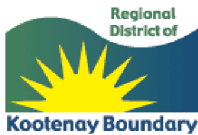
That the staff report regarding BC Timber Sales: Arrow Timber Supply Area operating Plan 16 on Crown lands in Electoral Area 'B'/Lower Columbia-Old Glory be received.

ATTACHMENTS

Site Location Map
Applicants' Submission

Page 4 of 4

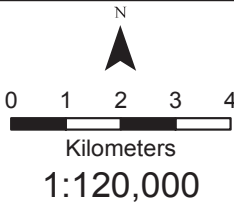
P:\IPD\General Files\B-54-B Timber Sales Area 'B'\2018-02_OP_Plan_16\Board\2018-04-11_BCTS_Board.docx



Date: 4/17/2018

Site Location Map

BCTS
Operating Plan 16
Blocks and Roads



Boundaries

Administration Name

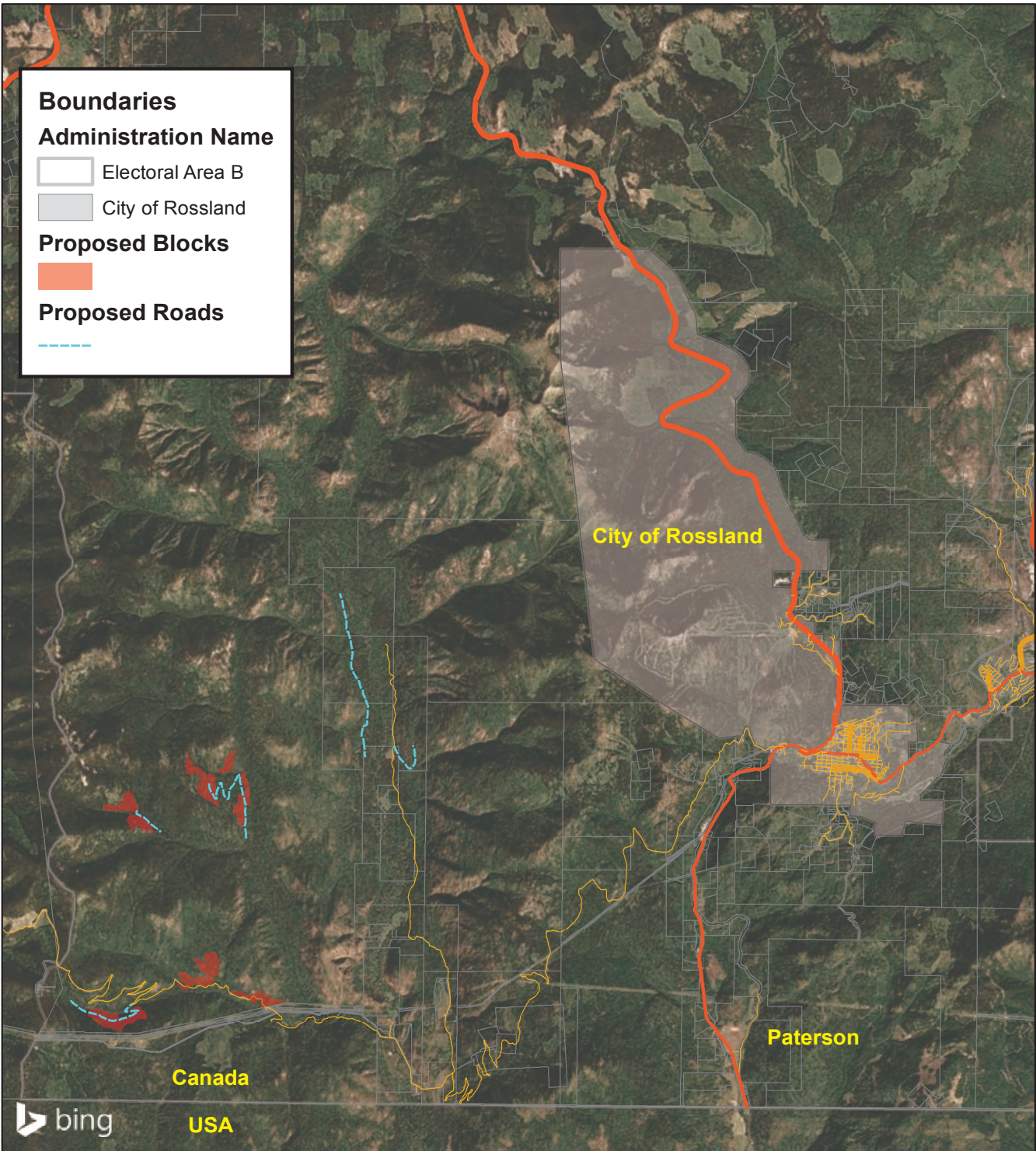
- Electoral Area B
- City of Rossland

Proposed Blocks

-

Proposed Roads

-



Document Path: P:\GIS\Data Folders\DATA 2018\Outgoing\2018-02-26_BCTSReferral_KGI\2018-04-17_BCTSReferral_OpPlan16.mxd

APPLICANT SUBMISSION

Table 1. Table of Operating Plan #16 Proposed Cutblocks

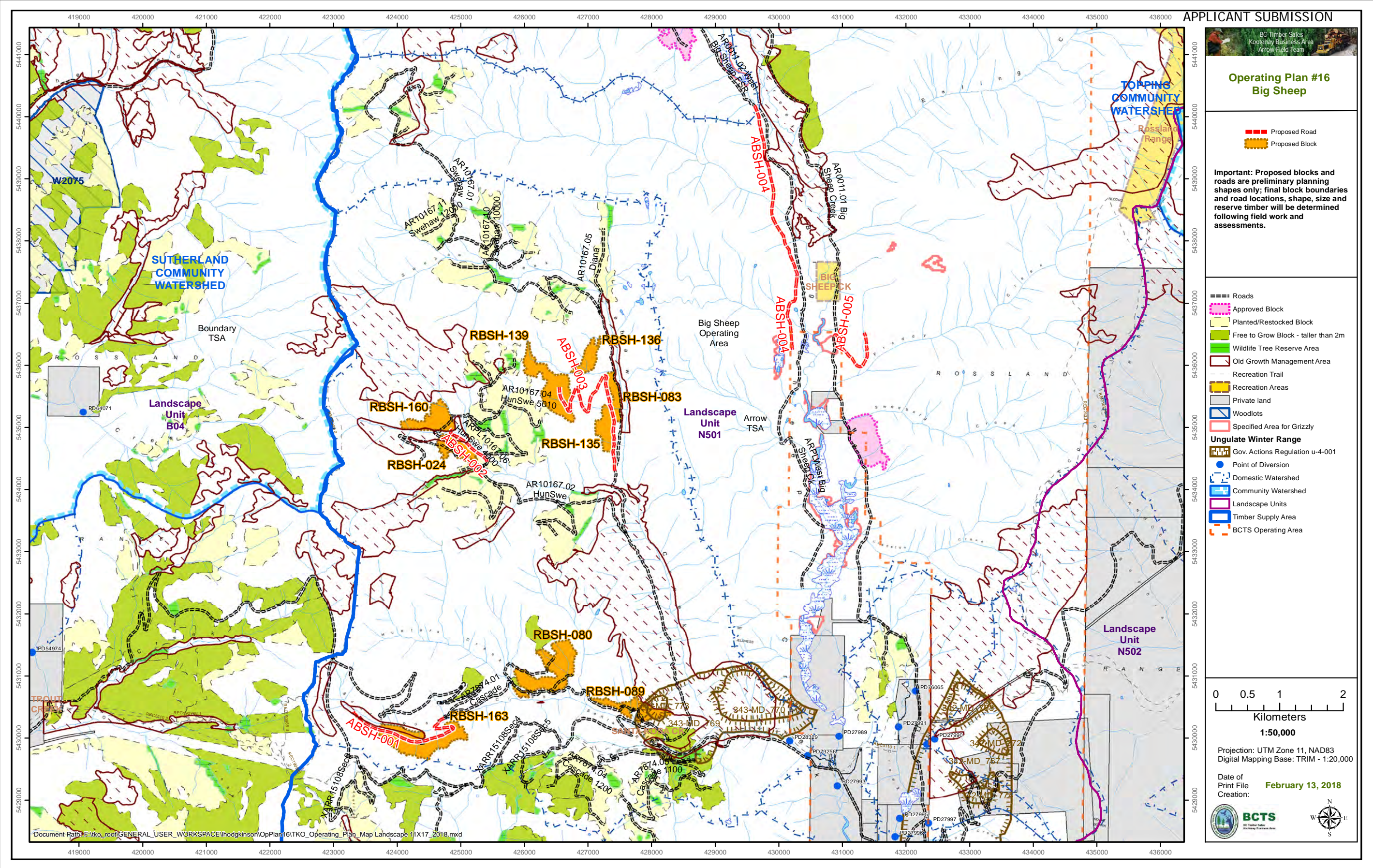
Landscape Unit(s)	BCTS Operating Area	TSL/Block	Block Prenumber	Gross Area (ha)
N520	Barnes	A93872-1	BAR-029	57.9
N520	Barnes	A93872-2	BAR-030	41.9
N520	Barnes	A95414-1	BAR-040	48.8
N520	Barnes	A95414-2	BAR-052	12.9
N520	Barnes	A95414-5	BAR-053	35.2
N520	Barnes	A95414-3	BAR-054	6.6
N520	Barnes	A93872-4	RLEM-054	23.7
N520	Barnes	A95414-4	RLEM-059	12.8
N520	Barnes	A93872-3	SWL-054	14.1
N501	Big Sheep	A82041-2	RBSH-024	17.8
N501	Big Sheep	A95329-2	RBSH-080	42.2
N501	Big Sheep		RBSH-083	10.1
N501	Big Sheep	A95329-1	RBSH-089	19.6
N501	Big Sheep	A82041-3	RBSH-135	16.7
N501	Big Sheep	A82041-5	RBSH-136	11.2
N501	Big Sheep	A82041-4	RBSH-139	36.9
N501	Big Sheep	A82041-1	RBSH-160	21.3
N501	Big Sheep	A95329-3	RBSH-163	42.8
N509	Bulldog	A95461-1	RBUL-072	38.4
N509	Bulldog	A95461-3	RBUL-074	36.3
N509	Bulldog	A95461-2	RBUL-076	45.9
N509	Bulldog		RBUL-126	10.3
N509	Bulldog		RBUL-127	39.5
N509	Bulldog		RBUL-132	10.4
N509	Bulldog		RBUL-133	13.8
N509	Bulldog		RBUL-134	4.5
N509	Bulldog		RBUL-137	1.6
N521	Burton	A95806-1	BAR-055	28.7
N521	Burton	A95806-4	BAR-056	14.3
N521	Burton	A95806-3	BAR-057	19.5
N521	Burton	A95806-2	SWL-023	28.9
N506	Grassy Cai	A95432-2	RGRS-007	62.6
Multiple	Grassy Cai		RGRS-038	22
N507	Grassy Cai		RGRS-039	15.1
N506	Grassy Cai	A95432-1	RGRS-048	25.1
Multiple	Grassy Cai		RGRS-066	40.4

APPLICANT SUBMISSION

Landscape Unit(s)	BCTS Operating Area	TSL/Block	Block Prenumber	Gross Area (ha)
N520	Whatshan Lake	A95881-3	NWL-072	26.2
N520	Whatshan Lake	A95881-1	RLEM-047	25.8
N520	Whatshan Lake	A95881-2	RLEM-051	31.4
N520	Whatshan Lake	A95805-2	RLEM-052	35.5
N520	Whatshan Lake	A95413-3	SWL-053	76.7
N505	Ymir		RYMR-061	19
N505	Ymir		RYMR-062	23.7
N505	Ymir		RYMR-063	2.1
N505	Ymir		RYMR-064	6.8
N505	Ymir		RYMR-065	27.4

Table 2. Table of Operating Plan #16 Proposed Roads

Landscape Unit	BCTS Operating Area	Road Prenumber	Length (m)	Length (km)
N520	Barnes	ABAR-001	2297.0	2.297
N520	Barnes	ABAR-002	690.3	0.690
N520	Barnes	ABAR-003	1242.9	1.243
N520	Barnes	ABAR-004	621.2	0.621
N520	Barnes	ABAR-005	1438.9	1.439
N501	Big Sheep	ABSH-001	2326.4	2.326
N501	Big Sheep	ABSH-002	827.4	0.827
N501	Big Sheep	ABSH-003	3545.5	3.546
N501	Big Sheep	ABSH-004	4142.6	4.143
N501	Big Sheep	ABSH-005	1298.3	1.298
Multiple N509 N510	Bulldog	ABUL-007	4564.6	4.565
N509	Bulldog	ABUL-003	1830.2	1.830
N509	Bulldog	ABUL-004	885.4	0.885
N509	Bulldog	ABUL-005	1400.0	1.400
N509	Bulldog	ABUL-010	1916.5	1.917
N509	Bulldog	ABUL-011	1647.6	1.648
N509	Bulldog	ABUL-012	256.6	0.257
N509	Bulldog	ABUL-013	220.0	0.220
Multiple N509 N510	Bulldog	ABUL-014	1161.7	1.162
N509	Bulldog	ABUL-017	486.9	0.487
N509	Bulldog	ABUL-018	992.3	0.992
N521	Burton	ABUR-001	924.1	0.924





Agricultural Land Commission
133-4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000
Fax: 604 660-7033
www.alc.gov.bc.ca

April 3, 2018

ALC File: 56715

Duane Eek
DELIVERED ELECTRONICALLY

Dear Mr. Eek:

Re: Application 57085 to Subdivide Land in the Agricultural Land Reserve

Please find attached the Reasons for Decision of the Kootenay Panel for the above noted application (Resolution #103/2018).

Request for Reconsideration of a Decision

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Please direct further correspondence with respect to this application to Riccardo Peggi at Riccardo.Peggi@gov.bc.ca.

Yours truly,

A handwritten signature in black ink, appearing to read 'Ric Peggi', is written over a light blue horizontal line.

Riccardo Peggi, Land Use Planner

Enclosure: Reasons for Decision (Resolution #103/2018)

cc: Regional District of Kootenay Boundary (File: E-513-03074.000-Eek)



AGRICULTURAL LAND COMMISSION FILE 57085
REASONS FOR DECISION OF THE KOOTENAY PANEL

Subdivision Application Submitted Under s. 21(2) of the *Agricultural Land Commission Act*

Applicants:

**Duane Eek
Joanne Eek**

Property:

**Parcel Identifier: 012-477-125
Legal Description: Lot 33, District Lot 513,
Similkameen Division Yale District, Plan 378
Civic Address: 3477 Shaw Road, Rock Creek, BC
Area: 4.0 ha**

Panel:

**David Zehnder, Kootenay Panel Chair
Ian Knudsen**



OVERVIEW

- [1] The Property is located within the Agricultural Land Reserve (ALR) as defined in s. 1 of the *Agricultural Land Commission Act* (ALCA). The Property is located within Zone 2 as defined in s. 4.2 of the ALCA.

- [2] Pursuant to s. 21(2) of the ALCA, the Applicants are applying to the Agricultural Land Commission (the "Commission") to subdivide the Property into two lots of 3.0 ha and 1.0 ha. The Applicant operates Freeman Country Supply, a farm supply business, on the proposed 1.0 ha lot. The proposed 3.0 ha lot contains a residence and a small farm (the "Proposal").

- [3] The first issue the Panel considered whether the proposed subdivision would impact the agricultural utility of the Property.

- [4] The second issue the Panel considered is whether there are any economic, social, cultural considerations, or regional and community planning objectives that contribute to the Panel's review of the Proposal taking into account the priority given to agricultural considerations.

- [5] The Proposal was considered in the context of s. 4.3 of the ALCA, which states:

When exercising a power under this Act in relation to land located in Zone 2, the commission must consider all of the following, in descending order of priority:

- (a) The purposes of the commission set out in section 6;*
- (b) Economic, cultural and social values;*
- (c) Regional and community planning objectives;*
- (d) Other prescribed considerations*

The purposes of the Commission set out in s. 6 of the ALCA are:

- (a) To preserve agricultural land;*
- (b) To encourage farming on agricultural land in collaboration with other communities of interest; and,*



ALC File 57085 Reasons for Decision

- (c) *To encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.*

EVIDENTIARY RECORD

- [6] The Proposal along with related documentation from the Applicant, Regional District of Kootenay Boundary (RDKB), and Commission is collectively referred to as the "Application". All documentation in the Application was disclosed to the Applicant in advance of this decision.

BACKGROUND

- [7] In 1998, the Applicants submitted ALC Application 11858 to locate a farm supply warehouse/store on the Property. At the time, the Applicants were purchasing an existing business which was located about 8 km away. The store would be the only one of its kind in the Kettle Valley area. The Commission approved the application by Resolution #591/98 on the grounds that the Property had limited agricultural capability and that there was a need for this kind of service in the area.
- [8] The Applicants have been operating Freeman Country Supply on the Property for approximately 20 years selling goods including feed, seed, fertilizer, fencing, and vet supplies. Freeman Country Supply serves customers from Nelson to Princeton and Kelowna to the United States border.

EVIDENCE AND FINDINGS

Issue 1: Whether the proposed subdivision would impact the agricultural utility of the Property.

- [9] To assess agricultural capability on the Property, the Panel referred to agricultural capability ratings. The ratings are identified using the Canada Land Inventory (CLI), 'Soil Capability



ALC File 57085 Reasons for Decision

Classification for Agriculture' system. The improved agricultural capability ratings applicable to the Property are Class 4 and Class 6, more specifically (6:4M – 4:6T).

Class 4 - land is capable of a restricted range of crops. Soil and climate conditions require special management considerations.

Class 6 - land is important in its natural state as grazing land. These lands cannot be cultivated due to soil and/or climate limitations.

The limiting subclasses associated with this parcel of land are M (moisture deficiency), and T (topographic limitations).

[10] Based on the agricultural capability ratings and the fact the Applicants currently farms the Property, the Panel finds that the Property has capability to support agriculture.

[11] The Panel understands that Freemans Country Supply is an approved non-farm use on the Property and that it has been operating for approximately 20 years to the benefit of the surrounding agricultural community. However, the Panel does not find that the Applicants have provided any evidence or rationale which suggests that subdivision of the Property is necessary.

[12] The Property is located in an agricultural area with consistently sized lots. The Proposed subdivision would result in the smallest lot in the area. It is the Panel's experience that introducing a small lot in the midst of agricultural properties fuels land speculation and typically leads to further pressures for subdivision and non-farm use. In this way the Panel finds that introducing a small lot into the area would negatively impact the agricultural utility of the Property and of surrounding agricultural lands.

Issue 2: Whether there are any economic, social, cultural considerations, or regional and community planning objectives that contribute to the Panel's review of the Proposal taking into account the priority given to agricultural considerations.

ALC File 57085 Reasons for Decision

- [13] The Panel appreciates the importance of Freemans Country Supply to the surrounding agricultural and non-agricultural community. However, the Panel did not receive any rationale or evidence to support subdivision of the Property.

DECISION

- [14] For the reasons given above, the Panel refuses the Proposal to subdivide the Property into two lots of 3.0 ha and 1.0 ha.

- [15] These are the unanimous reasons of the Panel.

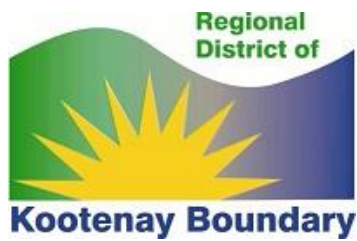
- [16] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the ALCA.

- [17] Resolution #103/2018
Released on April 3, 2018

A handwritten signature in black ink, appearing to read 'D. Zehnder', is positioned above the name of the signatory.

David Zehnder, Panel Chair

On behalf of the Kootenay Panel

**STAFF REPORT**

Date: 18 Apr 2018
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:

2925 Highway 33, Westbridge, B.C.

Electoral Area 'E' / West Boundary

Parcel Identifier: 004-374-720

Lot 3 District Lot 2515 Similkameen Division Yale District Plan 29236

Owner: Brian Klassen

History/Background Factors

The Building Official confirmed that there have been no changes concerning the above referenced property. The former owner, Linda Klassen, constructed an accessory building on the above referenced property without first obtaining a building permit and the new owner, Brian Klassen, who inherited the property, has not corrected the situation.

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

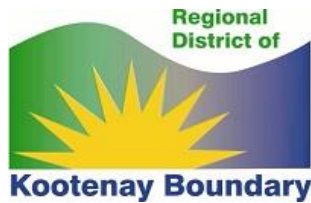
- Staff Report dated January 17, 2018 submitted to the Board regarding the building bylaw contravention;
- Letter dated February 28, 2018 inviting the Owner to the April 26, 2018 Board Meeting.

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 3, District Lot 2515, Similkameen Division Yale District, Plan 29236.

**STAFF REPORT**

Date: 17 Jan 2018
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:

2925 Highway 33, Westbridge, B.C.

Electoral Area 'E' / West Boundary

Parcel Identifier: 004-374-720

Lot 3 District Lot 2515 Similkameen Division Yale District Plan 29236

Owner: Brian Klassen

History/Background Factors

The former owner, Linda Klassen, constructed an accessory building on the above referenced property without first obtaining a building permit and the new owner, Brian Klassen, who inherited the property, has not corrected the situation.

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;
- Email dated May 2, 2017;
- Registered letter dated January 12, 2017;
- Registered letter dated November 29, 2016;
- Registered letter dated October 4, 2016;

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, Brian Klassen, 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 3, District Lot 2515, Similkameen Division Yale District, Plan 29236.



STAFF REPORT ATTACHMENT

Date:	January 17, 2018	File:	
To:	Chair Russell and Board of Directors		
From:	Mark Andison, CAO		
RE:	BUILDING BYLAW CONTRAVENTION 2925 HIGHWAY 33, WESTBRIDGE, B.C. ELECTORAL AREA 'E' / WEST BOUNDARY PARCEL IDENTIFIER: 004-374-720 LOT 3 DISTRICT LOT 2515 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 29236 OWNER: BRIAN KLASSEN		

History/Background Factors

The former owner, Linda Klassen, constructed an accessory building on the above referenced property without first obtaining a building permit and the new owner, Brian Klassen, who inherited the property, has not corrected the situation.

Oct. 4, 2016	Stop Work Order posted;
Oct. 4, 2016	First registered letter mailed to former owner, Linda Klassen, requesting a response by November 4, 2016;
Oct. 14, 2016	Canada Post confirmation that the letter was delivered;
Nov. 26, 2016	Email to owner providing information and application to apply for a building permit;
Nov. 29, 2016	Second registered letter mailed to former owner, Linda Klassen, requesting a response by December 29, 2016;
Dec. 14, 2016	Canada Post confirmation that the letter was delivered;
Jan. 12, 2017	Third registered letter mailed to former owner, Linda Klassen, requesting a response by February 10, 2017;
Jan. 13, 2017	Brian Klassen becomes new registered owner of property;
Jan. 27, 2017	Telephone call with Brian Klassen, brother of Linda Klassen, stating Linda died December 2016. Brian asked about building permit requirements;
Jan. 30, 2017	Canada Post confirmation that the letter was unclaimed;
April 11, 2017	Application received, supporting documentation not included;
May 2, 2017	Email sent to owner requesting supporting documentation;
Nov. 20, 2017	Notation that requested documentation had not been received;
Jan. 17, 2018	To date, we have had no further response from the owner.

Robert Silva

From: Robert Silva
Sent: May-02-17 2:55 PM
To: 'brian@klassenwines.com'
Subject: Building Permit application for 2925 Highway 33, Westbridge, British Columbia
Attachments: Building Permit Brochure 2015.docx; 20170502145128104.pdf

The Building Department of the Regional District of Kootenay Boundary is in receipt of the building permit application for the above noted address. The documents submitted in support of the application are being reviewed for conformance with the BC Building Code and applicable RDKB bylaws. The following documents are required by this office prior to issue of a building permit:

- 1) Two sets of drawings detailing the proposed construction (see attached).
- 2) Record of Sewerage system documents issued by the Interior Health Authority (see attached document for contact details).
- 3) Required documents from the Licensing and Consumer Services branch of BC Housing (formerly the Homeowner Protection Office, see attached document for contact information).
- 4) Certificate of Location from a British Columbia Land Surveyor indicating the location and elevation of the proposed dwelling on the property. The property is subject to the requirement of Restrictive Covenant N50540 which requires a setback of 100 feet from the natural boundary of the West Kettle River and an elevation of 10 feet above the natural boundary of the West Kettle River (see attached document).

The above list is a partial list and does not limit further information that may be required to determine conformance with the BC Building Code and applicable RDKB bylaws. Please submit the above noted documents to this office when obtained.

Respectfully

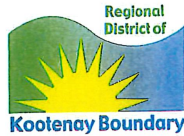
Robert Silva, RBO
 Building/Plumbing Official
 Regional District of Kootenay Boundary
 2140 Central Avenue
 Grand Forks
 phone (250) 442 2708
 fax (250) 442 2688
rsilva@rdkb.com
www.rdkb.com



*No response to date
 Proceed to Notice on
 Title*

*20 November 2017
 RCL*

COPY



January 12, 2017

Linda Klassen
2925 Highway 33, PO Box 26
Westbridge, B.C.
VOH 2B0

REGISTERED LETTER

Re: STOP WORK ORDER – CONSTRUCTION OF ACCESSORY BUILDING
2925 Highway 33, Electoral Area 'E'/West Boundary
Plan KAP29236, Lot 3, DL 2515

A review of the above referenced file indicates that we have not received the documentation requested in our letters dated October 4, 2016 and November 29, 2016. A **Stop Work Order** was posted on October 4, 2016 for construction of an accessory building without a building permit.

To date, no response has been received by this office as requested.

We will now be recommending to the Regional District of Kootenay Boundary Board of Directors that a notice be registered on title pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions or wish to discuss this notice, please contact the undersigned by February 10, 2017.

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. Your attention to this matter is appreciated.

Yours truly,

R. Silva

Robert Silva, RBO
Building & Plumbing Official

Attachment

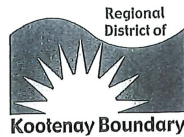
RS:ss

COPY

Cc: Mark Anderson, MCIP, RPP, General Manager, Operations Deputy CNO

CANADA POST / POSTES CANADA		REGISTERED DOMESTIC	RECOMMANDÉ RÉGIME INTÉRIEUR	R
Name / Nom: <u>Linda Klassen</u>		CUSTOMER RECEIPT / REÇU DU CLIENT		
Address / Adresse: <u>Westbridge</u>		FOR DELIVERY CONFIRMATION / CONFIRMATION DE LA LIVRAISON		
City / Town / Postal Code: <u>Westbridge BC</u>		www.canadapost.ca / www.postescanada.ca		
Declared Value / Valeur déclarée: <u>\$</u>		1 888 550-6333		
33-006-584 (11-04)		CPS Tracking Number / Numéro de repérage de la SCP: RW 777 847 803 CA		

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@fordkb.com • web: www.rdkb.com



November 29, 2016

REGISTERED

Linda Klassen
2925 Hwy 33 PO Box 26
Westbridge, B.C.
V0H 2B0

Re: STOP WORK ORDER- CONSTRUCTION OF ACCESSORY BUILDING
2925 Hwy 33, Electoral Area 'E'/West Boundary
Plan KAP 29236, Lot 3, DL 2515

A review of the above referenced file indicates that we have not received the documentation requested in our letter dated October 4, 2016. A **Stop Work Order** was posted on October 4, 2016 for construction of an accessory building 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 **December 29, 2016**. *Failure to comply may result in legal action.*

If you have any questions, please contact the undersigned.

Respectfully,

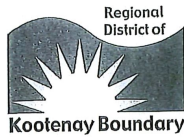
R Silva
Robert Silva, RBO
Building & Plumbing Official

RS:rt
Attachment
Cc: Mark Anderson, MCIP, RPP, General Manager

CANADA POST / POSTES CANADA		REGISTERED DOMESTIC	RECOMMANDÉ RÉGIME INTÉRIEUR	R
		CUSTOMER RECEIPT	REÇU DU CLIENT	
To / Destinataire	Linda Klassen			
Name / Nom	2925 Hwy 33 / Box 26			
Address / Adresse	Westbridge BC			
City / Prov. / Postal Code	V0H 2B0			
Declared Value / Valeur déclarée	\$			
33-000-504 (1-4-06)		FOR DELIVERY CONFIRMATION / CONFIRMATION DE LA LIVRAISON		
		www.canadapost.ca / www.postescanada.ca		
		1 888 550-6333		
		CFO Tracking Number / Numéro de repérage de la loi		
		RN 152 598 556 CA		

COPY

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-@rdkb.com • web: www.rdkb.com



October 4, 2016

REGISTERED

Linda Klassen
2925 Hwy 33 PO Box 26
Westbridge, B.C.
V0H 2B0

Re: STOP WORK ORDER- CONSTRUCTION OF ACCESSORY BUILDING
2925 Hwy 33, Electoral Area 'E'/West Boundary
Plan KAP 29236, Lot 3, DL 2515

This letter confirms the posting of a **Stop Work Order** on October 4, 2016 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 November 4, 2016. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Respectfully,

Robert Silva, RBO
Building & Plumbing Official

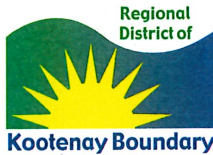
RS:rt

Attachment

COPY

CANADA POST / POSTES CANADA		REGISTERED DOMESTIC CUSTOMER RECEIPT	RECOMMANDÉ RÉGIME INTÉRIEUR REÇU DU CLIENT	R
To / Destinataire	Name / Nom: Linda Klassen			
Address / Adresse	Box 26, Westbridge BC			
City / Prov. / Postal Code	V0H 2B0			
Declared Value / Valeur déclarée	\$			
33-006-584 (14-06)			FOR DELIVERY CONFIRMATION / CONFIRMATION DE LA LIVRAISON	
			www.canadapost.ca / www.postescanada.ca	
			1 888 550-6333	
			CPC Tracking Number / Numéro de suivi de la SCP	
			RN 152 598 485 CA	

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-@rdkb.com • web: www.rdkb.com



February 28, 2018

Brian Klassen
193 Field Stone Drive
Murphys, California 95247 USA

**Re: Previous Owner Constructed Accessory Building without Building Permit
2925 Highway 33, Westbridge, B.C., Electoral Area 'E' / West Boundary
Contravention of Building Bylaw No. 449
Lot 3 District Lot 2515 Similkameen Division Yale District Plan 29236**

On January 25, 2018 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 Brian Klassen 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 3, District Lot 2515, SDYD, Plan 29236".

This hearing before the Board of Directors is scheduled for Thursday, April 26, 2018 at approximately 6:00 p.m. This meeting will be held at the Regional District of Kootenay Boundary office, 2140 Central Avenue, Grand Forks, 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 April 20, 2018. 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

TL/sb





West Boundary Recreation Grant Application

The purpose of this grant is to facilitate and foster recreation programs, with a focus on physical activity, for the residents of the West Boundary.

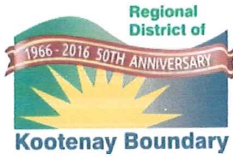
Applicant/Requesting Group	Boundary Women's Softball League		
Mailing Address:	<u>Boundary Womens Softball League</u> <u>% Celeste Deal</u> <u>6270 Como St</u> <u>Grand Forks, BC</u> <u>V0H 1H4</u>		
Phone:	<u>250-444-0066</u>	Email:	<u>BWSL1980@GMAIL.COM</u>
Contact Person (Representative)	<u>Celeste Deal</u>		
Amount of grant request?	<u>1000.00</u>		
What is the purpose of the grant?	<u>The purpose of this Grant is allow the ladies in the areato</u> <u>play at a lesser cost. Each each we have to pay a sinificant</u> <u>amount for team/league fees.</u>		
Who will the grant benefit?	<u>Roughly 80 women in the boundary area would benefit</u> <u>from the grant.</u>		
What are the other funding sources for this program/event?	<u>There is no other funding besides bottle drives.</u>		
Are the participants being charged to participate?	Yes -Yes No		

	<p>If yes, how much?</p> <p><u>Each person has to pay \$30 plus additional team fees, such as team balls, equipment, umpire fees ect. New players must pay \$40 each, as there is a \$10 New membership fee-which is LifeTime Membership.</u></p>		
Estimated # of benefiting participants?	approx 80+		
Where will the program/event be held?	<u>We have 5 teams in the boundary area : Beaverdell/Midway, Rock Creek, and 3 in Grand Forks.</u>		
When will the program/event be held?	<u>Games start April 15 and our wind up tournament ends on June 17th.</u>		
Signature of Authorized Representative	Celeste Deal	Date	03/29/2018

Completed forms should be sent to:

Regional District of Kootenay Boundary
 202-842 Rossland Avenue
 Trail, BC V1R 4S8
 Email: westboundaryrec@rdkb.com

Office Use Only	
Date Received	
Date Presented to the Boundary Community Development Committee	
Approved	Denied
Amount approved	



Grant-in-Aid Request

REGIONAL DISTRICT OF
KOOTENAY BOUNDARY

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FILE # APR 17 2018

DOC #

REF TO:

Please check all Electoral Area Boxes You Are Making Application To:

<input checked="" type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input checked="" 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 type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
--	---	--	---	--

Applicant:	* Trail Curling Association				
Address:	* Box 88, trail, Bc V1R 4L3				
Phone:	* 250-368-6224	Fax:		E-Mail:	* 2019bcseniors@trailcurlir
Representative:	* Sandra Stajduhar				
Make Cheque Payable To:	* Trail Curling Association				

*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? \$ 15000 What amount are you requesting from this RDKB Director(s)? \$ 2000 \$11000

What is the Grant-in-Aid for? (attach an extra sheet if necessary) Approved by Director Grieve April 17/18

As per letter and sponsor package included
Assistance in hosting 16 teams from BC competing in the BC Seniors men's and women's curling championships - a 6 day event.
We have sent the letter and sponsorship package as noted above to 30 local businesses. The only confirmed funds to date are from
CURL BC - \$175 per team. The City of Trail and TECK are included in our prospective sponsors.

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	CURL BC
Amount Requested: \$	Designated amount
Amount Secured: \$	2800
Name of Organization	
Amount Requested: \$	
Amount Secured: \$	
Name of Organization	
Amount Requested: \$	
Amount Secured: \$	
Date: <u>Apr 14/18</u>	Applicant Signature <u>Sandra Stajduhar</u>
Print Name	<u>Sandra Stajduhar</u>

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT



2019 BC SENIOR CURLING CHAMPIONSHIPS

April 15, 2018

The Trail Curling Association has won a bid to host the 2019 BC Senior Curling Championships scheduled for February 19 to 24, 2019. Our volunteers are excited to be involved in planning for this event and we believe it will positively impact the economy of our area.

Eight Senior Men's teams and eight Senior Women's teams from all regions of British Columbia will be competing in Trail in February, 2019. There will be six days of competition, and the winners will represent BC at the Canadian Seniors National Competition. In addition, there will be coaches, officials and family members attending the event.

We will require assistance with funding to offset numerous expenses involved in hosting the competition. This will include providing a banquet and entertainment, ice costs, officiating training, team transportation, as well as other expenses.

We gratefully acknowledge support from local businesses, as without it opportunities to host events such as these would not be possible. Many have been very supportive of community events such as these in the past.

We ask that you please review the enclosed sponsorship package and advise us of your anticipated sponsorship of this exciting event as soon as possible. Invoices would then be sent in October.

Thank you in advance for your kind consideration of our proposal.

Yours truly,

A handwritten signature in cursive script that reads "Sandra Stajduhar".

Sandra Stajduhar
Sponsorship Chairperson

A handwritten signature in cursive script that reads "Richard Faunt".

Richard Faunt
Event Chairperson

2019bcseniors@trailcurlingclub.com

Enclosure - Sponsorship Package



2019 BC SENIOR CURLING CHAMPIONSHIPS

Sponsorship Package

PLATINUM	-	\$2000.00
GOLD	-	\$1000.00
SILVER	-	\$500.00
BRONZE	-	\$300.00
ZINC	-	\$200.00

All taxes included

- ~~~~ All sponsors will be recognized on a sponsor board at the Trail Curling Center and in the event program.
- ~~~~ All sponsors will be recognized on the Club website for the entire 2018-2019 season.
- ~~~~ Platinum and Gold sponsors will receive two tickets to banquet.
- ~~~~ 'In Kind' sponsorship is welcome.

COMPANY/BUSINESS NAME: _____

CONTACT PERSON: _____

Email: _____

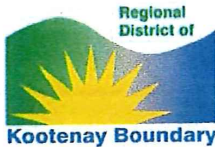
Telephone: _____

WE WISH TO BECOME A SPONSOR IN THE FOLLOWING CATEGORY:

PLATINUM	<input type="checkbox"/>
GOLD	<input type="checkbox"/>
SILVER	<input type="checkbox"/>
BRONZE	<input type="checkbox"/>
ZINC	<input type="checkbox"/>

Please forward completed form to:

Sandra Stajduhar
655 Kipling St.
Trail, BC V1R 2A1
2019bcseniors@trailcurlingclub.com
250-364-2939



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 fol@rdkb.com.

This application must include a complete mailing address. Incomplete address fields will result in delays in processing GIA funds and your request sent back to the RDKB Director.

Please check all Electoral Area Boxes You Are Making Application To:

<input checked="" 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 type="checkbox"/> Electoral Area 'E/' West Boundary Director Vicki Gee
--	---	---	--	---

Applicant:	* BV AVALANCHE HOCKEY CLUB		
FULL Mailing Address: Including Postal Code	* 467 BARCLAY RD FRUITVALE, BC V0G 1L1		
Phone:	(250) 231-7849	Fax:	
E-Mail:	* thomask2@telus.net		
Representative:	* KEVIN THOMAS		
Make Cheque Payable To:	* KBRH HEALTH FOUNDATION		

*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? \$ _____ What amount are you requesting from this RDKB Director(s)? \$ 1200.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

SEE ATTACHED

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: <u>APR 7/18</u>	Applicant Signature: <u>[Signature]</u>	Print Name: <u>K. THOMAS</u>

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT



April 5, 2018

Ali Grieve
Director Area A
202- 843 Rossland Avenue
Trail, BC V1R 4S8

Dear Ali

I am writing today thank you for your pledge of \$1,000 to support the BV Avalanche Hockey Club's Fundraising Tournament and the KBRH Health Foundation's **Emergency Department Campaign**. This letter is to provide supplemental information on the Emergency Department Campaign, which is required for the RDKB Grant in Aid Request form.

The KBRH Health Foundation is launching an ambitious campaign - the \$ 1 million Emergency Department Campaign. Coinciding with construction of the new \$16.6 million Emergency Department at Kootenay Boundary Regional Hospital, the Foundation is committed to raising \$1 million over 2 years and will purchase state of the art equipment to support patient care.

KBRH Emergency sees over 16,000 patients annually, including the most critically ill and injured patients from across the region. The Emergency Department will triple in size and will address current space and service challenges, as well as accommodate projected patient care needs for years to come. Maintaining adequate service provision is of critical importance for our regional hospital, as KBRH is responsible for providing core services for our many stakeholders throughout the Kootenay Boundary, ranging from community members to industry partners. In addition to the services currently offered, the expansion will include:

- 1 Trauma Room with 2 Treatment Bays
- 6 Urgent Care Treatment Bays
- 6 Streaming Examination Rooms & 3 Streaming Stations
- 1 Airborne Isolation Room
- 1 Women's Health Procedural Examination Room
- 1 Mental Health Quiet Consultation Examination Room
- 1 Minor Procedure Eye/Ear Nose & Throat Specialty Treatment Room

We look forward to creating a beautiful donor wall to recognize our generous donors.

Sponsorship Levels are as follows:

Benefactor: \$250,000+
Founder: \$75,000 - \$250,000
Developer: \$25,000 - \$74,999
Builder: \$10,000 - \$24,999

1200 Hospital Bench, Trail, BC V1R 4M1 • Phone: 250.364.3424 • Fax: 250.364.5138

kbrhhealthfoundation.ca • [kbrhhealthfoundation](#)

Charitable Registration #: 89312 3034 RR0001 • Society #: S-23211

Trustee: \$5,000 - \$9,999

Partner: \$1,000 - \$4,999

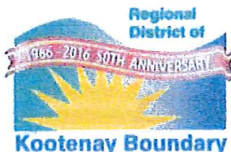
Supporter: \$500 - \$999

The Emergency Department expansion will enhance patient care at Kootenay Boundary Regional Hospital and serve residents of the entire region for years to come. We are thankful that Area A is joining our team of supporters who share our passion for improving healthcare for all citizens across the Kootenay Boundary.

Sincerely,



Lisa Pasin
Director of Development
KBRH Health Foundation



Grant-in-Aid Request

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--	---	--	---	--

Applicant:	* Trail Curling Association			
Address:	* Box 88, Trail, Bc V1R 4L3			
Phone:	* 250-368-6222	Fax:		E-Mail: * 2019bcseniors@trailcurlir
Representative:	* Sandra Stajduhar			
Make Cheque Payable To:	* Trail Curling Association			

*Starred items, including contact information, must be completed in full.

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What is the total Cost of the Project? \$15000 What amount are you requesting from this RDKB Director(s)? \$2000 *DW*

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

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Amount Requested: \$	Designated amount +
Amount Secured: \$	2800
Name of Organization	
Amount Requested: \$	
Amount Secured: \$	
Name of Organization	
Amount Requested: \$	
Amount Secured: \$	
Date: Apr 14/18	Applicant Signature: Sandra Stajduhar
Print Name	SANDRA STAJDUHAR

Office Use Only

Grant approved by Electoral Area Director:

Approved by Board:

SUBMIT



2019 BC SENIOR CURLING CHAMPIONSHIPS

April 15, 2018

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Thank you in advance for your kind consideration of our proposal.

Yours truly,

A handwritten signature in cursive script that reads "Sandra Stajduhar".

Sandra Stajduhar
Sponsorship Chairperson

A handwritten signature in cursive script that reads "Richard Faunt".

Richard Faunt
Event Chairperson

2019bcseniors@trailcurlingclub.com

Enclosure - Sponsorship Package



2019 BC SENIOR CURLING CHAMPIONSHIPS **Sponsorship Package**

PLATINUM	-	\$2000.00
GOLD	-	\$1000.00
SILVER	-	\$500.00
BRONZE	-	\$300.00
ZINC	-	\$200.00

All taxes included

- ~~~~ All sponsors will be recognized on a sponsor board at the Trail Curling Center and in the event program.
- ~~~~ All sponsors will be recognized on the Club website for the entire 2018-2019 season.
- ~~~~ Platinum and Gold sponsors will receive two tickets to banquet.
- ~~~~ 'In Kind' sponsorship is welcome.

COMPANY/BUSINESS NAME: _____
CONTACT PERSON: _____
Email: _____
Telephone: _____

WE WISH TO BECOME A SPONSOR IN THE FOLLOWING CATEGORY:

PLATINUM	<input type="checkbox"/>
GOLD	<input type="checkbox"/>
SILVER	<input type="checkbox"/>
BRONZE	<input type="checkbox"/>
ZINC	<input type="checkbox"/>

Please forward completed form to: Sandra Stajduhar
 655 Kipling St.
 Trail, BC V1R 2A1
2019bcseniors@trailcurlingclub.com
 250-364-2939

Theresa Lenardon

From: is@rdkb.com
Sent: April-11-18 12:04 PM
To: Theresa Lenardon; Melissa Zahn; Information Services
Subject: Grant-in-Aid Form submitted by Christina Lake Tourism Society, email address - tourism@christinalake.ca

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'C' / Christina Lake Director Grace McGregor

Applicant Information:

Applicant: Christina Lake Tourism Society

Address: 1675 Hwy #3

Phone: 250-447-6161

Fax:

Email: tourism@christinalake.ca

Representative: Mickey Keller Nadon

Make Cheque Payable To: Christina Lake Tourism Society

Other Expenses:

Total Cost of Project: \$\$4590.00

Amount Requested from RDKB Director(s): \$\$2300

*Approved by Director Griève
April 11/18*

What is the Grant-in-Aid for?

Christina Lake will host a series of 2 days throughout 2 seasons, summer June 2018 and fall September 2018 in which they will invite local Business and Visitor Service front line staff and volunteers, Regional and Provincial tourism stakeholders, media and local Government to Christina Lake Adventure FAM Tours. Familiarizing them through captivating authentic, cultural, historical experiences and flavours of Christina Lake, truly inspiring them about our destination. Allowing us to expand our outreach to allow for

remarkable visitor experiences that can be shared through word of mouth and social media.

Our starting point begins with a meet and greet under our Mobile Visitor Services tent at , The Christina Lake Provincial Park. Our Visitor staff and host will be onsite to greet the FAM Tour attendees hand out name tags and give a program review for the day. Guests will be given time to start networking and connecting prior to the adventure beginning. Water, food and gear loaded up into the Wildways Adventure Tour Bus, seating 15 people including the driver, tour guide and host.

We will make our way along the west side of the lake, up the mountain to the new development on Sunflower Road. This is a great spot to stop and have a birds eye view of Christina Lake, before going on a Guided Pontoon Boat ride north to Texas Creek Provincial Park.

Being on the water is where the magic of the lake is truly felt, we want our guests to experience this too.

Our guests will feel nestled by the Monashee Mountain Range where the views of our natural world and are ever present on the stillness of the water, an experience which will truly capture them, along with knowledge of the ecology and history of our lake allowing for a deeper more cultural experience of the lake. While crossing the lake our host will serve a lakeside lunch prepared by our local restaurants, allowing us to showcase further the authentic flavours of our destination and build relationships and collaboration amongst the businesses and community.

From Texas Creek Point, in Gladstone Provincial Park , they again aboard the Wildways Tour Bus, and will be driven to more amenities, where we will continue to captivate them while giving them both current and historical information of our area. This will include driving past the old Japanese Internment Camp, in addition to the local historical Kingsley Road.

A stop at our local Welcome Centre, will allow our guests a washroom break, and more snacks from our local businesses, as well as a tour of our environmentally built facility which will sure to inspire. They will have the chance to experience our Story Pole, and have the chance to stand on the 3-D floor mural bridge, a great opportunity for a group photograph.

From the Visitor Centre we will drive up Santa Rosa to the Trans Canada Trail, where guests will either have the chance to bike to Cascade Falls, or take a hike to see the falls up close and learn about the flora and fauna and history of the area.

Awaiting at the end of the walk will be fresh water and snacks from our local businesses to keep the energy going after an auxillarating ride or hike. From here our guests will enjoy a leisure drive to the most southern part of Christina Lake, "Cascade", learn of its history and visit the local Golf Courses, Campgrounds, Restaurants, and Ranches.

This will complete their tour where they are then returned to the Christina Lake Provincial Park , where they will be asked to fill out a survey, and given a Social Media Sharing Card to encourage them to share the days experience online, as well as being gifted a #ComeHomeToTheLake gift bag from various businesses in the community. Accommodations will be offered for out of town Guests and will offer discounted vouchers to those spending the night for our various dinner and breakfast locations, as well as discounted experience packages. Building further relationships within the accommodation and service industry in our Community, Region, Province and potentially beyond.

We aim to captivate our community ambassadors and front line service staff , stakeholders and media to develop an elevated and professional level of customer service and to create a Visitor Services awareness with the local business community and local community organizations, so that they too can be community ambassadors for our visitors at all touch points. When applicable, offering their services to enhance the experience, with authentic local experiences and flavours to drive greater industry collaboration and awareness to all that Christina Lake offers. Helping to instill community pride among our local residents, seasonal staff, and business members, increasing volunteerism, responsible citizenry, and other positive and healthy community engagements. As well as the opportunity to be showcased in various forms of media. Through exploring and sharing first hand, we will create an informed public and experienced front-line service staff that gives knowledgeable information about the area as well as supporting the diversity and

wellbeing of the natural ecology and business community within it.

To engage our local/regional tourism stakeholders, the media and local government by enriching them with historical facts and stories of our area in an intimate way, seeing up close the culture of this area. To give guided experiences on our trail system, to bring comfort in this experience so that they may feel confident to experience more of what Christina Lake's trails offer. To bring a true water experience to our visitors, so that they may feel the warmth and culture of this lake and be inspired to share their experience through word of mouth and social media.

Christina Lake Tourism's mission is to assist all tourism related businesses in Christina Lake to plan, market, and attract new customers. Your support of our Christina Lake Adventure Tours will help build on the strengths of our existing community groups, as well as our business community, to increase its influence region-wide. Our goal is to foster a strong business climate, a healthy quality of life, and sustainable community development, leading to increased levels of tourism and economic benefits to our Community on all levels. This application lends itself well to the next phase of our tourism plan as we grow and reach out to local ambassadors and media within our Community, Region and Province.

Christina Lake Tourism Society will offer support to the project through general administrative services, including but not limited to book keeping and management of the project, advertising, posters, name tags, uniforms, social media card, summer staff labour, hosting, telephone, website updating, onsite coordinator office space and staff and volunteer support leading up to and on the day of the event.

Budget Requested:

Accommodations:\$600

Food/Coffee/Water:\$500

Transportation(Boat, Tour Bus) & Bike Rentals:\$1200

Total Requested: \$2300

Tourism and Member Contributions

Administration/Management/Host: \$950

Labour/Set Up Clean Up:\$240

Advertising:\$200

T-shirts name tags, food accessories: \$100

Business Vouchers/Promotions/discounted food and experience rates:\$800

Total: \$2290

Total Project: \$4590.00

By supporting this application, you encourage diversity and inclusion and the building of common interests and relationships across our region; we are helping to engage and inspire our Community, Regional, and Provincial Ambassadors, Media and Government to carry forward and share with others their knowledge of Christina Lake. Working collectively benefits the entire region and creates a vital community and destination for our visitors.

The Christina Lake Tourism Society will proudly display the RDKB Area C representative logo throughout all parts of our journey, and will give verbal acknowledgment throughout the tour, as well as on all printed materials and digital presentations pertaining to this project.

We thank-you kindly for the consideration of financial support for the Christina Lake Adventure FAM Tours, and hope you will be able to join us!

Sincerely,
Christina Lake Tourism Society

1675 Hwy #3
Christina Lake, BC
V0H 1E2

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

I:\Portals\0\Documents\GIA-Attachments\

Theresa Lenardon

From: is@rdkb.com
Sent: February-19-18 2:21 PM
To: Theresa Lenardon; Melissa Zahn; Information Services
Subject: Grant-in-Aid Form submitted by Boundary Country Regional Chamber of Commerce, email address - info@boundarychamber.com

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'C'/ Christina Lake Director Grace McGregor, Electoral Area 'D'/ Rural Grand Forks Director Roly Russell, Electoral Area 'E'/ West Boundary Director Vicki Gee

Applicant Information:

Applicant: Boundary Country Regional Chamber of Commerce

Address: 135 Market Ave- PO box 43 Grand Forks, BC V0H 1H0

Phone: 250-442-7263

Fax:

Email: info@boundarychamber.com

Representative: Kendra Begg- Executive Director

Make Cheque Payable To: BCRCC

Other Expenses:

Total Cost of Project: \$\$30,000

Amount Requested from RDKB Director(s): ~~\$\$5,000 each~~

\$2,500

Approved by Director Russell April 19/18

What is the Grant-in-Aid for?

To host workshops, seminars, networking, and training for all businesses in the Boundary Region. The mission of the Boundary Regional Chamber of Commerce is to build a strong business network that is focused on:

Promoting the assets of the Boundary

Strengthen business, community development and tourism

Developing a vibrant, healthy and sustainable region

To help all businesses in the Boundary region become stronger and more aware of each other.

The Boundary Business community needs support in order to remain adaptive, sustainable, and innovative. Our members, Councils and RDKB Representatives states the biggest challenge facing small businesses is access to workshops, networking opportunities, and training. The BCRCC focuses on connecting businesses and filling this gap. We host events where business members can showcase their brand to community through volunteer and job fairs, and vendor markets. Mobile businesses that do not have a brick and mortar establishment depend on these fairs and markets to connect with our businesses and their community. The BCRCC works year-round to advocate for business, promote the Boundary Region for tourism, support the shop local initiative and lead by example, and to offer training opportunities for businesses, organizations, and non-profits.

Specifically, we are looking to offer the following workshops to all businesses, organizations, and non-profits in the Boundary region.

- 1) Co-Op Model- identifying needs and niches in your community and working together to fill this gap. February 22 in Midway and February 24 in Grand Forks.
- 2) Marketing- Expense or Investment- a tool kit will be provided so businesses can create a business growth plan, identify their target markets, and compare marketing tools that will best help them realize their goals. Dates TBA in Rock Creek, Midway, Grand Forks, and Christina Lake.
- 3) Business legals- To Incorporate or not? That is the question. Get advice and information on the different business identities and ways to incorporate your business.
- 4) Bookkeeping basics- learn how to keep basic records, simple payroll solutions, and who to help reduce your bookkeeping costs. The difference between a bookkeeper and an accountant. Rock Creek, Greenwood, and Christina Lake.
- 5) Volunteer Fair- Call for Non-profits, organizations, clubs, and committees. Set up a table and we bring the volunteers to you. From event volunteers, team coaches, to Board members. March 23 in Grand Forks, TBA in Rock Creek, TBA in Christina Lake.
- 6) Vendor markets- the BCRCC is proud to expand our Movies in the Park event to host a vendor market. Families, locals, and tourists are invited to come out, get snacks from our local food vendors, shop the vendor market, and then watch a family fun movie on the big screen! This fun event is free to everyone and helps connect businesses with their community. Create brand awareness, showcase new products or services, and connect with new customers. On-going from Beaverdell to Christina Lake.

In order to ensure we continue to offer these events for 2018 the BCRCC needs your support. Each event will occur throughout the Boundary Region based on request, interest, and space availability. We know it is a barrier for businesses to travel to events and workshops outside of their area so we want to bring them to members in Areas C, D, and E. Therefore, the BCRCC is requesting \$5000 from each RDKB Area C, D, and E for a total of \$15,000. Thank you for your consideration and support.

List of Other Organizations Applied to for Funding

Name of Organization	City of Grand Forks- (2018 Fee for Service Request has been approved through the Budgeting Process)
Amount Requested	\$15,000

Amount Secured \$0

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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Theresa Lenardon

From: is@rdkb.com
Sent: February-24-18 1:05 PM
To: Theresa Lenardon; Melissa Zahn; Information Services
Subject: Grant-in-Aid Form submitted by Gallery 2 - Grand Forks Art Gallery, email address - tvanwijk@g2gf.ca

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

Applicant Information:

Applicant: Gallery 2 - Grand Forks Art Gallery

Address: 524 Central Ave PO Box 2140

Phone: 2504422211

Fax:

Email: tvanwijk@g2gf.ca

Representative: Tim van Wijk

Make Cheque Payable To: Grand Forks Art Gallery Society

Other Expenses:

Total Cost of Project: \$12850

Amount Requested from
RDKB Director(s):

\$4950

*# 5 000 Appra by Directn Russell
April 19/18*

What is the Grant-in-Aid for?

Gallery 2 is seeking a Grant in aid to replace our telephone system. Currently, the Gallery is operating on a defunct Nortel system, in partnership with the City of Grand Forks and School District 51, this project will provide the gallery with an up to date Cisco IP phone system and managed network switch. The grant in aid is specifically for the telephone sets and network interface, the cost of the managed POE switch and yearly

licensing is being provided on a yearly subscription basis to the Gallery through the City and SD51. a detailed description of costs is available if required.

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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Theresa Lenardon

From: is@rdkb.com
Sent: April-18-18 2:04 PM
To: Theresa Lenardon; Melissa Zahn; Information Services
Subject: Grant-in-Aid Form submitted by Grand Forks Junior Ultimate Program, email address - ipass9@hotmail.com

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'D' / Rural Grand Forks Director Roly Russell

Applicant Information:

Applicant: Grand Forks Junior Ultimate Program

Address: Box 1445, Grand Forks BC, V0H 1H0

Phone: 250 442 4297

Fax:

Email: ipass9@hotmail.com

Representative: Keith Kuromi

Make Cheque Payable To: Keith Kuromi

Other Expenses:

Total Cost of Project: \$700

Amount Requested from
RDKB Director(s): \$400

Approved by Director Russell April 19/18

What is the Grant-in-Aid for?

To send 2 coaches to Vancouver from GF for a 2 day NCCP Ultimate program. The money would cover,

- mileage to and from Vancouver
- one hotel room for 2 nights
- 2 x Course fee
- food vouchers for 2 days

-admin time

List of Other Organizations Applied to for Funding

Name of Organization Canada Ultimate

Amount Requested 350.00

Amount Secured 350.00

Name of Organization

Amount Requested

Amount Secured

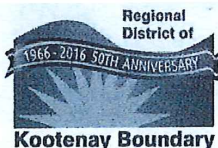
Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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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 foia@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
---	--	--	---	---

Applicant:	* Boundary All Nations Aboriginal Council		
Address:	* C/O Box 1971, Grand Forks, B.C. V0H 1H0		
Phone:	* 250-442-302	Fax:	E-Mail: * waltjnjoanie@hotmail.com
Representative:	* Joan Holmes, Chairperson		
Make Cheque Payable To:	* Boundary All Nations Aboriginal Council		

*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? \$4500. What amount are you requesting from this RDKB Director(s)? \$1000.

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

Boundary All Nations Aboriginal Council is hosting a two phase celebration for National Indigenous Day, on June 21, 2018 at Greenwood, B.C. This celebration will have two phases: Phase 1 - will be located at Greenwood Elementary School 8:30 am until 2:30 P.M. There will be about 130 elementary students from 4 elementary schools in the west end of the Boundary as well as teachers and staff and families. We will be providing lunch and refreshments, expenses related to planned events and a gift, as well as prizes for participation. Phase 2 - at Greenwood Community Centre - 4:30 until 8:30 P.M. We will be providing a feast at no charge, and a traditional Give-Away. There will be drumming, dancing and a door prizes, and recognition of 2018 Indigenous Graduating students from the west end of the Boundary. This event will be open to all, with an overall estimated attendance of 300 - 400, students, School District staff, parents and community.
--

Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

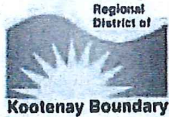
Name of Organization	School District # 51 (Boundary)
Amount Requested: \$	800.00
Amount Secured: \$	not affirmed yet
Name of Organization	First Nations Health Authority
Amount Requested: \$	1500.00
Amount Secured: \$	not affirmed yet
Name of Organization	
Amount Requested: \$	
Amount Secured: \$	
Date: April 10, 2018	Applicant Signature: Joan M. Holmes
	Print Name: Joan Holmes

Office Use Only

Grant approved by Electoral Area Director: V. Gee

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

Please check all Electoral Area Boxes You Are Making Application To:

Electoral Area 'A' Director All Grieve	Electoral Area 'B' Lower Columbia- Old Glory Director Linda Worley	Electoral Area 'C' Christina Lake Director Grace McGregor	Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
--	--	---	--	---

Applicant:	Midway Public Library			
Address:	612 - 6th Ave., Midway BC			
Phone:	250 449-2620	Fax:	250 449-2389	E-Mail:
Representative:	Chris Cordon - Director			
Make Cheque Payable To:	Midway Public Library			

***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? \$ 4000.00 What amount are you requesting from this RDKB Director(s)? \$ 4000.00

What is the Grant-in-Aid for? (attach an extra sheet if necessary)

To support Midway Public Library Board decision to open membership to Area E residents.

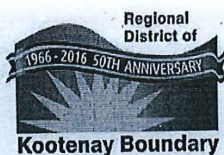
Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization	Amount Requested: \$	Amount Secured: \$
Name of Organization	Amount Requested: \$	Amount Secured: \$
Name of Organization	Amount Requested: \$	Amount Secured: \$
Date: April 12/18 Applicant Signature: x Chris Cordon		Print Name: x Chris Cordon - director
Date: April 12/18 Applicant Signature: x Neil Kopp		Print Name: x Neil Kopp - chair

Office Use Only

Grant approved by Electoral Area Director:

Approved by Board:



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 foi@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
---	--	--	---	---

Applicant:	* West Boundary Sustainable Foods and Resources Society				
Address:	* PO Box 56, Bridesville, BC, V0H 1B0				
Phone:	* 250-528-7433	Fax:		E-Mail:	* foodsharing@nethop.net
Representative:	* Vivien Browne (Vice President)				
Make Cheque Payable To:	* West Boundary Sustainable Foods and Resources Society				

*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)

Seeds Saving Project in the West Boundary:

Gas cards to facilitate the setup of seed saving in the West Boundary. Contacts to be made with growers, and seeds saved from last year's harvest need to be picked up. Some seeds will be saved in a seed bank, others will be grown out for next year. Education will be provided on plant growing protocols for seed saving.

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: \$ _____

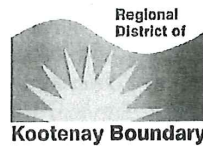
Date: April 18th, 2018 Applicant Signature Vivien Browne Print Name Vivien Browne

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT



**Regional District of Kootenay Boundary
Extended Service Financial Aid Establishment (West Boundary Road Rescue Service)
Repealing and Discontinuation Bylaw No. 1665, 2018**

**A Bylaw of the Regional District of Kootenay Boundary
in the Province of British Columbia to repeal and discontinue the
Extended Service Financial Aid Establishment (West Boundary Road Rescue Service)**

WHEREAS:

- A. Through the adoption of Regional District of Kootenay Boundary Extended Service Financial Aid Establishment Bylaw No. 1091, 1999, the Board of Directors created a road rescue service known as the "West Boundary Road Rescue Service";
- B. With the transfer of road rescue service delivery operations to the Village of Midway Fire Department, the Regional District of Kootenay Boundary Board of Directors deem it appropriate, and in the public interest, to repeal Extended Service Financial Aid Establishment Bylaw No. 1091, 1999 and discontinue the West Boundary Road Rescue Service;
- C. The Regional District of Kootenay Boundary Board of Directors has obtained the necessary consent on behalf of the electors under Sections 346 (a) (b) and 347 (2) of the *Local Government Act* to undertake these actions.

NOW THEREFORE the Regional District of Kootenay Boundary Board of Directors in open meeting assembled enacts as follows:

1. Discontinuation and Repealing of Service

Regional District of Kootenay Boundary Extended Service Financial Aid Establishment Bylaw No. 1091, 1999, is hereby repealed and the service known as the "West Boundary Road Rescue Service" is hereby discontinued.

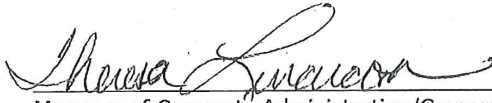
2. Citation

This bylaw may be cited as "Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018.

Read a First and Second Time the 25th day of January, 2018.

Read a Third Time the 25th day of January, 2018.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1665 cited as "Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018 as read a third time the 25th day of January, 2018.



Manager of Corporate Administration/Corporate Officer

The Corporation of the City of Greenwood consented to the adoption of this bylaw by way of a resolution adopted February 13, 2018.

The Corporation of the Village of Midway consented to the adoption of this bylaw by way of a resolution adopted February 19, 2018.

The Director for Electoral Area 'E'/West Boundary consented to the adoption of this bylaw in a letter dated January 26, 2018.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES the ____ day of _____, 2018.

RECONSIDERED AND ADOPTED the ____ day of _____, 2018.

Chair

Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1665 cited as "Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018 as Reconsidered and Adopted the ____ day of _____, 2018.

Manager of Corporate Administration/Corporate Officer



Statutory Approval

Under the provisions of sections _____ **349**

of the _____ **Local Government Act**

I hereby approve Bylaw No. _____ **1665**

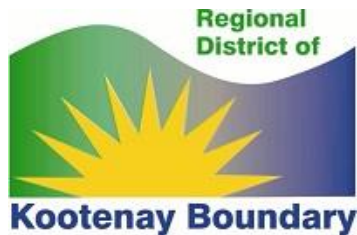
of the _____ **Kootenay Boundary Regional District**,

a copy of which is attached hereto.

Dated this _____ **28** ***day***
of _____ **March** _____ ***, 2018***

A handwritten signature in black ink, appearing to be "JL", written over a horizontal line.

Deputy Inspector of Municipalities



STAFF REPORT

Date: 17 Jan 2018 **File** ADMN BYLAW 1665

To: **Director Russell and Members of the RDKB Board of Directors** West Boundary Road Rescue

From: Theresa Lenardon, Manager of Corporate Administration/Corporate Officer

Re: Proposed Bylaw 1665- RDKB Extended Service Financial Aid Service Establishment (West Boundary Road Rescue) Repealing and Discontinuation Bylaw

Issue Introduction

A staff report from Theresa Lenardon, Manager of Corporate Administration regarding proposed Bylaw No. 1665, 2018 repealing RDKB Extended Service Financial Aid Establishment Bylaw No. 1091, 1999 and discontinuing the West Boundary Road Rescue Service.

History/Background Factors

In 1999 and by Service Establishment Bylaw No. 1091, the RDKB established an extended service for the purpose of providing financial aid assistance to the Midway and Beaverdell Emergency Response agencies and a service, known as the West Boundary Road Rescue Service was formed.

Road Rescue in BC is an organized service with members who may be requested to provide support to people involved in out-of-jurisdiction motor vehicle accidents, where specialized skills, such as vehicle extrication, rope rescue and other specialized services and equipment are required. Road Rescue Service Providers are considered an organized fire rescue service or volunteer rescue society.

The participants within the service include Greenwood, Midway and Electoral Area 'E'/West Boundary and the service area boundaries include all of the property within the aforementioned jurisdictions. The requisition amount for the service when it was created in 1999 was \$12,000. This amount has not changed. The cost apportionment is: Greenwood- \$25%, Midway: \$25% and Electoral Area 'E'/West Boundary 50%. The method of cost recovery is a property value tax on land and improvements.

Page 1 of 2

*Staff Report-Discontinue Delivery of West Boundary Road Rescue Service
Board of Directors January 25, 2018*

After a review of the overall service, the participants have advised staff that the Village of Midway is planning to provide road rescue service to the West Boundary areas through its Fire Department. Therefore, at the January 10, 2018 Board meeting staff was directed to draft a bylaw that will repeal Bylaw No. 1091, 1999 and discontinue the RDKB West Boundary Road Rescue Service.

In order for the Bylaw to be adopted by the RDKB Board, consent from the service participants (*Local Government Act* Section 346 and 347.2) and Statutory Approval from the Inspector of Municipalities must be obtained after Bylaw 1665 is read a First, Second and Third time.

Implications

Implications for the RDKB with repealing the Service Establishment Bylaw include:

1. the RDKB will have less influence in the overall operations of delivery of the service (eg by Midway) and
2. the Village of Midway will gain the taxation revenue through a requisition.

Advancement of Strategic Planning Goals

Exceptional Cost Effective and Efficient Service

- We will ensure we are responsible and proactive in funding our services

Background Information Provided

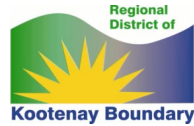
- Proposed Amendment Bylaw No. 1665, 2018

Alternatives

1. Receive staff report
2. Approve First, Second and Third Readings of Bylaw No. 1665, 2018

Recommendation(s)

That Regional District of Kootenay Boundary Extended Service Financial Aid (West Boundary Road Rescue) Establishment Repealing and Discontinuation Bylaw No. 1665, 2018 be read a First, Second and Third Time.



**Regional District of Kootenay Boundary
Extended Service Financial Aid Establishment-(West Boundary Road Rescue Service)
Repealing and Discontinuation Bylaw No. 1665, 2018**

**A Bylaw of the Regional District of Kootenay Boundary
in the Province of British Columbia to repeal and discontinue the
Extended Service Financial Aid Establishment-(West Boundary Road Rescue Service)**

WHEREAS:

- A. Through the adoption of Regional District of Kootenay Boundary Extended Service Financial Aid Establishment Bylaw No. 1091, 1999, the Board of Directors created a road rescue service known as the "West Boundary Road Rescue Service";
- B. With the transfer of road rescue to the Village of Midway Fire Department, the Regional District of Kootenay Boundary Board of Directors deem it appropriate, and in the public interest, to repeal Extended Service Financial Aid Establishment Bylaw No. 1091, 1999 and discontinue the West Boundary Road Rescue Service;
- C. The Regional District of Kootenay Boundary Board of Directors has obtained the necessary consent on behalf of the electors under Sections 346 (a) (b) and 347 (2) of the *Local Government Act* to undertake these actions.

NOW THEREFORE the Regional District of Kootenay Boundary Board of Directors in open meeting assembled enacts as follows:

1. Discontinuation and Repealing of Service

Regional District of Kootenay Boundary Extended Service Financial Aid Establishment Bylaw No. 1091, 1999, is hereby repealed and the service known as the "West Boundary Road Rescue Service" is hereby discontinued.

2. Citation

This bylaw may be cited as "Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018.

Read a First and Second Time the 25th day of January, 2018.

Read a Third Time the 25th day of January, 2018.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1665 cited as "Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018 as read a third time the 25th day of January, 2018.

Manager of Corporate Administration/Corporate Officer

The Corporation of the City of Greenwood consented to the adoption of this bylaw by way of a resolution adopted _____, 2018.

The Corporation of the Village of Midway consented to the adoption of this bylaw by way of a resolution adopted _____, 2018.

The Director for Electoral Area 'E'/West Boundary consented to the adoption of this bylaw in a letter dated _____, 2018.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES the ____ day of _____, 2018.

RECONSIDERED AND ADOPTED the _____ day of _____, 2018.

Chair

Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, hereby certify the foregoing to be a true and correct copy of Bylaw No. 1665 cited as "Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018 as Reconsidered and Adopted the _____ day of _____, 2018.

Manager of Corporate Administration/Corporate Officer



CITY OF GREENWOOD

PO Box 129
Greenwood, BC V0H 1J0

Phone: (250)445-6644 Fax: (250)445-6441 Email: greenwoodcity@shaw.ca

February 14, 2018

Regional District Kootenay Boundary
202-843 Rossland Ave.,
Trail, BC V1R 4S8

Re: RDKB Extended Service Financial Aid Establishment (West Boundary Road Rescue) Repealing
and Discontinuation Bylaw No. 1665, 2018

Dear RDKB Board of Directors,

At the February 13, 2018 Regular Council meeting, Council of the City of Greenwood passed the following motion:

“THAT the Municipal Council for the Corporation of the City of Greenwood consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1665 being the “Regional District of Kootenay Boundary Extended Service Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018”.

Yours sincerely,

Wendy Higashi, CAO / CO
City of Greenwood,
Greenwood, BC



February 20, 2018

Regional District Kootenay Boundary
202 – 843 Rossland Ave.
Trail, BC V1R 4S8

Attn: Theresa Lenardon, Manager of Corporate Administration/Corporate Officer

Dear Theresa,

**Re: RDKB Extended Service Financial Aid Establishment
(West Boundary Road Rescue) Repealing and Discontinuation Bylaw No. 1665, 2018**

The Council of the Village of Midway received the above noted at their February 19, 2018 regular meeting and after review and discussion they unanimously adopted the following resolution:

Moved/Seconded

That the Municipal Council for the Corporation of the Village of Midway consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1665 being the "Regional District of Kootenay Boundary Extended Services Financial Aid Establishment (West Boundary Road Rescue Service) Repealing and Discontinuation Bylaw No. 1665, 2018.

Carried

The Council would like to thank the RDKB Chair and Board of Director's for expediting this matter enabling a quick transition for this very important emergency service that addresses the safety of our boundary area residents and the travelling public.

Yours truly,

VILLAGE OF MIDWAY

A handwritten signature in black ink, appearing to read "Penny Felst".

Penny Felst
Chief Administrative Officer

PO Box 160, Midway BC, V0H 1M0 | 250.449.2222 | midwaybc@shaw.ca | www.midwaybc.ca



From the desk of:
Vicki Gee
Director-Electoral Area 'E'/West
Boundary
P. O. Box 55,
Bridesville, B.C. V0H 1B0
250-446-2042



January 26, 2018

Regional District of Kootenay Boundary
843 Rossland Avenue
Trail, BC V1R 4S8

**Attn: Board of Directors,
Regional District of Kootenay Boundary**

Re: Letter of Consent

**RDKB Repealing and Discontinuation Bylaw No. 1665, 2018
Repealing and Discontinuing the RDKB Extended Service Financial Aid
Establishment (West Boundary Road Rescue Service) Bylaw No. 1091, 1999**

Pursuant to Section 347 (2) of the *Local Government Act*, I Vicki Gee, Director, RDKB Electoral Area 'E'/West Boundary do hereby consent to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1665, 2018 being the:

"Regional District of Kootenay Boundary Extended Service Financial Aid
Establishment (West Boundary Road Rescue Service)
Repealing and Discontinuation Bylaw No. 1665, 2018"

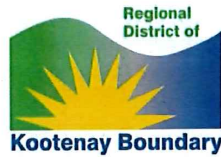
Sincerely,

A handwritten signature in black ink, appearing to read "V. Gee", with a long horizontal flourish extending to the right.

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

TL

"The contents of this correspondence and any views presented are those of the writer and may not reflect the positions of the
Regional District of Kootenay Boundary"

**BYLAW NO. 1662**

A Bylaw of the Regional District of Kootenay Boundary, in the Province of British Columbia, to amend the service area boundary of the Beaver Valley Water Service

WHEREAS the Regional District of Kootenay Boundary has, by Bylaw No. 1491, 2011, established the Beaver Valley Water Service;

AND WHEREAS the Board wishes to amend Bylaw 1491 by revising the service area boundary as described in Schedule 'A';

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Regional District of Kootenay Boundary, in open meeting assembled enacts as follows:

Amendment:

Schedule 'A' in Section 3; Service Area Boundaries of Bylaw No. 1491, 2011 is hereby repealed and replaced with a revised Schedule 'A', which removes the property with a PID of 012-900-354 and legally described as: "Lot B, Plan NEP10973, District Lot 1236, Kootenay Land District" and which is attached to and forms part of this Bylaw.

Citation:

This Bylaw may be cited as "Regional District of Kootenay Boundary Beaver Valley Water Service Establishment Amendment Bylaw No. 1662, 2018".

Read a First and Second Time this 14 day of March, 2018.

Read a Third Time this 14 day of March, 2018.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1662, 2018 cited as "Regional District of Kootenay Boundary Beaver Valley Water Service Establishment Amendment Bylaw No. 1662, 2018" as read a Third Time this 14 of March, 2018.


 Manager of Corporate Administration
 Consent to Adopt Bylaw No. 1662, 2018

Written consent dated _____ to adopt this Bylaw was received from the
Director of Regional District of Kootenay Boundary Electoral Area 'A'.

The Corporation of the Village of Fruitvale consented to the adoption of this Bylaw by way of a
resolution adopted _____, 2018.

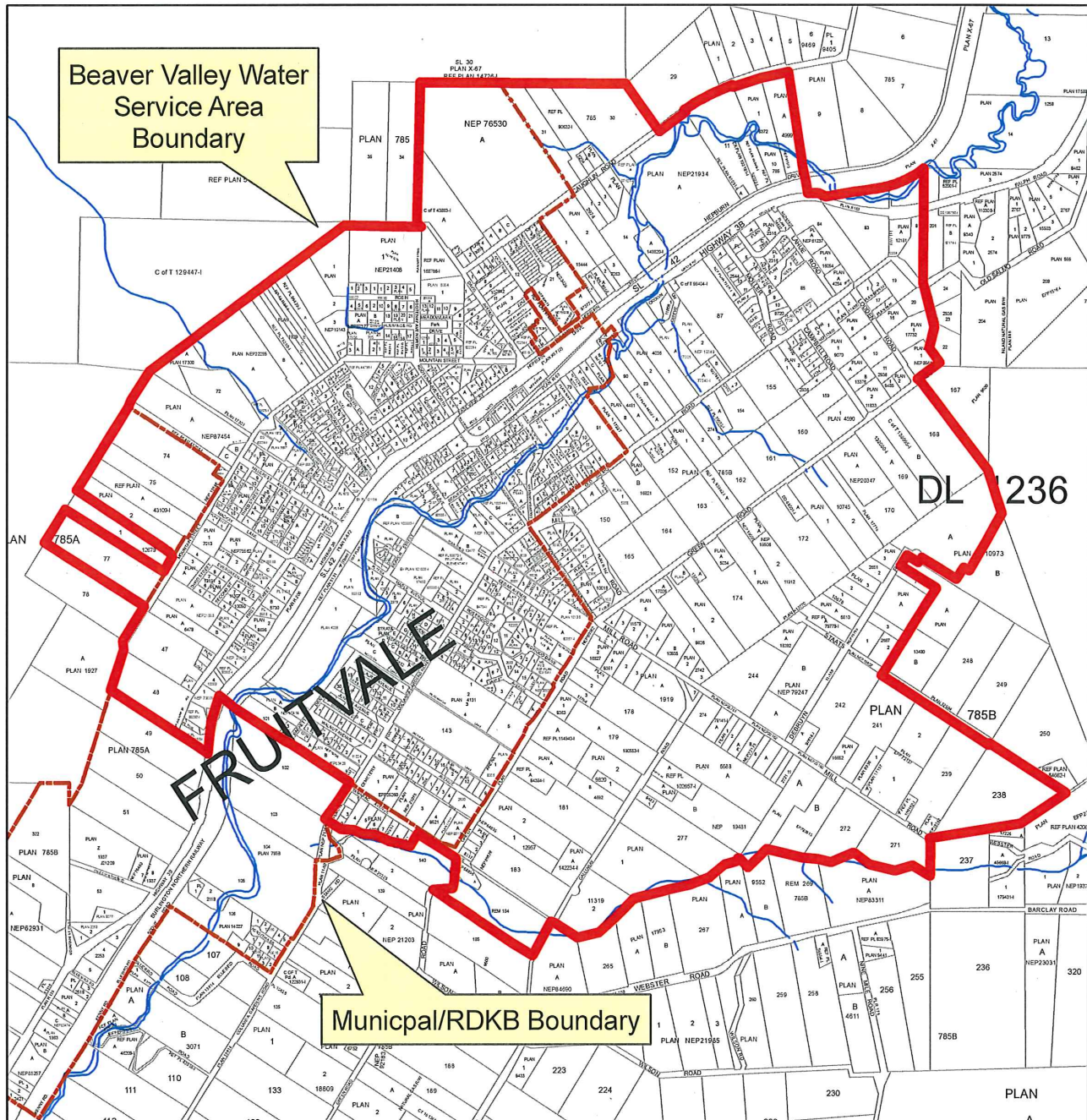
Reconsidered and Adopted this _____ day of _____, 2018.

Chair

Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay
Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1662,
2018 cited as "Regional District of Kootenay Boundary Beaver Valley Water Service
Establishment Amendment Bylaw No. 1662, 2018" as Reconsidered and Adopted this _____
day of _____, 2018.

Manager of Corporate Administration



I hereby certify this Schedule 'A' to be a true and correct copy
and that this Schedule 'A' correctly outlines the properties to be included
in the Regional District of Kootenay Boundary Beaver Valley Water
Service Establishment Bylaw Amendment No. 1662, 2018.

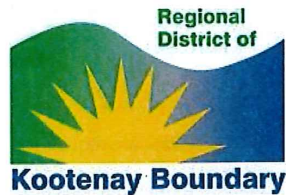
Heura Snawson
Manager of Corporate Administration

03/15/18
Date



Scale

0 0.125 0.25 0.5
Kilometers

**STAFF REPORT**

Date: 14 Mar 2018
To: Chair and Members of the RDKB Board of Directors
From: Gabe Wiebe, Engineering and Safety Coordinator
Re: Bylaw 1662 - Beaver Valley Water Service Establishment Amendment

File Bylaw 1662

Issue Introduction

A staff report from Gabe Wiebe, Engineering and Safety Coordinator regarding proposed RDKB Bylaw No. 1662, 2018 amending the Beaver Valley Water Service Establishment Bylaw No. 1491, 2011.

History/Background Factors

RDKB Board of Directors adopted the Beaver Valley Water Service Establishment Bylaw 1491, 2011 for the purpose of supplying, treating, and distributing potable water to properties in the Village of Fruitvale and a portion of Electoral Area "A" known as the "Beaver Valley Water Service Area". Schedule "A" of bylaw 1491 established the service area boundary.

The property with an address of 2085 Debruyn Road, a PID of 012-900-354, and legally described as "Lot B, Plan NEP10973, District Lot 1236, Kootenay Land District" was included in the service area boundary and has been paying property tax for the Beaver Valley Water Service.

This property is located on the fringe of the water service area and is currently not connected to the water system. The property is supplied with water from a groundwater well located on the same property.

The owners of this property have made a request the Regional District to be removed from the Beaver Valley Water Service.

True Consulting has produced an engineering report detailing the issues and impacts of removing the property from the Beaver Valley Water System or connecting the

ITEM ATTACHMENT # h)

MISCELLANEOUS

Directors can claim reimbursement of actual expenses such as taxis, buses/transit, baggage fees and parking.	Receipts are required
Directors are entitled to have their partner/spouse accompany them to formal functions at the Federation of Canadian Municipalities, Union of British Columbia Municipalities and Association of Kootenay Boundary Local Government conventions. The Regional District will only pay for, or only reimburse the Director for, fees related to the Welcome Reception and Formal Banquet/Dinner.	

ITEM ATTACHMENT # c)

property to the water service. The issues with connecting the property to the water service are as follows:

- An uncharacteristically high investment associated with constructing and maintaining the infrastructure necessary to connect the property.
- The investment would take a long time for the service to be 'paid back' via parcel taxes.
- The property can not be provided with 40 psi service pressure which is the typical minimum pressure supplied by municipal water systems.

The report from True Consulting has recommended that the property be removed from the service area as they are not receiving any benefits from the service without extensive investment from the service.

The Local Government Act - Regional Districts Establishing Bylaw Approval Exemption Regulation Section 2 details the steps required to amend a service area boundary.

1. The owners of the parcels to be removed must submit a petition to the regional district to change the boundaries.
2. At least 2/3 of the participants (Electoral Area "A" and Village of Fruitvale) consent to the amendment.

A petition has been signed by the owners of the property requesting to be removed from the Beaver Valley Water Service. Consent will be requested from Electoral Area "A" and the Village of Fruitvale for this amendment.

Schedule "A" of the proposed Bylaw 1662 would amend the service area boundary to remove the property.

Implications

The RDKB will not collect revenue for the service from the property being removed. This will not affect the Beaver Valley Water Service's ability to provide the current level of service. Also, removing the parcel from the service area will not result in any 'holes' to the geographic boundary.

Advancement of Strategic Planning Goals

Exceptional Cost Effect and Efficient Services

Background Information Provided

Proposed Beaver Valley Water Service Establishment Amendment Bylaw 1662
 Beaver Valley Water Service Establishment Bylaw 1491
 True Consulting Engineer's report
 Petition Letter from Residents affected

ITEM ATTACHMENT # c)

Letter from Residents requesting to be removed from the service
Local Government Act - Regional Districts Establishing Bylaw Approval Exemption
Regulation

Alternatives

Receive staff report and take no further action
Refer back to staff
Approve First, Second and Third Readings

Recommendation(s)

That Regional District of Kootenay Boundary Beaver Valley Water Service
Establishment Amendment Bylaw No. 1662, 2018 be given First, Second and Third
Readings.

**BYLAW NO. 1662**

A Bylaw of the Regional District of Kootenay Boundary, in the Province of British Columbia, to amend the service area boundary of the Beaver Valley Water Service

WHEREAS the Regional District of Kootenay Boundary has, by Bylaw No. 1491, 2011, established the Beaver Valley Water Service;

AND WHEREAS the Board wishes to amend Bylaw 1491 by revising the service area boundary as described in Schedule 'A';

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Regional District of Kootenay Boundary, in open meeting assembled enacts as follows:

Amendment:

Schedule 'A' in Section 3; Service Area Boundaries of Bylaw No. 1491, 2011 is hereby repealed and replaced with a revised Schedule 'A', which removes the property with a PID of 012-900-354 and legally described as: "Lot B, Plan NEP10973, District Lot 1236, Kootenay Land District" and which is attached to and forms part of this Bylaw.

Citation:

This Bylaw may be cited as "Regional District of Kootenay Boundary Beaver Valley Water Service Establishment Amendment Bylaw No. 1662, 2018".

Read a First and Second Time this ____ day of ____, 2018.

Read a Third Time this ____ day of ____, 2018.

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1662, 2018 cited as "Regional District of Kootenay Boundary Beaver Valley Water Service Establishment Amendment Bylaw No. 1662, 2018" as read a Third Time this ____ of ____, 2018.

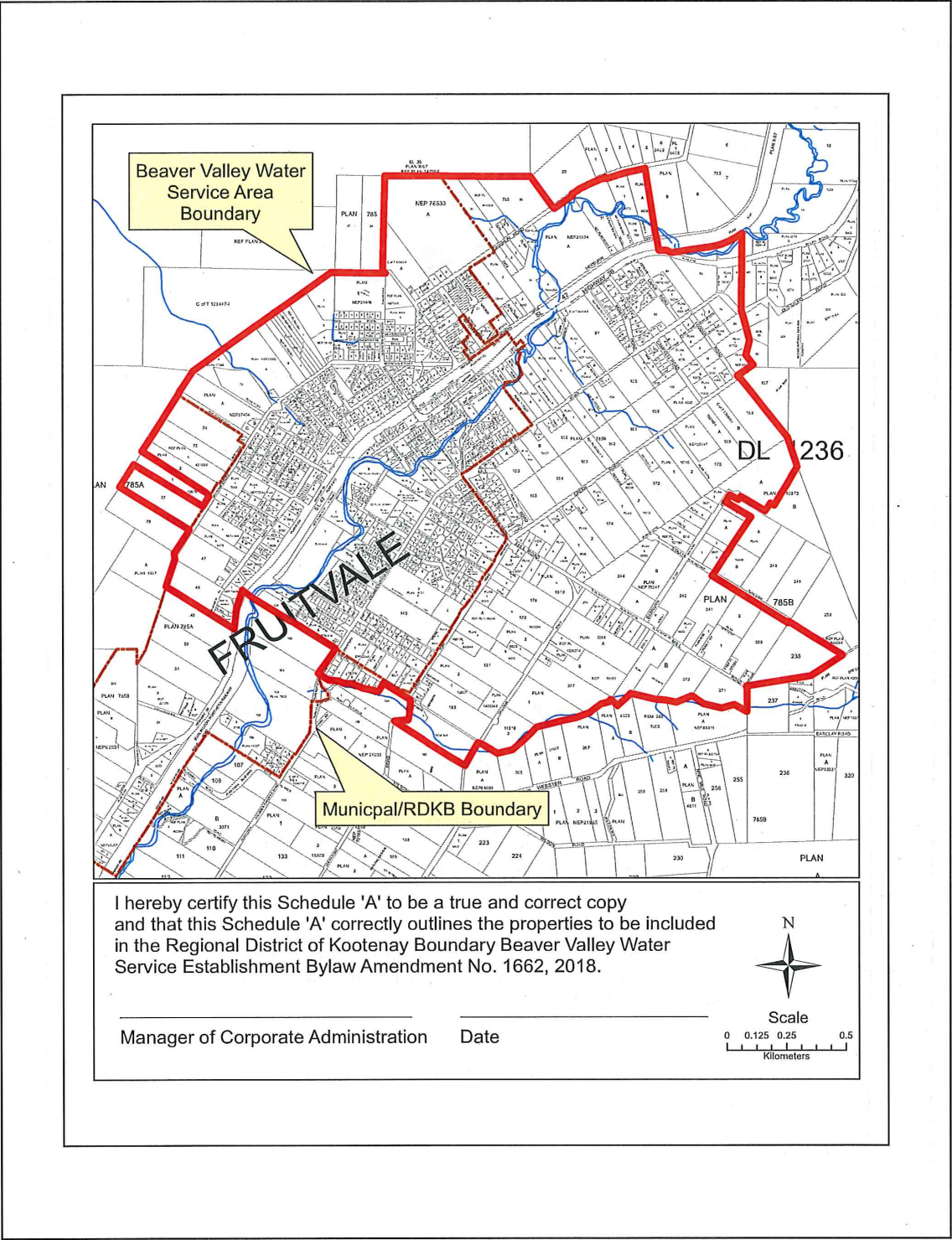
Manager of Corporate Administration
Consent to Adopt Bylaw No. 1662, 2018

Reconsidered and Adopted this _____ day of _____, 2018.

Chair	Manager of Corporate Administration
-------	-------------------------------------

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1662, 2018 cited as "Regional District of Kootenay Boundary Beaver Valley Water Service Establishment Amendment Bylaw No. 1662, 2018" as Reconsidered and Adopted this ____ day of _____, 2018.

Manager of Corporate Administration





Bylaw 1491
Beaver Valley Water Service

A Bylaw of the Regional District of Kootenay Boundary (hereinafter called "the RDKB") to convert and establish the Beaver Valley Water System.

WHEREAS, pursuant to a Supplementary Letter Patent the Province established a water service to serve the Village of Fruitvale and a portion of Electoral Area A;

AND WHEREAS, the Board has deemed it in the best interests of the taxpayers of the Beaver Valley Water Service Area to convert from the supplementary letters patent to a service establishment bylaw pursuant to Section 774.2(3) of the Local Government Act;

NOW THEREFORE, the Board of the Regional District of Kootenay Boundary duly assembled in an open meeting, ENACTS AS FOLLOWS:

1. Citation

This Bylaw may be cited for all purposes as "Beaver Valley Water Service Establishment Bylaw No. 1491, 2011."

2. Conversion and Service Establishment

The service established under supplementary letter patent provided by the Province of British Columbia on April 26, 1986 is hereby converted and established as a service, the purpose of which is to supply, treat and distribute potable water to properties in the Village of Fruitvale and a portion of Electoral Area "A" known as the "Beaver Valley Water Service Area".

3. Service Area Boundaries

The boundaries of the service area are that portion of Electoral Area 'A' as well as the Village of Fruitvale as shown outlined in the attached Schedule 'A', which forms part of this Bylaw.

ITEM ATTACHMENT # c)

4. Participating Area

The participating areas for the service described in Section 2 are the Village of Fruitvale and Electoral Area 'A'.

5. Method of Cost Recovery

The annual cost of providing this service shall be recovered through:

- a. Property value taxes requisitioned and collected on the basis of the net taxable value of land and improvements in the service area.
- b. Parcel taxes imposed in accordance with the Local Government Act (Division 4.3).
- c. Fees and Charges imposed in accordance with the Local Government Act (Section 363).
- d. Revenues received by way of agreement, gift, grant and otherwise.

6. Maximum Requisition

The maximum amount of money that may be requisitioned annually shall not exceed \$500,000.00 (five hundred thousand dollars).

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

I, Elaine Kumar, Director of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1491 cited as "Beaver Valley Water Service Establishment Bylaw No. 1491, 2011" as read a third time this ____ day of ____, 2011.

Director of Corporate Administration

APPROVED by the Inspector of Municipalities this ____ day of _____, 2011.

ITEM ATTACHMENT # c)

RECONSIDERED AND FINALLY ADOPTED this _____ day of

_____, 2011.

Chair

Director of Corporate Administration

I, Elaine Kumar, Director of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1491 cited as "Beaver Valley Water Service Establishment Bylaw No. 1491, 2011" as reconsidered and finally adopted this ____ day of _____, 2011.

Director of Corporate Administration

ITEM ATTACHMENT # c)

Bylaw 1491
Schedule A

INSERT MAP HERE



November 22, 2017

Our File: 961-011

Village of Fruitvale
Box 370
1947 Beaver Street
Fruitvale, BC V0G 1L0

Attention: Ms. Lila Cresswell, CAO

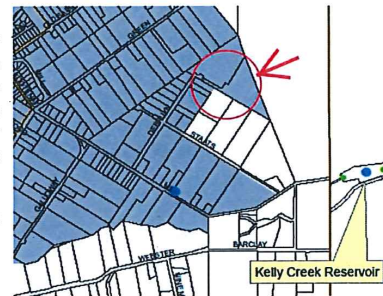
Dear Ms. Cresswell:

RE: 2085 Debruyne Road - Water Service

Introduction

TRUE understands that the Village (water system operator) and RDKB (water system owner) have received a request from the property owner of 2085 Debruyne Road, to be removed from the Beaver Valley Water Service area. The property in question is located as shown on the image to the right.

There are a few factors worth considering in review of this request, described as follows.



BVWS (purple shade) and 2085 Debruyne Road (red circle)

Property Location

For local service areas such as the Beaver Valley Water Service, it is desirable to maintain contiguous boundaries (avoiding 'holes' in the service area) such that common levels of service are available to all property owners within the boundary, and individual properties are not 'left out' or 'favoured' over their adjacent neighbours.

2085 Debruyne Road is located on the fringe of the water system area. Also, this property 'projects out' of the service area when compared to neighbouring properties. Removing this property from the service area would not result in a 'hole' in the service area.

2-860 Eldorado St ■ Trail BC ■ V1R 3V4 ■ www.true.bc.ca ■ tel 250.368.8707 ■ fax 250.368.8708

ENGINEERING ■ PLANNING ■ URBAN DESIGN

Village of Fruitvale
Attn: Lila Cresswell

- 2 -

Our File: 961-011

Level of Service

Another consideration in review of the request is the available level of service. It is TRUE's understanding that 2085 Debruyne Road is currently provided with water service by a private groundwater well. This level of service is common for rural homes outside of the municipal water system area.

The Debruyne Road area of Beaver Valley Water System is supplied with water from the Kelly Creek water source. Municipal water systems are typically designed to provide minimum water service pressure of 40psi.

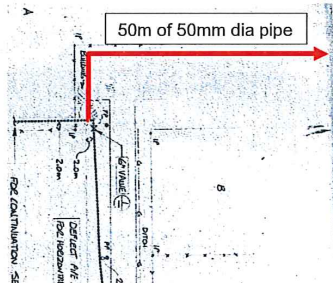
The 40psi pressure zone boundary is approximately at ground elevation 752m. That boundary is depicted on the image to the right; 2085 is the only property on Debruyne Road which would have less than 40psi. We are not aware of the exact home location, but suspect that the homeowner would require a booster pump in order to maintain adequate pressure if connected to the BV water system. As such, there is some inequality in level of service available to 2085, in comparison to other homes on Debruyne Road.



Service Pressure (40psi) boundary (blue line) and 2085 Debruyne Road (red circle)

Cost to Service

The existing watermain on Debruyne Road ends just south of the cul-de-sac. If the Village / RDKB were to provide water service to 2085 Debruyne Road, a water service would have to be constructed approximately 50m from the existing watermain to the property line of 2085 Debruyne. Since there is no potential for servicing lands beyond the cul-de-sac, there would be no need to construct a typical 150mm – 200mm diameter watermain. However, due to the length of service, as a minimum, a 50mm diameter service (with a blowoff for flushing maintenance) would be recommended. The cost to hire a contractor to construct that service is estimated as follows:



Potential service extension (shown in red)

▪ 50mm dia piping, approx 50m @ \$200/m	= \$10,000
▪ Blowoff	= \$2,500
▪ Service to property line with curb stop	= \$2,000
▪ Road crossing or driveway repaving, allow 20 m ² @ \$100/m ²	= \$2,000
▪ Subtotal	= \$16,500
▪ Construction Contingency (allow 25%)	= \$4,500
▪ Total Estimated Service Cost	= \$21,000

ITEM ATTACHMENT # c)

Village of Fruitvale
Attn: Lila Cresswell

- 3 -

Our File: 961-011

As shown above, the cost to construct a water service to the property line for 2085 Debruyne Road is uncharacteristically high, and would take a long time for the service to be 'paid back' via water parcel taxes. In addition, a long water service such as this would have some additional maintenance requirements in comparison to a typical residential water service.

Closure

As described in the previous sections, 2085 Debruyne Road:

- is located on the fringe of the water service area,
- can not be provided with a minimum of 40psi service pressure, and
- would have uncharacteristically high costs associated with constructing and maintaining a water service to this property.

For those reasons, removal of this parcel from the water service area is justified.

We trust that this information is adequate for the Village of Fruitvale's purposes at this time. Please contact us if you have any questions about the information provided in this letter.

Yours truly,

TRUE Consulting



Scott Wallace, P.Eng.

Enclosure

T:\Trail-Projects\961 Fruitvale\961-011\2085 Debruyne Road Water Service - 2017\Fruitvale-Cresswell-2085 Debruyne Road Water Service-2017-11-22.docx

ITEM ATTACHMENT # c)

Steve Van Hemert
2085 Debruyne Road
Fruitvale, BC V0G 1L1
250 425 5351
svhcontracting@gmail.com

January 16, 2018

Regional District of Kootenay Boundary
202 – 843 Rossland Ave
Trail, BC V1R 4S8

Attn: Gabe Weibe – gweibe@rdek.com

RE: Request to remove property from the RDKB Beaver Valley Water Service area

Subject Property: Civic: 2085 Debruyne Road, Fruitvale, BC, V0G 1L1
Legal: Lot B, Plan NEP10973, DL 1236, KD, PID: 012-900-354
Folio#: 21-711-05442.025

I formally request that the property my wife and I own, described as the subject property above, is removed from the Regional District of Kootenay Boundary Beaver Valley Water Service.

We purchased the property in 2015. Upon inspection of our 2017 property tax notice we found a parcel tax for Beaver Valley Water is included. The property is not and has never been serviced by the Beaver Valley Water System as our water source is our own well. When we purchased the property, we were told that the Beaver Valley Water system did not have enough pressure to supply our home which is supported by the RDEK mapping of the system. Our home is at a higher elevation than all other homes serviced by the system.

We had assumed that since the water system did not service the home, we would not be charged the parcel tax, and did not become aware of the extra charge until review of the 2017 tax notice. We humbly request that the taxes paid by us in 2016 and 2017 be reimbursed as we did not and could not receive the water service for that period.

Should you have any questions, please call me at 250 425 5351 or email me at svhcontracting@gmail.com.

Sincerely,

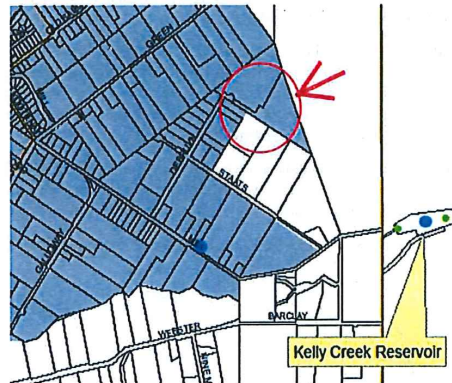


Steve Van Hemert



February 16, 2018

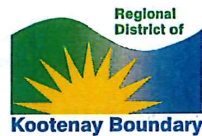
1. I/we, the undersigned owners of property located within the boundaries outlined on the map below, do hereby petition the Regional District of Kootenay Boundary to adopt proposed Regional District of Kootenay Boundary Beaver Valley Water Service Establishment Amendment Bylaw No. 1662, 2018.
2. I/we petition for the removal of PID: 012-900-354 Lot B, District Lot 1236, Kootenay District Plan 10973 from the water service area established by Bylaw No. 1491, 2011.
3. The map of proposed Regional District of Kootenay Boundary Beaver Valley Water Service Establishment Amendment Bylaw No. 1662, 2018 will define the new boundaries of the service area ("BVWS" below) based on the property that has been petitioned out of the service area.



BVWS (purple shade) and 2085 Debruyne Road (red circle)

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

ITEM ATTACHMENT # c)



Civic Address: 2085 Debruyne Road, Fruitvale, BC, V0G 1L1
 Legal Description: PID: 012-900-354 Lot B, Plan NEP10973, District Lot 1236, Kootenay Land District
 Name of Registered Owners: Steve Van Hemert
 Jakki Wynette Van Hemert


 Signature
 Steve Van Hemert


 Signature
 Jakki Wynette Van Hemert

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing a valid and sufficient petition for the removal of the subject parcel from the boundaries of the water service area pursuant to s. 2 of the Regional Districts Establishing Bylaw Approval Exemption Regulation this 16th day of February, 2018.


 Manager of Corporate Administration *Per Official*

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@rdkbc.com · web: rdkbc.com

2/6/2018

Regional Districts Establishing Bylaw Approval Exemption Regulation

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Disclaimer**B.C. Reg. 113/2007
M98/2007

Deposited May 8, 2007

This consolidation is current to January 30, 2018.

Local Government Act
REGIONAL DISTRICTS ESTABLISHING BYLAW
APPROVAL EXEMPTION REGULATION

Contents

- 1 Definitions
- 2 Exemption — bylaw amending service area boundary
- 3 Exemption — bylaw increasing requisition limit

Definitions

- 1 In this regulation, "Act" means the *Local Government Act*.

Exemption — bylaw amending service area boundary

- 2 (1) An amendment to an establishing bylaw that changes the boundaries of a service area by one or both of the following is exempt from the requirement for the Inspector's approval under section 802 (3) of the Act:
 - (a) adding parcels to the service area;
 - (b) removing parcels from the service area.
- (2) An exemption under subsection (1) applies only if
 - (a) the owners of parcels to be added, parcels to be removed or both, as the case may be, submit a petition to the regional district to change the boundaries of the service area, and
 - (b) at least 2/3 of the participants consent to the amendment.
- (3) Each page of a petition referred to in subsection (2) (a) must do the following:
 - (a) describe in general terms the service that is provided;
 - (b) define the boundaries of the proposed amended service area;
 - (c) in the case of a petition to add parcels to a service area, indicate in general terms the proposed method for recovering annual costs;
 - (d) contain other information that the board may require
- (4) In order to be certified as sufficient and valid for the purposes of this section, a petition must satisfy the following requirements:

http://www.bclaws.ca/Recon/document/ID/freeside/76_113_2007

1/3

2/6/2018

Regional Districts Establishing Bylaw Approval Exemption Regulation

(a) the petition must be signed by the owners of the parcels, as follows:

(i) for a petition to add parcels to a service area, by at least 50% of the owners of parcels to be added;

(ii) for a petition to remove parcels from a service area, by at least 50% of the owners of the parcels to be removed;

(b) the persons signing the applicable petition must be the owners that in total represent

(i) for a petition to add parcels to the service area, 50% of the net taxable value of all land and improvements in or on the parcels to be added, or

(ii) for a petition to remove parcels from a service area, 50% of the net taxable value of all land and improvements in or on the parcels to be removed.

(5) Section 212 (4) to (6) [rules in relation to petition for local area service] of the *Community Charter* applies to a petition under subsections (2) to (4).

Exemption — bylaw increasing requisition limit

3 (1) In this section:

"baseline date" means the later of

(a) the date an establishing bylaw is first adopted in accordance with section 801 of the Act, and

(b) the date 5 years before the date of the third reading of a bylaw proposing the amendment of the maximum amount that may be requisitioned for a service;

"baseline value" means

(a) for a maximum amount set under section 800.1 (1) (e) (i) of the Act [*dollar limit*], the maximum amount set at the baseline date,

(b) for a maximum amount set under section 800.1 (1) (e) (ii) of the Act [*rate limit*], the maximum amount obtained by multiplying the property value tax rate at the baseline date by the most recent net taxable value for the service area in the baseline year, or

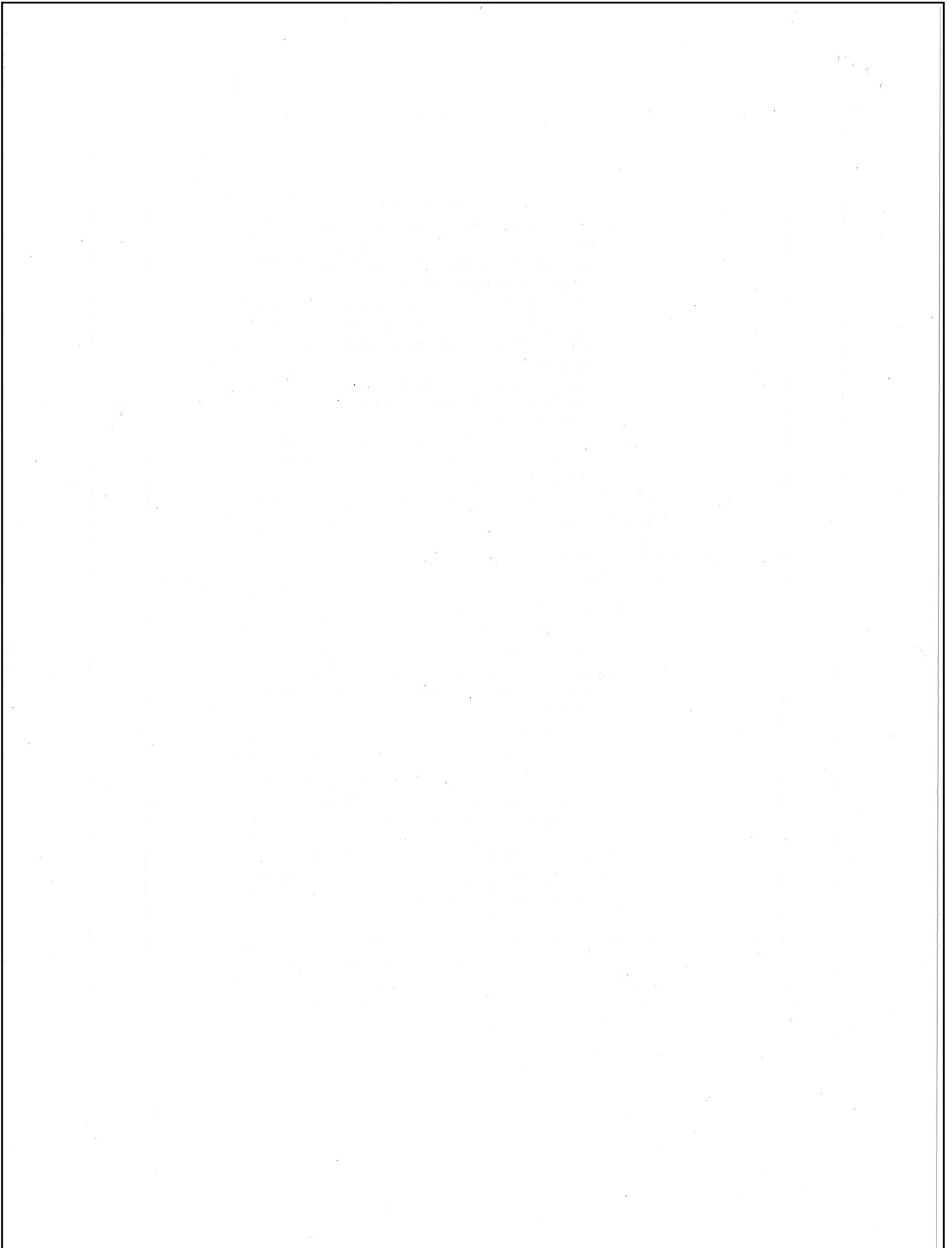
(c) for a maximum amount set under section 800.1 (1) (e) (iii) of the Act [*dollar limit and rate limit*], the greater of the baseline values described in paragraph (a) and (b);

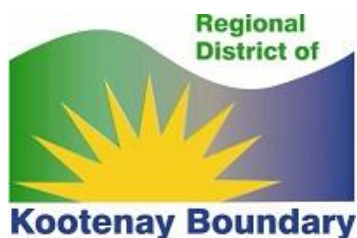
"baseline year" means the calendar year in which the baseline date occurs.

(2) The inspector's approval under section 802 (3) of the Act is not required for an amendment to an establishing bylaw that increases the maximum amount that may be requisitioned under the bylaw by an amount less than or equal to 25% of the baseline value.

http://www.bclaws.ca/Recon/document/ID/freeside/76_113_2007

2/3





STAFF REPORT

Date: 26 Apr 2018
To: **Chair Russell and the Board of Directors**
From: Goran Denkovski, Manager of Infrastructure and Sustainability
Re: McKelvey Creek Landfill Operations and Maintenance Tender

File ES - Solid Waste

Issue Introduction

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the results of a contract tender for equipment operations at the McKelvey Creek Landfill.

History/Background Factors

RDKB Staff run the front end (scale house, financial transactions) of the McKelvey Creek Landfill. Heavy equipment operations including bin dumping, compacting, spreading cover material etc. are contracted out. Equipment operations are critical to the proper operation of the landfill. Methods, procedures and outcomes are prescribed by provincial regulation and the work of the contract is required to maintain regulatory compliance.

Alpine Disposal and Recycling is the current contractor. The current contract term expires in May 2018 and in early 2018 RDKB Staff issued a contract tender for the work with a closing date of March 22, 2018. The tender was for a contract term of five years.

The tender included a mandatory site tour on March 8, 2018. The site tour was attended by six individuals representing four firms.

Alpine Disposal and Recycling submitted a bid as follows:

Alpine Disposal and Recycling - \$368,315.85 for year one and for years two to five the overall contract price will be adjusted on the Contract anniversary date by the

percentage equivalent to the annual change in the BC Transportation Consumer Price Index (cpi) as published by Statistics Canada.

The low bid is a compliant bid meeting all the conditions of the tender including experience, qualifications and security.

Implications

The annual cost of the tendered price is \$368,315.85 plus annual cpi adjustments. The 2018 budget for this contract is \$370,000.

If the contract were awarded to Alpine Disposal and Recycling it would come into force June 1, 2018.

Advancement of Strategic Planning Goals

Solid waste management is a core service of the RDKB and landfill equipment operations is a core function of solid waste management. Managing solid waste effectively and efficiently advances the strategic priorities adopted by the Board.

Background Information Provided

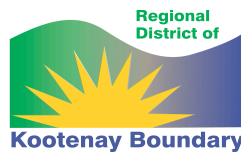
N/A

Alternatives

1. Recommend that the RDKB Board of Directors award a five-year McKelvey Creek Landfill Operations and Maintenance contract to Alpine Disposal and Recycling for a year one value of \$368,315.85 plus annual cpi adjustments for years two to five, contract to commence June 1, 2018.
2. Reject all tenders and develop a business case for carrying out the work using RDKB Staff and equipment and discontinuing performing the work under contract. This option would require an interim, short-term contract which would likely be more expensive on a monthly basis than the tendered prices. The short term work could be tendered or terms could be negotiated with the incumbent.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors award a five-year McKelvey Creek Landfill Operations and Maintenance contract to Alpine Disposal and Recycling for a year one value of \$368,315.85 plus annual cpi adjustments for years two to five, contract to commence June 1, 2018. Further, that the Board direct the RDKB signatories to enter into contract.



Regional District of Kootenay Boundary

Invitation to Tender

MCKELVEY CREEK LANDFILL OPERATION AND MAINTENANCE

Issue Date: Thursday, March 1, 2018

Closing Location:

Regional District of Kootenay Boundary
843 Rossland Avenue
Trail, BC, V1R 4S8

Closing Date and Time:

3:00 pm (Pacific Standard Time) on Thursday, March 22, 2018

Date and Location of Landfill Site Tour:

Thursday, March 8, 2018
11:00 am (Pacific Standard Time) McKelvey Creek Landfill, 1900 Highway 3B, BC

ATTENDANCE AT THE SITE TOUR IS MANDATORY

Contract Term:

June 1st, 2018 – May 31, 2023

Contact Persons:

Goran Denkovski

Manager of Infrastructure and Sustainability
RDKB Environmental Services Department
PH: 250-368-9148, Fax: 250-368-3990
Email: gdenkovski@rdkb.com

EXECUTIVE SUMMARY

The Regional District of Kootenay Boundary (RDKB) is inviting tenders for the operation and maintenance of the McKelvey Creek Landfill Site in accordance with **Appendix A - Operational Permit PR-01917** and **Appendix B - Landfill Criteria for Municipal Solid Waste**, as well as in accordance with regulatory bylaws adopted or amended by the Board of the Regional District of Kootenay Boundary. The Agreement shall commence on **June 1, 2018 and shall be for period of five (5) years, ending May 31, 2023.**

The Contract is for the supply of all supervision, labour, materials, tools, plant, equipment and any incidentals necessary to operate the Regional District of Kootenay Boundary's McKelvey Creek Landfill.

In addition to landfilling Mixed Waste, the Contract includes the maintenance of storage areas for materials diverted from the landfill including Wood Waste, Scrap Metal, and other recyclables.

Approximately 15,000 tonnes of Mixed Waste is landfilled annually, with an additional 2000 tonnes of material diverted annually.

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1 PART 1 – INVITATION AND INSTRUCTIONS TO TENDERERS

The definitions set out in Section 2.1 – Definition of Terms apply throughout the document except when expressly stipulated or the context otherwise clearly indicates.

This Contract is for the supply of all supervision, labour, materials, tools, plant, equipment and any incidentals necessary to operate the Regional District of Kootenay Boundary's McKelvey Creek Landfill, to comply with all conditions of the existing Operational Certificate issued by the Ministry of Environment (MoE) and the Landfill Criteria for Municipal Solid Waste. The Contractor must also operate the Site in accordance with regulatory bylaws adopted or amended by the Board of the Regional District of Kootenay Boundary, as well as the following Conditions and Specifications included in this Contract Document.

1.1 Tender Documents

Tenderers interested in submitting a Tender must obtain a Tender package from the RDKB. Tender documents may be obtained from the Regional District of Kootenay Boundary website at www.rdkb.com

It is the responsibility of the Tenderer to ascertain that they have received a full set of Tender documents. Upon submission of their Tender, the Tenderer shall be deemed conclusively to have been in full possession of a full set of Tender Documents.

1.2 Enquiries

All enquiries related to this Tender are to be directed, **in writing**, to the following persons:

Goran Denkovski
 Manager of Infrastructure and Sustainability
 RDKB Environmental Services Department
 PH: 250-368-9148
 FX: 250-368-3990
 Email: gdenkovski@rdkb.com

Information about the Invitation to Tender or any matter pertaining to the Work that is obtained from any source other than Goran Denkovski is not official and should not be relied upon. Enquiries that are directed to Goran Denkovski and responses will be recorded and **MAY** be distributed to all Tenderers at the option of the RDKB.

1.3 Mandatory Landfill Site Tour

It will be **MANDATORY** for Tenderers to attend the **LANDFILL SITE TOUR** scheduled for **Thursday, March 8, 2018** at the McKelvey Creek Landfill site located 1900 Highway 3B, BC in order for their tender to be considered.

A transcript or minutes of the meeting will be distributed to those Tenderers who attend the meeting and site tour. Attendance at the meeting and site tour is **MANDATORY**. Oral questions will be allowed at the Tenderer's meeting and site tour. However, questions of a complex nature should be forwarded in writing, prior to the meeting, to the person designated above.

1.4 Examination of Sites and Local Conditions

The Tenderer must satisfy himself as to the practicability of executing the Work in accordance with the Contract, and shall be held to have satisfied himself in every particular before making up a Tender, by inquiry and by inspection of the Site.

The Tenderer should examine the Site and surroundings and, before submitting a Tender shall satisfy themselves as to the nature of the Site, the quantities and nature of the Work and equipment necessary for the completion of the Work, the means of access to the Site, the accommodation they may require, and in general, shall obtain all relevant information as to risks, contingencies and other circumstances which may influence their Tender.

1.5 Tender Closing Date, Time and Location

In order to submit a Tender, a potential Tenderer must deliver **TWO** copies (one bound and one unbound) of the Tender in a sealed envelope to:

Environmental Services Department
Regional District of Kootenay Boundary
843 Rossland Avenue, Trail, BC, V1R 4S8

Before **3:00 pm (Pacific Time), Thursday, March 22, 2013.**

Emailed and faxed tenders will **NOT** be accepted. Any Tender received after the Closing Date and Time, or other than in the manner specified, will be considered disqualified and will be returned, unopened, to the Tenderer.

1.6 Tender Submissions

Tender envelope and documents must be clearly labelled **"TENDER – MCKELVEY CREEK LANDFILL OPERATION AND MAINTENANCE"**.

Each Schedule of the Contract Tender Form must be completed and signed by a person authorized to sign on behalf of the Tenderer and authorized to bind the Tenderer to any statements made in response to this Invitation to Tender.

1. The Tenderer's name and full mailing address must be clearly marked on the outside of the response envelope.
2. The Tender must include the Tender Form.
3. The Tender must include a complete itemized pricing schedule (Schedule 1 - Pricing Schedules).
4. The Tender must include a list of the equipment for the operation and maintenance of the landfill, including the type of back-up equipment available (Schedule 2 - Equipment List).
5. The Tender must include a list of the contractor's personnel (Schedule 3 - Contractor's Personnel).
6. The Tender must include Force Account Rates for personnel and equipment (Schedule 4 - Force Account Rates).
7. The Tender must include a list of proposed Sub-Contractors, if any (Schedule 5 - Proposed Sub-Contractors).
8. The Tender must include a synopsis of all relevant waste management experience. A list of references shall also be included with the Tender (Schedule 6 - List of Previous Experience (Contracts)).
9. The Tender must include Schedule 7 - Schedule of Addenda.
10. The Tender must include a Security Deposit in the amount of 10% of the value of the proposed services for the first year of a Contract (including HST) between the RDKB and the successful Tenderer.

1.7 Security Deposit

The Tender shall be accompanied by a Security Deposit in the form of a bid bond, certified cheque, or money order in the name of the RDKB in the amount of ten percent (10 %) of the Tender sum for the first year of the Contract (including HST), as specified in Schedule 1 - Pricing Schedules. The Security Deposit will be returned to all unsuccessful Tenderers upon execution of the Contract by the successful Tenderer.

1.8 Ownership of Tender and Freedom of Information

All responses to this Invitation to Tender become the property of the RDKB. By submitting a Tender the Tenderer agrees the RDKB has the right to copy the Tender Documents. Tenders will be held in confidence by the RDKB, subject to the provisions of the Freedom of Information and Protection of Privacy Act and any requirement for disclosure of all or a part of a Tender under that Act. The requirement for confidentiality shall not apply to any Tender that is incorporated into a Contract for the Work. Further, the RDKB may disclose all or part of any Tender to the RDKB Board at a public meeting of the Board, when making a recommendation for the award of the Contract.

1.9 RDKB's Right to Accept or Reject Tender

The lowest or any Tender will not necessarily be accepted. The RDKB reserves the right in its absolute discretion to: accept the Tender which it deems most advantageous and favourable in the interests of the RDKB; and waive informalities in, or reject any or all Tenders, in each case without giving any notice. In no event will the RDKB be responsible for the costs of preparation or submission of a Tender.

If there is only one compliant Tender received by the Closing Date, the RDKB reserves the right to accept the Tender or cancel the Tender process with no further consideration for the sole Tender. This includes the right to cancel this Invitation to Tender at any time prior to entering into a Contract with the Contractor. The RDKB reserves the right to cancel at any time before award of the Contract without being obliged to any Tenderer – not just where there is only one compliant Tender.

Tenders that contain qualifying conditions or otherwise fail to conform to these Instructions to Tenderers may be disqualified or rejected. The RDKB, however, may at its sole discretion reject or retain for consideration Tenders which are non-conforming because they do not contain the content or form required by these Instructions to Tenderers or because they have not complied with the process for submission set out herein.

1.10 No Claim for Compensation

Except as expressly and specifically permitted in these Instructions to Tenderers, no Tenderer shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Invitation to Tender, and by submitting a Tender each Tenderer shall be deemed to have agreed that it has no claim.

1.11 Conflict of Interest

By submitting a Tender, the Tenderer warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Tenderer has any financial or personal relationship or affiliation with any elected official or employee of the RDKB or their immediate families which might in any way be seen (in the RDKB's sole and unfettered discretion) to create a conflict.

1.12 Anti-Collusion, Fraud and Corruption

The Tenderer shall not communicate to any person prior to the opening of Tenders (other than to the RDKB through the delivery of a Tender in the prescribed manner) the amount of any Tender, or at any time adjust the amount of any Tender by arrangement with any other persons, make any arrangement with any other person about whether or not he or that other

person should or should not submit a Tender or otherwise collude with any other person in any manner whatsoever in the Tender process.

Any breach of this provision or non-compliance on the part of a Tenderer shall, without affecting the Tenderer's liability for such breach or non-compliance, result in the Tender's disqualification.

1.13 Confidentiality

Confidential information about the RDKB obtained by Tenderers must not be disclosed unless authorized to do so, in writing, by the RDKB. The Tenderer agrees that his obligation of confidentiality will survive the termination of any Contract awarded under this Tender process.

1.14 Irrevocability and Acceptance of Tender

After the Closing Date and Time, all Tenders are irrevocable. By submission of a Tender, the Tenderer agrees that should its Tender be successful the Tenderer will enter into a Contract with the RDKB for the Work on the terms and conditions set out in the Tender. Each Tender will be irrevocable and open for acceptance by the RDKB for a period of ninety (90) calendar days from the day following the Tender Closing Date and Time, even if the Tender of another Tenderer is accepted by the RDKB.

By submission of a clear and detailed written notice the Tenderer may amend or withdraw its Tender PRIOR to the closing date and time. Notice in writing must be submitted to:

Goran Denkovski
Manager of Infrastructure and Sustainability
Regional District of Kootenay Boundary
843 Rossland Avenue, Trail, BC, V1R 4S8
Fax: 250-368-3990
Email: gdenkovski@rdkb.com

1.15 Irregularities and Informalities

The RDKB reserves the right, at its sole discretion to waive minor irregularities and informalities in any Tender and to seek clarification or additional information on any area of any Tender when it is in the best interest of the RDKB to do so.

1.16 Discrepancies or Omissions

Tenderers finding discrepancies or omissions in the specifications or other documents or having any doubts on the meaning or intent of any part thereof should immediately request, in writing, clarification from Goran Denkovski gdenkovski@rdkb.com or 250-368-3990, who will send written instructions or explanations to all parties having a set of the Tender Documents in accordance

with Section 1.2 - Enquiries. Any work on a Tender done by the Tenderer after the discovery of discrepancies, errors or omissions, which the Tenderer fails to seek clarification about, shall be done at the Tenderer's risk.

1.17 Modification of Terms/Addenda

The RDKB reserves the right to modify the terms of this Invitation to Tender at any time before the Closing Date and Time in its sole discretion. Written Addenda are the only means of amending or clarifying any of the information contained in the information package. The RDKB may amend or clarify the information package by issuing an Addendum. No employee or agent of the RDKB is authorized to amend or clarify the content of the information package or any Addenda except by issuing an Addendum. The RDKB makes no guarantee as to the timely delivery of any Addendum. Addenda issued prior to closing of this Invitation to Tender shall become a part of the Tender Documents.

1.18 Liability for Errors

While the RDKB has used considerable efforts to ensure an accurate representation of information in this Invitation to Tender, the information contained in this Invitation to Tender is supplied solely as a guideline for Tenderers. The information is not guaranteed or warranted to be accurate by the RDKB, nor is it necessarily comprehensive or exhaustive. Nothing in this Invitation to Tender is intended to relieve the Tenderers from forming their own opinions and conclusions with respect to the matters addressed in this Invitation to Tender.

1.19 Basis of Contract Award

Tenderers are hereby notified that the RDKB intends to review and enter into a Contract for the Work based not only on the Contract Price, but the Tenderer's experience and qualifications considered essential by the RDKB to provide a service for the Work being requested. Tenders will be evaluated based on the following criteria:

- a) the qualifications and experience necessary for the satisfactory performance of the assignment;
- b) the capacity of the Tenderer to accomplish the Work promptly;
- c) the ability of the Tenderer to accomplish the Work with the equipment proposed;
- d) the performance of the Tenderer on similar projects, record of compliance with all statutes, regulations, and bylaws affecting the Tenderer's previous work;
- e) a positive reference referral from previous work experience;
- f) lowest price to the RDKB of having the work carried out in accordance with the Invitation to Tender documents;
- g) conformity of the Tender to the requirements set forth in the Scope of Work; and
- h) conformance with the timing provided for in the Scope of Work.

The RDKB, when considering the award of the Contract, will take the above prerequisites and the Contract schedules into consideration.

Tenderers shall be competent and capable of performing the Work. Tenderers may be required to provide further evidence of previous experience and financial responsibility as outlined in **Schedule 6** - List of Previous Experience. A reference check on past experience may be performed.

The evaluation process will be conducted solely at the discretion of the RDKB. The RDKB may decide to utilize other criteria in the review of Tenders other than those set forth above; in particular, the price to carry out the Work will not be the only or primary criterion that will be utilized by the RDKB. The RDKB reserves the right to make inquiries regarding any or all Tenders and to verify all information submitted by Tenderers.

The RDKB reserves the right, at its discretion, to negotiate with any Tenderer that the RDKB believes has the most advantageous Tender or with any other Tenderer or Tenderers concurrently. In no event will the RDKB be required to offer any modified terms to any other Tenderer prior to entering into a Contract with the successful Tenderer, and the RDKB shall incur no liability to any other Tenderer as a result of such negotiations or modifications.

Tenderers are advised that, after receipt of Tenders and prior to award of Contract, Tenderers may be required to provide the RDKB with additional information concerning the Tenderer or his Tender including, but not limited to, a further breakdown of relevant components of the proposed prices.

The RDKB reserves the right to reject any Tenders of a company that is, or whose principals are, at the time of submitting a Tender, engaged in a lawsuit against the RDKB in relation to work similar to that being proposed.

The RDKB reserves the right to reject any Tenders of a company that owes, or whose principals owe, monies to the RDKB at the time of submitting a Tender.

1.20 Performance Guarantee

The successful Tenderer that enters into a Contract with the RDKB will be required to provide an Irrevocable Commercial Letter of Credit in favour of the RDKB in an amount equal to 50% of the Tender sum for the first year of the Contract (including applicable taxes), as specified in **Schedule 1 - Pricing Schedules**. The Irrevocable Commercial Letter of Credit shall be put in place on award of Contract, and shall be maintained for the life of the Contract plus sixty (60) days as specified in the Contract Documents. The Irrevocable Commercial Letter of Credit is to be provided to the RDKB within fifteen (15) days of the Notice of Award of Contract and prior to the execution of the Contract.

Failure to provide the Irrevocable Commercial Letter of Credit shall result in cancellation of the Notice of Award and forfeiture of the Security Deposit specified in **Section 1.6** - Security Deposit.

If the Contractor should neglect to prosecute the Work properly or fail to perform any provision of the Contract, the RDKB, after seven (7) days written notice to the Contractor may, without prejudice to any other remedy it may have, make good such deficiency and may:

- a) Deduct the cost thereof from the payment then or thereafter due the Contractor; or
- b) Claim the cost from the Irrevocable Commercial Letter of Credit referred to in this Section.

1.21 Definition of Contract

This Invitation to Tender should not be construed as an Agreement or Contract to purchase goods or services. The RDKB is not bound to enter into a Contract with the Tenderer who submits the lowest priced Tender or with any Tenderer. The RDKB will be under no obligation

to receive further information, whether written or oral, from a Tenderer after the Tender Closing Date and Time.

Neither the acceptance of a Tender nor the execution of a Contract will constitute approval of any activity or development contemplated in any Tender that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or bylaw.

Notice in writing to a Tenderer that it has been identified as the Contractor and the subsequent full execution of a written Agreement will constitute a Contract for the performance of the Work and no Tenderer will acquire any legal or equitable rights or privileges relative to the Work until the occurrence of both such events.

1.22 Form of Contract

By submission of a Tender, the Tenderer agrees that, should it be identified as the successful Tenderer, it is willing to enter into a Contract with the RDKB within fifteen (15) days of the date of the Notice of Award. The Contract will consist of all documents listed below:

- Notice to Proceed
- Contract Agreement
- Part 2 - General Contract Conditions
- Part 3 - Scope of the Work
- Part 4 - Payment Clauses
- Tender Form
- Schedule 1 – Pricing Schedules
- Schedule 2 – Equipment List
- Schedule 3 – Contractor's Personnel
- Schedule 4 – Force Account Rates
- Schedule 5 – Proposed Sub-Contractors
- Schedule 6 – List of Previous Experience (Contracts)
- Schedule 7 – Schedule of Addenda

Appendices
Addenda
Security Deposit
Irrevocable Commercial Letter of Credit
Certificates of Insurance
WorkSafeBC Clearance Letter

1.23 Use of Invitation to Tender Documents

This document, or any portion thereof, may not be used for any purpose other than the submission of Tenders.

PART 2 – GENERAL CONTRACT CONDITIONS

2 **General Contract Conditions**

This Part shall be read with and shall form part of the Contract.

2.1 Definition of Terms

The following words and terms, unless the context dictates otherwise, shall have the following meanings. Words having a singular number include the plural and vice versa. References to the male gender refer to the female gender as well when appropriate.

"Active Face"	means the area of the disposal facility where active landfilling of solid waste takes place.
"Agreement" or "Contract"	means the written Agreement resulting from this Invitation to Tender to be executed by the RDKB and the successful Tenderer as Contractor.
"Alternate Daily Cover"	means an approved material used to cover the Active Face at the end of each working day that prevents access to the refuse by vectors and to prevent windblown litter.
"Asphalt"	means a petroleum by-product, mixed with gravel, crushed rock etc., used for paving roadways, driveways, parking areas etc.
"Biomedical Waste"	is defined in the <i>Guidelines for the Management of Biomedical Wastes in Canada</i> (Canadian Council of Ministers of the Environment, February 1992).
"Cell"	means an area within the Landfill that is contained on all sides with daily cover or intermediate cover. Cells should be constructed systematically in one direction by advancing the Active Face.
"CFC Appliances"	means refrigeration or heating appliances designed to operate with a coolant or refrigerant containing Chlorofluorocarbon (CFC).
"Change Order"	is a written communication issued by the Owner's Representative setting forth the authorized amount which is to be paid to the Contractor for the changes in the Work ordered by a Field Order, or the authorized amount which is to be deducted from the

Contract Price as a credit on account of the changes in the Work order by a Field Order.

"Composite Wood Waste" means wood that has been manufactured into dimensional lumber using glue and/or adhesives, such as particleboard, oriented strand board, medium-density fiberboard (MDF), plywood etc.

"Concrete" means a hardened mixture of cement with sand, gravel and or rebar. Rebar projecting from cement cannot exceed 1 ft in length.

"Condemned Foods" means any food or other edible matter that does not contain Free Liquids that have been deemed to be unfit for human consumption pursuant to the Food Safety Act and all amending regulations; and due to its nature may be subject to special handling fees as specified in Schedule "A" of the *Regional District of Kootenay Boundary Solid Waste Management Facilities Bylaw No. 1605*.

"Construction, Demolition and Renovation Waste" means mixed Municipal Solid Waste material resulting from the construction, demolition, renovation and repair of structures, roads, sidewalks and utilities.

"Contract Documents" means the Contract, the Contractor's Tender Documents, the Invitation to Tender documents and such other documents as listed in the Contract, including all amendments and addenda agreed to between the parties.

"Contract Price" means the amount of the Contract as shown in the Contract Tender Form and in the Contract Agreement.

"Contractor" means and includes, irrespective of sex or number in the party or parties of the second part as named in the Contract Agreement, the individual, firm, co-partnership, or corporation and his, their or its heirs, executors, administrators, successors and assigns, or the lawful agent of any such individuals, firm, co-partnership, or corporation of his, their or its surety under the Contract bond, constituting one of the principals in the Contract and undertaking to perform work herein specified. Where any pronoun is used as referred to the word "Contractor" it means the Contractor as defined above.

"Controlled Waste" means Source Separated Waste that is approved by the Manager for Disposal at a Solid Waste Management Facility but which, because of its inherent nature and quantity, may require special handling and storage techniques to avoid creating health hazards,

nuisances or environmental pollution, as specified in Schedule "B" of the *Regional District of Kootenay Boundary Solid Waste Management Facilities Bylaw No. 1605*. Special handling fees may apply as specified in Schedule "A" of the Regional District of Kootenay Boundary Solid Waste Management Facilities Bylaw No. 1605.

"Daily Cover Material"	means earth or other suitable and approved granular material exhibiting good workability, compaction characteristics and a low putrescible content, which shall be used to cover compacted Municipal Solid Waste at the Active Face on a daily basis to a thickness of 150 mm, by other alternative daily cover.
"Day"	means the period of operating of the Landfill from opening the gates at the designated time in the morning to closing the gates and the applying of daily cover after public closing hours in the afternoon.
"Day's Refuse"	means the total volume of Mixed Waste handled by the Contractor in a working day.
"Dead Animals and Parts"	means any deceased pets, wildlife, remains or offal thereof, including: bones, feathers, skin, blood and hair but are not a Specified Risk Material. Due to its nature may be difficult to handle, and therefore requires pre-approval by the Manager and may be subject to special handling fees as specified in Schedule "A" of the <i>Regional District of Kootenay Boundary Solid Waste Management Facilities Bylaw No. 1605</i> .
"General Manager of Environmental Services"	means the Owner's Representative.
"Disposal"	means the placement of Municipal Solid Waste into the landfill.
"Equipment or Plant"	means anything and everything except persons used by the Contractor in performance of the Work and except material as defined herein.
"Field Order"	is a written communication from the Owner's Representative to the Contractor, ordering changes in the Work, clarifying the Contract Documents, issuing instructions, or requesting information.
"Fill Area"	means the area of the Landfill where Mixed Waste is actively being disposed.

"Force Majeure"

means any event or circumstance, excluding lack of funds and labour disruptions, not within the reasonable control of the party claiming the Force Majeure, which prevents or delays that party from meeting an obligation hereunder, and which that party has not been able to overcome by the exercise of due diligence, and including:

- a) acts of God, including wind, ice and other storms, lightning, floods, earthquakes, volcanic eruptions and landslides;
- b) epidemics, war (whether or not declared), blockades, acts of public enemies, acts of sabotage or terrorism, civil insurrections, riots and civil disobedience;
- c) explosion or fire.

"Hazardous Waste"

means gaseous, liquid or Municipal Solid Waste that, because of its inherent nature and quantity, may require special handling and storage techniques to avoid creating health hazards, nuisances or environmental pollution. Hazardous Waste includes, but is not limited to: toxins, poisons, corrosives, irritants, strong sensitizers, flammables, Ignitable wastes, infectious wastes, Condemned Foods, etc.

"Hazardous Waste Regulation"

means the Hazardous Waste Regulation (B.C Reg. 63/2009) under the Environmental Management Act and all amending regulations.

"Herein" and "Hereof"

and similar expressions wherever used in the Contract Documents, shall relate to the whole of the Contract Documents and not to any one (1) paragraph alone, unless the context specifically requires it.

"Ignitable"

means having the properties of:

- flammable gas
- flammable liquid, or
- flammable solids, substances liable to spontaneous combustion or substances that on contact with water emit flammable gases.

"Intermediate Cover Material"

means mineral earth or other suitable inorganic material exhibiting good workability, compaction characteristics, fire retardant characteristics and a low putrescible content, which shall be used to cover the top of each lift to a thickness of 300 mm. Shredded wood waste or other material with organic content greater than 10% shall not be accepted.

"Land Clearing Debris"	means wood, branches and stumps generated from land clearing activity.
"Landfill"	means a location for final Disposal of Municipal Solid Waste on land regulated by the Ministry of Environment. Municipal Solid Waste is spread and compacted; cover soil or alternate is applied daily so that effects on the environment (including public health and Safety) are minimized.
"Layer"	means a single thickness of Mixed Waste spread and compacted on the inclined Active Face with multiple passes of the compaction equipment. To achieve optimum compaction, Mixed Waste shall be spread in layer no thicker than 600 mm.
"Lift"	means a horizontal or near horizontal thickness of Mixed Waste used to construct a landfill phase in layer-cake fashion. Individual lifts shall be separated from each other by 300 mm of a continuous intermediate cover layer. Lifts shall be 2700 mm thick (including intermediate cover), unless directed otherwise by a field order.
"Manager" Regional	means the General Manager of Environmental Services of the District or his or her designate.
"Marketable Waste"	means Recyclable Materials that can be managed through locally available recycling programs and for which a commercial market exists.
"Mixed Waste"	means refuse generated by residential, commercial and institutional sources suitable for Disposal at a Solid Waste Management Facility but does NOT include Prohibited Waste.
"MoE"	means the authorized Waste Manager of the Ministry of Environment responsible for administering the Landfill.
"Municipal Solid Waste"	is material defined by the <i>Environmental Management Act</i> as: <ul style="list-style-type: none"> a. Refuse that originates from residential , commercial, institutional, demolition, land clearing or construction sources, or b. Refuse specified by a director to be included in a waste management plan.
"Noxious Weeds"	means all weeds designated within the Provincial and Regional Noxious Weed lists of the <i>Weed Control Regulation</i> (B.C. Reg. 66/1985) and all amending regulations, and weeds that are classified by the Boundary Weed Management and Central

Kootenay Invasive Plant Committees as priority species within the boundaries of the Regional District including, but not limited to: Annual Sowthistle (*Sonchus oleraceus*), Baby's Breath (*Gypsophila paniculata*), Black Knapweed (*Centaurea nigra*), Black Locust (*Robinia pseudoacacia*), Blueweed (*Echium vulgare*), Bohemian Knotweed (*Fallopia x bohemica*), Bristly locust (*Robinia hispida*), Brown Knapweed (*Centaurea jacea*), Bull Thistle (*Cirsium vulgare*), Bur Chervil (*Anthriscus caucalis*), Burdock (*Arctium minus*), Canada Thistle (*Cirsium arvense*), Common Bugloss (*Anchusa officinalis*), Common Reed (*Phragmites australis* subspecies *australis*), Common Tansy (*Tanacetum vulgare*), Common Toadflax (*Linaria vulgaris*), Crupina (*Crupina vulgaris*), Dalmatian Toadflax (*Linaria dalmatica*), Diffuse Knapweed (*Centaurea diffusa*), Dodder (*Cuscuta* spp.), Downy Brome (*Bromus tectorum*), Eurasian Water-Milfoil (*Myriophyllum spicatum*), Field Scabious (*Knautia arvensis*), Flowering Rush (*Butomus umbellatus*), Fuller's Teasel (*Dipsacus fullonum*), Garlic Mustard (*Alliaria petiolata*), Giant Hogweed (*Heracleum mantegazzianum*), Giant Knotweed (*Fallopia sachalinensis*), Giant Mannagrass/Reed Sweetgrass (*Glyceria maxima*), Gorse (*Ulex europaeus*), Hairy Cat's Ear (*Hypochaeris radica*), Himalayan Blackberry (*Rubus discolor*), Himalayan Knotweed (*Polygonum polystachyum*), Hoary Alyssum (*Berteroa incana*), Hoary Cress (*Cardaria draba*), Hound's-tongue (*Cynoglossum officinale*), Japanese Knotweed (*Fallopia japonica*), Jointed Goatgrass (*Aegilops cylindrical*), Leafy Spurge (*Euphorbia esula*), Marsh Thistle (*Cirsium palustre*), Meadow Knapweed (*Centaurea pratensis*), Milk Thistle (*Silybum marianum*), Mouse-ear Hawkweed (*Hieracium pilosella*), Nodding Thistle (*Carduus nutans*), North Africa Grass (*Ventenata dubia*), Orange Hawkweed (*Hieracium aurantiacum*), Oxeye daisy (*Leucanthemum vulgare*), Perennial Pepperweed (*Lepidium latifolium*), Perennial Sowthistle (*Sonchus arvensis*), Plumeless Thistle (*Carduus acanthoides*), Policeman's Helmet/Himalayan Balsam (*Impatiens glandulifera*), Purple Loosestrife (*Lythrum salicaria*), Purple Nutsedge (*Cyperus rotundus*), Queen Anne's Lace (*Daucus carota*), Rush Skeltonweed (*Chondrilla juncea*), Russian Olive (*Elaeagnus angustifolia*), Russian Knapweed (*Acroptilon repens*), Salt Cedar (*Tamarix aphilla*), Scentless Chamomile (*Matricaria maritima*), Scotch Broom (*Cytisus scoparius*), Scotch Thistle (*Onopordum acanthium*), Siberian Elm (*Ulmus pumila*), Spotted Knapweed (*Centaurea biebersteinii*), St. John's Wort (*Hypericum perforatum*), Sulphur Cinquefoil (*Potentilla recta*), Tansy Ragwort (*Senecio jacobaea*), Velvetleaf (*Abutilon theophrasti*), Wild Oats (*Avena fatua*), Wormwood (*Artemisia absinthium*), Yellow Bedstraw (*Galium verum*), Yellow Flag Iris (*Iris pseudocorus*), Yellow Hawkweed (*Hieracium* spp.), Yellow Nutsedge (*Cyperus*

	esculentus), Yellow Starthistle (<i>Centaurea solstitialis</i>), and Yellow Toadflax (<i>Linaria vulgaris</i>).
"Open Burning"	means the combustion of Municipal Solid Waste in an open area whereby the gaseous products of combustion and contaminants are discharged directly to the open air.
"Other Contractor"	means any person or firm or corporation employed by the Owner other than through the Contractor.
"Owner"	means the Regional District of Kootenay Boundary and it's member Municipalities and Electoral Areas.
"Owner's Representative"	means the Regional District of Kootenay Boundary General Manager of Environmental Services or any such person duly authorized and appointed by the Regional District to act for the purposes of this Contract.
"Pad"	means an elevated area covered with road material that is used to turn vehicles. It is also used as an area to push refuse from.
"Person"	means an individual, a body corporate, a firm partnership, association or any other legal entity or an employee or agent thereof.
"Preserved Wood"	means Wood Waste previously treated with creosote or other chemical preservatives such as chromated copper arsenate (CCA), aromatic hydrocarbons (PAHs), and ammonium copper arsenate (ACA) to prevent rotting. This waste material is considered Controlled Waste. Pre-approval by the Manager is required and special handling fees may apply as specified in Schedule "A" of the <i>Regional District of Kootenay Boundary Solid Waste Management Facilities Bylaw No. 1605</i> .
"Prohibited Waste"	means gaseous, liquid or Municipal Solid Waste NOT accepted for Disposal at Solid Waste Facilities as specified in Schedule "F" of the <i>Regional District of Kootenay Boundary Solid Waste Management Facilities Bylaw No. 1605</i> .
"Recyclable Materials"	means Marketable Wastes and Source Separated Wastes, substances or objects listed in Schedule "C" of the <i>Regional District of Kootenay Boundary Solid Waste Management Facilities Bylaw No. 1605</i> .
"Regulations"	means the <i>Landfill Criteria for Municipal Solid Waste</i> , June 2016 prepared by the Ministry of Water, Land and Air Protection and

any subsequent editions of those regulations, as amended from time to time.

"Solid Waste Management Facility"

means a facility leased, owned and/or operated by the Regional District for which an 'Operational Certificate' or 'Permit' has been issued by the Ministry of Environment of the Province of British Columbia or a Transfer Station or Recycling Depot leased, owned and/or operated by the Regional District of Kootenay Boundary used for receiving Municipal Solid Waste or Recyclable Material described in **Schedule "C"** of the *Regional District of Kootenay Boundary Solid Waste Management Facilities Bylaw No. 1605*.

**"Regional District", "RDKB",
or "District"**

means the Regional District of Kootenay Boundary, a corporation under the Local Government Act and all amending regulations, having its offices and postal address at 843 Rossland Avenue, Trail, BC, V1R 4S8.

"Requirements"

means all of the requirements set out in the Invitation to Tender and Instructions to Tenderers, Scope of Work, General Contract Conditions, Payment Clauses and elsewhere in the Agreement that describes the requirements for the Work.

"Road"

means the designated areas within the Landfill with surfaces that have been prepared for vehicle traffic.

"Scrap Metal"

means recyclable ferrous and non-ferrous metallic materials, including, but not limited to: sheet metal, siding, roofing, rebar, flashings, pipes, window frames, doors, furnaces, duct work, wire, cable (cut into 1.25 m (4 ft.) lengths or on a spool), bathtubs, fuel tanks, fencing, bicycle frames, automotive body parts, machinery, garbage cans, metal furniture, tire rims, appliances and fixtures. Does not include CFC Appliances unless properly certified as having refrigerants professionally removed.

"Site"

means the Regional District of Kootenay Boundary McKelvey Creek Landfill Site.

"Specifications"

means the part of the Agreement consisting of requirements for and technical descriptions of the Work.

"Specified Risk Material (SRM)"

means Special Waste Material as defined by the Canadian Food Inspection Agency (CFIA). Specified Risk Materials are tissues that, in BSE-infected cattle, have been shown to contain the

infective agent and transmit the disease. The following tissues are defined in Canadian regulation as SRM: skull, brain, trigeminal ganglia (nerves attached to the brain), eyes, tonsils, spinal cord, and dorsal root ganglia (nerves attached to the spinal cord) of cattle aged 30 months or older, and the distal ileum (part of the small intestine) of cattle of all ages.

"Soil"	means soil or sediment material containing substances in quantities or concentrations less than those specified in Schedule 7, Column II of the <i>Contaminated Sites Regulation</i> (B.C. Reg. 112/2010) of the <i>Environmental Management Act</i> and all amending regulations.
"Source-Separated Waste"	means waste pre-sorted waste including, but not limited to: Controlled Waste, Yard and Garden Waste, Recyclable Material, Scrap Metal or Wood Waste which is separated into clearly distinguishable accumulations of different types of materials, substances, or objects belonging in the particular class of waste being disposed of.
"Strip"	means a single horizontal row of cells within a single lift, typically 12 m wide, extending from one edge of a phase to the other once the strip is completed. Lifts shall be constructed in a series of parallel strips.
"Sub-Contractor"	means a person neither contracting with nor employed directly by the Regional District for the performance of the Work, but who is contracting with and being employed directly by the Contractor. The term Sub-Contractor does not include one who merely furnishes or supplies materials.
"Supply or Provide"	means supply and pay for or provide and pay for.
"Tender"	means the Tenderer's submission.
"Tenderer"	means the individual, partnership, corporation or combination thereof, including joint ventures, who or which sign the Tender submission.
"Transfer Station"	means a Solid Waste Management Facility under the control of the Regional District for collecting Municipal Solid Waste in preparation for transportation to a Regional District Landfill.

"Tree Stumps"	means that part of a plant, tree, or shrub that remains attached to the roots after the trunk is cut and may include non-organic materials such as rocks, sand and soil.
"Turn-Around"	means an area used for vehicles to turn.
"USEPA Method 9095A Paint Filter Liquids Test"	means the method designed by the Environmental Protection Agency (EPA) to determine the presence of Free Liquids in a representative sample of waste. A representative sample of waste is placed in a paint filter (Mesh number: 60+/- 5%). If any portion of the material passes through and drops from the filter (within a 5 minute test period) the material is deemed to contain Free Liquids.
"Waste Asbestos"	means waste containing friable asbestos fibers or asbestos dust as defined in the <i>Waste Management Act</i> .
"Wood Waste"	means clean, organic material including, but not necessarily limited to: <ul style="list-style-type: none"> • Kiln dried dimensional lumber such as wood pallets, and demolition wood waste; • Composite Wood Waste Material must be free of Preserved Wood, rocks, metals (other than nails and screws), wire, fiberglass, asphalt roofing material, and other non-wood materials. Material that is chipped may qualify for a discount as per Schedule "A" hereto.
"Work"	means all the labour, materials, equipment, supplies, services and all else necessary for the execution, completion and fulfillment of the Requirements.
"Working Face"	means the area of the Landfill operation at which placing, spreading, compacting and covering of refuse is actively taking place.
"Yard and Garden Waste"	means biodegradable, organic materials, substances or objects including, but not limited to: grass, lawn and hedge clippings, flowers, weeds, leaves, vegetable material, shrubs, and shrub and tree branches less than 1 centimeters (0.4") in diameter, but does NOT include: <ul style="list-style-type: none"> • Tree Stumps; Noxious Weeds; • Plants or growing media that may have been identified by the Canadian Food Inspection Agency from time to time as infectious or potentially infectious and of which notice has

been sent to the Regional District or publicized by the Canadian Food Inspection Agency; or

- Plant and tree material in municipal street sweepings;
- Rocks, sand and Soil;
- Bulk Loads of fruit or vegetable material.

2.2 Assignment

The Contractor shall not sublet, sell, transfer, assign, or otherwise dispose of the Contract, any portion thereof, or his right, title, or interest therein, or his obligations there under without written consent of the RDKB which consent may be withheld unreasonably, except for an assignment to a bank of the payments to be received by the Contractor from the RDKB.

2.3 Insurance

Any Contract resulting from this Invitation to Tender will require that the Contractor, without limiting its obligations or liabilities and at its own expense, provide **and maintain throughout the Contract term**, the following insurances with insurers licensed in the Province of British Columbia in forms acceptable to the RDKB. All required insurance shall be endorsed to show the RDKB as an additional insured and provide the RDKB with 30 days' advance written notice of cancellation or material change. The Contractor will provide the RDKB with evidence of the required insurance, in the form acceptable to the RDKB, immediately following execution and delivery of the Contract.

2.3.1 Comprehensive General Liability Insurance

The Contractor shall provide Comprehensive General Liability Insurance with limits of not less than five million dollars (\$5,000,000.00) inclusive per occurrence for personal injury, death, and damage to property including the loss of use thereof and shall include coverage for:

- a) premises, activities and operations liability
- b) blanket contractual liability
- c) cross liability
- d) contingent employer's liability
- e) owners and contractors protective
- f) occurrence basis property damage
- g) broad form property damage
- h) employees as insured's
- i) personal injury
- j) broad form loss of use
- k) public liability

The policy shall cover as unnamed insured's, anyone employed directly or indirectly by the Contractor to perform a part or parts of the Work.

The form of this insurance shall be acceptable to the Regional District and shall be maintained continuously during the term of the Contract Agreement. The policy shall be endorsed to provide the Regional District with not less than thirty (30) days notice in advance of cancellation or termination.

The Contractor shall provide proof of insurance coverage, showing the RDKB and the City of Trail as an additional insured, on each anniversary date of the Contract.

2.3.2 Automobile Liability Insurance

The Contractor shall provide and maintain liability insurance in respect of owned, non-owned and leased or rented licensed vehicles, subject to limits of not less than five million dollars (\$5,000,000.00) inclusive.

The policy shall cover as unnamed insured's, anyone employed directly or indirectly by the Contractor to perform a part or parts of the Work.

The form of this insurance shall be acceptable to the Regional District and shall be maintained continuously during the term of the Contract Agreement.

The Contractor shall provide proof of insurance coverage, showing the RDKB as an additional insured, on each anniversary date of the Contract.

2.3.3 Contractor's Equipment Insurance

Notwithstanding anything contained elsewhere herein, it is understood and agreed that the Owner will not be liable for any loss or damage to Contractor's equipment including loss of use thereof. Each and every policy insuring Contractor's equipment to be used on this project shall contain the following clause:

"It is agreed that the right to subrogation against the Owner is hereby waived."

With respect to the operation of the Contractor's equipment, the Contractor shall ensure that the Regional District, its officers and employees are saved harmless from any liability whatsoever arising out of the Contractor's performance or non-performance of the terms of the Contract, including the performance or non-performance by any sub-contractor, and shall pay any and all legal or other costs incurred by the Regional District as a result of such performance or non-performance.

2.4 Indemnity

The Contractor shall indemnify and save harmless, the Owner, from and against any and all losses and all claims, demands, payments, losses, costs, damages suits, actions, recoveries, and judgments brought or recovered against said Contractor, and/or the Owner by reason of any act or omission of the Contractor, the Contractors agents, employees, or Subcontractors in the

execution of the Work and otherwise in the performance of or failure to perform the Contract, which shall include protecting the work and protecting the public from hazards arising out of the Work.

The obligation of the Contractor under this Section shall apply only to the extent that losses, claims, demands, payments, costs, damages suits, actions, recoveries, and judgment claims do not arise solely out of a negligent act or omission of the Owner, other Contractors or Representatives of the RDKB, as duly appointed by the RDKB.

2.5 Removal of Liens

The Contractor shall forthwith pay for the removal of all liens filed against the Site and the Contractor shall indemnify and save harmless the Owner from liability arising out of any such liens.

2.6 Compliance with Workers Compensation Act

The Contractor shall ensure compliance, on his part and on the part of all of his Sub-Contractors, with the Workers Compensation Act and the Occupational Health and Safety Regulations thereunder.

Prior to undertaking any of the Work in this Contract, the Contractor must provide the RDKB with the Contractor's WorkSafeBC number, and must pay and keep current during the term of the Contract, all assessments required by WorkSafeBC in relation to the Work or the Contract amount. In any case where pursuant to the provisions of the *Workers Compensation Act*, an order is given to the Contractor, or one of his Sub-Contractors in respect to their operations under this Contract to cease operations because of failure to install or adopt safety devices or appliances or methods as directed, or required by the *Workers Compensation Act* or Regulations there under, or because conditions of immediate danger exist that would be likely to result in injury to any person, and the Contractor is not available or capable of removing the danger to life or equipment resultant from the Contractor's operations then the RDKB may issue a Written Notice to the Contractor and may immediately arrange for the removal of this danger and the Contractor shall be liable for the costs of such arrangements, but such act by the RDKB shall not relieve the Contractor of responsibility for injury, loss of life, or damage which may occur in that situation.

In the event that the Contractor refuses or fails to comply with an order under the Workers Compensation Act or Regulations thereunder, so that the performance of the Work is stopped, the RDKB may, upon written notice, terminate the Contract and proceed in accordance with **Section 2.14** – RDKB's Right to Terminate the Contract.

The Contractor shall, during the term of the Contract, maintain WorkSafeBC Insurance in order to fully protect both its employees and the RDKB as may be required by law during the term of the Contract and shall on each anniversary date of the Contract, provide the RDKB with proof of

payment of claims in good standing with WorkSafeBC by way of a WorkSafeBC Clearance Letter.

2.7 Health and Safety

The Contractor shall be solely and completely responsible for ensuring safety of all persons and property during the performance of the Work or any actions of the Contractor related to the fulfillment of the Contract. This requirement shall apply during the Contract period and not be limited to normal working hours. Safety provisions shall conform to all applicable federal, provincial, and regional laws, Owner's policies and procedures developed for the Landfill, ordinances, codes, and regulations. Where any of these are in conflict the more stringent shall be followed.

The Contractor shall be liable for any and all injury or damage which may occur to persons or to property due to any act, omission, neglect or default of the Contractor, or of his employees, workmen or agents.

The Contractor shall satisfy the Manager that a safety program has been developed in accordance with the Occupational Health and Safety Regulations, and Safe Work Practices and Procedures of WorkSafeBC and shall incorporate all of the RDKB's operating requirements and restrictions.

The Contractor shall assign an individual responsible and authorized to supervise and enforce compliance with all safety regulations required in the performance of the Work.

The Contractor shall inform all workers, Sub-contractors and their workers, and the public attending the job Site through the course of the Work of the potential for the presence of methane, landfill gases, and other potentially Hazardous Waste and the importance of safety precautions to ensure the safety of all workers and the public. In particular, the no smoking policy shall be strictly enforced.

The Contractor is advised that the Work is being performed in and adjacent to buried Mixed Waste. During normal operations, the potential exists to puncture containers that could become explosive, release pockets of landfill gas under pressure, release fluids that could be contaminated, create surface subsidence by shifting Mixed Waste, and other types of hazards. Exposure to decaying Mixed Waste is possible during this work. Exposure may also include possible contact with leachate or asbestos, inhalation of landfill gas, explosion, pathogenic bacteria, and others. Disposal of asbestos has previously occurred at this Site.

The Contractor shall develop, maintain and follow an asbestos handling procedure compliant with relevant sections of the Occupational Health and Safety Regulations, and Safe Work Practices and Procedures of WorkSafeBC and shall incorporate all of the RDKB's operating requirements and restrictions.

2.8 Fire Prevention and Protection

The Contractor shall perform all work in a fire-safe manner. He shall comply with all applicable governmental requirements and, without limiting the generality of the foregoing, shall supply and maintain at the Site adequate and proper fire-fighting equipment as specified in Section 3.22.1 – Equipment Types and comply with Fire Control provisions as per Section 3.34.

Currently there is not a water source located on the McKelvey Creek Landfill. The Contractor shall make arrangements to secure a water source to maintain fire and dust control capabilities at no cost to the Regional District.

Neither the Contractor nor his employees shall smoke or allow others to smoke on Solid Waste Management Facility at any time.

2.9 Emergency Call Outs

Before commencement of the Contract, the Contractor shall provide to the Regional District with a list of at least three names and telephone numbers of the Contractor's representatives who can be called outside normal working hours to act for the Contractor for emergency "call outs" in connection with Work under the Contract. Names are to be listed in **Schedule 3** - Contractor's Personnel. At least one person on the list shall be available at all times outside of normal working hours. The Contractor shall issue an updated list whenever a change in call out personnel or phone numbers is made.

2.10 Intent of Contract Documents

The intent of the Contract Documents is that the Contractor shall provide all materials, supervision, labour, equipment and all else necessary for or incidental to the proper execution of the Work described in the specifications and all incidental work to deliver the service. This is not an Agreement of employment. The Contractor is an independent Contractor and nothing herein shall be construed to create a partnership, joint venture or agency and neither party shall be responsible for the debts or obligations of the other.

2.11 RDKB's Representative

The RDKB's General Manager of Environmental Services, or designate, shall be the Owner's Representative during the term of the Contract and will observe the Work in progress on behalf of the RDKB. The Owner's Representative will have the authority to stop the Work whenever such stoppage may be necessary, in his opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract.

2.12 Notice to Proceed

Following the execution of the Contract by the Contractor and the provisions of the required Irrevocable Commercial Letter of Credit and insurance policies, a written Notice to Proceed with the Work will be given to the Contractor by the RDKB. The Contractor shall begin work on the first day of the Term and shall proceed with the Work regularly and without interruption thereafter throughout the Term, unless otherwise directed in writing by the Manager or RDKB.

2.13 RDKB's Right to do Work

If the Contractor should refuse or fail to supply adequate workmanship, products, or machinery and equipment for the scheduled performance of the Work, or neglects to execute the Work properly, or fails to perform any of the provisions of the Contract, then the RDKB, without prejudice to any of its other rights under the Contract, may notify the Contractor in writing, that the Contractor is in default of his contractual obligations, and instruct him to correct the default within forty-eight (48) hours.

If the correction of the default cannot be completed within forty-eight (48) hours as specified, the Contractor shall be considered to be in compliance with the RDKB's instruction if he commences the correction of the default within the specified time, and in addition provides the RDKB with a schedule that is acceptable to the RDKB in its sole discretion for such correction and completes the corrections in accordance with such schedule.

If the Contractor fails to comply with the provisions of this Section the RDKB may, without prejudice to any other right or remedy he may have, correct such default and may deduct the cost thereof from the payment then or thereafter due the Contractor, or may without notice to the Contractor deduct the cost from the amount secured under the Irrevocable Commercial Letter of Credit.

2.14 RDKB's Right to Terminate the Contract

If the Contractor should:

- a) be adjudged bankrupt, or make a general assignment for the benefit of creditors, or if a receiver is appointed on account of his insolvency, or
- b) fail to make sufficient payments due to his Sub-Contractors, or suppliers, or
- c) disregard laws or regulations that apply to the Work, or the RDKB's instructions, or
- d) abandon the Work, or
- e) otherwise violate the conditions of the Contract,

the RDKB shall, by written notice, instruct the Contractor to correct the default within forty-eight (48) hours.

If the default is not corrected within forty-eight (48) hours, then the RDKB may, without prejudice to any other right or remedy he may have, terminate the Contract. If notice has been given to the Contractor under **Section 2.13** - RDKB's Right to do Work, then a further notice and

time to correct the default is not required and that in addition to correcting the default RDKB may without further notice proceed to terminate the Contract.

If the RDKB terminates the Contract under the conditions set out above, the RDKB shall be entitled to:

- a) finish the Work by whatever method is deemed expedient but without undue delay or expense;
- b) withhold any further payments to the Contractor until the Work is finished;
- c) upon completion of the Work, determine the full cost of finishing the Work including compensation to the RDKB for this additional service and a reasonable allowance to cover the costs of any corrections required under the guarantee, and charge the Contractor the amount by which the full cost exceeds the unpaid balance of the Contract Price; or if such cost of finishing the Work is less than the unpaid balance of the Contract Price, pay the Contractor the difference; or if such cost of finishing the work is greater than the unpaid balance deduct the difference from the Irrevocable Commercial Letter of Credit.

It is also understood and agreed by and between the parties to the Contract, that in the event of a strike or lockout of the employees of the RDKB taking place during the term of the Contract, during which the execution of the Work may be interrupted or blocked, that the provisions of the Contract requiring payment by the RDKB to the Contractor shall be renegotiated on the basis of the Contractor's actual proven costs for the period.

It is also understood and agreed by and between the parties to the Contract, that in the event of a strike or lockout of the employees of the Contractor taking place during the term of the Contract, during which the execution of the Work may be interrupted or blocked, that the RDKB shall at its option and without penalty or further payment to the Contractor, have the right to unilaterally terminate the Contract, and to remove the Contractor, his employees and equipment from the Site.

2.15 Inspection of the Work

The Owner's Representative will inspect the Work during the period of operation and will observe the Work in progress on behalf of the Regional District. The Owner's Representative will have the authority to stop the Work whenever such stoppage may be necessary, in his opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract Agreement.

The Regional District and its representatives shall at all times have access to the Work whenever it is in preparation or progress and the Contractor shall provide proper facilities for such access and for inspection.

If the specifications, the Regional District's instructions, laws, ordinances, or any public authority requires any Work to be specially tested or approved, the Contractor shall give the Owner's Representative timely notice of his readiness for inspection, and if the inspection is by an authority other than the Regional District, the date fixed for such inspection.

If any Work should be covered up without approval or consent of the Regional District it must, if required by the Regional District, be uncovered for examination at the Contractor's expense.

Examination of questioned Work may be ordered by the District and if so ordered the Work shall be uncovered by the Contractor. If such Work is found not to be in accordance with the Contract Documents through the fault of the Contractor, the Contractor shall pay the cost of examination and replacement of the Work. If such Work is found to be in accordance with the Contract Documents, the Regional District shall pay these costs.

2.16 Contractor's Right to Stop Work or Terminate the Contract

If the Work should be stopped or otherwise delayed for a period of ninety (90) days or more under an order of any court, or other public authority, and provided that such order was not issued as the result of any act or fault of the Contractor or of anyone directly or indirectly employed by him, the Contractor may, without prejudice to any other right or remedy he may have, by giving the RDKB written notice, hold the RDKB in default.

The Contractor may notify the RDKB in writing that the RDKB is in default of its contractual obligations if the RDKB, subject to requirements of these Contract General Conditions fails to pay to the Contractor when due, any amount due and owing to the Contractor under this Contract. Such written notice shall advise the RDKB that if such default is not corrected within thirty (30) calendar days from the receipt of the written notice the Contractor may, without prejudice to any other right or remedy he may have, stop the Work and terminate the Contract.

If the Contractor terminates the Contract under the conditions set out above, he shall be paid for all work performed and for any loss sustained upon products and construction machinery and equipment, with reasonable profit up to the time that the Contract is terminated. If the Contractor terminates the Contract this is his sole remedy and the RDKB will not be liable for any additional costs or for any loss of profit following termination.

2.17 Changes in the Work

The Regional District may order changes in the Work through additions, deletions, modifications or variations without invalidating the Contract. The value, if any, of such changes shall be taken into account and reimbursed on a fixed price basis or a fixed monthly rate. The value of any changes shall be based on the Force Account Rates listed in **Schedule 4** - Force Account Rates. All such work shall be executed under the conditions of the Contract.

No extra work shall be carried out and no change shall be made, unless pursuant to a Field Order and no payment for extra work shall be made unless authorized by a Change Order.

If the Contractor claims that any instruction by drawings, or otherwise, involves extra costs under this Contract, he shall give the Owner's Representative written notice thereof immediately, and he shall then follow the Regional District's instruction regarding doing the Work in question. No such claim shall be valid unless so made. If the Contractor's claim is approved it shall be paid.

The value of the change in the Work due to the addition or deletion of specific tasks required under this Contract shall be determined by Force Account Rates given in Schedule 4 - Force Account Rates.

A Change Order is required when there is a change in the Work not covered by Contract Prices, the value of such a change shall be determined either by an agreement on a lump sum in each instance between the District and the Contractor, or on a cost basis in accordance with the following provisions. A Change Order is required:

- (a) payroll cost of labour which shall be defined as direct wages and salaries for the hours worked, plus 20% to cover WorkSafeBC, Unemployment Insurance, Holiday Pay, Paid Statutory Holidays and other valid payroll burdens;
- (b) plus, the Contractor's cost of providing room and board for labour, if room and board is normally provided by the Contractor on the project;
- (c) plus, the Contractor's cost for materials F.O.B. the Site less trade discounts as established by the invoices;
- (d) plus 20% fee on the sum of items (a), (b) and (c) to cover overhead, use of small tools and profit. Overhead includes the cost of supervisors, time keepers and other administrative and supervisory personnel and their vehicles and other costs;
- (e) plus, the rental of equipment for the hours worked, at locally accepted rates or at current provincial or territorial rates, for complete equipment units including operator, fuel, grease, maintenance and such costs as are normal to an operating unit;
- (f) plus 10% mark-up on (e) to the Contractor (but not to a Sub-Contractor) provided the Contractor does not own the equipment;
- (g) plus, valid transportation costs for equipment specifically required for the change in the Work, but with no mark-up.

When work is being done on a cost basis the Contractor shall be paid for work performed by his direct Sub-Contractors; the cost for Sub-Contractors, determined as above, plus 10% to cover the Contractor's coordination.

When work is being done on a cost basis, the Contractor shall submit to the Owner's Representative daily, an account in triplicate for work done on the preceding Day. The account shall include the man hours, equipment hours and materials used. The Owner's Representative shall, each day, check the account, and if it is numerically correct, he shall sign the three copies and return one signed copy to the Contractor. Only those items which are eligible in accordance with these specifications shall be certified for payment by a Change Order.

If on the day, the Contractor fails to submit an account of work done on a cost basis, the Owner's Representative shall prepare the account, and this shall be used as the basis for payment for that portion of the Work, and no payment will be made for any account subsequently submitted by the Contractor for that portion of the Work.

The Owner reserves the right to do extra work itself or contract to other Contractors at its sole discretion.

2.18 Sub-Contractors

The Contractor agrees to preserve and protect the rights of the RDKB with respect to any work performed under the Contract and shall:

- a) enter into Contracts or written Agreements with the Sub-Contractors requiring them to perform work in accordance with and subject to the terms and conditions of the Contract Documents; and
- b) be as fully responsible to the RDKB for acts and omissions of the Sub-Contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

The Contractor therefore shall incorporate all terms and conditions of the Contract General Conditions into all Sub-Contract Agreements he enters into with his Sub-Contractors, insofar as they are applicable.

The Contractor agrees to employ only those Sub-Contractors proposed by him in writing in **Schedule 5** - Proposed Sub-Contractors, and accepted by the RDKB for such portions of the Work as may be designated.

The RDKB may, for reasonable cause, object to the use of a proposed Sub-Contractor and require the Contractor to employ another that is acceptable to the RDKB. Under these circumstances, the RDKB will advise the Contractor, in writing, of its objection to a Sub- Contractor. The Contractor shall supply the names of alternate Sub-Contractors for that part of the Work, each of whom must be acceptable to the RDKB. The Contractor and the RDKB will then agree as to which new Sub-Contractor shall be used.

Nothing contained in the Contract General Conditions shall create any contractual obligation between any Sub-Contractor and the RDKB.

Sub-Contractors shall not further Sub-Contract any portion of the Work that is the subject of their Sub-Contract without prior written approval of the RDKB, which may be withheld unreasonably.

2.19 Other Contractors

The Regional District reserves the right to let other contracts related to the Work, or to do certain work by its own forces.

The Contractor acknowledges that he is aware that the Regional District may award other contracts in connection with other Work at the McKelvey Creek Landfill or do certain other work by the Regional District's own forces, much or all of which may be performed in the same general area at the same time. The Regional District shall coordinate the work and insurance coverage of Other Contractors insofar as it affects the Work of this Contract.

The Contractor shall coordinate his Work with that of Other Contractors and tie into Works constructed by others as specified or shown in **Part 3** - Scope of Work.

The Contractor shall report to the Owner's Representative any apparent deficiencies in Other Contractor's work which would affect the Work of his Contract as soon as they come to his attention and shall confirm such report in writing. Failure by the Contractor to so report shall invalidate any claims against the Regional District by reason of deficiencies of Other Contractor's work except as to those of which the Contractor could not reasonably be aware.

2.20 Dispute Resolution

All claims, disputes or issues in dispute between the RDKB and the Contractor shall be decided by mediation or arbitration if the parties agree, or failing agreement, in a court of competent jurisdiction within the Province of British Columbia. All procedures for the resolution of disputes arising in relation to the Contract shall be governed by the laws of British Columbia, Canada.

In the event that the parties agree to arbitration, the arbitration shall be governed by the rules of the British Columbia International Arbitration Centre, except that the Arbitrator(s) shall be agreed upon by the parties, and failing agreement by the parties, shall be appointed by a court of competent jurisdiction within the Province of British Columbia, Canada.

Arbitration will take place in the Southern Interior of British Columbia and be governed by the laws of the Province of British Columbia, Canada.

2.21 Taxes and Duties

The Contractor shall pay all government sales taxes, customs duties and excise taxes with respect to the Contract including but not limited to any GST, PST or HST. Federal and provincial laws state that twelve (12) percent tax shall be paid on all goods and services. The Contractor is required to identify any applicable tax separately on all invoices and the RDKB is liable to pay this amount to the Contractor. Where an exemption of government sales taxes, custom duties or excise taxes is applicable to the Contract by way of the Contractor filing claims for, or cooperating fully with the RDKB and the proper authorities in seeking to obtain such refunds, the procedure shall be established in a Supplementary Condition.

2.22 Staff Resources and Management

The Contractor shall, at all times during the term of this Contract, have a local manager or supervisor charged with the responsibility of supervising the operations of the Contractor and

shall maintain a local office at all times and a telephone staffed during all working hours throughout the duration of this Contract. The Contractor's local manager must have Solid Waste Association of North America Manager of Landfill Operations certification and a minimum of Five (5) years direct landfill operating experience

The Contractor shall employ properly qualified and trained equipment operators, labourers and supervisory staff for the operation of the Contract and shall make available a sufficient number of staff to complete the performance of the Work. All operators must have previous experience. All of the Contractor's staff engaged in the operation of the Contract must have completed Solid Waste Association of North America British Columbia British Columbia Qualified Landfill Operator course prior to commencing the Work. Failure or delay in the performance of the Contract due to the Contractor's inability to obtain personnel of the number and skill required shall constitute a default of the Contract.

The Contractor shall ensure that no person will be discriminated against because of race, colour, sex, age, religion or origin. Wages and hours of labour employed shall be in accordance with Federal, Provincial or Territorial enactments. The Contractor shall, at all times, enforce discipline and good order among his employees, and shall not employ on the Work Site any unfit person or anyone not skilled in the Work assigned to him. Any persons employed on the Work Site, who become intoxicated, intemperate, disorderly, incompetent or willfully negligent, may, at the sole discretion, of the RDKB's Representative, be immediately removed from the Work Site and at the written request of the RDKB Representative and shall not be employed again in any portion of the Work without the approval of the RDKB's Representative.

2.23 Right to Audit

Upon reasonable notice the Contractor and/or any Sub-Contractors shall provide the RDKB and its internal auditors, external auditors, its regulators and such other entities/persons as the RDKB may designate, with unrestricted access at reasonable times to the data and records relating to the performance of the Work. Such access will be provided in order to verify the accuracy of charges and invoices for the Work.

2.24 Contract Performance Reviews

From time to time as deemed necessary, the Manager may request that the Contractor participate in a Contract performance review. Documented performance arising from such reviews may be used as the basis for alteration of the scope of work or suspension/termination of the Contract.

2.25 Rights of Waiver

A waiver of any breach of or provision of the Contract will not constitute or operate as a waiver or any other breach of any other provision, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

2.26 Duty of Care

The Contractor acknowledges that the RDKB, in the preparation of the Contract documents, supply of oral or written information to Tenderers, review of Tenders or the carrying out of the RDKB's responsibilities under the Contract, does not owe a duty of care to the Contractor and the Contractor waives for itself and its successors, and waives the right to sue the RDKB in tort for any loss, including economic loss, damage, cost or expense arising from or connected with any error, omission or misrepresentation occurring in the preparation of the Contract documents, supply of oral or written information to Tenderers, review of Tenders or the carrying out of the RDKB's responsibilities under the Contract.

2.27 Severability

All Sections of the Contract are severable one from the other. Should a court of competent jurisdiction find that any one or more Sections herein are void the validity of the remaining paragraphs hereof will not be affected.

2.28 Patent Fees

The Contractor shall pay all royalties and patent license fees required for the performance of the Contract. The Contractor shall hold the Regional District harmless from and against all claims, demands, losses, costs, damages actions, suits or proceedings arising out of the Contractor's performance of the Contract which are attributable to an infringement or an alleged infringement of any patent or invention, by the Contractor, or anyone for whose acts it may be liable.

2.29 Compliance with Permits, Laws and Regulations

The Laws and Regulations of the place where the Work is performed shall govern.

The Contractor shall give all required notices and comply with all laws, ordinances, regulations, codes and orders of all authorities having jurisdiction relating to the Work, to preservation of public health, and to construction safety. If the Contractor observes anything in the Contract Documents to be at variance with the foregoing, he shall promptly notify the RDKB, in writing, and await the RDKB instructions. If the Contractor performs any work, knowing it to be contrary to such laws, ordinances, regulations, codes or orders, and without giving notice requesting instructions from the RDKB, he shall bear all costs arising there from.

The Contractor shall, at his own expense, procure all permits, licenses and certificates required by law for the execution of the Work.

The Contractor will give all notices and obtain all the licenses and permits required to perform the Work. The Contractor will comply with all laws applicable to the work or performance of the Contract.

Any Contract resulting from this Invitation to Tender will be governed by and will be construed and interpreted in accordance with the laws of the Province of British Columbia.

The Regional District shall obtain all easements and rights-of-way, and the Contractor shall have free use thereof for the purposes of this Contract, provided that such use shall not interfere with or impede the operation of any Other Contractors or workmen employed by the Regional District, nor be in conflict with conditions of easement agreement or right-of-way limits.

The Contractor shall comply with all regulatory requirements of landfill operation as specified in the current MoE *Operational Permit PR-01917*, as amended, and presented in **Appendix A - Operational Permit PR-01917**.

The Contractor shall cover all costs of the Work required to meet the regulatory requirements as they apply to the operation of the landfill in the prices as bid in **Schedule 1 - Pricing Schedules**. In the event that additional operating requirements are introduced that are not included in the *Operational Permit PR-01917*, as amended, then the Contractor may claim for a change in work. The claim shall then be processed following the procedures in **Section 2.17 - Changes in the Work**. Conversely, if the operational requirements in *Operational Permit PR- 01917*, as amended, are eliminated and if the Regional District chooses to change the Scope of Work such that they result in a reduced scope of work then the Regional District shall issue a Change Order. Again the procedures in **Section 2.17 - Changes in the Work** shall be followed.

2.30 Force Majeure

In the event that either party is rendered wholly or partly unable to perform its obligations hereunder as a result of an event of Force Majeure, then subject to the RDKB's right of termination under **Section 2.14 - RDKB's Right to Terminate the Contract**, that party will be excused from whatever performance is affected by the event of Force Majeure, to the extent so affected, provided that:

- (a) the non-performing party promptly after the occurrence of the event of Force Majeure gives the other party notice describing the particulars of the occurrence;
- (b) the suspension of performance is of no greater scope and of no longer duration than is required by the event of Force Majeure;
- (c) the non-performing party uses reasonable commercial efforts to remedy its inability to perform; and
- (d) when the non-performing party is able to resume performance of its obligations hereunder, that party will give the other party written notice thereof

PART 3 – SCOPE OF THE WORK

3 Scope of the Work

This Part shall be read with and shall form part of the Contract.

3.1 Period of Contract

The Contract to be awarded as a result of this Invitation to Tender shall commence on **June 1, 2018**. The aforesaid Contract shall terminate on **May 31, 2023**. Upon successful completion of the term, the Contract may be extended for an additional period of up to two years at the discretion of the RDKB by mutual agreement of both parties.

3.2 Location

These specifications describe the operation of the McKelvey Creek Landfill facility of the Regional District of Kootenay Boundary located at 1900 Highway 3B, Trail, BC.

The legal boundaries of the Solid Waste Management Facility are shown on Drawing 1 in **Appendix E** - Drawings. The legal property includes Lot 1, Plans 18105, 18106 and 10537; Parcel A, Ref Plan 17650I, Sublot 2, District Lot 4598, Kootenay District.

The Contractor shall not place any fill or operate any equipment outside the defined property boundaries. The Contractor shall be responsible for relocating any fill placed by the Contractor outside the property boundaries to within the property at the Contractor's own cost.

3.3 Regulations

The Landfill shall be operated in accordance with the Ministry of Environment's *Operational Permit PR-01917*, as amended, issued to the Regional District.

The Contractor shall operate the Landfill following the guidelines outlined in the latest edition of the Landfill Criteria for Municipal Solid Waste.

The Landfill shall be operated in accordance with the Regional District of Kootenay Boundary Resource Recovery Plan, as approved by the Minister of Environment.

The Contractor shall carry out and obey every order and instruction given by the Regional District pursuant to the *Waste Management Act*, the *Health Act* or the *Organic Matter Recycling Regulation* in operating the Landfill.

In the event of conflict in the above regulations, the Contractor shall bring any such conflict to the attention of the Regional District's Owner's Representative in writing. The Owner's Representative shall then provide guidance as to the proper course of action after consultation with regulatory agencies.

3.4 Local Conditions

The Contractor shall, by personal inspection, examination, calculations, tests, or by any other means, satisfy himself at his own cost and risk, with respect to the local conditions to be encountered and the quantities, quality and practicality of the work and of his methods of procedure. No verbal agreements or conversations with any officer, agent, or employee of the District, either before or after the execution of the Contract Agreement, shall affect or modify any of the terms or obligations contained herein.

3.5 Reference Points and Layout

The Contractor, upon entering the site for the purpose of beginning Work, shall locate all monitoring wells, reference points, survey stakes, and legal survey pins, and take all necessary precautions to prevent their destruction. In the case of willful or careless destruction, he shall be charged with the resulting expense of replacement and shall be responsible for any mistakes that may be caused by the loss or disturbance of any such monitoring wells, reference points, survey stakes, and legal survey pins.

The Contractor shall not proceed with the Work until he has received instructions required for the execution of the Work from the Regional District.

If the Contractor, in the course of the Work, finds any discrepancy between the drawings and the physical conditions of the locality or any errors or omissions in drawings or in the layout as given by the instructions, he shall inform the Regional District immediately in writing and the Regional District shall promptly verify the same and issue appropriate instructions. Any work done after such discovery, before further work is authorized, will be done at the Contractor's risk.

3.6 Private Land

It shall be the Contractor's responsibility to ascertain the boundaries within which the Work must be confined. The Contractor shall not enter upon lands other than those provided by the Regional District for any purpose without obtaining prior written permission of the land owners and occupiers. The Contractor shall not enter upon lands owned by others on which the Regional District has easements or rights-of-entry without having received the prior written authorization of the Regional District for such entry. It shall be the Contractor's responsibility to ascertain from the Regional District the conditions on which easements or rights-of-entry have been granted on private lands and to abide by these conditions throughout.

3.7 Contractor's Control of the Work

The Contractor shall have complete control of the Work and shall effectively direct and supervise the Work using his best skill and attention. The Contractor shall be solely responsible for all means, methods, techniques, sequences and procedures required for the execution of the Work and for coordinating all parts of the Work under the Contract.

The Contractor shall carefully examine the Contract Documents and shall promptly report to the RDKB Representative any error, inconsistency or omission he may discover. Although the RDKB may agree to special methods of carrying out the Work, the Contractor will not be relieved of his responsibility for the result. The RDKB's agreement with such special methods shall not constitute ground for claims for the Contractor for any additional payment, nor for relief of his responsibility for the methods used.

3.8 Contractor's Responsibilities

The Contractor will be required to:

- Operate and maintain the landfill site in accordance with operating guidelines in **Appendix A - Operational Permit PR-01917** standards, as amended, and **Appendix B - Landfill Criteria for Municipal Solid Waste**, as well as in accordance with regulatory bylaws adopted or amended by the Board of the Regional District of Kootenay Boundary;
- Ensure the Landfill operator has current BC Qualified Landfill Operator (BCQLO) certification;
- Have a minimum of five (5) years landfill operating experience.

All equipment, labour, materials and associated costs for the operation and maintenance of the landfill will be the responsibility of the Contractor. The Contractor shall have the required expertise to carry out the Work in a competent manner. The Contractor's responsibilities shall include, but not be limited to the following:

- a) The Contractor shall supply all labour, materials, plant facilities and equipment and direction necessary to faithfully perform all requirements of the Contract.
- b) The Contractor shall safeguard workers by ensuring clean, functional clothing, protective gloves and footwear, in accordance with WorkSafeBC regulations, is worn during the performance of the Contract.
- e) The Contractor shall present a positive image to residents by using clean, attractively painted, well maintained vehicles. The Contractor's vehicles shall be maintained in a clean, functional and operational condition with reference to relevant health or sanitary regulations.

3.9 Hours of Operation

The hours of operation of the Regional District of Kootenay Boundary McKelvey Creek Landfill shall be:

Monday - Friday	7 am – 5 pm
Saturday and Sunday	10 am – 5 pm

To improve services, at some time during the duration of this Contract the Regional District may elect to have the landfill open fewer hours in winter. In that case, the Contractor will be asked to amend pricing for winter hours.

The Site shall be closed on the following statutory holidays:

New Year’s Day	British Columbia Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

3.10 Site Operations

The Landfill shall remain open to the public as described in **Section 3.9** – Hours of Operation.

The Contractor shall continue work after landfill hours if required to meet the daily specifications contained herein. The Contractor shall have staff in attendance for as long as is necessary to dispose of and to properly cover the Day’s Mixed Waste.

The Contractor shall remain on site until the Regional District landfill attendant exits the site.

On special occasions, the Contractor may be required to open the Landfill and accept loads outside of normal operating hours. Under such circumstances, the Contractor shall be paid for the time that his attendant is at the landfill and for 30 minutes of mobilization / demobilization time at the hourly price specified in **Schedule 1** - Pricing Schedules.

The Regional District reserves the right to authorize Regional District vehicles or other Contractors working for the Regional District to access the landfill after hours when the Contractor is not in attendance. The Contractor shall be required to process such after-hours materials in accordance with these specifications.

The Regional District will collect user fees and provide gate control.

The Regional District reserves the right to adjust opening hours of the facility as per the direction of the Board. The Contract will be adjusted as per the **Schedule 1** – Pricing Schedules.

3.11 Personnel

The Contractor shall employ properly qualified and trained equipment operators, labourers and supervisory staff to carry out the Work. The Contractor acknowledges that its employees, agents and sub-contractors may come into contact with the public in the execution of this Contract and that it is of primary importance to the RDKB that excellent relations with the public be maintained. All personnel performing work under this Contract shall conduct themselves in a courteous and polite manner towards the public. All Contractor personnel shall wear reflective safety vests (or a garment with similar reflective qualities) and approved safety footwear at all times while on Site.

The Contractor shall have sufficient personnel on duty at the Landfill at all times during the hours of operation together with the equipment specified in **Schedule 2** - Equipment List to manage the receiving and disposal of Mixed Waste, to maintain the Site, and to provide assistance to the public and commercial users of the landfill as required. The Regional District requires a minimum of 64 hours per week of Contractor Personnel on-site coverage. The Contractor shall also be available at all times to respond to emergencies, should emergencies occur.

All Contractor personnel shall respond appropriately to environmental management issues that arise during performance of their duties under the Work (responding to spills, managing found Hazardous Wastes, etc.).

3.11.1 Supervisor

The Contractor shall, at all times during the term of this Contract, employ a supervisor charged with the responsibility of supervising the operations of the Contractor. The supervisor shall represent the Contractor for the Work, and directions given to him by the RDKB shall be held to have been given to the Contractor. Contact information for the supervisor shall be given to the RDKB, and the supervisor shall respond promptly to all requests by the RDKB.

The supervisor shall be satisfactory to the Regional District and shall be the person named in **Schedule 3** - Contractor's Personnel and shall not be changed except for good reason and only then after consultation with, and agreement by, the Regional District.

The supervisor shall represent the Contractor at the Work Site and directions given to him by the Regional District shall be held to have been given to the Contractor.

3.11.2 Operator

A landfill operator that has received BC Qualified Landfill Operator training and is familiar with the requirements of the Permit, shall be present at all times during operating hours.

The operator shall also within six months from the commencement of the Contract obtain certification in WorkSafeBC recognized First Aid Level One and Workplace Hazardous Material Information System (WHMIS). The cost of all training shall be at the Contractor's expense.

Proof of certification for the above noted courses shall be required. In the event that proof of certification is not received within six (6) months of the commencement of the Contract, a monthly

penalty of ten (10%) percent of the monthly contract payment due to the Contractor shall apply until such time as the Regional District receives proof of certification.

The supervisor and operator may be the same person.

3.12 Safety Program

The McKelvey Creek Landfill is a multi-employer work site and governed by the WorkSafeBC of the Province of British Columbia's Occupational Health and Safety Regulations and Policies. The Regional District of Kootenay Boundary as Owner is responsible for coordination of health and safety activities of all Site employers. The Owner's site safety rules and provisions related to operations activities at the Landfill include but are not limited to: traffic control, personal protective equipment, response to fire, site operating hours, accident and incident reporting, summoning first aid, open excavations, and accommodation of other contractors and the public using or working on the Landfill Site.

The Contractor shall develop, maintain and supervise for the duration of the Work a comprehensive safety program that will effectively incorporate and implement all required safety precautions. The program shall, as a minimum, respond fully to the requirements of all applicable laws, ordinances, rules, regulations and orders and general operation practices for the safety of persons or property, including without limitation any general safety rules and regulations of the Regional District and any WorkSafeBC or Occupational Health and Safety legislation or regulations that may be applicable (e.g. WHMIS).

The Contractor shall provide a copy of the safety program to the Owner's Representative for delivery to the Regional District prior to the commencement of the Work.

3.13 Work by Contractor

The Work of this Contract to be performed by the Contractor shall include all work necessary to properly operate the landfill and associated facilities in a manner acceptable to the Regional District and in compliance with applicable regulations and without adverse impacts on neighbouring properties and residents in the area. Operation of the landfill shall include, but not be limited to the following tasks:

- a) keeping required records
- b) emptying the disposal bin from the Small Vehicle Bin Area in the appropriate disposal area and ensuring the area is kept free of litter and Mixed Waste
- c) directing traffic to the appropriate unloading area and placing signs and barricades to control traffic
- d) inspecting for presence of recyclable and banned materials in incoming loads and ensuring that Prohibited Wastes and Controlled Wastes are not deposited at the Active Face
- e) checking and ensuring that Landfill customers deposit all Controlled Waste substances at the designated Controlled Waste area
- f) operating, supervising and maintaining storage areas and/or bins/bunkers for recycled goods including, but not limited to Scrap Metals and propane tanks
- g) maintaining the Wood Waste and Yard Waste storage areas

- h) spreading, levelling and compacting Mixed Waste to the required density
- i) applying Alternate Daily Cover at the end of each working day
- j) excavating, loading, transporting and spreading additional daily soil cover on the Active Face as required
- k) excavating, loading, transporting and spreading soil over the entire Active Face as specified in **Section 3.27.3** – Operations at the Active Face
- l) excavating, loading, transporting and spreading intermediate cover on the top of each lift
- m) excavating, transporting, placing and compacting soils to construct embankments and to construct new Roads
- n) constructing new roads and turn-arounds as required to provide access
- o) constructing and maintaining access Roads to waste dumping areas from the end of pavement of existing roadways and turn-arounds
- p) maintaining roads and operating surfaces in good condition
- q) controlling dust on roads and on the active area of the Landfill
- r) removing snow and sanding all roads and operational areas
- s) maintaining and servicing all landfill equipment
- t) erecting and relocating litter control fencing
- u) collecting litter daily at the Site, at entrance gate and along the public roadways approaching the Site
- v) periodic cleaning out of all run-off control ditches
- w) implementing any required vector control measures including bird control, rat control, insect control, etc. should such measures become necessary
 - i) erecting signs
 - ii) neatly stockpiling Wood and Yard Waste
 - iii) other Force Account work as directed and authorized by the Regional District, and
 - iv) provisional work items that the Regional District may elect to include in the scope of work for this Contract including operating the landfill for extended or reduced hours
- v) securing and locking up the landfill site if Contractors staff is the last to leave.

3.14 Work by Others

The Regional District may undertake the following work by its own forces or by Others:

- a) installing and maintaining fencing
- b) making final rulings on acceptable and unacceptable wastes
- c) establishing survey location and control points, surveying and periodic grade control
- d) compaction testing of earthworks and Mixed Waste density
- e) seeding
- f) provision of information signs at the entrance to the Site
- g) provision of utilities for existing works and buildings
- h) final cover construction
- i) provision of aggregate and hog fuel for road maintenance
- j) provision of soil for daily and intermediate cover
- k) Scrap Metal removal
- l) environmental monitoring

Notwithstanding the Contractor's responsibilities, the Regional District shall maintain overall authority for management and control of the Site. Nothing in this Contract grants the

Contractor any interest in the Site, and the Regional District may, at its discretion, retain others to carry out work on and around the Site.

3.15 Traffic Control

The Contractor shall direct all traffic outside small vehicle bin area to the appropriate unloading area by signs or personnel, be it the Active Face, recycling area, composting area, Controlled Waste area, or some other predefined area.

The Contractor shall place Regional District supplied signs as directed by RDKB. Also, access to the various facilities shall be clearly indicated. Providing these signs will be the responsibility of the Regional District.

Any dangerous obstructions or other hazards such as steep slopes shall be clearly marked and blocked off.

3.16 Accepted Wastes

The Contractor and his staff shall be familiar with all accepted and banned substances at the McKelvey Creek Landfill. In the event that any banned, prohibited substances or recyclable material in a load are not detected at the Landfill Attendant's Gate House, the Contractor shall not allow the public to dispose of these banned or prohibited substances.

The Contractor shall advise the Owner's Representative if any waste observed at the Landfill might contain Hazardous Waste and shall follow the Regional District's instructions in regard to its interception, separation, removal and disposal.

3.17 Enforcing Bans

The Contractor shall diligently enforce bans on banned material and Hazardous Wastes. Vehicles carrying banned substances shall not be allowed to unload at the Landfill.

License plates of vehicles bringing Banned Materials, Hazardous Wastes, or Controlled Wastes without advance notice, to the Landfill shall be recorded and immediately reported to the Landfill operator.

3.18 Hazardous Wastes

Hazardous Wastes that are deposited at the Active Face will be placed, as per direction of RDKB.

3.19 Recycling Programs

The Contractor shall cooperate with any authorized recycling program and shall whenever possible direct those using the landfill site to deposit all Recyclable Materials with the appropriate recycling programs.

3.19.1 Recycling Operations

The Contractor shall encourage recycling in the Regional District by directing Landfill customers who bring recyclables to the Site to the appropriate recycling areas on-site or to other recycling facilities in the vicinity.

The Regional District shall remain the owner of all recyclable materials and shall determine the appropriate end-market as in the best interest of the District. The Contractor shall have no claim on any materials within the Contract area.

The Contractor shall assist in the maintenance of on-site marshalling areas for the following materials:

- Wood Waste
- Yard and Garden Waste
- Scrap Metals
- reuse shed
- batteries
- propane tanks
- Product Care paint depot
- Any other materials as directed by the RDKB

3.19.2 Wood Waste and Yard and Garden Waste

Wood Waste, including dimensional lumber from construction operations, and Yard and Garden Waste shall be deposited in the Wood Waste stockpile designated by the Owner's Representative.

This stockpile shall be kept neatly piled at all times and free from other non-organic contamination. The Contractor shall be responsible for removing any such contamination on an on-going basis.

The Wood Waste materials shall be chipped by the RDKB periodically into a feed stock suitable for composting.

No burning of Wood Waste shall be permitted at the Landfill.

3.19.3 Scrap Metal

Scrap Metals and CFC Appliances shall not be landfilled. A specific location at the Site will be allocated for the receipt, storage, segregation and stockpiling of all Scrap by the Contractor, excluding auto hulks.

The bins shall keep the Scrap Metal stockpile free of contamination and well sorted. The Scrap

Metals shall be pushed up and stacked in a safe manner.

The Contractor shall handle Scrap Metal:

- a) directing loads of clean Scrap Metal and all to the designated storage areas

3.19.4 Batteries

An area for on-site stockpile of automotive batteries shall be provided and maintained and wherever possible the Contractor shall direct and/or remove lead acid batteries if inappropriately disposed and deposit them in the designated area.

The Regional District shall arrange to have the batteries shipped off-site for recycling.

3.19.5 Propane Tanks

A facility for the receipt and storage of used propane tanks shall be provided and maintained and wherever possible the Contractor shall direct and/or remove propane tanks if inappropriately disposed and deposit them in the designated facility. Propane tanks must be stored upright and away from traffic.

The Regional District shall arrange to have the propane tanks shipped off-site for recycling

3.19.6 Product Care Paint Depot

RDKB gate attendants are responsible for the maintenance of this facility but the Contractor shall assist with removing items that RDKB staff deem inappropriately disposed.

3.20 Small Vehicle Bin Area

The Regional District has constructed a Small Vehicle Bin Area at the landfill site. The purpose of the bin area is to redirect small private vehicles from the Active Face to a safer, cleaner unloading environment. The Contractor shall assist in the safe operation of this facility and maintain the facility in top working order, which shall include:

- a) supervising unloading as required by the Owner's Representative
- b) emptying the bin whenever it becomes full and/or at the end of each working day
- c) keeping the facility clean at all times, including litter control
- d) maintenance of the disposal bin
- e) washing out the bin as required to keep it clean
- f) removing snow and sanding in winter conditions (seasonal)

3.21 Controlled Waste Facility

The Contractor shall whenever possible be given twenty-four (24) hour notification before the arrival of all Controlled Waste including the description of the type of Controlled Waste. The

Contractor will be required to prepare the disposal site for the Controlled Waste upon its arrival. The Controlled Waste disposal site shall be a 2.5 m deep trench excavated into the Controlled Waste site. The Contractor shall completely cover the Controlled Waste with a layer of compacted daily cover material immediately after the Controlled Waste has been deposited.

The depth of daily cover placed over the Controlled Waste shall be as follows:

(i)	Waste Asbestos	600 mm
(ii)	Dead Animals	1,000 mm
(iii)	Others (semi-solid waste)	300 mm or as directed by the Owner's Representative

3.22 Contractor's Equipment

Prior to commencing the Work, the Contractor must submit a list containing make and model years of all equipment used in the Work to the RDKB for approval.

The Contractor shall ensure that all equipment comply with all Federal, Provincial and Municipal government requirements. The Contractor shall be responsible for maintenance, repairs and all other operating costs or requirements of the equipment supplied, including fuel, licensing, insurance, washing, storage, paint and other expenses.

3.22.1 Equipment Types

The Contractor shall provide the following minimum Equipment which shall be at the Site at all times and available for Work.

- a) The Contractor shall provide and utilize on a daily basis, a steel wheeled compactor of at least 17,144 kg that was originally designed and build especially for compaction at sanitary landfill sites and not converted from some other use.

The Contractor shall also provide such other equipment as may be necessary to perform the contract, including a rubber tired loader with a minimum 2.5 cubic yard bucket and a vehicle for transporting roll-off containers from the public drop off areas to the working face of the site. The Contractor shall keep the Equipment in good repair and shall provide, and pay for standby equipment, so that, in case of breakdown, the operation will not be interrupted for more than one day and that equipment equivalent to that which is broken down shall be working on the job within one week.

The Owner agrees to allow the Contractor to store the Equipment at the Site (exclusive of that land owned by the City of Trail) during non-operating hours, but accepts no responsibility for damage or vandalism.

- b) A water truck or tank that can be transported anywhere on site. The capacity shall be a minimum of 4000 L and the truck or tank shall be equipped with a gas powered pump and watering bar and 50 metres of fire hose.

All equipment shall be equipped with approved fire equipment. All on-site fuel tanks shall meet fire and spill containment specifications.

Additional Equipment types, sizes and numbers in addition to the equipment specified above are to be made by the Contractor at his sole discretion.

3.22.2 Equipment Tasks

The Equipment provided by the Contractor shall be capable of performing the following tasks:

- a) spreading and compacting Mixed Waste
- b) excavating soil materials for berm and cover materials
- c) hauling of excavated soil materials to points of use
- d) compacting earth fills and roadways
- e) constructing and grading access Roads
- f) watering of fills and Roads for both compaction and dust control
- g) constructing face berms
- h) controlling fire
- i) maintaining roads and ditches
- j) moving recyclables and bulking up Wood Waste, Yard Waste
- k) transporting bin from the Small Vehicle Bin Area to specified locations on site

3.22.3 Equipment Availability

The maximum acceptable down-time span for Equipment required for daily operation of the Landfill shall be 48 hours. The Contractor shall replace any equipment broken down longer than 48 hours without cost to the Regional District.

3.22.4 Equipment Maintenance

The Contractor shall be responsible for maintaining and servicing its Equipment, including fuel, grease, service, etc.

The Regional District agrees to allow the Contractor to store his Equipment at the Site during non-operating hours, but accepts no responsibility for damage or vandalism. The Contractor shall not store any other Equipment or material at the Landfill other than that Equipment and materials used for Landfill operations or construction or maintenance of equipment or as otherwise permitted by the Regional District.

The Contractor shall keep his Equipment in good repair in accordance with the Occupational Health and Safety Regulation.

3.22.5 Equipment Noise Control

The Contractor shall ensure his Equipment has appropriate noise abatement systems. At all times his Equipment must meet the noise emission standards as outlined in *Society of Automotive Engineers* (S.A.E.) J88 - Sept. 1980 "Sound Measurement - Earthmoving Machinery".

3.22.6 Equipment Replacement

If the compaction equipment breaks down, the Contractor shall provide within 48 hours, a machine capable of achieving equivalent compaction.

Failure to provide an equivalent replacement machine may result in a deduction to the Contract based on substandard compaction as described in these specifications.

3.23 Regional District Design and Operations Plan

The Landfill shall be constructed and operated following the *Regional District of Kootenay Boundary McKelvey Creek Landfill Design and Operations Plan*.

The Regional District reserves the right to update and revise the *Design and Operations Plan* from time-to-time.

3.24 Landfill Operations

3.24.1 Filling Plan

The planned sequence of phase-by-phase development shall be documented in *the McKelvey Creek Landfill Design and Operations Plan 2014*. and will be updated as is required.

Prior to commencing any expansion of the existing landfill footprint, the Contractor shall obtain confirmation from the Regional District on the boundaries of the proposed fill area(s) and ensure that adequate grade stakes and/or directions have been provided by the Regional District.

Soil cover material requirements for operations will be met with directions from the Regional District, borrowing from on-site borrow areas (refer to Section 3.28 - Borrow Area Operation / Material Importing). The Regional District will import additional material if on-site supplies are exhausted.

3.24.2 Landfilling Method

The Landfill shall be constructed systematically in lifts using the "Area Method".

The Contractor shall construct the Landfill in a series of Cells containing the compacted Mixed Waste material as directed by the Regional District according to the approved Design and Operations Plan. The Contractor shall be consulted in the event the Design and Operations Plan affects the Landfill operation.

The actual landfill operation and maintenance schedule may be changed from time to time in consultation with the Contractor and the Regional District. No additional costs will be incurred to the Regional District unless mutually agreed to by the Contractor and the Regional District.

Additional information is provided in the following Sections.

The Contractor shall construct the Landfill to the shapes, directions and grades indicated in the Design and Operations Plan and following the instructions of the Owner's Representative.

The *Operational Certificate* requires that cover material (which includes alternative daily covers) be placed daily on all Mixed Waste deposited.

3.24.3 Operations at the Active Face

The Contractor shall be responsible for the direction and control of deposition of Mixed Wastes in the Landfill and shall supply all Equipment, labour and materials for the consolidation of Mixed Waste into individual Lifts and into Cells, spreading and compaction of the Mixed Waste and the excavation, hauling and placement of cover material.

The Contractor shall be responsible for the safety of the Public unloading material at the Active Face. The Contractor shall maintain voice communication with the Landfill Attendant via a two-way walkie-talkie radio, which shall be supplied by the Regional District.

The Contractor shall construct temporary roads, pads, and turnaround areas within the active area of the Landfill as directed by the Owner's Representative, from gravel provided by the Regional District (or similar on-site material), and shall undertake the progressive utilization of the land as directed by the Owner's Representative. Where required, the Contractor shall place the Mixed Waste on slopes and grades as directed by the Owner's Representative to allow for the placement of final cover.

From time to time, the Owner's Representative shall specify and the Contractor shall agree on the area of the Site that shall be worked so that dumping may proceed with the minimum of inconvenience to the Regional District and the public.

No material shall be burned at the Site.

3.24.3.1 Active Face Size

The Active Face shall be maintained as close as possible to the following dimensions: 2.4 m wide and 12 m long. These dimensions should not be exceeded.

The unloading pad at the Active Face shall be maintained such that it will provide sufficient room and a flat stable platform to unload two large trucks at any time.

The Active Face shall be maintained at a slope of 5H:1V and shall not at any time exceed 3H:1V.

3.24.3.2 Refuse Unloading

The unloading of Mixed Waste on the Site shall be restricted to an area such that the Mixed Waste material can be easily incorporated into the Working Face with the Equipment available. The Contractor shall arrange for the spreading and compaction of the incoming Mixed Waste material at the Working Face. At no time shall the Contractor allow more than 75 m³ of Mixed Waste to be piled up at the Active Face before spreading the Mixed Waste material out on the Active Face.

3.24.3.3 Refuse Compaction

Mixed Waste material shall be spread and placed in layers of approximately 600 mm thickness and compacted in place with the specified compaction equipment so that the final thickness of the Mixed Waste is 2,400 mm \pm 100 mm and the in-situ density is at least 650 kg/m³.

The Contractor shall utilize the specified compaction equipment for all pushing, levelling and compacting of Mixed Waste at the Working Face. In addition, all surfaces that have been covered with soil cover shall be compacted with the compaction equipment. The spreading of cover material may be accomplished with additional equipment such as a wheel loader or a tracked dozer.

The Contractor shall operate the compaction equipment for sufficient time and in a suitable manner to break down, level and compact the deposited material to a minimum density of 650 kg/m³.

The Contractor may, from time to time, be required to deposit semi-solid wastes in the Landfill. These wastes shall be placed in thin layers and in such a manner as to not hinder the workability and compaction of the fill and to minimize the possibility of surface or groundwater contamination.

3.24.3.4 Compaction Monitoring

The Regional District will conduct random tests, at its expense, to ensure compaction requirements are being met. As well, a survey will be conducted annually to establish the volume of air space consumed and in-situ compaction density attained.

To carry out a random density test, the Owner's Representative shall select the test site. The testing procedure will be as follows:

- (a) The vehicle that is to receive waste material from the test site shall be weighed empty. The Contractor and the Owner's Representative shall agree on the weight of the vehicle.
- (b) The Owner's Representative shall select a finished area of compacted waste. Compacted Mixed Waste may be excavated from a previously covered area provided cover material is first removed prior to excavating Mixed Waste.
- (c) A hole measuring approximately 3 m wide by 3 m long by 2 m deep shall be dug.
- (d) Material from the excavation shall be deposited directly into the truck.
- (e) The Owner's Representative shall determine, by the direct measurement of average dimensions, the volume of the hole.
- (f) Weight of the excavated material shall be the loaded weight of the truck minus the empty weight of the truck.
- (g) The density of material shall be the weight of the excavated material divided by the volume of the hole.

- (h) Where a density of less than 650 kg/m³ is consistently calculated, liquidated damages shall be calculated as shown on the Liquidated Damages Schedule Table in Section 4.10 – Liquidated Damages.

3.24.4 Cover Material

3.24.4.1 Alternative Daily Cover (ADC)

A reusable tarp shall not be used without the approval of the RDKB and only for limited uses such as covering a load of Mixed Waste disposed off-hours. If a tarp is used, it shall be replaced when the number of rips and tears reduce the effectiveness to an unacceptable level, as determined by the Owner's Representative.

The Contractor shall maintain the alternative daily cover system in good repair.

No additional payments shall be made to the Contractor for placing, removing, purchasing, or maintaining the alternative daily cover system.

A penalty of 10% of the monthly payment pro-rated on a daily basis shall be deducted for each day Alternate Daily Cover is not utilized. In the event circumstances do not allow for the placement of daily cover the Contractor shall notify the Regional District within 24 hours.

3.24.4.2 Daily Cover

At the end of each day, the Contractor shall compact and cover all exposed Mixed Waste that has been deposited at the Working Face. The steel plates shall be placed to cover as much surface area as possible.

Suitable soil material shall be used to cover all areas not covered by the Alternate Daily Cover. Soil cover material is to be applied in a smooth and depression-free fashion to a compacted depth of 150 mm before the Contractor leaves the Site each Day.

The Contractor shall cover the Active Face with 150 mm of soil cover material a minimum of once every thirty (30) metres of linear cell construction.

Should inclement conditions (severe wind or snow events) or operational situations (completion of a lift) exist, the Contractor shall seek a waiver from the Owner's Representative for the utilization of a soil cover in place of the Alternate Daily Cover.

The Contractor shall not use amounts of daily cover in excess of that specified in this Contract. If excessive use is determined by the Owner's Representative, then the Contractor may be required to remove excess daily cover material beyond that reasonably required to construct and maintain the functionality of the daily cover, at the Contractor's expense.

3.24.4.3 Intermediate Cover

Prior to applying intermediate cover, the top of the lift shall be cleared of scattered Mixed Waste material and shall be graded to a level grade across the filled area. The surface shall be kept free of depressions to achieve a flat, dense surface capable of supporting vehicle movements for the next lift.

On completion of each 2,400 mm Lift of Mixed Waste, a 300 mm thick intermediate soil cover layer shall be applied and compacted to complete that lift to a 2,700 mm thickness. Clean intermediate cover material from the on-site borrow area or from the imported cover stockpile shall be placed over all completed lifts and compacted in place in preparation for placement of the next lift of Mixed Waste.

The Contractor shall not use amounts of intermediate cover in excess of that specified in this Contract. If excessive use is determined by the Owner's Representative then the Contractor may be required to provide additional intermediate cover material beyond that reasonably required to construct and maintain the intermediate cover at his expense.

3.24.4.4 Final Cover

Final Cover shall be constructed on top of the Landfill periodically upon the completion of each Cell by the Regional District. The closure works are not part of this Contract; however, the Contractor will be given an opportunity to bid on the Work or to act as a sub-contractor to others.

The Contractor shall be prepared to co-operate with other contractors responsible for the closure works.

3.24.5 Lift and Face Berm Construction

3.24.5.1 Lift Thickness

Individual lifts within a cell shall be constructed to a thickness of 2700 mm.

3.24.5.2 Berm Construction

Berms for waste disposal will be constructed from on-site material to a minimum of 3:1 slope using soil material for the outer berm and Mixed Waste material inside the berm area. The Contractor will maintain the berms at a 3:1 slope and if the slope is less than specified, the Contractor will remedy the slope until it conforms to the slope as specified.

Face berms 1,000 mm high are to be constructed on the outer edges of lifts only where such berms are required to prevent Mixed Waste from rolling down slope. The berms are to be constructed with soil obtained from the on-site borrow area, or from stock piles of imported Daily Cover Materials.

The Contractor shall construct the 1,000 mm high face berms in two steps or in a manner approved by the Owner's Representative.

The lift edge berms shall be constructed only on the outer sloped sides of individual lifts unless directed otherwise by the Owner's Representative to contain Mixed Waste material as required to maintain cell areas available for filling.

The berms shall be constructed by hauling soil to the edge of the completed lift, dumping the soil, shaping it with the bulldozer, loader or excavator, and compacting the outer surface with the equipment bucket.

Face berms shall have a base of approximately 3,000 mm width, be 1,000 mm high and have an outside face slope of 3H:1V after being compacted. Inside faces of the berm shall be constructed at the steepest possible angle of repose.

As each lift of Mixed Waste is deposited and progresses against the face berm, another face berm shall be constructed on each additional lift. The finished outside face of progressive berms will be maintained at a slope of 3H:1V.

No additional payments shall be made to the Contractor for hauling and placing materials and constructing berms.

3.25 Soils Delivered to Site

3.25.1 Clean Soil

Clean soil consisting of mineral soil and other granular materials suitable for use in daily and intermediate cover may be accepted at the Landfill. The Contractor is required to stockpile clean soil in designated areas to facilitate incorporation of the incoming material into daily and intermediate cover.

3.26 Borrow Area Operation / Material Importing

3.26.1 Cover Material Excavation

The earth materials for berms and cell covers shall be extracted from the designated on-site excavation area.

- a) Operations of the borrow area shall be in accordance with all WorkSafeBC and Ministry of Energy and Mines regulations.
- b) Backslopes in excavations shall be controlled to maintain adequate stability. Temporary excavations shall not be steeper than:

Height of Slope Backslope (m)	Horizontal	Vertical
<3	0.5	1.0
>3 AND <6	1.0	1.0
>6	1.2	1.0

3.26.2 Cover Material Stockpiling

- a) The Regional District may choose to accept excavation soil at the Landfill suitable for daily cover, intermediate cover or road construction free of charge or at a reduced tipping fee. The Contractor shall direct the traffic to a designated stockpile area of his choice.

- b) The Contractor shall be responsible for screening loads of incoming soil to ensure that they are suitable for daily and intermediate cover, (e.g. no wet mud, stumps, concrete blocks etc.).

3.27 Roads

As required, from time to time, the Contractor shall construct permanent all-weather graveled roads for vehicle movement from the main entrance road to the top edge of operating lifts. The Contractor shall be reimbursed for the cost of construction at Force Account Rates. The Owner's Representative must preauthorize all permanent road construction.

3.27.1 Road Base Material Supply

The Contractor shall use on-site material only for the construction of roads and turnarounds in areas approved by the Owner's Representative.

The Contractor shall not use excessive amounts of road base. If excessive use is determined by the Owner's Representative, then the Contractor may be required to provide additional road base material beyond that reasonably required to construct and maintain roads at his expense.

3.27.2 Road Construction

Permanent roads shall be constructed on a 7 m right of way using 600 mm thick base layer of coarse gravel or crushed glass capped with a 100 mm thick layer of fine gravel that compacts well.

As required from time to time, temporary roads shall be constructed with wood chips or coarse gravel that can be stripped and stockpiled once the road becomes inactive. The Contractor shall construct temporary roads with direction from the Regional District. Temporary road design shall be based on the service life of the road and the amount of traffic anticipated. The cost of constructing temporary roads on the upper surface of active lifts shall be included in the rate for general Mixed Waste.

Temporary and permanent roads shall be constructed using materials obtained from the designated on-site borrow areas or imported materials as required, at locations and grades as directed by the Owner's Representative. Roads shall be compacted to 95% standard proctor density.

3.27.3 Temporary and Permanent Road Maintenance

The Contractor shall maintain the temporary and permanent all-weather graveled roads for vehicle movement from the main entrance road to all waste disposal areas at no extra cost to the Regional District. The Contractor shall ensure by providing drainage as necessary, that the road and turning and dumping areas are maintained in a safe, clean state, free of mud and rubbish to the satisfaction of the Owner's Representative.

All new and existing roads shall be maintained by the Contractor on a regular basis, including re-grading, re-gravelling with imported gravel as required, cutting out and repair of soft spots, watering and re-compacting. Roads shall be graded a minimum of once per year.

Steel wheeled or track machine equipment shall be kept off all permanent roads unless directed otherwise by the Owner's Representative.

Shredded Wood Waste may be used for temporary roads only during wet periods within 60 m of the working face to assist in providing a good travel surface at the Active Face, turning areas and travel areas.

3.27.4 Snow Removal and Sanding

During winter operations, snow and slush accumulations exceeding 3 cm shall be removed in all active areas such as roads, excavation cells, public disposal areas, and in areas of berm construction at no extra cost to the Regional District.

Roads shall be sanded as required to provide safe vehicle movement at no extra cost to the Regional District.

No snow shall be placed within berms or other earth fills. Snow accumulations in waste disposal areas are acceptable provided they are not concentrated in any one area. Any drifted snow adjacent to face berms shall be removed prior to filling against berms at no extra cost to the Regional District.

3.27.5 Dust Control

Dust control shall be the responsibility of the Contractor. All roads, including on-site roads and the site access road must be watered as per the direction of the RDKB. Chemical dust suppressants such as calcium chloride or magnesium chloride shall be applied at least once per year or at the direction of the Owner's Representative at no extra cost to the Regional District.

3.28 Litter Collection and Site Maintenance

The Contractor shall be responsible for maintaining the Site in a tidy condition, free from all loose paper, cardboard, litter, debris and similar material. The Contractor shall also collect any material that has blown from the Site onto adjacent property, and cover any Mixed Waste that, through erosion, has become exposed. The Contractor shall remove and dispose of Mixed Waste that has been placed in an unauthorized area on the Site or in the vicinity of the gate outside the Site at no extra cost to the Regional District.

The need for litter collection will vary depending on how well the Contractor manages Mixed Waste at the Active Face. The Contractor shall be required to collect litter daily and to keep the Site tidy at all times. The Owner's Representative may order the collection of litter whenever such collection is deemed necessary.

From time to time, solids spillage may occur at the dump pads. The Contractor shall be responsible for the clean-up of spillage on an as-required basis. Collected material should be disposed of at the Active Face of the Landfill.

All ditches culverts and fences shall be kept clear of litter, grass and weeds. Vegetation shall be trimmed as required, at a minimum of twice per year to keep the facility in a neat and tidy condition.

The electric bear fence shall be kept free of litter, grasses and weeds on an as required basis to ensure continual operation of the fence. The Contractor shall be required to control vegetation growth within and under the electric predator fence for a distance of 1 metre on each side. Vegetation shall not touch the first positive strand of the fence. Vegetation shall be trimmed at least twice per year.

No additional payment will be made for keeping the bear fence free of litter, grasses and weeds.

3.29 Site Upgrading / Maintenance

3.29.1 Site Drainage

The Contractor shall be responsible for maintaining surface drainage within the Landfill.

The Contractor shall construct ditches and swales to provide adequate drainage for all working areas and closed waste disposal locations, as directed by the Regional District.

The Contractor shall maintain on-site ditches so that the drainage characteristics of the Site are in accordance with the McKelvey Creek Landfill Design and Operations Plan, and/or as directed by the Regional District.

The Contractor shall be responsible for removing debris and repairing drainage controls so as to prevent surface water erosion.

3.29.2 Permanent Structures

The Regional District accepts no responsibility for damage or vandalism of on-site structures owned by Contractor.

3.29.3 Protecting Existing Survey Benchmarks & Groundwater Monitoring Wells

The Contractor is responsible for ensuring that existing survey bench marks and groundwater monitoring wells are not damaged during day-to-day operations at the Landfill. Locations of the groundwater monitoring wells are defined on Drawing 2 – Monitoring Location Plan.

The Contractor will be charged for any costs associated with repair of on-site survey bench marks and groundwater monitoring wells which result from the Contractor's negligence.

3.29.4 Landscaping

The Regional District may elect to beautify the Landfill Site from time to time through landscaping.

The Contractor and the Regional District shall negotiate and agree to a fixed fee for undertaking any such projects. Alternately, the Regional District may elect to award such work to Other Contractors.

The Regional District shall be responsible for maintaining any landscaping, including weeding, watering, etc.

3.30 Environmental Monitoring

The Regional District shall conduct water quality monitoring of surface water, groundwater from on-site groundwater monitors, gas monitoring, geotechnical monitoring and settlement monitoring.

The Contractor shall become familiar with all ground water monitors as shown on 2 – Monitoring Location Plan, fixtures, settlement monuments, and survey benchmarks. Any facilities damaged by the Contractor due to negligence shall be replaced at the Contractor's expense.

The Contractor shall ensure access to all monitoring locations.

3.31 Salvaging

Salvage operations are not permitted by the Contractor. The Regional District will contract separately and outside of this Contract for the salvage of Recyclable Materials. The Contractor will be responsible for enforcing this restriction.

The removal of topsoil, cover material, sand, gravel or related material from the Site is strictly prohibited.

3.32 Signs

The Regional District will supply information and directional signs.

The Contractor shall be responsible for ensuring that all on-site signs are placed and clearly visible to patrons as deposit areas are relocated. The Contractor shall report any on-site signs that are damaged or illegible.

The Contractor shall erect signs, barricades, and fencing to a quality approved by the Regional District, to be moved and maintained as necessary by the Contractor in order to direct traffic at the Landfill.

3.33 Security

The Contractor shall be responsible for locking the Landfill access gate at the end of each working day, if Contractor's staff is last to leave site.

The Contractor shall remain on site until the Regional District scale attendant employee is vacating the site.

The Contractor shall be responsible for securing all equipment and supplies to prevent them from being stolen or vandalized, and any additional security measures that he may deem necessary to secure the Site.

3.34 Fire Control

The Contractor shall be responsible for the protection of the Solid Waste Management Facility from fire as well as the immediately adjacent properties in as much as they may be affected by a fire during the Work or as a result of performing the Work. The Contractor shall construct and maintain fireguards of mineral soil or other approved materials in accordance with the Ministry of Forests' regulations. No fires whatsoever are permitted within the facility. The Contractor shall take all necessary and proper steps to see that the Mixed Waste and material disposed of in the facility is treated in such a manner as to prevent fire from breaking out at the Landfill.

Any material required to smother out fires or to restore the surface of the Site to grade where subsidence was experienced due to a fire shall be transported, placed and compacted by the Contractor at the Contractor's own expense.

The Contractor shall, in the event of fire in the Landfill, operate his equipment as directed by the Regional District or Fire Department to control and extinguish the fire. In all cases where there is a fire on the Site, in an area not previously worked by the Contractor, the Contractor shall make his equipment available for firefighting purposes at Force Account Rates.

Should it be necessary at any time for a fire protection vehicle or fire truck to attend the disposal facility for the purpose of extinguishing a fire which occurs in areas where the Contractor has worked or is presently working, any costs of, and incidental to, attendance of the equipment at the Landfill shall be charged to the Contractor.

3.35 Emergency Response

The Contractor or his appointed supervisor will be required to respond to any emergencies at the landfill site. These could include but are not limited to break-ins, floods, fires, etc.

The Contractor shall be prepared to man any on-site equipment and to provide labour as required by the Owner's Representative.

3.36 Site Use by Contractor

The Contractor shall have the use of existing on-site facilities at no charge for the purpose of operating the landfill.

If the Contractor requires other buildings at the Site or extension of Site services for the purposes of operating the landfill, the Contractor shall be responsible for their supply, installation, servicing and removal at the termination of the Contract.

The Contractor shall maintain any facilities used in a neat and sanitary condition.

The Contractor shall not utilize the Site for other business operations or for storage of equipment or material not used at the Landfill.

3.37 Education and Promotion

The RDKB is responsible for general public education initiatives relating to Municipal Solid Waste disposal, reuse and recycling. Education may include but is not limited to media news releases, preparation and distribution of newsletters and brochures, public meetings and school classroom visits.

3.38 Advertising

The Regional District shall be responsible for advertising any unusual events that occur at the Landfill that would affect the public such as closures on holidays, new hours, etc.

3.39 Capital Works

Capital Works may be undertaken at the Landfill by the Regional District from time to time.

The Works may be conducted by Regional District staff or tendered.

If tendered, the Contractor will be given the opportunity to respond to the tender if he so chooses.

The Contractor shall be permitted to undertake improvement projects at the landfill that he deems will make the operation more efficient or more attractive. Any such initiatives shall be carried out at the Contractor's expense, unless otherwise authorized by the Regional District. Furthermore, any such projects must first be approved by the Owner's Representative.

3.40 Deficiencies

The Contractor will be held responsible for all fines imposed by MoE as a result of negligence by the Contractor or failure to operate the Landfill as specified in this Contract.

3.41 Greenhouse Gas Emissions

The Regional District of Kootenay Boundary has committed to reducing corporate emissions and achieving carbon neutral operations under the provisions of the Provincial Climate Action Charter. The Contractor is required to provide information relating to emissions, such as fuel consumption records, during the course of this Contract.

PART 4 – PAYMENT CLAUSES

4 Payment Clauses

This Part shall be read with and shall form part of the Contract.

4.1 Payment for Work

This Part sets out the method of measurement and payment to compensate the Contractor for the various activities of the Work.

4.1.1 General

Payment will be made by the RDKB to the Contractor within thirty (30) days of submission by the Contractor of complete service detail for the Work performed in the previous month during the term of this Contract. Until the required documentation is received, no payment will be made. Payment shall be based upon the price structure as presented in **Schedule 1** - Pricing Schedules. Furthermore, additional Work items may be added or items may be removed following the procedures in **Section 2.17** - Changes in the Work.

An automatic monthly payment schedule may be agreed to for the normal annual costs as outlined in **Schedule 1** - Pricing Schedules and pro-rated to a monthly payment.

4.1.2 Penalties

After six (6) months, a ten percent (10%) reduction will be assessed against the monthly payment for each month the Contractor has not provided proof the landfill operator is BCQLO certified as outlined in **Section 3.11.2** - Operator.

4.1.3 Annual Adjustments

The overall contract price will be adjusted on the Contract anniversary date by the percentage equivalent to the annual change in the BC Transportation Consumer Price Index as published by Statistics Canada.

See sample:

<http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/cpis01k-eng.htm>

The Contractor shall provide verifiable documentation of the annual percentage change and apply the price adjustment to the June invoice.

4.2 Waste and Recyclable Category Changes

The Regional District reserves the right to add, remove or change the categories listed in **Section 3.16** – Waste and Recyclable Categories Tracked by the RDKB as required in order to

properly track incoming Municipal Solid Waste and waste reduction efforts and possible bans. If changes are made, the Contractor will be informed and, if required, the payment schedule will be adjusted in consultation with the Contractor to ensure that the Contractor is fairly compensated for the work associated with each type of Municipal Solid Waste or Recyclable Material that is handled.

4.3 Payment for Municipal Solid Waste and Landfill Operation

A monthly payment shall be the primary basis for compensation for the daily operation of the Landfill including Mixed Waste received, spread at the Active Face, compacted and covered and all associated facilities and all other duties required of the Contractor, as specified in Part 4 - Scope of Work and subject to Part 2 – General Conditions of the Contract. Exceptions are those work items that will be explicitly paid for by the Regional District under separate payment clauses.

Although tracked on a daily basis, payment shall be made by the Regional District to the Contractor at the end of each month for work successfully completed.

The monthly payment of general Municipal Solid Waste handled shall be made for the successful execution of all tasks outlined in the **Part 3** - Scope of Work and **Part 2** – General Conditions of the Contract included in this Contract.

No separate payment for incidental work shall be made except for the additional payment items defined below or work authorized by a Change Order.

4.3.1 Exclusions

No additional payment shall be made to the Contractor for the disposal of clean fill.

As incoming contaminated soil that is deemed acceptable for use as daily or intermediate cover does not add to the scope of work of this Contract, no additional payment shall be made to the Contractor for the disposal of construction quality contaminated soil.

No payment will be made for refuse or recyclables which have been diverted or recycled without entering the Solid Waste Management Facility by means of material bans or other recycling initiatives.

No payment will be made for importation of daily, intermediate or final cover soil or for any other construction material imported to the landfill by the Regional District.

4.4 Provisional Surcharge for Opening on Additional Days and Extended Hours

The Regional District reserves the right to modify operating hours and opening days as required to better serve the public. If a change in operating hours is required, a fixed daily surcharge or credit will be negotiated between the Contractor and the Regional District based on the increase or reduction in the Contractor's hourly staffing requirement, using the Force Account Rates quoted in **Schedule 4** - Force Account Rates. The Contractor shall be given 30 days written notice of any change in operating hours.

The surcharge shall be paid to the Contractor once per month for additional days and extended hours that the Landfill was open during the preceding month.

4.5 Emergency Response

In the event of an emergency response, the Contractor shall be reimbursed for the equipment and labour required for the response at Force Account Rates specified in **Schedule 4** - Force Account Rates.

4.6 Additional Off-Site Clean-up

The Contractor shall, upon request by the Owner's Representative, collect refuse in the vicinity of landfill that has been deposited by means of illegal dumping or falling from traffic bound for the landfill. Such litter is considered beyond that found in the vicinity of the gate, which is part of the regular maintenance described in **Section 3.31** – Litter Collection and Site Maintenance.

The Contractor shall be reimbursed for the equipment and labour for litter control outside of the Solid Waste Management Facility at Force Account Rates specified in **Schedule 4** - Force Account Rates.

4.7 Sales Tax

The Contractor shall identify all applicable Federal and Provincial sale taxes as a separate line item on all invoices.

4.8 Payment Withheld or Deducted

The RDKB may withhold payment as may be necessary or prudent to protect itself from loss on account of:

- a) the Contractor is not making satisfactory progress with the Work;
- b) defective Work which is not remedied;
- c) claims of lien, or liens (or a lien) filed against any premises of which the Work is done or is being done, or reasonable evidence of the probable filing of such claims of lien or of filing or registration of liens (or a lien) as a result of the failure of the Contractor to make payment properly to Sub-Contractors or for materials, labour, or otherwise;
- d) damages caused to another party by the Contractor;
- e) any other evidence of loss or danger of loss on the part of the RDKB, resulting from the Contractor's operations.
- f) the RDKB has corrected deficiencies under **Section 2.13** - RDKB's Right to do Work.

4.9 Monies Due to the RDKB

All monies payable to the RDKB by the Contractor under any stipulation herein or as provided in **Section 2.13** - RDKB's Right to do Work, or **Section 4.10** - Liquidated Damages, may be retained by the RDKB out of any monies due, or which may become due, from the RDKB to the Contractor under this or any other Contract with the RDKB, or the RDKB may demand payment to the RDKB by the Contractor, or the RDKB may deduct monies from the Irrevocable Commercial Letter of Credit. The RDKB shall have full authority to withhold any amount or estimated amount, if circumstances arise which may indicate the advisability of so doing, though the final sum to be retained may be unascertained.

The RDKB may also, at its discretion, calculate into the monies due to the RDKB, the RDKB's staff time plus a 10% overhead in any event where the RDKB has had to correct deficiencies as per **Section 2.13** - RDKB's Right to do Work.

4.10 Liquidated Damages

In case the Contractor fails to commence or complete the Work in accordance with the Contract, and to the satisfaction of the Manager, within the time or times specified, the Contractor shall pay to the RDKB a sum of the annual Contract price divided by 365 for each and every day that the Work has not commenced after the times specified; which sum or sums, in view of the difficulty of ascertaining the losses which the RDKB will suffer by reason of delay in the performance of the said Work, is hereby agreed upon and fixed as a reasonable measure of the RDKB's costs and determined by the parties hereto as the liquidated damages that the RDKB will suffer by reason of said delay and default, and not as a penalty. The RDKB may deduct and retain the amounts of such liquidated damages as per **Section 4.9** - Monies Due to the RDKB.

The liquidated damages incurred by the Contractor for failure to attain the specified compaction density shall be as shown on the Liquidated Damages Schedule Table below. These liquidated damages reflect the value of the lost capacity of the Landfill due to the substandard compaction. The percentage reduction in payments shall be applied to all payments paid to the Contractor for work he has done in the area of substandard compaction. The percentage reduction shall be multiplied by the appropriate daily tendered rate as shown below and the resulting figure shall be multiplied by the associated number of days that the substandard compaction is observed. The resulting total dollar amount will be deducted from monies due to the Contractor until the substandard compaction is proven to be corrected.

Liquidated Damages Schedule	
kg/m³	Percentage Reduction in Payments
650 and above	0%
576 to 649	5%
551 to 575	10%
526 to 550	15%
525 and below	25%

4.11 Negotiations During Contract Term

If the RDKB requires changes to the Work, negotiations for payment to the Contractor for work not specified herein shall be based on a comparison of similar work that is specified herein, and as specifically measured by the increase or decrease in process time required, manpower, equipment, etc., each of which will be specifically identified, fully itemized, and at the discretion of the Manager, justified. If similar comparison is not practical, then the item will be specifically negotiated, based on time required, manpower, equipment, etc., each of which will be specifically identified and fully itemized.

SCHEDULES

- Tender Form
- Schedule 1- Pricing Schedules
- Schedule 2- Equipment List
- Schedule 3- Contractor’s Personnel
- Schedule 4- Force Account Rates
- Schedule 5- Proposed Sub-Contractors
- Schedule 6- List of Previous Experience (Contracts)
- Schedule 7- Schedule of Addenda

TENDER FORM

INVITATION TO TENDER
MCKELVEY CREEK LANDFILL OPERATION AND MAINTENANCE
CLOSING DATE AND TIME: 2:00pm, Thursday, March 22, 2018

NAME: _____
ADDRESS: _____
ADDRESS: _____
DATED: _____
HST Registration No.: _____

To furnish materials, equipment and labour necessary for the proper operation and maintenance of the McKelvey Creek Landfill Site in accordance with operating guidelines in **Appendix A** - *Operational Permit PR-01917* standards, as amended, and **Appendix B** - Landfill Criteria for Municipal Solid Waste, as well as in accordance with regulatory bylaws adopted or amended by the Board of the Regional District of Kootenay Boundary. The term of the proposed contract is from June 1, 2018 to May 31, 2023.

- I) Tender is submitted on the basis of a seven (7) day per week operation.
- II) Tender Form is signed by a person authorized to sign on behalf of the Tenderer and authorized to bind the Tenderer to any statements made in response to the Invitation to Tender.
- III) All Schedules are completed in full and attached.
- IV) Security Deposit in the amount of 10% of the Tender sum for the first year of the Contract (including applicable sales taxes), as specified in **Schedule 1** - Pricing Schedules is submitted with the Contract Tender Form.

**TO: Regional District of Kootenay Boundary
843 Rossland Avenue
Trail, BC, V1R 4S8**

The undersigned acknowledges that the Regional District of Kootenay Boundary shall have the right to reject any or all Tenders for any reason or to accept any Tender which the Regional District of Kootenay Boundary, in its sole unrestricted discretion, deems most advantageous to itself and favourable in its interest in accordance with the Instructions to Tenderers. The undersigned acknowledges that the Regional District of Kootenay Boundary may rely upon criteria which the Regional District of Kootenay Boundary deems relevant even though such criteria have not been disclosed to the Tenderer. By submitting a Tender, the Tenderer agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Tenderer in preparing its Tender for matters relating to the Agreement or in respect of the competitive process. The undersigned, by submitting a Tender, waives any claim for loss of profits if no agreement is made with the Tenderer.

The Tenderer has carefully examined the Site of the Work and the Contract Documents for the maintenance and operation of the McKelvey Creek Landfill.

The undersigned Tenderer understands the conditions under which the Work is to be performed and offers to provide all necessary labour, machinery, tools, equipment, apparatus and other means of construction and do all work and furnish all materials called for by the Contract Documents in the manner prescribed herein and in accordance with the Regional District's requirements, for the rates quoted in Schedule 1 - Pricing Schedules and in accordance with the other Schedules of this Tender.

The immediately following schedules, entitled **Schedules 1 to 7**, shall be read with and form part of this Tender as if embodied herein. The Tender includes all addenda numbers _____ to _____ inclusive.
(to be completed by the Tenderer)

The Tenderer understands that:

- (a) the proposed rates specified in **Schedule 1** - Pricing Schedules include all taxes, duties and all other additional charges on any materials, equipment and labour, except the HST which shall be charged separately.
- (b) payment will be made only for the completion of Work specified in the Contract on a monthly basis. Payment will be made according to the rates proposed in **Schedule 1** - Pricing Schedules.
- (c) the estimated quantities of Work are approximate only and are subject to increase or decrease, and whether the quantities are increased or decreased, the fixed prices stated in **Schedule 1** - Pricing Schedules shall apply.
- (d) The lowest or any Tender will not necessarily be accepted. The RDKB reserves the right in its absolute discretion to: accept the Tender which it deems most advantageous and favourable in the interests of the RDKB; and waive informalities in, or reject any or all

Tenders, in each case without giving any notice. In no event will the RDKB be responsible for the costs of preparation or submission of a Tender.

If there is only one compliant Tender received by the Closing Date, the RDKB reserves the right to accept the Tender or cancel the Tender process with no further consideration for the sole Tender. This includes the right to cancel this Invitation to Tender at any time prior to entering into a Contract with the Contractor. The RDKB reserves the right to cancel at any time before award of the Contract without being obliged to any Tenderer – not just where there is only one compliant Tender.

- (e) A number of provisional Works may be included in this Contract. In the event that the Regional District chooses to include these Works in the Contract for operation of the McKelvey Creek Landfill, then the Regional District will require the Contractor to execute the provisional Works at the rates tendered in **Schedule 1** - Pricing Schedules.
- (f) The prices tendered include all overtime and weekend work required to open and operate the landfill during the hours specified in the Contract.
- (g) The RDKB reserves the right, at its sole discretion to waive minor irregularities and informalities in any Tender and to seek clarification or additional information on any area of any Tender when it is in the best interest of the RDKB to do so. The RDKB, however, may at its sole discretion reject or retain for consideration Tenders which are non-conforming because they do not contain the content or form required by these Instructions to Tenderers or because they have not complied with the process for submission set out herein.

The Tenderer agrees as follows:

- (a) If this Tender is accepted within ninety (90) days from the closing date of the Invitation to Tender, to enter into a formal contract and to provide the security necessary for the performance of the contract, including the required Performance Guarantee according to the terms and conditions of the Contract.
- (b) If the undersigned is notified in writing of the acceptance of his Tender, he agrees that within fifteen (15) days of the date of the Notice of Award he will enter into an Agreement and execute a Contract for the Work and guarantees completion of the Contract in accordance with the Contract Documents.
- (c) Within fifteen (15) days from the date of the Notice of Award of this Tender, to furnish to the Regional District, the specified security and insurance for the performance of the Contract as per **Section 1.19** - Performance Guarantee.
- (d) In the event that this Tender is accepted within ninety (90) days of the Tender Closing Date and the Contractor fails to enter into a contract in accordance with the terms of this Tender, the Security Deposit, limited to the lesser of the face value of same or the difference between this Tender and the Tender for which the Contract is signed, shall be

forfeited to the Regional District, in lieu of any damages to which the Regional District may be entitled by reason of the Contractor's failure to enter into such Contract.

- (e) To begin work on the date specified in the "Notice to Proceed".
- (f) Except as expressly and specifically permitted in these Instructions to Tenderers, no Tenderer shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Invitation to Tender, and by submitting a Tender each Tenderer shall be deemed to have agreed that it has no claim.
- (g) The RDKB reserves the right, at its discretion, to negotiate with any Tenderer that the RDKB believes has the most advantageous Tender or with any other Tenderer or Tenderers concurrently. In no event will the RDKB be required to offer any modified terms to any other Tenderer prior to entering into a Contract with the successful Tenderer, and the RDKB shall incur no liability to any other Tenderer as a result of such negotiations or modifications.

The undersigned Tenderer provides the Regional District herewith a Security Deposit in the form of a certified cheque or money order or bid bond of a guarantee company authorized to carry on business in the Province of British Columbia, for payment to the Regional District a sum of ten percent (10%) of the Tender sum for the first year of the Contract (including HST), as specified in **Schedule 1 - Pricing Schedules**.

It is understood and agreed the amount payable to the Regional District under the said Security Deposit shall be forfeited to the Regional District if this Tender is accepted within ninety (90) days of closing and I/we fail or decline to enter into the Contract or provide the following to the Regional District within fifteen (15) business days of date of the Notice of Award:

- (a) A properly executed contract agreement based on the terms and conditions of the Tender Documents.
- (b) A Performance Guarantee in the form of an Irrevocable Commercial Letter of Credit in the amount of fifty percent (50%) of the Tender sum for the first year of the contract (including HST) as specified in the **Schedule 1 - Pricing Schedules** to cover the faithful Performance of the Contract.
- (c) The Insurance Policies with written confirmation that the premiums therefore are paid in full.
- (d) The Security Deposit issued by a financial institution licensed to conduct business in the Province of British Columbia.
- (e) The WorkSafeBC Clearance Letter indicating the Contractor's account is current and in good standing.

Signature of Tenderer

Authorization

I/we hereby certify that the prices and dates and other information contained in this Tender are correct, and that the signatures below are those of duly authorized officers of our company having the power necessary to make such a Tender.

It is hereby agreed that once the Tenders for this contract have been opened, this Tender and the offer constituted thereby shall not be revoked before EITHER acceptance thereof by the Regional District OR the expiration of ninety (90) calendar days after the opening of Tenders for this Contract, whichever shall first occur.

SIGNED, SEALED AND DELIVERED by:

Name of Tenderer (Company)

In the presence of:

_____)	_____
Name (printed))	Witness Name (printed)

_____)	_____
Authorized Signature)	Witness Signature

_____)	_____
Address (printed))	Address (printed)

_____)	_____
Address (printed))	Address (printed)

_____)	_____	Telephone	_____
Fax)	Telephone	Fax	_____

DATED at _____ this ____ day of _____, 20____.

SCHEDULE 1 – PRICING SCHEDULES

This section shall be read with and shall form part of the Tender Form. The Tenderer hereby proposes the following price to provide all materials, supervision, labour, equipment and all else necessary for the proper execution of the Work. The Tenderer shall include in his Tender sufficient amounts to cover the cost of work and materials not listed in the Pricing Schedules, but included in the Specifications by either direct mention or implication. No claim for extra payment on the grounds that the Work performed or the materials supplied could not be properly charged to items within the Scope of Work will be considered.

Year	Landfill Operation and Maintenance	Tax	CPI %	Total
1: June 1, 2018 to May 31, 2019	\$		N/A	
2: June 1, 2019 to May 31, 2020	TBD			
3: June 1, 2020 to May 31, 2021	TBD			
4: June 1, 2021 to May 31, 2022	TBD			
5: June 1, 2022 to May 31, 2023	TBD			

The Total shown for Year 1 shall represent the first year Contract Price for the purposes of calculating the Security Deposit (**Section 1.6**), Performance Guarantee (**Section 1.19**), and the Liquidated Damages (**Section 4.10**).

Prices for the years following shall be determined on the anniversary date of the contract as determined by **Section 4.1.3**.

Extended or Reduced Hours of Operation Surcharge

Description	Rate
Extended or Reduced Hours of Operation Surcharge Fixed reduction or surcharge hourly rate to operate all landfill facilities per hour for reduced or extended hours	Plus / Minus \$_____/hour

NOTE: The rate noted above will be read as PLUS (i.e., a contract price surcharge) for extended hours of operation and MINUS (i.e., a contract price reduction) for reduced hours of operation. This Surcharge is *NOT* subject to CPI indexing as described in **Section 4.1.3**

Signature of Tenderer

SCHEDULE 2 – EQUIPMENT LIST

This section shall be read with and shall form part of the Contract Tender Form. The Tenderer proposes to use the equipment listed below in carrying out the Work covered by this Contract (list only the major pieces of equipment to be used): Any changes or additions to this list must be submitted to the Regional District for approval.

NUMBER OF UNITS	BRIEF DESCRIPTION OF EQUIPMENT (STATE ITS USE, MAKE, SIZE/CAPACITY, AGE AND GENERAL CONDITION)	CHECK WHETHER	
		OWNED BY TENDERER	RENTED OR LEASED

Signature of Tenderer

SCHEDULE 3 – CONTRACTOR’S PERSONNEL

Proposed Project Supervisor: _____

Experience:

Date: _____
Project Name: _____ Responsibility: _____
References: _____

Date: _____
Project Name: _____
Responsibility: _____
References: _____

Date: _____
Project Name: _____ Responsibility: _____
References: _____

Emergency Call-Out Personnel:

Name: _____
Phone Number: _____

Name: _____
Phone Number: _____

Name: _____
Phone Number: _____

Signature of Tenderer

SCHEDULE 4 – FORCE ACCOUNT RATES

This section shall be read with and shall form part of the Contract Tender Form. The Contractor offers to do force account work at the following rates for personnel and equipment. Equipment rates include operator, fuel, maintenance, profit and overhead. Personnel rates include payroll cost of labour, all payroll burdens, room and board, and if applicable, overhead and profit. The cost of supervisors, timekeepers and other administrative and supervisory personnel and their vehicles are included in the overhead. The Contractor understands that the Regional District may review these Force Account Rates and require changes for good cause.

The following tendered rates shall form the basis of payment for changes in the work carried out in accordance with the Contract.

Personnel

Name	Occupation	Hourly Rate	Overtime Hourly Rate
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Equipment

The equipment costs shall include wear and tear, maintenance, fuel, operator, overhead, profit, and all other costs, excluding only HST. Equipment rates used shall be as per the current Equipment Rental Rate Guide (The Blue Book) published by the BC Road Builder's and Heavy Construction Association.

Description	Model/Size and Year	Serial #	Hourly Rate	Overtime Hourly Rate
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

Signature of Tenderer

SCHEDULE 5 – PROPOSED SUB-CONTRACTORS

This section shall be read with and shall form part of the Contract Tender Form. The Tenderer shall provide the name and address of the Sub-Contractor that the Tenderer intends to employ on each item of Work specified below.

Any changes or additions to this list must be submitted to the Manager for approval before Sub-Contracting the work. The Contractor agrees that if a named Sub-Contractor is not acceptable to the Regional District, the Contractor shall name an alternative Sub-Contractor.

ITEM OF WORK TO BE SUB-CONTRACTED	NAME, ADDRESS AND TELEPHONE NUMBER OF PROPOSED SUB-CONTRACTOR

Signature of Tenderer

SCHEDULE 6 – LIST OF PREVIOUS EXPERIENCE (CONTRACTS)

The Tenderer shall fill in details below of the most recent Contracts he or she has undertaken with work of a nature similar to this proposed Contract.

It is the intention of Regional District of Kootenay Boundary to use the information given below to assess the experience of the Tenderer in the appropriate fields of work. The RDKB may contact the references given below before awarding the Contract.

Tenderer’s Experience on Projects of a Similar Nature

Project:	_____	Value:	_____
Owner:	_____	Phone Number:	_____
Description:	_____ _____		

Project:	_____	Value:	_____
Owner:	_____	Phone Number:	_____
Description:	_____ _____		

Project:	_____	Value:	_____
Owner:	_____	Phone Number:	_____
Description:	_____ _____		

Project:	_____	Value:	_____
Owner:	_____	Phone Number:	_____
Description:	_____ _____		

Signature of Tenderer

SCHEDULE 7 – SCHEDULE OF ADDENDA

It is herewith acknowledged that the following Addenda have been received and form part of the Tender.

Addendum Number	Date Issued	Number of Pages

Notes:

- a) Schedules 1 to 7 shall be read with and form part of this Tender
- b) It is understood that the lowest tender or any tender will not necessarily be accepted
- c) I/We hereby acknowledge receipt of the following Addenda to the Contract Documents:

Addendum No. ___ to ___ inclusive

Signature of Tenderer

APPENDIX A – OPERATIONAL PERMIT PR-01917

Province of BC - Ministry of Environment Land and Parks - Permit PR-01917 Under the
Provisions of the Waste Management Act for the Regional District of Kootenay Boundary

PROVINCE OF
BRITISH COLUMBIA



Environmental Protection
#401-333 Victoria Street
Nelson, British Columbia
V1L 4K3
Telephone: (604) 354-6355

MINISTRY OF ENVIRONMENT,
LANDS AND PARKS

**PERMIT
PR-01917**

Under the Provisions of the Waste Management Act

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
202 - 843 ROSSLAND AVENUE
TRAIL, BRITISH COLUMBIA
V1R 4S8**

is authorized to discharge refuse to the land from a Regional and Municipal solid waste collection system serving the communities of Trail, Montrose, Fruitvale, Warfield and Rossland, British Columbia, as well as Areas A and B of the Regional District of Kootenay Boundary, subject to the conditions listed below. Contravention of any of these conditions is a violation of the Waste Management Act and may result in prosecution.

1. SPECIFIC AUTHORIZED DISCHARGE

1.1. This subsection applies to the discharge of municipal solid waste from the MUNICIPALITIES OF TRAIL, WARFIELD, ROSSLAND, MONTROSE, FRUITVALE AND AREAS A AND B OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY as shown on the attached Site Plan A.

1.1.1. The maximum authorized rate of discharge is 135 m³/day. The authorized discharge period is 48 hours/week.

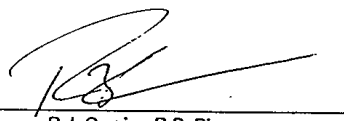
Date Issued: June 18, 1973

Date Amended:

(most recent)

Page: 1 of 10

JUN 13 1995


R.J. Crozier, R.P. Bio.
Regional Waste Manager

PERMIT PR-01917



Province of
British Columbia

MINISTRY OF ENVIRONMENT, LANDS AND PARKS
AND MINISTER RESPONSIBLE FOR
MULTICULTURALISM AND HUMAN RIGHTS

BC
Environment

#401 - 333 Victoria Street
Nelson, British Columbia
V1L 4K3
Telephone: (604) 354-6333
Main Fax: (604) 354-6332
EP Fax: (604) 354-6367

JUN 13 1995

File: PR-01917

REGISTERED MAIL

Regional District of Kootenay Boundary
202 - 843 Rossland Avenue
Trail, British Columbia
V1R 4S8

Dear Permittee:


Enclosed is Amended Permit PR-01917 issued under the provisions of the Waste Management Act. Your attention is respectfully directed to the conditions outlined in the permit. An annual permit fee will be determined according to the Waste Management Permit Fees Regulation.

This permit does not authorize entry upon, crossing over, or use for any purpose of private or Crown lands or works, unless and except as authorized by the owner of such lands or works. The responsibility for obtaining such authority rests with the permittee. It is also the responsibility of the permittee to ensure that all activities conducted under this permit are carried out with due regard to the right of the third parties and comply with other applicable legislation that may be in force.

This permit may be appealed by persons who consider themselves aggrieved by this decision in accordance with Part 5 of the Waste Management Act. Written notice of intent to appeal must be received by the Regional Waste Manager within twenty-one (21) days of the date of this decision.

Administration of this permit will be carried out by staff from our Regional Office located at #401-333 Victoria Street, Nelson, British Columbia, V1L 4K3, (telephone: (604) 354-6355). Plans, data and reports pertinent to the permit are to be submitted to the Regional Waste Manager at Nelson, British Columbia.

Yours truly,


R.J. Crozier, R.P. Bio.
Regional Waste Manager
Kootenay Region

/sw
ENCLOSURE

PROVINCE OF
BRITISH COLUMBIA

Environmental Protection

1.1.2. The characteristics of the discharge shall be typical residential, industrial, commercial and institutional solid waste but excluding:

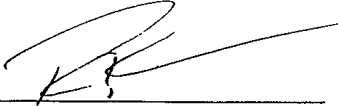
- Special Waste
- Rubber Tires
- Vehicle Hulks
- Automobile Batteries
- Waste Oils
- Waste Paint
- Ozone Depleting Substances
- Septic Tank Wastes
- Bulk liquids and semisolid sludges which contain free liquid.
- Liquid or semisolid wastes including septage, black water, sewage treatment sludge, etc.
- Human anatomical and animal waste components of biomedical waste and the untreated non-anatomical waste component of biomedical waste.
- **Dead animals and slaughter house, fish hatchery and farming wastes or cannery wastes and byproducts.

**Discharge of carcasses shall be limited to those of a domestic nature and animal road kills only. Carcasses are to be covered immediately with a minimum of 1 metre of suitable soil cover. Burial of these wastes in dedicated locations (i.e. avoiding co-disposal) at a landfill site may be approved only if there is no other viable alternative such as treatment/disposal, recycling, reprocessing or composting. Viability is to be determined by the Regional Waste Manager.

1.1.3. The authorized works are a sanitary landfill and related appurtenances located approximately as shown on attached Site Plan A.

1.1.4. The location of the facilities from which the discharge originates is the McKelvey Creek site described as Lot 1, Plan 18105, Plan 10537, Plan 18106, Parcel A, Reference Plan 176501, Sublot 2, District Lot 4598, Kootenay District as shown on the attached Site Plan A.

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2. OPERATIONAL REQUIREMENTS

2.1. Landfill Operational Requirements

2.1.1. Method of Operation

The landfill shall be operated using the area fill method. Refuse shall be placed no less than 1 metre above the highest ground water level. The refuse shall be compacted using heavy equipment and shall be placed in lifts with a maximum depth of 3 metres. The edge of the landfill shall be bermed to divert runoff and the dumping area fenced or bermed to control the size of the open face to be covered. The landing shall be cleared of scattered refuse when cover material is applied. Drainage shall be provided to ensure that ponding does not occur on the landfill.

The disposal of municipal solid waste into water is unacceptable. Surface water diversion to restrict storm water run off from contacting the wastes is required.

2.1.2. Waste Deposition and Compaction

Wastes shall be spread in thin layers 0.6 metre or less on the working face and compacted. The working face area shall not exceed a horizontal width of 25 metres, a vertical height of 3 metres, and shall be maintained at a slope of between 25 to 30 degrees.

2.1.3. Daily Cover


Suitable soil cover material shall be applied to a compacted depth of at least 0.15 metre on all exposed solid waste at the end of each day that municipal solid waste is discharged at the landfill.

2.1.4. Final Cover

Final cover shall consist of a minimum of 1 metre of low permeability ($<1 \times 10^{-5}$ cm/s) compacted soil plus a minimum of 0.15 metre of topsoil with approved vegetation established. Soils of higher permeability may be approved based on leachate generation potential at the landfill site. Final cover is to be constructed with slopes between 4% and 33% with appropriate run-on/run-off drainage controls and erosion controls. An assessment of the need for gas collection and recovery systems shall be made so that, in the event such systems are required, cover can be appropriately designed and constructed. Final cover shall be installed within 90 days of landfill closure or on any areas of the landfill which will not receive any more refuse within the next year. Completed portions of the landfill are to progressively receive final cover during the active life of the landfill.

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2.1.5. Cover During Extreme Weather Conditions

During periods of extreme weather conditions, such as those that cause the ground to freeze, an exemption to the daily cover requirement may be approved by the Regional Waste Manager upon written request.

2.1.6. Equipment

The permittee shall have at the site a compacting machine (minimum 18,144 kg), a steel wheel articulated 966 Cat or equivalent.

2.1.7. Scavenging and Salvaging

Uncontrolled scavenging of waste is prohibited. The organized salvaging of wastes by the landfill operator is encouraged if areas or facilities for separation of recyclable or reusable materials are provided.

2.1.8. Asbestos Disposal

Asbestos wastes shall be packaged, handled and disposed of in accordance with the following requirements:

- (i) The waste asbestos shall not be mixed with any other special waste.
- (ii) The waste asbestos shall be confined during handling, storage and transportation by:

Packing in 6 mil plastic bags placed within a non-reusable drum and then sealed, or;

packing in a 6 mil plastic bag placed within a second 6 mil plastic bag and then sealed, or;

wet containment techniques such as saturation with water and containment in non-leaking sealed drums or equivalent, or;

other approved containment techniques.

- (iii) The waste asbestos shall be disposed of at the landfill by being immediately buried with a minimum of 0.5 metre of cover material.

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2.2. Operational Requirements for Management of Recyclable/Reusable Material

2.2.1. Segregation of Metallic Wastes

The Permittee shall segregate large metallic recyclables such as appliances and auto bodies, etc., for storage in a separate area of the site. These recyclables shall be removed at least once per year or at other frequencies prescribed by the Regional Waste Manager.

2.2.2 Segregation of Rubber Tires

The Permittee shall segregate rubber tires for storage in a separate area of the site. These recyclables shall be removed at least once per year or at other frequencies prescribed by the Regional Waste Manager.

2.3. Suspension

The permittee shall ensure that no discharge occurs from or in respect of the works authorized by this permit during any period of suspension under the Waste Management Act.

3. DESIGN AND PERFORMANCE REQUIREMENTS

3.1. Ground and Surface Water Quality Impairment

The authorized landfills must not be operated in a manner such that ground or surface water quality in existing or potential future water supply aquifers or surface waters decreases beyond that allowed by the Approved and Working Criteria for Water Quality prepared by the Water Management Division of the Ministry of Environment, Lands and Parks, or other appropriate criteria, at or beyond the landfill property boundary. The appropriate water quality criteria for this site may be specified by the Manager after reviewing existing and potential future uses of the ground and surface water resources.

3.2. Public Health, Safety and Nuisance

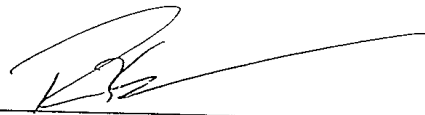
This landfill will not be operated in a manner such that it becomes a significant threat to public health or safety or a public nuisance is created with respect to, unauthorized access, roads, traffic, noise, dust, litter, vectors or wildlife attraction.

3.3. Design

A landfill design is to be submitted for approval to the Regional Waste Manager on or before December 31, 1996. The landfill design must be in accordance with the Regional Solid Waste Management Plan.

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3.4. Dust Control

Dust created within the landfill property shall be controlled, using methods and materials acceptable to the Regional Waste Manager, such that it does not cause a public nuisance.

3.5. Litter Control

Litter shall be controlled by compacting the waste, minimizing the work face area, applying cover at the required frequencies, providing litter control fences and instituting a regular litter pick up and general good housekeeping program or as specified by the Regional Waste Manager. Areas outside the front gate or along roads adjacent to the dump area are to be kept free of litter.

3.6. Vector and Wildlife Control

Vectors (carriers capable of transmitting a pathogen from one organism to another including, but not limited to flies and other insects, rodents and birds) shall be controlled by the application of cover material at the required frequency or by such additional methods as specified by the Regional Waste Manager. This landfill shall be operated so as to minimize the attraction of wildlife such as bears and birds by applying cover at required frequencies and instituting a good housekeeping program.

3.7. Site Access

Appropriately constructed and maintained access roads capable of supporting all vehicles hauling waste are required during the operating life of the landfill. Access roads shall be paved to minimize the possibility of spreading dust to the surrounding residential area.

3.8. Designated Areas

The Permittee shall provide and maintain, within the confines of the site or at other more appropriate locations, areas for the separation, handling and storage of recyclable, compostable or reusable materials such as bulky metallic objects, tires, yard wastes, source separated glass, metal, plastic, paper, concrete, cardboard and drywall.

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3.9. Signs

A sign shall be posted at each entrance gate with the following current information:

- Site Name
- Owner and Operator
- Contact phone number and address for owner and operator.
- Phone number in case of emergency (such as fire).
- Hours of Operation
- Materials/Waste Accepted for Landfill
- Materials/Waste Banned
- Tipping Fees
- Alternatives to waste disposal (location of nearest recycling depot/auto wrecker etc.).

Additional signs are required to clearly indicate the directions to the main tipping face, public disposal area, and the recycling/waste separation areas.

3.10. Site Security

Locking gates shall be installed at all access routes to the landfill site. Gates, perimeter fencing and/or barriers shall be installed where necessary to prevent unauthorized access to the site by vehicles. Gates shall be locked to prevent unauthorized access during non-operating hours.

A site-attendant shall be present when the gates are open.

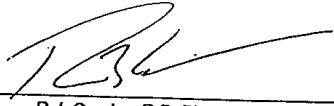
4. MONITORING AND REPORTING REQUIREMENTS

4.1. Environmental Impact

Inspections of the discharge will be carried out by Environmental Protection Program personnel as a part of the routine permit inspection procedure. Based on these inspections and any other information available to the Regional Waste Manager on the effect of the discharge on the receiving environment, the permittee may be required to undertake additional monitoring and/or install additional pollution control works.

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4.2. Monitoring Requirements

4.2.1. Measurement of Refuse and Recyclables

The quantity of all wastes entering the landfill shall be measured using methods approved by the Regional Waste manager.

4.2.2. Leachate Monitoring

The permittee shall retain the services of a qualified geotechnical engineer to assess the leachate generation potential, and its impact on the ground water and/or the culverted McKelvey Creek and shall submit his report to the Regional Waste Manager on or before December 31, 1995. Based on this assessment the Regional Waste Manager, will evaluate the sensitivity of the receiving environment, plus any other pertinent information and may, at his discretion, require the permittee to implement additional control and/or treatment measures.

4.2.3. Landfill Gas Monitoring

An assessment of the need for the collection and subsequent management of methane gas generated in the landfill is required, on or before December 31, 1995. At no time should combustible gas concentrations exceed the lower explosive limit in soils at the property boundary or 25% of the lower explosive limit in any on-site or off-site structures or facilities. With regard to the construction of any on-site buildings and structures or the installation of services (water, sewer, electrical, etc.), due consideration will be given to the potential gas hazard.

This landfill will be operated in a manner such that gas odours will not create a public nuisance, or exceed federal, provincial or local air quality criteria.

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4.2.4. Fugitive Dust Measurement

At locations and on a frequency specified by the Regional Waste Manager, the permittee shall measure the dustfall, over a two week period and record the results as milligrams per square decimeter per day.

The permittee shall suppress fugitive dust created within the operation area. The measured dustfall data will be compared to the Ministry Objective value of 1.75 mg/dm²·d. If the measured ambient air quality compares unfavourably to the Ministry Objective value, the Regional Waste Manager will evaluate the sensitivity of the receiving environment, the contribution of the permittee's dustfall sources to the measured ambient values, plus any other pertinent information and may, at his discretion, require the permittee to implement additional control measures on fugitive dust sources.

Analyses are to be carried out in accordance with procedures described in the third edition of "A Laboratory Manual for the Chemical Analysis of Ambient Air, Emissions, Precipitation, Soil and Vegetation, (April, 1983, 253 pp.)" or by suitable alternative procedures as authorized by the Regional Waste Manager.

Copies of the above mentioned manual are available from the Environmental Protection Division, Ministry of Environment, Lands and Parks, 777 Broughton Street, British Columbia, V8V 1X5, at a cost of \$40.00, and are also available for inspection at all Environmental Protection Program Offices.

4.3. Record Keeping and Reporting

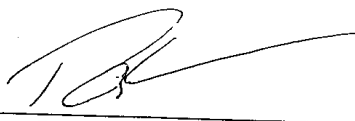
4.3.1. Records

The owner and/or operator of a landfill shall record and maintain the following information both on-site and at the legal address of the owner/operator:

- Copy of the permit(s) for the site or the certificate(s) of operation.
- Inspection records for inspections conducted by staff and regulatory agencies.
- Contingency plan and notification procedures.
- Closure and post-closure care plans.
- Monitoring results for gas, leachate, surface and ground water.
- Interpretations of monitoring results.
- Copies of all annual reports.

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4.3.2. Reporting

The permittee shall maintain records of the quantities of solid waste disposed in accordance with Subsection 4.1.1, leachate (if present) analyses and flow measurements in accordance with Subsection 4.2.2., dustfall data in accordance with Subsection 4.2.4. and the results of the gas monitoring program (if required) in accordance with Subsection 4.2.3., for inspection. Copies of the records of quantities of solid waste from the previous quarter, shall be submitted to the Regional Waste Manager within 31 days of the end of the quarter. The first report shall be submitted by March 31, 1995.

Data of analyses and flow measurements of leachate monitoring (if required) for the previous quarter, shall be submitted to the Regional Waste Manager within 31 days of the end of the quarter. The first report shall be submitted by December 31, 1995.

Data of dustfall measurements for the previous quarter, shall be submitted to the Regional Waste Manager within 31 days of the end of the quarter. The first report shall be submitted by December 31, 1995.

Data of gas monitoring program (if required) for the previous quarter, shall be submitted to the Regional Waste Manager within 31 days of the end of the quarter. The first report shall be submitted by December 31, 1995.

Monitoring data shall be submitted in an electronic and/or printed format satisfactory to the Regional Waste Manager.

5. ANNUAL REVIEW OF PERMIT CONDITIONS

The conditions of this permit are to be reviewed annually by the Waste Management Branch in concert with the Regional District of Kootenay Boundary commencing January 31, 1996. The need for increased or decreased monitoring or the need to upgrade existing works will be based on this review.

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PROVINCE OF
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Environmental Protection Program

Site Plan - A
The Regional District of Kootenay Boundary, Trail and Area, Sanitary Landfill

LEGAL DESCRIPTION: Lot 1, Plans 18105, 18106, and 10537, Parcel A, Ref Plan 17650I, Sub Lot 2, District Lot 4598, Kootenay District.

Permit / Approval: PR01917

Date Issued: June 18, 1973

Date Amended: JUN 13 1995

Regional Waste Manager:
R.J. Crozier, R.P. Bio.

Name of Applicant:
The Regional District of Kootenay Boundary

GENERAL DESCRIPTION

Kootenay River

Nelson /

Castlegar

Columbia River

LOCATION OF DISCHARGE

Rossland

Warfield

Trail

Fruitvale

Montrose

CANADA / USA BORDER

APPENDIX B – LANDFILL CRITERIA FOR MUNICIPAL
SOLID WASTE

**LANDFILL CRITERIA
FOR MUNICIPAL SOLID WASTE**

Second Edition

BRITISH COLUMBIA

BC Ministry of Environment

JUNE 2016

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LIST OF ACRONYMS AND ABBREVIATIONS

DOCP	DESIGN, OPERATIONS AND CLOSURE PLAN
GCL	GEO-SYNTHETIC CLAY LINER
GHG	GREENHOUSE GAS
HDPE	HIGH DENSITY POLYETHYLENE
LEL	LOWER EXPLOSIVE LIMIT
MSW	MUNICIPAL SOLID WASTE
OC	OPERATIONAL CERTIFICATE
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
SWMP	SOLID WASTE MANAGEMENT PLAN

FOREWORD

In 1993 the Ministry of Environment released the first edition of the “Landfill Criteria for Municipal Solid Waste” (“Criteria”). This was a guidance document that outlined how landfills were to be constructed, operated and monitored to ensure that the environment would be protected.

The second edition of the “Landfill for Municipal Solid Waste” builds on the original. The new document was developed by a group of experts with extensive knowledge of landfill science and technology from the Ministry of Environment and industry. It incorporates new standards and operating practices that have been developed over the years to enhance environmental protection and references current regulations for Landfill Gas Management and Contaminated Sites.

The “Criteria” provide guidance to landfill owners and operators, Qualified Professionals and Ministry staff on environmentally sound landfilling practices and procedures that are consistent with legislated requirements and desirable environmental outcomes. They are not mandatory requirements but are recommended practices and they may become legally enforceable if incorporated into solid waste management plans, operational certificates and permits, issued under the *Environmental Management Act*.

The “Criteria” reflect Ministry expectations regarding the standards for landfilling MSW in British Columbia. Where specifics are not provided, flexibility in the application of the guidance recommendations and professional judgement may be required to achieve the adequate level of environmental protection. A recommended standard or practice can be modified when an alternative can provide equivalent or better level of environmental protection.

1.0 DEFINITIONS

For the purposes of this document:

"Active Face" means the working surface of a landfill upon which MSW is deposited before placement of daily cover.

"Approved" means authorized in writing or specified in writing, with or without conditions or requirements by the Minister of Environment, the director, or the director's delegate.

"Buffer Zone" means the area between the landfill footprint and the landfill site boundary.

"Clean wood" means solely wood and:

- does not include composite wood products including plywood, particle board, fibreboard, hardboard, oriented strandboard, laminated lumber, laminated wood, veneer, laminate flooring, or engineered wood products; and,
- must not be contaminated with, or have been treated or coated with, antisapstain, preservative, fire retardant, glue, adhesive, laminate, bonding agents, resin, paint, stain, varnish or a substance harmful to humans, animals, plants or the environment.

"Compaction" means the mechanical process of reducing the volume of MSW placed at the active face.

"Composting" means composting as defined in the Organic Matter Recycling Regulation.

"Contaminating lifespan" means the period of time during which the landfilled waste has the potential to produce effluent or air contaminants (as defined in the *Environmental Management Act*), including at least 30 years after installation of final cover over the entire landfill footprint.

"Controlled waste" means waste that requires special handling including:

- Slaughter and poultry processing industry waste, fish hatchery and farming wastes, cannery wastes and by-products.

- Animal carcasses including road kill, domestic pets, etc.
- Bulk liquids and semi-solid sludges which contain free liquid, including septage, black water, sewage treatment sludge, etc.

"Cover" means clean soil or approved alternate material used in covering compacted MSW. Cover material may serve as daily, intermediate, or final cover:

- "Daily Cover" means cover placed on compacted MSW on the active face.
- "Intermediate Cover" means cover placed where the active face will not be located for 30 days or more.
- "Final Cover" means cover placed on intermediate cover on the final contours of the landfill footprint. The top of the final cover is the permanently exposed final surface of the landfill.

"Design Capacity" is the volume of airspace available for waste within the landfill footprint.

"Designated Flood" means a flood, which may occur in any given year, of such magnitude as to equal a flood having a 200 year recurrence interval, based on a frequency analysis of unregulated historic flood records or by regional analysis where there is inadequate stream flow data available. Where the flow of a large watercourse is controlled by a major dam, the designated flood shall be set on a site-specific basis.

"Floodplain" means a lowland area, whether diked, flood-proofed or not, which, by reasons of land elevation, is susceptible to flooding from an adjoining watercourse, ocean, lake or other body of water and for administration purposes is taken to be that area submerged by the designated flood plus freeboard.

"Groundwater" means water below the ground surface in a zone of saturation.

"Land use" means the modification of land and water by humans for their use including for residential, commercial, transportation, utility, recreational, agricultural, or industrial purposes. Land use is codified in public land use planning documents such as growth management plans, official community plans and zoning by-laws.

"Landfill Cell" means that portion of compacted MSW in a landfill that is enclosed by cover after a designated period.

"Landfill Criteria" or "Criteria" mean the requirements and criteria stipulated within this document.

"Landfill Criteria Conformance Review" means a review prepared to evaluate the conformance status of existing landfills with the "Criteria".

"Landfill Criteria Upgrading Plan" means an action plan and schedule to upgrade a landfill to meet these "Criteria", including justification of any proposed exceptions from the "Criteria".

"Landfill Footprint" means the area of the landfill site where MSW is approved to be deposited.

"Landfill Gas" (LFG) means a mixture of gases generated by the decomposition of MSW, as defined in the Landfill Gas Management Regulation.

"Landfill Phase" means the portion of the landfill footprint that has received or is receiving MSW for disposal, as defined in the Design, Operations and Closure Plan of the landfill site (DOCP). Landfill Phase should be considered active if final cover has not been placed. The DOCP provides for the phased landfill development with details regarding design, construction, operation and closure of each landfill phase.

"Landfill Site" means the landfill footprint and buffer zone.

"Landfill Site Boundary" means the perimeter boundary of the landfill site.

"Lateral Expansion" means an increase in the landfill footprint.

"Leachate" means any liquid and suspended materials which it contains, that has percolated through or drained from waste.

"Landfill Base Liner" means a continuous layer of primary Geosynthetic membrane and a secondary compacted clay liner or Geosynthetic Clay Liner (GCL), installed beneath and/or on the sides of a landfill footprint which acts as a barrier to vertical and lateral leachate and landfill gas movement.

"Municipal Solid Waste" (MSW) means municipal solid waste as defined in the *Environmental Management Act*.

"Nuisance" means an activity or action or result of such activity or action, which:

- (a) Interferes with the reasonable use and enjoyment of property surrounding a landfill.
- (b) Is a source of irritation to the public.
- (c) Is annoying, unpleasant or obnoxious to the public.

"Open Burning" means the combustion of solid waste without control of combustion air, without control of the combustion reaction and without control of the emission of the combustion products.

"Plans and reports" means assessments, designs, drawings, plans, reports, specifications and other related documents as outlined in Section 10.

"Post-Closure Period" means that period of time from installation of final cover over the entire landfill footprint to the end of the contaminating lifespan.

"Qualified Professional" means a person who:

- (a) Is an engineer, scientist or technologist specializing in a particular applied science or technology,
- (b) Is registered in British Columbia with a professional organization, is acting under that organization's code of ethics and is subject to disciplinary action by that organization, and
- (c) Through suitable education, experience, accreditation and knowledge respecting solid waste management and related engineering disciplines for the management of leachate, surface water, ground water, storm water, and landfill gas and other specialist disciplines, may reasonably be relied upon to provide advice within his or her area of expertise and to carry out duties or functions in those areas.

"Scavenging" means unauthorized and/or uncontrolled removal of MSW or recyclable material from a landfill site

"Septage" means the solid and liquid pumped contents of a domestic septic tank.

"Service Life" means the period of time during which an engineered system will perform in accordance with its intended design.

"Solid Waste Management Plan" (SWMP) means waste management plan for municipal solid waste and recyclable material, as defined in the *Environmental Management Act*.

"Surface Water" means lakes, bays, sounds, ponds, impounding reservoirs, perennial or ephemeral streams and springs, rivers, creeks, estuaries, marshes, inlets, canals, the Pacific Ocean within the territorial limits of British Columbia, and all other perennial or ephemeral bodies of water, natural or artificial, inland or coastal, fresh or salt, public or private, but excludes groundwater, leachate and storm water collection channels or works.

"Vector" means a carrier that is capable of transmitting a pathogen from one organism to another and includes, but is not limited to, flies and other insects, birds and rodents.

"Vertical Expansion" means an increase in the design capacity without an increase in the landfill footprint.

"Wetland" includes any land that is frequently inundated or saturated by surface or ground water and for that reason has developed hydric soils and the dominance of hydrophytic vegetation and various kinds of biological activity which are adapted to a wet environment. The term "wetland" includes tidal flat, bog, marsh, swamp, pocosin, fen and other similar areas.

"Yard waste" means non-food vegetative matter from gardening, landscaping, and land clearing.

2.0 APPLICATION

The “Landfill Criteria for Municipal Solid Waste”, 2nd Edition (“Criteria”) are effective from the date of issuance. Subject to the exceptions outlined in Section 2.1 below, these “Criteria” apply to all landfills on public and private land in British Columbia that receive municipal solid waste (MSW) after the date of issuance of these “Criteria”, including the following:

- New landfills.
- Lateral and/or vertical expansions of existing landfills.
- New landfill phases.
- Existing landfills.

The “Criteria” are intended to provide guidance to landfill owners and operators, qualified professionals and Ministry staff for the development, operation and authorisation of MSW landfills, and recommend a straightforward path for proponents to follow to establish and operate existing, expanded and new landfills in a manner reflecting the latest standards for environmental protection.

2.1 EXCEPTIONS

2.1.1: *Site-Specific Exceptions*

The Ministry recognizes that in certain site-specific situations requests for exceptions from specific requirements of the “Criteria” can be made. Such requests shall be submitted to the Ministry of Environment and include sufficient technical justification to demonstrate that the proposed site-specific alternatives provide an equivalent or better level of environmental protection.

2.1.2: *Generic Exceptions*

In addition to site-specific exceptions, the following generic considerations for exceptions may apply:

- An existing landfill that will be closed within 5 years from the date of issuance of these “Criteria” may be subject only to closure and post-closure requirements (Section 7) and not to the other sections of the

“Criteria” at the discretion of the director. For this exception to be applied, the owner or operator of such landfill shall provide a written confirmation of their intention to close the subject landfill to the Ministry within 12 months from the date of issuance of these “Criteria”.

- The Siting criteria (Section 3) are applicable to new landfills and lateral expansions of existing landfills. Existing approved landfill footprints are not subject to the siting requirements (Section 3). Some recommended standards such as buffer zones and distances to environmentally sensitive areas can be considered for planning new landfill phases at existing sites.
- Design standards in Sections 5.2, 5.3, 5.4, 5.5 apply only to:
 - a) New landfills,
 - b) Lateral expansions of existing landfills and
 - c) New landfill phases, where filling will not occur on top of previously placed MSW
- An exception to the base liner requirements (Section 5.4) of these “Criteria” may be made for:
 - a) New landfill phases, starting on the ground, and
 - b) Lateral expansions of existing landfills;
 meeting all three of the specific circumstances listed below:
 - Landfill is accepting less than 5000 tonnes of waste per year and total waste capacity of the landfill site is less than 100000 tonnes;
 - Landfill is located in a very remote area where there is no practical waste disposal alternative such as a sub-regional engineered landfill situated less than 100 kilometres away; and
 - Landfill receives less than 500 mm of precipitation annually (or has a negative water balance).

All applications for exceptions from base liner requirements must show evidence of no existing groundwater contamination from the landfill site.

2.2 CONFORMANCE OF EXISTING LANDFILLS

Subject to any exceptions associated with sub-sections 2.1.1 and 2.1.2 above, the conformance status of existing landfills with these “Criteria” should be evaluated and a Landfill Criteria Conformance Review should be prepared by the

authorization holder for all existing landfill sites. The conformance with the "Criteria" should be reviewed only for those requirements applicable to a particular landfill site. If a need for upgrades is identified then the Conformance Review shall include an Upgrading Plan with the schedule for all proposed upgrades. The Conformance Review and Landfill Criteria Upgrading Plan, if needed, shall be submitted to the director during the next SWMP review or within 5 years of the date of issuance of these "Criteria", whichever time period is shorter.

2.3 LEGAL REQUIREMENTS

The "Criteria" is a guidance document for MSW landfills provided by the Ministry of Environment and is to be considered during the setting of legal standards specified within SWMPs, operational certificates and permits. The director may require additional information and/or specify legal standards that are more or less stringent than these "Criteria". Information regarding the waste discharge authorization process is available on the Ministry of Environment website. Compliance with the "Criteria" does not relieve the owner/operator from the requirements of any other Acts, Regulations, including regulations under the *Environmental Management Act*, or By-Laws.

3.0 SITING CRITERIA

Proper siting of a landfill site is one of the most important aspects of environmental protection. Siting must consider the physical conditions of a site, the remoteness of the area, the existing and planned land uses in proximity, the sensitivity of the receiving environment and the size of the landfill site.

From an environmental perspective, the principal objective of site selection is to identify a suitable location for a landfill to safeguard public health, have minimal impact on the environment, and provide for long term isolation of MSW deposited in the landfill site. Distance requirements stated in the following sections are Ministry criteria, unless noted otherwise.

3.1 LAND USE

The landfill footprint must not be located within 500 m of an existing or planned sensitive land use. A planned sensitive land use is one that has been identified as an allowed use in a regional growth management plan, official community plan or zoning by-law but has not yet been built/established.

Sensitive land uses include, but are not limited to: schools, residences, hotels, restaurants, cemeteries, food processing facilities, churches, and municipal parks. Land uses such as heavy industry, forestry operations, aggregate extraction/mining, railways/rail yards, etc. are not considered sensitive land uses.

3.2 HERITAGE AND ARCHEOLOGICAL SITES

The landfill footprint is recommended not to be located within 100 m of a heritage or archaeological site.

Landfill siting is also subject to the requirements of the BC *Heritage Conservation Act* administered by the Archaeology Branch of the British Columbia Ministry of Forests, Lands and Natural Resource Operations. The Branch and website should be consulted for requirements.

3.3 AIRPORTS

NAV CANADA must assess and approve all proposals for land use near airports and air navigation infrastructure before construction begins to ensure that air navigation system safety and efficiency are not compromised by proposed land development. NAV CANADA recommends consulting Transport Canada policies for land use in the vicinity of airports. As a rule of thumb Transport Canada generally require that a landfill footprint be located no closer than 8 km from airports. This is due to the propensity for landfills to attract birds, thereby creating potential hazards to aircraft, especially during take-off and landing. That minimum separation distance may be reduced to 3.2 km if bird control measures acceptable to NAV CANADA are implemented at the landfill site, and the reduction in the necessary buffer is approved by the airport authority. The NAV CANADA assessment does not replace approvals or permits required by other federal, provincial or municipal authorities. Where airport zoning regulations require longer buffer zones, the provisions of those regulations shall prevail.

The zoning and separation conditions included in this section refer to NAV CANADA controlled airports only, as not all airports are controlled by NAV CANADA but by local authorities or other bodies. Nonetheless, Transport Canada guidelines represent the recommended zoning and separation conditions for all other airports.

3.4 BUFFER ZONE

The buffer zone between the landfill footprint and the landfill site boundary shall be a minimum of 50 m, of which the 30 m closest to the landfill site boundary shall be reserved for natural or landscaped screening (berms and/or vegetative screens). Only the 20 m buffer closest to the landfill footprint shall be used for access roads, surface water management works, leachate management, landfill gas management and monitoring works, firebreaks, and other ancillary works as required.

3.5 WATER SUPPLY SOURCES

The landfill footprint shall be a minimum distance of 300 m from a water supply well or water supply intake and a minimum 500 m from municipal or other high capacity water supply wells.

3.6 GULLIES AND DEPRESSIONS

The landfill footprint shall not be located in a gully or depression that acts as a point of water collection during rainfall events unless acceptable diversion works are provided such as interception ditching or other diversion measures are undertaken. Diversion of water through culverts beneath the landfill footprint is not allowed.

3.7 FAULTS AND UNSTABLE AREAS

The landfill footprint shall not be located within 100 m of a geologically unstable area. A geologically unstable area is defined as a location where natural or man-made features pose a substantial risk to the integrity of the landfill environmental control systems or global stability of the fill. Specifically, the landfill footprint must not be located within 100 m of:

- A Holocene fault.
- A known active or historic landslide.
- Areas underlain by weak or collapsible soils, karst limestone, frozen mineral soil or muskeg with an active layer, or underground mine workings.
- Areas prone to debris movement (landslide paths, avalanche paths, alluvial fans).
- A location at risk of being impacted by tsunami.

3.8 ENVIRONMENTALLY SENSITIVE AREAS

The landfill footprint must not be located within 100 m of an environmentally sensitive area such as:

- A national, provincial or regional park.

- A wildlife management area as designated under Section 4 of the provincial *Wildlife Act*.
- A critical wildlife area or wildlife sanctuary designated under Section 5 of the provincial *Wildlife Act*.
- A land acquired and administered under Section 3 of the provincial *Wildlife Act*.
- An ecological reserve designated under the provincial *Ecological Reserve Act*.
- A bird sanctuary designated under the regulations pursuant to the federal *Migratory Birds Convention Act*.
- A wildlife area designated under the federal *Wildlife Act*.
- A marine sanctuary.
- A wetland.
- The habitat of rare, threatened or endangered species under federal and/or provincial Species at Risk legislation.

3.9 SURFACE WATER

A landfill footprint shall not be located within 100 m of surface water.

3.10 FLOODPLAINS

A landfill footprint shall not be located in a floodplain.

3.11 SHORELINES

A landfill footprint shall not be located within 100 m of the sea level maximum high tide or seasonal high watermark of an inland lake shoreline.

3.12 DEPTH TO WATER TABLE

The landfill base shall be a minimum 1.5 m above “groundwater” at all times. The separation distance shall consider the hydrogeologic conditions at the site including the hydraulic capacity of the underlying soils.

4.0 PERFORMANCE CRITERIA

Performance criteria in this guidance document ensure adequate protection of human health and environment. All assessments, designs, reports and plans, developed under this guidance document must demonstrate how they will satisfy performance criteria. All the documents must be prepared under the supervision of, and certified by, a Qualified Professional.

4.1 GROUNDWATER AND SURFACE WATER QUALITY

Current and planned future uses of groundwater and surface water shall be identified within 1 km of the landfill footprint. After considering the identified uses of groundwater and surface water, a Qualified Professional must recommend the appropriate water quality criteria, compliance locations, and provide related rationale and justification.

Water quality criteria to be considered include:

- The BC Approved and Working Water Quality Guidelines.
- BC Water Quality objectives.
- The Contaminated Sites Regulation, Generic Numerical Water Standards for the applicable water use(s) as defined in Protocol 21 “Water Use Determination” under the Contaminated Sites Regulation.
- The Canadian Drinking Water Quality Guidelines.
- Other water quality criteria for parameters not addressed by the preceding water quality criteria.

The appropriate water quality criteria and compliance monitoring locations are subject to the approval of the director in writing.

As a minimum, the appropriate water quality criteria must be satisfied at and beyond the landfill site boundary, or 150 m from the landfill footprint, whichever is closer. More stringent requirements may be set by the director. Any discharges to surface water considered as potential fish habitat must also comply with the requirements of the federal *Fisheries Act*.

4.2 LANDFILL GAS MANAGEMENT

Soil gas concentrations at the landfill site boundary must not exceed the lower explosive limit of methane (5 percent by volume) at any time.

Combustible gas concentrations measured in on-site buildings must not exceed 20 percent of the lower explosive limit of methane (1 percent by volume) at any time.

Landfill Gas must also be managed in accordance with all migration and health and safety requirements. Resources include WorkSafe BC and the Landfill Gas Management Facilities Design Guidelines (Section 8.0 LFG Migration Assessment and Control; Section 9.0 Health and Safety).

LFG emissions must be managed such that all federal, provincial, and local ambient air quality objectives and standards are not exceeded.

LFG management is also regulated under the BC Landfill Gas Management Regulation. This regulation requires that all landfills having more than 100,000 tonnes of waste in place, or receiving more than 10,000 tonnes of waste per year, are to submit a Landfill Gas Generation Assessment Report. Landfills determined to be generating more than 1,000 tonnes of methane per year are required to prepare a Landfill Gas Management Facilities Design Plan and to have a landfill gas management system in place four years after the plan submission. Landfill gas management systems are to be designed to maintain 75 percent collection efficiency as determined by the Ministry of Environment Gas Generation Model.

4.3 NUISANCE

A landfill shall be operated and maintained so as not to create a "nuisance" including but not limited to dust, noise, litter, odour, vectors and/or wildlife attraction.

5.0 DESIGN CRITERIA

This section of the “Criteria” presents the design objectives and minimum requirements for a landfill site and the environmental control systems to be implemented on the site.

Landfills must be designed to protect the environment and satisfy all the applicable criteria set out in this document. The performance of the site-specific design shall be assessed within the plans and reports described in Section 10.

5.1 SERVICE LIFE AND CONTAMINATING LIFESPAN

A landfill site must be designed such that the service life of the facilities exceeds the contaminating lifespan.

5.2 SITE LAYOUT

The site layout shall be designed to satisfy all criteria including the siting criteria, and minimise environmental impacts.

Figure 5.1 provides an illustration of landfill buffer zones. The buffer zone between the landfill footprint and the landfill site boundary shall be a minimum of 50 m of which the 30 m closest to the landfill site boundary shall be reserved for natural or landscaped screening. A vegetative screen serves to reduce the visual impact of the landfill on adjacent properties. The 20 m buffer closest to the landfill footprint shall be used for access roads, firebreaks, leachate and landfill gas management and monitoring works, as required.

The site layout shall provide for site entrance, gatehouse, material recovery/recycling area, structures, access roads, landfill footprint, surface water ditching and management ponds and leachate and gas management infrastructure if applicable. The site layout should minimize the potential for leachate and landfill gas impacts offsite taking into consideration groundwater flow direction and surface water infiltration and discharge points.

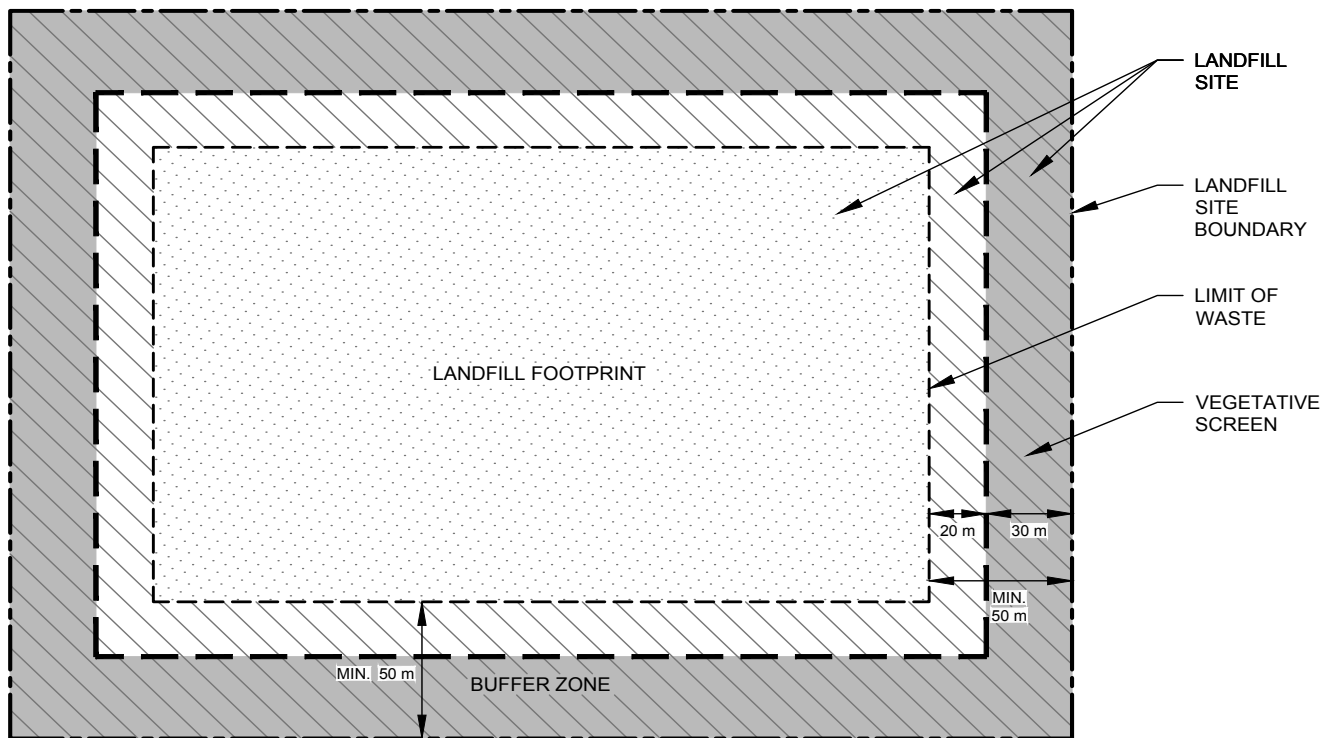


Figure 5.1
ILLUSTRATION OF BUFFER ZONES

5.3 LANDFILL BASE DESIGN

The landfill base shall be placed in stable soils or rock, with a minimum distance of 1.5 m above groundwater at all times, as presented in Figure 5.2. The landfill base soils shall not be subject to consolidation that could result in differential settlement under the applied waste and cover soil loading.

The landfill base provides the foundation for construction of the landfill base liner and leachate collection system. The landfill base shall be graded to provide a minimum 2 percent grade for the primary drainage path (leachate collection piping) and minimum 0.5 percent for the secondary drainage path (drainage blanket). The maximum drainage path in the drainage blanket to a leachate collection pipe shall be 50 m.

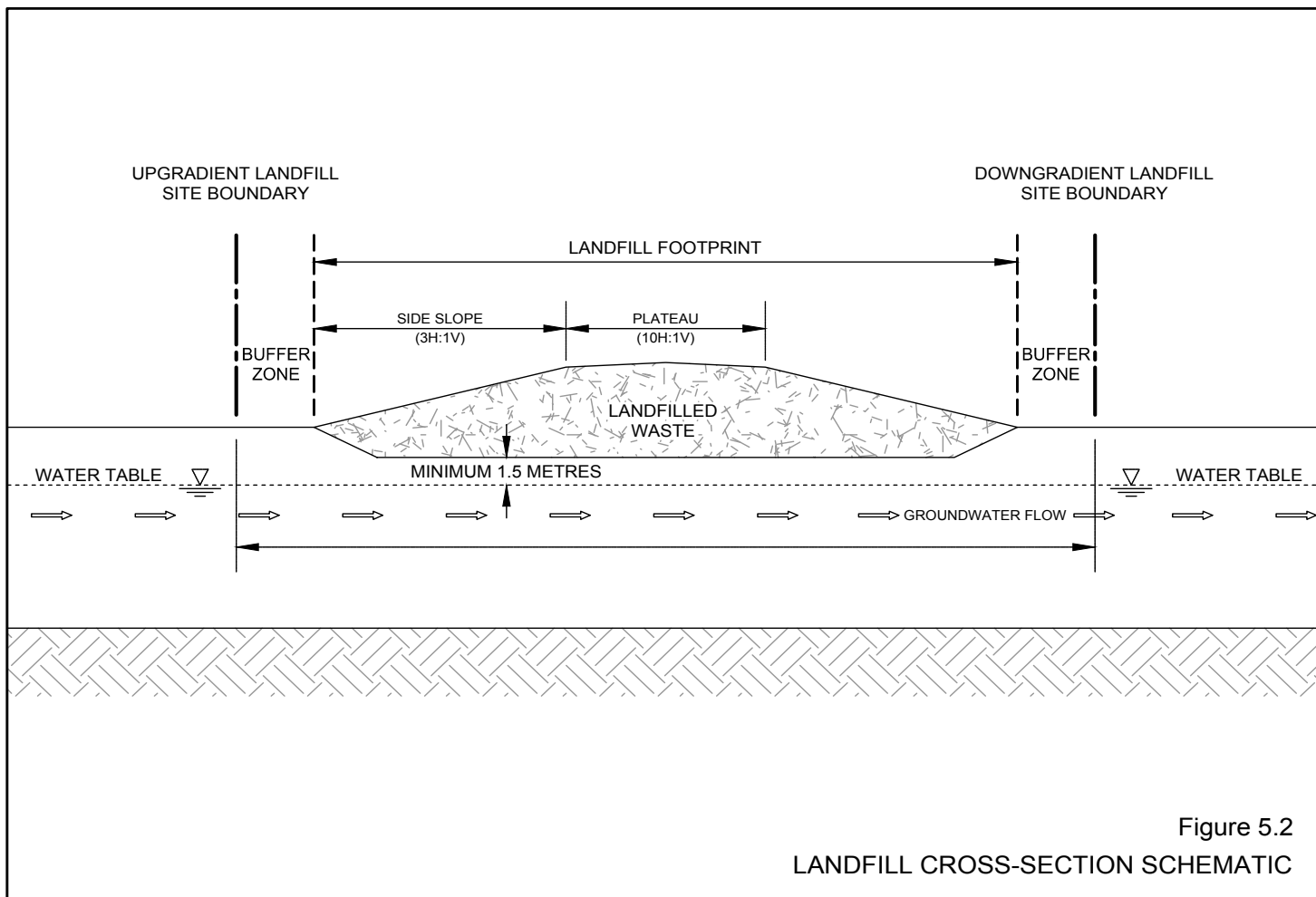
Geologic inspection of the landfill base by a Qualified Professional is required to be completed to confirm the geology beneath the landfill footprint and confirm the geologic assumptions used in the landfill design prior to placement and construction of the landfill base liner system. Any geologic features that pose a risk to the landfill design performing as intended, including unstable soils or unstable bedrock or groundwater conditions, discovered during site construction are to be identified and addressed prior to construction of the landfill base liner system.

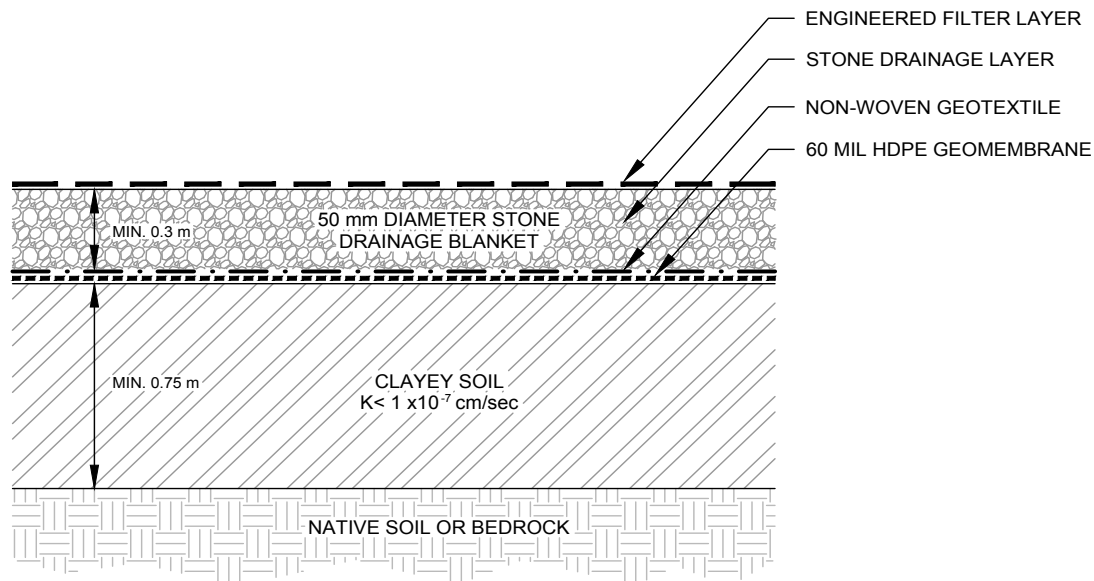
5.4 LANDFILL BASE LINER

The landfill base liner (illustrated on Figure 5.3) shall be comprised of a primary High Density Polyethylene (HDPE) geomembrane liner and a secondary compacted clay liner or Geosynthetic Clay Liner (GCL). Continuous QA/QC inspection by a Qualified Professional during geomembrane installation and subsequent coverage is required to limit occurrence of undetected defects. Each seam should be individually tested using non-destructive methods. Leak detection survey should be performed on HDPE geomembrane after it has been backfilled to locate areas that may have been damaged during material placement.

The minimum specifications for the primary HDPE geomembrane liner are:

- HDPE geomembrane thickness of 1.5 mm (60 mil).
- Service life of 100 years at expected operating temperatures.





LANDFILL BASE GRADES

- MINIMUM 2% GRADE PRIMARY DRAINAGE PATH
- MINIMUM 0.5% GRADE SECONDARY DRAINAGE PATH

NOTE

- ~~##### COMPOSITE LINER~~ LINER CAN BE REPLACED BY A CLAYEY SOIL LINER IF EQUIVALENT OF BETTER PERFORMANCE CAN BE ACHIEVED

Figure 5.3
LANDFILL BASE LINER SYSTEM

- HDPE geomembrane should be installed to meet or exceed industry standard QA/QC programs for material manufacture and installation.
- Consideration is to be given to the requirement for texturing and asperity size of the primary geomembrane to ensure stability of the fill in all circumstances, including earthquake loading.

The specifications for the secondary compacted clay liner are:

- Soil containing minimum 25 percent clay and minimum 60 percent silt and clay by weight.
- A minimum compacted thickness of 750 mm. Thickness is to be measured perpendicular to the slope.
- Compacted hydraulic conductivity of 1×10^{-7} cm/sec or less.
- Organic carbon content of at least 0.1 percent.
- Clay structure and permeability to remain stable when exposed to leachate.

The secondary compacted clay liner may be replaced by an equivalent performing GCL. An alternative landfill base liner may also be approved as per Section 2.1 (Exceptions).

5.5 LEACHATE COLLECTION SYSTEM

A leachate collection system is to be constructed above the landfill base liner. The leachate collection system is to provide a free draining layer that allows for collection of leachate and eliminates the buildup of a leachate head on the landfill base liner. The leachate collection system is to be designed to minimize clogging and allow for maintenance of the leachate collector pipes. Minimum design requirements for a leachate collection system are:

- The leachate collection system shall be constructed of a continuous 0.3 m thick stone drainage blanket with perforated or slotted collector pipes with protective geotextile layers. Composite solutions including horizontal drainage geosynthetics or appropriate graded soil filters, which provide a proven equivalent hydraulic conductivity and mechanical protection, are acceptable alternatives.
- The stone drainage blanket shall be constructed of 50 mm diameter clear stone with minimal fines or equivalent. The stone shall be chemically stable and inert rock.

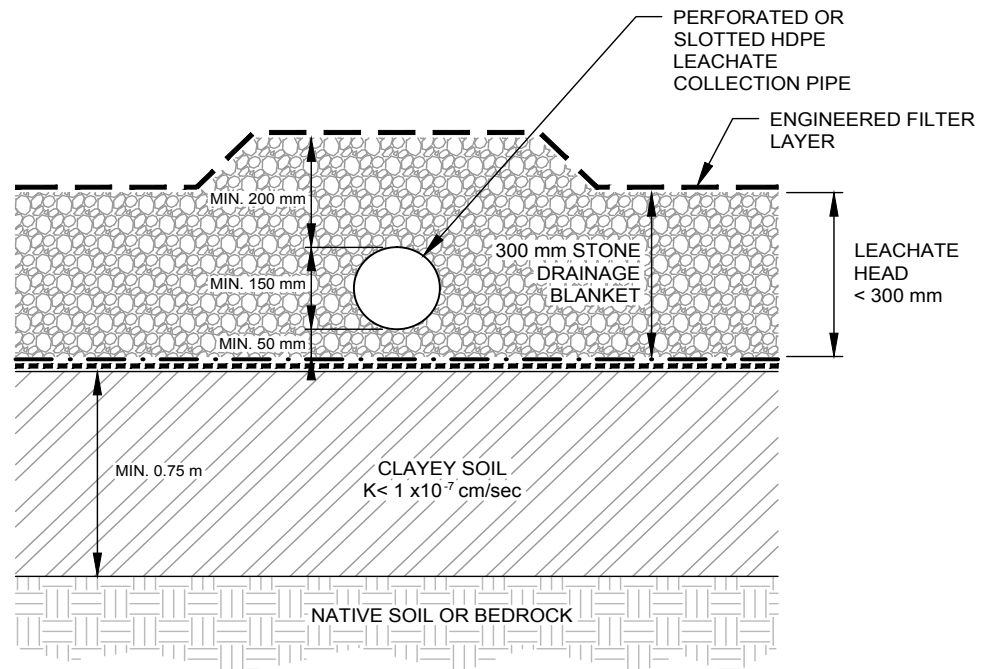
- A non-woven geotextile shall be placed on top of the geomembrane liner prior to placement of the stone drainage blanket to protect the geomembrane liner against puncture (as shown on Figure.5.3).
- An engineered filter layer shall be placed above the clear stone drainage blanket to maintain separation of the waste from the clear stone and to minimize the potential for ingress of fines into the stone drainage blanket.
- Perforated or slotted HDPE leachate collector pipes shall be placed within the stone drainage blanket as detailed on Figure 5.4. Steps should be taken to prevent entry of air into drainage pipes.
- Leachate collector pipes are to be installed at a lateral spacing that provides a maximum spacing of 15 m and maximum drainage path of 50 m.
- The collector pipes shall be sized to handle leachate flows based on site-specific leachate generation calculations but shall be a minimum 150-mm-diameter in all cases.
- The pipe wall thickness shall be designed based on the site-specific loadings from the mass of the waste and final cover soils.
- The collector pipes shall be installed at a minimum slope of 2 percent along primary leachate flow paths.
- Clean outs are to be provided at each end of the leachate collector pipes.
- The collector pipes shall drain to a collection header and sump to allow for the removal of collected leachate. Leachate shall be removed to maintain a leachate head of less than 0.3 m at any point on the landfill base liner.

Continuous QA/QC inspection shall be carried out during installation by a Qualified Professional during the construction of the leachate collection system. The collected leachate shall be managed in accordance with the approved Leachate Management Plan (Section 10.3.3).

5.6 SURFACE WATER MANAGEMENT WORKS

Surface water management works shall be designed and constructed in accordance with a Surface Water Management Plan (Section 10.3.2) prior to commencement of landfill site operations. Surface water management works are to:

- Convey and direct surface water runoff away from the active operation area within the landfill footprint to minimize surface water contact with waste.



NOTE:

- MINIMUM COLLECTOR PIPE SLOPE 2%
- MAXIMUM COLLECTOR SPACING 15.0 m
- MAXIMUM DRAINAGE PATH 50.0 m

Figure 5.4
LEACHATE COLLECTION PIPE

- Minimize potential for on-site erosion and sediment loading to downstream water courses.
- Control peak flows from the landfill to minimize the downstream flood risk.
- Prevent surface water run-on onto the landfill footprint.

Hydrologic modeling is required to assess the performance of the surface water management works under minor and major storm events and is to be completed for 5-, 10-, and 100-year design storm events. This modeling is required to identify the hydraulic requirements for the design of the ditches, down chutes, culverts, retention ponds, and outlet structures needed within the site-specific design to meet the performance requirements of the Surface Water Management Plan. As well, appropriate erosion control measures such as hydroseeding, erosion control blankets and straw wattle need to be implemented to prevent erosion of banks and landfill side slopes.

Surface water management works shall be designed in accordance with the following criteria:

- All components of a surface water management system, including stormwater retention ponds, are to be designed to promote settling of sediment and infiltration of retained storm water for groundwater recharge where possible.
- Ponds are to be designed with low flow control structures and high flow overflow spillways.
- Surface water ditches and retention ponds shall be designed for the control and retention of a 1:100-year, 24-hour storm event.
- The design shall make allowances for additional water that may result from snow melt and from prolonged multi-day precipitation events.
- Surface water runoff generated from active areas of the landfill (i.e., areas that are not capped with final or interim cover but containing waste) shall be managed as leachate. Run-on diversion ditches and other control structures are to be used where required to minimize clean surface water contact with active waste disposal areas.
- All ditch surfaces are to be armoured with appropriate protection for expected flow velocities (i.e., rip rap, erosion control matting, or vegetative cover) to prevent erosion of ditch bottom and side slopes.
- All ditches are to maintain a minimum 1 percent grade to prevent sedimentation and maintain hydraulic design capacity. Ditches shall be designed to accommodate localized settlement (no grade reversals).

- Erosion control measures are to be used to prevent active erosion of channel slopes and surfaces that contribute to run-off. Common erosion control measures include loose straw, hydro-seed, erosion control blankets and straw wattles, amongst others.
- Mid slope drainage ditches/swales shall be constructed on the final cover surface as required to intercept run-off and prevent erosion of final cover soils. The recommended spacing of such ditches is every 15 m (vertical separation).

5.7 LANDFILL GAS MANAGEMENT WORKS

Landfill gas management works generally include an active or passive landfill gas collection system, a methane destruction system (flare, boiler, reciprocating engine, upgrader or biofilter), and landfill site perimeter soil gas monitoring probes.

As per the requirements of the Landfill Gas Management Regulation, landfill owners must design, construct, and operate landfill gas management facilities in accordance with the BC Landfill Gas Management Facilities Design Guideline.

The guidance document entitled “Technologies and Best Management Practices for Reducing GHG Emissions from Landfills Guidelines” provides guidance for the selection of technologies and best management practices for reducing GHG emissions from landfills.

5.8 FINAL COVER DESIGN

The final cover is to achieve the following objectives:

- Prevent exposure of humans and/or wildlife to MSW.
- Control infiltration of precipitation.
- Minimize the uncontrolled release of methane to the atmosphere.
- Limit erosion and release of sediment to surrounding surface waters.
- Control the release of odours.
- Minimize oxygen infiltration and fire risk.

The final cover shall be compatible with the end use planned for the landfill site.

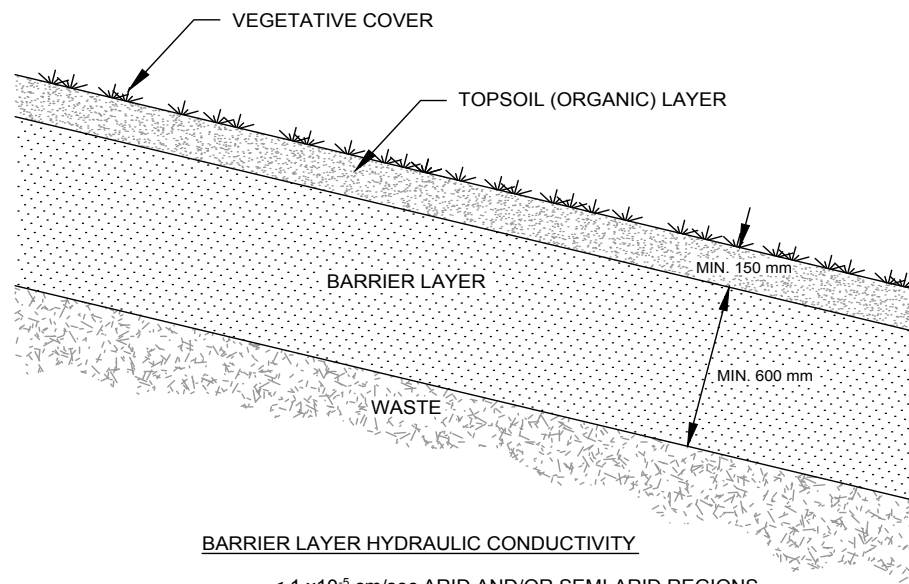
The minimum final cover shall consist of a barrier layer, providing a maximum hydraulic conductivity of 1×10^{-5} cm/sec for landfill sites located in arid and semi-arid regions and 1×10^{-7} cm/sec for landfill sites located in non-arid regions. Though arid and non-arid regions are not only characterised by annual precipitation levels, as a general guidance, areas with less than 500 mm of annual precipitation can be considered as arid and semi-arid. The final cover barrier layer shall have a minimum compacted thickness of 0.6 m measured perpendicular to the slope with a minimum 0.15 m topsoil layer capable of establishment and sustained growth of the vegetative cover. The minimum final cover requirements are illustrated in Figure 5.5a. Requirements are site-specific, depending on the amount of precipitation received annually.

Based on the landfill performance assessment and the requirements of the Leachate Management Plan the maximum allowable leachate generation rate shall be identified. The final cover system is to be designed to ensure the maximum allowable leachate generation rate is not exceeded but will allow for waste stabilization during the post-closure period. Hydrologic modeling of the "final cover" performance using the applicable climatic setting for the landfill site shall be completed to demonstrate the final cover stability under design storm conditions and consistency with the Leachate Management Plan. A lower permeability barrier layer or the addition of a geomembrane, as illustrated in Figure 5.5b, may be required to control leachate generation rates to be consistent with those identified in the Leachate Management Plan. The final cover design shall also be coordinated with the LFG management facilities including LFG collection or venting facilities.

Topsoil Layer

The top layer in the final cover shall be a topsoil layer with the depth related to the type of vegetation planned to use for the site. The topsoil shall consist of a soil horizon that will provide the moisture retention and nutrients required to support healthy vegetative growth in the long term. The topsoil can be comprised of suitable soil or a fabricated growing medium produced from an appropriate mix of soil, a carbon source, and a nutrient source such as biosolids. If biosolids are used as a soil conditioner, the fabricated growing medium mix shall be developed by a Qualified Professional, and in compliance with BC's Organic Matter Recycling Regulation.

Vegetation



BARRIER LAYER HYDRAULIC CONDUCTIVITY

$\leq 1 \times 10^{-5}$ cm/sec ARID AND/OR SEMI-ARID REGIONS

$\leq 1 \times 10^{-7}$ cm/sec NON-ARID REGION

SLOPES

SIDE SLOPE 3H:1V

PLATEAU 10H:1V

Figure 5.5a
FINAL COVER DETAIL

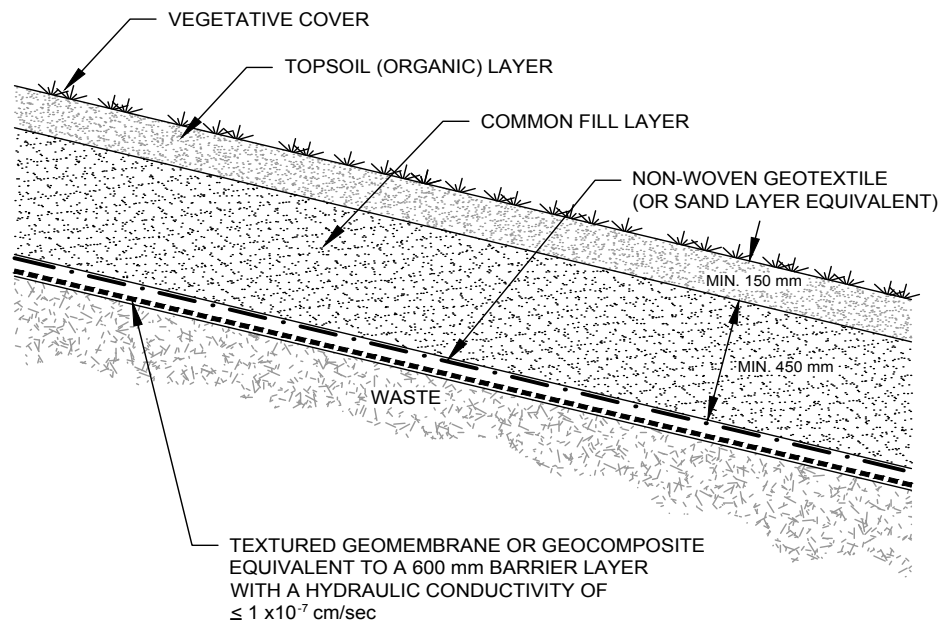


Figure 5.5b
GEOMEMBRANE FINAL COVER DETAIL

A completed final cover shall be seeded or hydroseeded at the first opportunity that will result in successful germination and sustainable growth. The seed mix shall achieve erosion control, low maintenance, and end use objectives. Reseeding and fertilization shall be carried out periodically until such time that a sustainable vegetative cover is fully established. Trees and shrubs can be also used to establish a vegetative cover.

The vegetal species should be selected to ensure that their root systems will not impact the performance of the low permeability layer.

Evapotranspiration cover

Alternative final cover design, such as an evapotranspiration cover, can be approved if it can be demonstrated that the alternative provides equivalent or better performance with respect to reduction in infiltration and other objectives, such as erosion resistance and LFG control.

Evapotranspiration covers rely on the water storage capacity of the soil layer, rather than low hydraulic conductivity materials, to minimize infiltration. These covers use one or more vegetated soil layers to retain water until it is either transpired through vegetation or evaporated from the soil surface. These covers generally perform better in arid and semi-arid climates. Site-specific conditions, such as site location and landfill characteristics, may limit the use or effectiveness of evapotranspiration covers.

5.9 FINAL CONTOURS

The final contours of a landfill will affect the landfill site capacity and the performance of the final cover system. Maximum recommended slope length should depend on soil type, slope steepness and climate. More gradual slopes will reduce surface water runoff and cover soil erosion but result in increased infiltration and leachate generation. Steeper slopes reduce infiltration but may result in increased erosion and slope stability concerns. Final contours of the landfill shall be constructed at grades not steeper than 3H:1V (33 %). The recommended design criteria for the top plateau of the landfill is a slope not less than 10H:1V (10 %) for cover systems using a soil barrier layer. The grade for the top plateau can be reduced up to 25H:1V (4%) for cover systems using a durable geomembrane or composite barrier layer with an overlying drainage layer above the final landfill side slope. The final grades can be adjusted based on planned

beneficial land use options after landfill site closure under demonstration of no differential settlement for a period of at least one year. Figure 5.2 provides an example profile schematic of the final contours.

Surface water control benches to intercept surface water run-off shall be provided on the landfill final contours every 15 m vertical or less. Benches shall be graded in a way that will effectively convey surface water run-off from the landfill refuse via ramps, down-chutes, or spillways and shall account for anticipated settlement.

5.10 SITE SECURITY AND FENCING

Landfill security fencing is required to discourage unauthorized access to the facility outside of the landfill operating hours. Electric bear fence or wildlife exclusion fence meets the definition of security fencing.

Security fencing shall be established around the entire perimeter of the operational footprint of the landfill. The minimum size fence shall be a 1.2 m post and wire fence. Along the landfill site boundary where vehicle access can be achieved from the outside a minimum 2 m chain link fence is recommended. Entrance gates with vandal proof locking mechanisms are required at all access points to the landfill site that are accessible to the public. The gates shall be maintained in a locked position outside landfill operating hours.

5.11 ACCESS ROADS

Landfill access roads shall be designed and constructed to provide safe all-weather access to on-site facilities and for conducting inspection and maintenance of the landfill site infrastructure during the operating and post-closure periods of the landfill.

During the operating life of the landfill site, safe public access shall be maintained to all material drop-off and waste disposal areas. Recessing the entrance into the landfill should be considered to minimise vehicle queuing along public roads. The access roads at the landfill site entrance shall be designed and constructed to prevent the tracking of mud or waste from the site onto public roadways.

The size and grade of the access roads are to be designed to meet the traffic load and vehicle type within the open and controlled areas of the landfill site. The following design criteria should be adopted:

- Access road traffic surface to be minimum 4 m wide for one lane and 7 m for two lanes.
- Roads for public and commercial traffic shall not exceed 8 percent grade.
- Roads for construction / internal off-road equipment traffic shall not exceed 15 percent grade.
- Surface water ditches shall be maintained to promote proper drainage. Armoured ditches are recommended for roads sloped steeper than 2 percent.

5.12 VECTOR AND WILDLIFE MANAGEMENT AND NUISANCE CONTROLS

A landfill site must be designed to satisfy the operation criteria with respect to vector and wildlife management and nuisance controls.

6.0 OPERATIONAL CRITERIA

This section of the "Criteria" presents the objectives and minimum requirements for operation of landfill sites to ensure the landfill performance criteria are met.

6.1 AUTHORIZED WASTES

MSW shall be approved for disposal in the landfill. In general, waste disposed in the landfill shall not contain Hazardous Waste as defined in the Hazardous Waste Regulation (HWR). The following types of Hazardous Waste may be specifically approved for disposal by the director:

- Waste asbestos managed according to Section 40 of the Hazardous Waste Regulation.
- Hydrocarbon-contaminated soils managed according to Section 41.1 of the HWR. Details of contaminated soil disposal are provided in Appendix B.

Disposal of controlled waste is generally prohibited. However, if approved for disposal, the management of controlled waste requires special handling. Burial of specified controlled waste in dedicated trenches may be approved in instances where it has been demonstrated that there is no other viable alternative for the waste stream such as treatment/disposal, recycling, reprocessing or composting. The DOCP shall identify the controlled waste to be received at the landfill site and the additional controls to be implemented for the receipt and disposal of such wastes.

Many materials found in the MSW waste stream such as cardboard, beverage containers, scrap metal, drywall, etc. are recyclable. Many regional districts and municipalities have implemented SWMPs and by-laws to ban a wide range of substances from being disposed of in a landfill. Commonly banned materials include:

- Metal.
- Cardboard.
- Gypsum drywall.
- Yard waste.
- Clean wood.
- Concrete.
- Wood from construction and demolition sources.

- Organics from commercial and residential sources.
- Product categories under the BC Recycling Regulation.

Recovery of recyclable and reusable materials to avoid placement of these materials in a landfill is encouraged.

6.2 LANDFILLING OF WASTES

All waste shall be placed within the landfill footprint in accordance with the Filling Plan. The active face shall be kept at a minimum while providing sufficient area for the safe unloading of waste by incoming waste haulage vehicles.

Recommended specifications for the active face size and uncompacted lift heights are provided in Appendix A.

Wastes are to be spread in thin layers (0.6 m or less) on the active face and compacted. Normally, 3-5 passes of the compacting equipment over the wastes are sufficient to achieve adequate compaction.

General guidance is provided regarding the following wastes that may be approved for disposal in the landfill footprint:

Waste Asbestos

Waste asbestos as defined by the BC HWR must be transported in compliance with the Transportation of Dangerous Goods Act and Regulations and disposed of in accordance with Part 6, Section 40 of the HWR (including the director's requirements), and any landfill-specific asbestos handling and management policies.

Currently, section 40(2) of the HWR requires:

- (2) A person must not deposit waste asbestos in a landfill other than a secure landfill unless
- (a) a permit or an approval has been issued under the Act to operate the landfill, or the landfill is operated under a waste management plan,
 - (b) the waste asbestos is confined during handling, storage and transportation by

- (i) dry airtight containment techniques such as
 - (A) packing in 6 mil plastic bags placed within a non-reusable drum and then sealed, or
 - (B) packing in a 6 mil plastic bag placed within a second 6 mil plastic bag and then sealed, or
- (ii) wet containment techniques such as saturation with water and containment in non-leaking sealed drums or equivalent, or
- (iii) approved containment techniques,
- (c) the waste asbestos is disposed of at the landfill by being immediately buried with a minimum of 0.5 m of cover material,
- (d) approval of the landfill owner is received before disposal takes place, and
- (e) the deposit is authorized by a director and carried out in accordance with the director's requirements.

Waste asbestos can typically be deposited into a dedicated asbestos trench excavated into MSW at the active face, or in a controlled waste trench 2 to 4 m deep excavated into native soil within the landfill footprint and in an area where no further excavation will occur.

Controlled Waste

If approved, controlled waste may be disposed of in a trench excavated into MSW at the active face, or in a controlled waste trench 2 to 4 m deep excavated into native soil within the landfill footprint where no further excavation will occur. The controlled waste shall be immediately covered with a minimum of 0.5 m of cover or MSW.

Slaughter-house waste is differentiated into two types. Specified Risk Material (SRM) is considered Type 1 waste. SRM is defined as slaughter waste that contains body parts from cattle that may contain the BSE prion, including the brain, spinal cord and other body parts. The federal Canadian Food Inspection Agency (CFIA) requires producers, transporters, and processors to obtain permits for transporting, accepting and disposing of SRM. For information, consult the CFIA. Type 2 waste is slaughter waste from cattle that does not contain SRM, and other slaughter-house waste, such as poultry waste.

6.3 COVER PLACEMENT

Landfilled waste shall be covered daily and at intermediate stages of operation to control vectors, wildlife and scavenging, and minimise odour, dust, litter, stormwater infiltration, LFG emissions and risk of fire.

Daily cover shall be placed on the entire surface of the active face at the end of each operating day. If daily cover is soil, it shall be at least 150 mm thick.

Intermediate cover shall be placed where the active face will not be located for 30 days or more. If intermediate cover is soil, it shall be at least 300 mm thick (may include the daily cover thickness).

Alternative materials that may be approved as daily or intermediate cover include:

- Reusable (e.g., rigid steel plates, rubber belts, or tarps).
- Left in place and buried (e.g., wood waste, shingles, contaminated soils, thin decomposable plastic films or spray-on covers).

It is recommended to conduct a trial to demonstrate that the alternative cover material performs satisfactorily in site-specific conditions before using it on a permanent basis.

Depending on the type of daily or intermediate cover, surface water that contacts these covers may be considered to be leachate and, if so, shall be managed in accordance with the Leachate Management Plan.

Cell construction and use of inert daily and intermediate cover reduces the risk of fire initiation through spontaneous combustion as well as the risk of a fire spreading throughout a landfill facility. However, daily and intermediate cover may lead to the development of perched water tables and limit the vertical flow of landfill gas toward gas collection wells and horizontals. Recognizing these conflicting objectives, stripping of daily and intermediate cover can be undertaken at MSW landfill facilities in order to enhance landfill gas recovery and to prevent leachate breakouts and slope failures. The optional stripping of cover shall be undertaken only immediately before beginning an active face on top and shall not result in unacceptable nuisance odours and/or odour complaints.

Final cover shall be placed within 365 days on any part of the landfill footprint at final contours. The final cover barrier layer shall be placed at a minimum thickness of 600 mm. The detailed minimum final cover standards are specified in Section 5.8.

Contaminated soil may be used as waste cover under conditions provided in Appendix B.

6.4 NUISANCE CONTROLS

The landfill must be designed and operated to prevent impacts from nuisance factors and comply with any local government nuisance bylaws. If the landfill is likely to cause a nuisance or not comply with any local government nuisance bylaws (including due to dust, noise, litter, odour, vectors, wildlife, tracking of mud out of the site entrance, etc.), assessment, modeling and/or monitoring shall be conducted to determine predicted and/or actual nuisance levels, and controls shall be designed and implemented to prevent nuisance and comply with the bylaws.

A complaint response procedure is required to be developed and posted on-site for responding to nuisance complaints.

Dust

Any landfill surface, soil stockpile and road surface has the capacity to generate dust. Other potential dust sources are compost grinding operations and the delivery of dusty loads of waste. The magnitude of the resulting impact will depend on the type and size of the operation, the prevailing wind direction and intensity, the presence of any natural or engineered wind breaks, implemented dust control measures, the soil type, and climate.

Dust releases should be controlled on site. Roads on the landfill surface shall be watered as necessary or otherwise treated to control dust emissions. Chloride-containing dust suppressants are discouraged as chloride is a common leachate indicator parameter used in the groundwater and surface water quality monitoring program. Waste oil is banned for use as a dust suppressant.

Landfill supervisory staff shall routinely watch out for dust clouds and shall initiate remedial measures whenever excessive dust is observed.

Noise

Landfill operations generally require the operation of heavy equipment including waste compactors, dozers, heavy trucks and mobile crushers, screens and other plants used in recycling operations. Heavy equipment shall operate with back-up alarms that also generate noise. Without proper noise control measures, landfill operations can result in nuisance.

Site operations should minimise noise including:

- Making use of natural and/or constructed features such as vegetated buffers, soil berms, and material stockpiles to dampen off-site noise impacts.
- Constructing main haul roads at 8 percent grade or less to minimize engine noise.
- Scheduling potentially noisy activities during hours that will minimise impacts on the community.

Litter

Exposed litter on the landfill site shall be prevented. The performance objectives for landfills in British Columbia are as follows:

- To have no litter migrate beyond the landfill site boundary.
- To pick up all litter on the landfill site at least once per year, or more often if required.

Odour

Landfill site operations shall be carried out in a manner that prevents nuisance from odour. Odour control measures are required for all activities having the potential to cause nuisance odour. Daily and intermediate cover requirements shall be complied with at all times. Control systems shall be installed as necessary where required and maintained according to industry standards. Aeration systems should be added to all leachate storage ponds and other liquid treatment facilities that generate unpleasant odours. Biosolids and other odorous materials shall be stored, blended, and processed with required odour control measures in place.

6.5 VECTOR AND WILDLIFE MANAGEMENT

Vectors and wildlife shall be discouraged from feeding at landfills.

The following operation criteria shall be implemented at landfill sites to minimize the attraction of vectors and wildlife to landfills:

- Landfills shall comply with all daily, intermediate, and final cover requirements to limit the area of exposed waste that typically attracts vectors.
- Landfills situated within 8 km of airports and landfills in areas where birds converge to feed on refuse at any time shall implement an effective bird deterrent program.
- An effective rodent control program shall be implemented and maintained to minimize the population of rodents on the landfill site.
- Landfills situated in bear habitat or where there are signs of bears such as bear scat, footprints or sightings, shall have the landfill operational footprint and all areas where an attractant is located, enclosed with a bear-proof electric fence. An attractant includes food or food waste, compost, carcass or part of an animal or fish, or other meat, or other waste or garbage, that could attract bears. If bear signs are detected at a landfill that does not have a bear-proof electric fence, a new bear-proof electric fence shall be erected within 120 days. An electric fence may also be required if other dangerous wildlife (e.g. cougar, coyote or wolf, etc.) is attracted to the landfill.

6.6 BURNING

Open burning of wastes at the landfill site is generally prohibited. However, open burning of clean wood and yard waste may be approved in the SWMP, OC or permit if it can be demonstrated to the director that there is no viable alternative such as reuse, recycling, energy recovery, or composting. A technical assessment report satisfactory to the director shall be submitted and the open burning shall be approved in the SWMP, OC or permit. Approval must also be obtained from any other applicable fire protection authorities. Guidelines for open burning of clean wood and yard waste are summarized in Appendix C.

6.7 LANDFILL FIRE MANAGEMENT

Landfills shall be operated in a manner that reduces the risk of landfill fires from occurring. The following requirements shall be met:

- All landfills shall comply with the daily and intermediate cover requirements that specify placement and compaction of waste in cells and isolation by specified thicknesses of inert daily and intermediate cover. This is particularly important at DLC facilities.
- Fire breaks at least 15 m wide and free of trees, brush, tall grass and other combustible material shall be maintained within the buffer zone within the 20 m closest to the landfill footprint.
- Landfill site should have year-round and immediate access to a water supply capable of a sustained flow of water for firefighting purposes that exceeds 4,000 litres per minute or suitable alternative fire suppression equipment specified in the Fire Safety Plan.
- All landfill equipment that will work at the operating face of the landfill shall be equipped with fire suppression measures.

In the event of an unauthorized fire (including any smoldering fire) the landfill owner or operator shall immediately make all reasonable efforts to extinguish the fire including reporting the fire to the fire department with jurisdictional responsibility. Any large fire which poses a threat to public health or to neighbouring property shall be reported to the Provincial Emergency Program.

6.8 SCAVENGING

Scavenging of wastes from the active face is prohibited. This prohibition is not intended to prevent the operation of material recovery facilities within the buffer zone.

6.9 SITE HEALTH AND SAFETY PLAN

The landfill site operations shall meet the requirements of Work Safe BC.

6.10 SIGNAGE

Signage shall be erected and maintained at the landfill site entrance. Signage at the landfill site entrance shall provide the following information.

- Name of Owner/Site Operator.
- Owner/Site Operator Contact Information.
- Hours of Operation.
- Emergency Contact Information (e.g. Fire, Police, Ambulance 911, Provincial Emergency Program (PEP) Environmental Emergency 24-hour Incident Reporting Hotline: 1-800-663-3456, Conservation Officer Service Report All Poachers and Polluters (RAPP): 1-877-952-7277).
- Waste and recyclable material accepted, prohibited, restricted, and tipping fees charged (this information can be only available at the facility administration and on-line.).

Appropriate traffic control signage shall be posted inside the landfill site boundaries directing public and commercial waste haulers to drop-off, material recovery, and disposal areas of the landfill site.

6.11 WEIGH SCALES

Weigh scales should be installed at all landfill sites receiving more than 5,000 tonnes of waste per year. The weigh scales shall be maintained in proper working order and meet the requirements of the federal *Weights and Measures Act*.

6.12 RECORDS

The landfill owner and/or operator shall record and maintain all relevant records for the entire contaminating lifespan of the landfill. The records for at least the last 7 years shall be available on-site for inspection (if practical). The records shall be submitted to the director within 14 days of a request from Ministry of Environment and include but not limited to the following:

- The Permit or the Operational Certificate.
- All “plans and reports” indicated in Section 10.
- Records of inspections conducted by regulatory agencies.

- Complaint ledger providing source of complaint, nature of complaint, time received and actions taken.
- Waste tonnages and volumes disposed of in a landfill. It is important to record these data for the operational life of a landfill to help establish trends to determine contaminating lifespan.
- If available, recyclable material data and disposition for each category of waste and recyclable material received and exported from the landfill site.

6.13 OPERATOR TRAINING

All landfills shall be supervised and operated by trained qualified personnel. All landfill operators and managers are encouraged to have specialized professional training. Ministry of Environment strongly recommends the continuing education of staff operating a landfill site.

7.0 CLOSURE AND POST-CLOSURE CRITERIA

7.1 CLOSURE PLAN

A Closure Plan is required for all landfill sites. The Closure Plan shall be included in the DOCP prepared for the landfill site and shall be updated upon the landfill having reached at least two years of remaining site life or when landfill site is planned to undergo significant changes that may impact its operational lifespan. The Closure Plan shall be prepared identifying a specific post-closure land use proposed for the landfill site.

7.2 PROGRESSIVE CLOSURE

Each area of the landfill footprint that has achieved final contours shall be closed within 365 days to provide for progressive closure of the landfill site. Closure activities include but may not be limited to constructing final cover, extending surface water ditches and access roads, planting vegetation, erecting or relocating signage. The actual timing of the progressive closure activities will be based on the filling plan.

7.3 POST-CLOSURE OPERATION AND MAINTENANCE

Post -closure operation and maintenance shall be done in accordance with the Closure Plan. The post-closure operation and maintenance program as well as an environmental monitoring program are required to be conducted during the contaminating lifespan of a landfill. Detailed requirements of the program are specified in Section 10.3.4.

7.4 CONTAMINATING LIFESPAN

As part of the Closure Plan, the contaminating lifespan of a landfill shall be determined using the latest updated environmental monitoring information as specified in Section 8.3.

As a minimum, the contaminating lifespan of a landfill shall not be assumed to be less than 30 years when determining the requirements for post-closure

operation and maintenance and the amount of financial security required for the landfill site.

The Landfill Gas Management Regulation also addresses the permanent shutdown of landfill gas management facilities.

7.5 CONTAMINATED SITES REGULATION AND LANDFILL CLOSURE

Part 4 of the *Environmental Management Act* and the Contaminated Sites Regulation (CSR) contain legal provisions that may apply during the closure of a municipal solid waste landfill. The Ministry's Land Remediation (Contaminated Sites) Section administers these provisions.

Municipal waste landfilling is a specified purpose/activity in Schedule 2 of the CSR. Section 40 of EMA requires, at the time of "decommissioning" (10 days prior to final deposit of waste), that a landfill property owner complete and submit, to the director, a site profile. In response to receipt of the site profile, the director may impose a site investigation requirement and, if so, may require a report on the investigation to be submitted within one year.

Typically, if the landfill property is not planned to be used for a new purpose in the future, then the landfill closure process and post-closure monitoring and reporting requirements will be regulated under the Closure Plan developed for a landfill site (Section 10.3.4). If future plans include the landfill property being put to a new use (e.g., municipal park amenity; light industrial complex), then there may be further requirements to ensure that the landfill site is suitable, from an environmental protection standpoint, for the proposed future use.

Further information regarding the Ministry's contaminated site remediation regulatory framework and a staff contact list may be found at:

<http://www.env.gov.bc.ca/epd/remediation/index.htm>.

8.0 FINANCIAL SECURITY

Financial security is required for all privately-owned landfills.

Public landfill owners including Regional Districts and municipalities are required to follow the Public Sector Accounting Board's (PSAB) financial reporting model for annual financial reporting purposes. Section PS 3270 requires that financial liability for closure and post-closure monitoring costs of municipal solid waste landfills is properly recognized and adequately funded. A dedicated closure fund should be established to promote local government accounting and ensure that taxpayers are appropriately funding the future liability associated with the landfills, including progressive closure and post-closure care and monitoring. This is not considered financial security.

8.1 AMOUNT OF FINANCIAL SECURITY

Financial security for private landfills and a closure fund for publicly-owned landfills shall match liabilities throughout the life of the site. The amount shall be adequate to close the site at any point in its operational life and continue with post-closure care which includes leachate and landfill gas management, maintenance, monitoring and other environmental protection measures as necessary. Liabilities should be estimated for each phase of development such as:

1. Maximum land disturbance as a result of site development before any waste is placed in the landfill.
2. Nearing completion of each phase of the landfill development and including post-closure care costs.
3. Just prior to final closure of the landfill and including post-closure care costs. This will typically be the point of maximum liability.
4. Post-closure care.

The initial financial security deposit will, at minimum, match the estimate determined by number (1). Increasing financial security shall match costs projected and the timeline for each phase of development (2). At the time of site closure, the financial security shall be adequate to offset final closure (3) and post-closure care costs (4).

8.2 CALCULATING FINANCIAL SECURITY

The amount of financial security shall be calculated as the sum of the following costs:

- Cost of emergency closure or planned closure, whichever cost is greater.
- Cost of post-closure operation, maintenance, monitoring and reporting for the contaminating lifespan.
- Cost of implementing contingency measures.

Each task or activity associated with closure and post-closure care shall be detailed and estimated in performing financial security calculations. Costs for each task or activity should be determined by multiplying the unit cost by the number of units (e.g. cost to develop a well X number of wells). All costs shall be identified individually and tabulated for each phase of landfill development. Estimates shall include costs associated with administration, engineering assessment and construction oversight.

The estimated costs shall not be reduced by the value of any assets. A contingency of 20% shall be added to the total estimated costs.

Closure Costs

Activities to be considered in the closure costs include:

- Compaction, grading of the landfill surface area.
- Final cover placement and the establishment of vegetation.
- Installation of fences, gates, surface water control works, passive landfill gas venting system and construction of any other monitoring and control works that may be required for the post-closure period.

Post-Closure Costs

Activities to be considered in the post-closure cost estimate are:

- Management and maintenance of the landfill final cover including fertilizing, irrigating and re-seeding of the vegetative cover as anticipated.
- Operation and maintenance of any on-site or off-site leachate management facilities.
- Operation and maintenance of landfill gas management facilities.

- Operation and maintenance of site infrastructure including surface water control works, roads, fences, etc.
- Construction or replacement of any monitoring or control works as required.
- Annual environmental monitoring and reporting.

Contingency Measures Cost

Activities to be included are the costs of implementing and maintaining the contingency measures included in the DOCP.

8.3 POST-CLOSURE PERIOD

The post-closure period for which post-closure care will be required shall be determined based on the contaminating lifespan of the landfill. When determining the necessary funding level for post-closure care (a closure fund for public landfills and financial security for private landfills), a technical analysis of the expected contaminating lifespan shall be undertaken by a Qualified Professional. In the absence of technical rationale to determine the contaminating lifespan of the landfill, a lifespan of 50 years shall be used for landfills with less than 100,000 tonnes of MSW in place, 100 years shall be used for landfills with less than 1,000,000 tonnes of MSW in place and 200 years shall be used as the default for landfills with more than 1,000,000 tonnes of MSW in place. In no case shall the post-closure period be less than 30 years.

8.4 COST TO BE PRESENTED IN CURRENT DOLLARS

All cost estimates should be presented in net present values and adjusted for inflation and discount rates. Inflation rates shall be based on the *British Columbia Consumer Price Index* averaged over the preceding 10 year period or as recommended by a Qualified Professional. Discount rates shall be based on the current *Government of Canada Long Term Bond Yield* or as recommended by a Qualified Professional.

The default for the real rate of return (i.e. the difference between the discount rate and inflation rate) shall be 2% unless otherwise determined by a member of *Canadian Institute of Actuaries* or other Qualified Professional with comparable expertise.

8.5 REVIEW PERIOD

Cost estimates should be reviewed at the commencement of a new landfill phase or where there has been a significant design revision. Regardless, the period for review should not exceed 5 years.

8.6 TYPES OF FINANCIAL SECURITY

An irrevocable letter of credit (ILOC) and a Surety Bond are the acceptable forms of financial security.

An ILOC is a promise from a financial institution to the province that at the request of the province funds up to the agreed sum of money will be paid to the province. It can't be cancelled or amended and must automatically renew on expiry unless advance notice is provided to the province. It is an assured method of securing payment because the promise to pay is directly from the financial institution to the Ministry. In addition, an Irrevocable Letter of Credit allows for incremental additions each year should that be desired.

An ILOC should only be accepted if it is issued by a financial institution which meets all of the following qualifying criteria:

- a. Canadian Chartered Schedule 1, 2, or 3 Banks or Canadian Credit Unions;
- b. Senior unsecured long term credit rating of Standard and Poor's A+, Moody's A1, or Dominion Bond Rating Service A (high), (determined by the lowest rating); and,
- c. An office in Canada.

A Surety Bond is a three-party agreement where the surety company promises to perform obligations of the bonded party or pay up to an agreed sum of money to the beneficiary if the bonded party fails to perform those obligations.

Surety Bonds are suited to short-term projects where contract performance specifications are measurable and/or the length of time to completion is readily determinable and an appropriate bond is available. Depending on the obligations to be bonded, a renewable or longer term surety may be available. Like the Irrevocable Letter of Credit, a Surety Bond is irrevocable.

9.0 MONITORING CRITERIA

A detailed Environmental Monitoring Plan (EMP) for leachate, groundwater, surface water, and landfill gas must be prepared and implemented during landfill construction and landfill operation, closure and post-closure. The EMP shall:

- Demonstrate compliance with the performance criteria.
- Demonstrate that monitoring results are consistent with the applicable plans and reports, listed in Section 10, including the groundwater and surface water impact assessment.
- Address the need for monitoring within 1 km of the landfill footprint.

The EMP shall be developed in accordance with the "Guidelines for Environmental Monitoring at Municipal Solid Waste Landfills" for groundwater, surface water, leachate, and soils and vegetation or its approved replacement. The EMP shall be included in the DOCP as per Section 10.3.

9.1 LEACHATE MONITORING

Leachate monitoring is required to establish site specific leachate chemistry and contaminants and to ensure these contaminants are included in the groundwater and surface water monitoring. Monitoring of leachate levels within the landfill shall be conducted to ensure that landfill gas extraction wells (or horizontals) are not flooding, the waste is not becoming saturated and excessive pore pressures are not developing to trigger slope instability.

Leachate chemistry is also required to assist with determining the contaminating lifespan of the landfill at the time of closure.

9.2 GROUNDWATER AND SURFACE WATER MONITORING

The EMP for groundwater shall be developed based on the Hydrogeology and Hydrology Characterization Report, the Groundwater and Surface Water Impact Assessment, and the expected landfill performance. The EMP for surface water shall be developed to monitor the performance of the surface water control works constructed and operated on a landfill site. The groundwater and surface

water monitoring results are to be assessed for compliance with the applicable criteria as stipulated in Section 4.1.

9.3 LANDFILL GAS MONITORING

Landfill gas monitoring is required to ensure the health and safety of the landfill operations personnel, the public and any other sensitive on-site and off-site receptors.

The EMP for landfill gas shall follow the requirements in the BC Landfill Gas Management Facilities Design Guidelines as this guidance document supersedes the landfill gas section of the “Guidelines for Environmental Monitoring at Municipal Solid Waste Landfills”.

10.0 PLANS AND REPORTS

All plans and reports must be prepared at the appropriate time, certified by a Qualified Professional, kept up-to-date, retained for inspection and/or submitted to the director, as required.

The landfill must be planned, designed, constructed, operated, monitored, and closed in accordance with the plans and reports.

The following plans and reports shall be prepared:

- Landfill Criteria Conformance Review and Upgrading Plan, if applicable (see Section 2.2).
- Hydrogeology and Hydrology Characterization Report.
- Construction report(s).
- Design, Operations and Closure Plan (DOCP).
- Landfill Gas Generation Assessment, if required under the Landfill Gas Management Regulation.
- Landfill Gas Management Facilities Design Plan, if required under the Landfill Gas Management Regulation.
- Annual Operations and Monitoring Report (s).

10.1 HYDROGEOLOGY AND HYDROLOGY CHARACTERIZATION REPORT

The purpose of the Characterization Report is to characterize the geology, hydrogeology, and surface hydrology at and near the landfill site. The reports that were completed for existing sites should be reviewed and updated if needed to contain all the information listed in this section.

The minimum requirements of a Characterization Report are:

1. **Map and Cross-sections** – A geologic map and geologic cross-section of the landfill site showing lithology and structural features. Cross-sections shall be referenced to the geologic map and shall be located to best portray geologic features relevant to the landfill site.
2. **Geologic Structure** – A description of the natural geologic structure of materials underlying and adjacent to the landfill site.

3. **Hydraulic Conductivity** –The in-place hydraulic conductivity of soils immediately underlying the landfill footprint including:
 - Hydraulic conductivity data, in tabular form, for selected locations within the landfill footprint.
 - A map of the landfill site showing test locations where these hydraulic conductivity data were obtained.
 - An evaluation of the test procedures and rationale used to obtain these hydraulic conductivity data.
4. **Groundwater Flow Direction** –the perennial direction(s) of ground water movement beneath and adjacent to the landfill site.
5. **Groundwater Flux** –the groundwater flux within the aquifer(s) beneath the landfill site.
6. **Springs/ Groundwater Discharge** – A map showing the location of all springs and groundwater discharge locations within 1 km of the landfill footprint.
7. **Surface Hydrology** – A study of water and contaminant transport over the earth's surface, and through near-surface soils within 1 km of the landfill footprint.
8. **Water Quality** – An evaluation, supported by water quality analysis, of the baseline water quality within 1 km of the landfill footprint.
9. **Background** – A tabulation of background water quality for all applicable monitoring parameters and indicator parameters identified in the environmental monitoring program.
10. **Land and Water Use**
 - **Well Map** – a map showing the locations of all wells including water supply monitoring, oil and gas wells, geothermal, etc. within 1 km of the landfill footprint.
 - **Well Information** – well information, where available, for each water well indicated on the well map including, but not limited to:
 - Total well depth.
 - Diameter of casing at ground surface and at total depth.
 - Type of well construction (cable-tool, rotary, etc.).
 - Depth and type of perforations.
 - Name and address of well driller.
 - Year of well construction.
 - Use of well (drinking, irrigation, livestock watering, etc.).
 - Depth and type of seals.
 - Lithologic, geophysical, and other types of well logs, if available.
 - Water levels, pump tests, water quality, and other well data, if available.

- **Land Use** – Current and allowed land uses within 1 km of the landfill footprint including:
 - Types of land use (residential, commercial, industrial, agricultural, recreational, etc.).
 - Types of crops.
 - Types of livestock.
 - Number and location of dwelling units.
- **Groundwater and Surface Water Uses** – Current and planned future uses of groundwater and surface water within 1 km of the landfill footprint including types of water use (drinking, aquatic life, irrigation and livestock watering, etc.)

10.2 CONSTRUCTION REPORT(S)

Construction report(s) shall be prepared after the construction and/or significant modification of landfill facilities. Construction report(s) shall demonstrate the landfill has been constructed in accordance with the plans and reports and confirm that the geologic conditions encountered are as expected and used in a Groundwater and Surface water impact assessment. Construction report(s) shall include all inspection and quality assurance/quality control testing results, and as-built record drawings showing the lines, grades, and as-built elevations of the landfill. The results of all soil test data including field and laboratory data shall be contained within the construction report. The geologic inspection report containing information as per Section 5.3 shall be included in the Construction Report prepared for the landfill site.

Before and during the construction or significant modification of landfill facilities (e.g. landfill base, landfill base liner, leachate management facilities, landfill gas management facilities, surface water management works, final cover, etc.), inspections and quality assurance/quality control testing must be conducted, and any concerns addressed.

For example, the following inspections and testing are recommended:

Landfill Facility	Inspections and testing
Landfill base	Geologic inspection and soil testing

Landfill base liner	Continuous QA/QC inspection during geomembrane installation and subsequent geomembrane coverage to limit occurrence of undetected defects. Each seam should be individually tested using non-destructive methods. A leak location survey should be conducted to verify integrity of the lining system after installation.
Leachate collection system	Continuous QA/QC inspection
LFG Collection System	Continuous inspection, testing and adjustment
Final Cover System	Continuous QA/QC inspection for geomembrane cover installation

Construction reports are to be kept up-to-date as the landfill development occurs and shall be retained for inspection and, upon request, submitted to the director.

10.3 DESIGN, OPERATIONS AND CLOSURE PLAN

The landfill owner shall prepare and maintain a current DOCP. The plan shall be reviewed and updated as needed at least once every five years. The DOCP shall demonstrate that the facility will be planned, designed, constructed, operated, monitored, and closed in accordance with the "Criteria". The facilities specified in the DOCP shall be developed, operated, and closed in accordance with the plan and under the oversight of a Qualified Professional who must ensure that the required works are fully and properly executed.

The DOCP shall include the following:

1. **Topography** – a map of the landfill site and its surrounding region within 1 km of the landfill footprint showing elevation contours, natural ground slopes, drainage patterns, and other topographical features.

2. A **Physical Summary** that describes the physical setting, including geology, hydrogeology, hydrology and climatic conditions (from the Hydrogeology and Hydrology Characterization Report).
3. A **Geotechnical and Seismic Assessment** of the landfill site that includes:
 - Bearing capacity, differential settlement, slope stability during construction, operation, and post-closure.
 - Seismic and fault activity risk assessment.
 - Any effects on the landfill base liner and leachate collection system.
 - Conclusions and recommendations regarding the suitability of the landfill site.
4. A **Groundwater and Surface Water Impact Assessment** that includes:
 - Groundwater and surface water impact assessment at the site boundary or within 150 m of the landfill footprint, whichever is closer, and beyond the landfill site boundary including current and planned future uses of groundwater and surface water within 1 km of the landfill footprint.
 - The applicable water quality criteria and the compliance monitoring locations as specified in Section 4.1.
 - A summary of water quality monitoring results to date, up-gradient and down-gradient surface water and groundwater quality, identification of landfill parameters of concern, leachate quality, contaminant concentrations, mass loadings, trends, assimilative capacity and cumulative impacts.
5. A **Site Plan** that for at least the area within 1km of the landfill footprint includes:
 - The landfill property, landfill site boundary, landfill footprint, and buffer zone.
 - All applicable features in the siting criteria and corresponding distances from the landfill footprint.
 - Legal property boundaries, right-of-way and other easements.
 - Topographic contours (1.0 or 0.5 m).
 - UTM Grid (100 -m spacing), north arrow and scale.
 - All existing structures and infrastructure.
 - Tree line areas.
6. A **Site Layout Plan** that includes:
 - The landfill site boundary, landfill footprint, and buffer zone.
 - Current and final landfill contours, waste thickness and design volume.
 - Landfill facilities including site entrance, fencing, roads, gatehouse, weigh scale, waste and recyclable drop-off and recycling facilities, leachate management works, surface water management works, landfill gas management works, etc.

7. **Landfill Design** that demonstrates the landfill will satisfy all sections of the “Criteria”, along with necessary plans, specifications, drawings, elevations, sections, etc.
8. A **Filling Plan** showing planned development of individual phases and cover borrow areas in a sequence that provides for the practical development of the landfill, including uninterrupted access to active phases and borrow areas. Section 10.3.1 provides detailed information on the requirements of the Filling Plan.
9. A **Progressive Closure Plan** that documents how progressive closure will be implemented. Details of the requirements for the Progressive Closure Plan are:
 - Phasing Plan showing areas to be progressively closed.
 - Plan area of each progressive closure.
 - Schedule for each progressive closure.
 - Proposed cover system profile, defining materials and material properties for each cover system layer. Specifications for the revegetation strategy should also be included.
 - Stability analysis demonstrating cover system will be stable under design storm conditions.
 - Analysis of landfill gas production and the need for venting of LFG from beneath the cover system.
 - A materials management plan indicating the quantity of each material required for closure, where it will be sourced, and where it will be stored on-site during closure construction.
10. A **Lifespan Analysis** table that projects the annual waste tonnage to be received, reused, recycled, burned, and landfilled and the annual air space consumed. The calculation shall account for air space consumed by waste, cover, road material, settlement, and environmental control works including landfill base liner, leachate and landfill gas collection works, and final cover.
11. A **Contaminating Lifespan Assessment** of the site for key contaminants. The assessment shall demonstrate that the service life and contaminating lifespan (Section 5.1) will be satisfied for the facilities particularly those identified in the design criteria.
12. A **Surface Water Management Plan**. See Section 10.3.2.
13. A **Leachate Management Plan**. See Section 10.3.3.
14. A **LFG Management Plan** that demonstrates the LFG management facilities will satisfy the “Criteria”. If required under the Landfill Gas Management Regulation, a Landfill Gas Management Facilities Design Plan can be submitted as a part of the DOCP to satisfy this requirement.
15. An **Environmental Monitoring Plan**. See Section 9.

16. A **Facility Operations Plan** that demonstrates how the facilities will be operated in compliance with the operation criteria. The design of the nuisance control measures is to be included in the plan.
17. A **Closure Plan**. See Section 10.3.4.
18. A **Fire Safety Plan** that:
 - Is submitted to the Fire authority that would respond to the fire.
 - Describes how fire risks will be minimized.
 - Includes an emergency response plan to quickly extinguish a fire if one develops.
 - Identifies a suitable water supply, firefighting and heavy equipment resources.
19. An **Emergency Response Plan** that shall document strategies for dealing with emergencies at the site including HAZ-MAT incidents, spills, power outages, and extreme climate events. The landfill site shall also meet the requirements of Work Safe BC.
20. A **Financial Security Plan**. See Section 8.
21. A **Contingency Plan** that includes:
 - Possible failure and non-compliance scenarios of the leachate, surface water, and landfill gas management facilities.
 - Practical and implementable contingency measures to address any failure or non-compliance with the performance criteria.
22. A **Land Survey** is required to be prepared for all landfill sites and included in DOCP. The land survey is required to identify and establish the location of the landfill site boundary and the landfill footprint. The limits of the landfill footprint and landfill site boundary are to be established and maintained in the field.

10.3.1 Filling Plan

A Filling Plan shall include volumes associated with each phase and shall be designed to take into account the following:

- Generation and collection of leachate.
- Control of storm water.
- Control of litter during the various seasonal conditions.
- Interim slope stability and safety.
- Vehicle access to the active waste disposal area.
- Progressive closure of the landfill footprint.
- Minimization of nuisance impacts such as dust, nuisance weeds, etc.

A Filling Plan shall describe how the active phase of a landfill will be filled on a cell by cell basis. The Filling Plan shall identify the development of cells, strips and lifts and provide full details on cell geometry and cell size. It shall contain requirements and plans for cover, including daily cover, intermediate and final cover. Plans for any proposed stripping and reuse of cover layers and road materials shall be fully described. The target compaction density, waste to cover ratio, and air space utilization factor should be provided. The Filling Plan shall be illustrated on a series of engineered drawings that provide for the progressive closure of the landfill footprint.

10.3.2 *Surface Water Management Plan*

A Surface Water Management Plan must be prepared for the landfill site and shall demonstrate how it will satisfy the performance criteria (Section 4). The potential for surface water impairment and resulting impacts must be addressed. The plan shall also demonstrate a full understanding of the local and regional watershed including identification of all relevant natural surface water bodies and drainage features.

The Surface Water Management Plan is to:

- Preserve the natural hydrologic cycle for the landfill site.
- Document how surface water will be managed on site, including both run-on and run-off.
- Promote diversion of clean water to minimize leachate production and groundwater recharge.
- Protect the surface water quality in the off-site surface water bodies receiving drainage from the landfill site.
- Provide a design for surface water control works that will ensure drainage coming onto and leaving the landfill site does not result in interruptions to the site operations.
- Provide a design that will maintain run-off from the site with minimal sediment and at rates that are consistent with pre-development flows.
- Identify the surface water management works required for the control of erosion, sediment transport, flood risk, water quantity and water quality.
- Provide the meteorological data applicable to the site, results of the hydrologic modeling stipulated in Section 5.6 and the detail design of

ditches, down-chutes, culverts, retention ponds, and other surface water control infrastructure.

The Surface Water Management Plan must address the management of surface water throughout the operating and post-closure period of the landfill. The Surface Water Management Plan is to be prepared in a manner that is consistent with the water management requirements and strategies utilized in developing the Leachate Management Plan and the Groundwater and Surface Water Impact Assessment.

10.3.3 Leachate Management Plan

An engineered liner system, leachate collection, and Leachate Management Plan are required for all new and expanding landfills and new landfill phases at existing landfills starting on the ground.

A Leachate Management Plan shall:

- Present the most appropriate method of leachate collection, storage, treatment, and discharge on a site-specific basis that meets the requirements of the landfill design that is protective of groundwater, surface water and the surrounding environment.
- Demonstrate the performance criteria (Section 4) will be satisfied.
- Perform the assessment of alternatives for off-site or on-site leachate treatment and identify the preferred treatment method.
- Demonstrate that the preferred alternative is practical and implementable and provide an implementation schedule of the preferred alternative.
- Identify required approvals for implementation of the Leachate Management Plan if off-site disposal/treatment is proposed.

The plan must consider the quantity and quality of leachate to be generated at the landfill site during the operational and post-closure periods. The leachate quantity assessment shall identify the expected leachate quantities that will be generated by the facility on a phase by phase basis, both under average and extreme conditions. The leachate quality assessment shall predict the expected concentrations of key leachate parameters throughout the lifespan. At a minimum, the assessment shall consider concentrations of ammonia, BOD, chloride, iron, manganese, and TSS.

At a minimum, the Leachate Management Plan shall address the following:

- Leachate generation quantities (annual, monthly and peak flows).
- Leachate chemistry profiles (actual and expected).
- Landfill liner strategy (including leachate compatibility and lifespan).
- Leachate collection strategy (including protection from clogging).
- Leachate collection system efficiencies.
- Treatment System Selection and Design. The plan should also include:
 - Identification of Management Alternatives including opportunities for moisture reduction, on-site treatment, off-site treatment, and recirculation.
 - Evaluation of Management Alternatives including required level of treatment, availability of infrastructure, economics, sustainability and environmental risks.
- Sludge Management.
- Treatment system performance monitoring and maintenance.
- Leachate discharge strategy.
- Leachate management contingency plan.

Leachate captured by the leachate collection system shall be treated prior to discharge to the environment. Some form of leachate treatment is mandatory for all landfills. The level of treatment required and method of treatment are site-specific and will greatly depend on the strength of the leachate, the nature of the final discharge and the climatic conditions at the landfill site. In general, leachate treatment methods used at landfill sites include the following:

- Leachate recirculation back into the waste at dry sites where the evaporation rate is greater than annual precipitation.
- Leachate pre-treatment, if necessary, and direction to a sanitary sewage collection system where a sewage collection system is in reasonable proximity to the landfill. If discharging to a sanitary sewer, the leachate shall meet the applicable water quality limits established for influent to the waste water treatment plant (WWTP) or sewer discharge bylaws, where such bylaws exist. The WWTP shall have sufficient hydraulic and loading capacity to treat the leachate. A treatability study is required to confirm the composition of the leachate will not cause an upset of the treatment system. Flow equalization and pre-treatment shall be provided as required.
- Leachate treatment on-site using an appropriate treatment methodology. Typically, on-site treatment will require flow equalization, biological

treatment, filtering, and on-site polishing. Not all steps are needed for every site. In some cases, lined evaporation ponds will sufficiently serve for treating leachate. Biological treatment can be provided in aeration ponds (pre-treatment) or sequencing batch reactors. Filtering and final polishing can be accomplished with a sand filter, an engineered wetland, or a phyto-remediation area. The treated leachate shall meet the following discharge specific standards:

- If discharging to a groundwater infiltration system, leachate shall meet applicable groundwater quality standards as specified by the director.
- If leachate discharge is to a stream or river then the discharge shall meet applicable surface water quality standards as specified by the director.
- All leachate discharges to surface waters shall comply with the requirements of the federal *Fisheries Act*.

10.3.4 Closure Plan

A Closure Plan must document how the facility will be operated and maintained post- closure to ensure that all required environmental control systems will continue to function and all performance criteria will be met.

The post-closure operation and maintenance program shall include:

- Maintenance of the final cover including vegetation and the repair of damage due to erosion, leachate breakouts, slope failures, settlement and burrowing animals.
- Where applicable, operation and maintenance of surface water management works, including repairs required due to settlement.
- General site maintenance including maintenance of access roads and fencing.
- Where applicable, operation and maintenance of leachate collection and on-site leachate treatment facility or leachate haulage program.
- Where applicable, operation and maintenance of landfill gas management facilities, including repairs to infrastructure damaged by settlement.
- An environmental monitoring program to be carried out during the contaminating lifespan.
- Practical and implementable contingency measures to address any failure of the works or non-compliance with the performance criteria. Contingency measures may include the following measures:

- Extraction and treatment of groundwater downgradient of the landfill site.
- Establishment of monitored attenuation zones.
- Repair and/or installation of shallow leachate collection system.
- Installation of landfill gas collection or barrier systems.

10.4 LANDFILL GAS GENERATION ASSESSMENT

The Landfill Gas Management Regulation requires municipal solid waste landfills with 100,000 tonnes or more of waste in place or with an annual waste acceptance rate exceeding 10,000 tonnes to undertake an assessment of landfill gas generation and to submit the results to the Ministry. For the detailed requirements, procedure and report format see guidance documents provided under the Landfill Gas Management Regulation.

10.5 LANDFILL GAS MANAGEMENT FACILITIES DESIGN PLAN

If according to the Landfill Gas Generation Assessment Procedure a regulated landfill site is estimated to generate annually 1000 tonnes or more of methane, the owner or operator of that site is required to complete a LFG Management Facilities Design Plan and to install the designed facilities at the landfill site. For timelines and detailed requirements see the Landfill Gas Management Regulation and the Landfill Gas Management Facilities Design Guidelines.

10.6 ANNUAL OPERATIONS AND MONITORING REPORT

The Annual Report should contain two essential components:

1. The Annual Environmental Monitoring Report.
2. The Annual Operations Report.

Both of these reports shall assess the performance of and report on the operational status of the landfill for a specified year period.

The Annual Environmental Monitoring Report shall include:

- Results of the environmental monitoring program.

- Data tabulation, comparison to the performance criteria, interpretation, trend analysis, graphs, etc.
- Identification of any current or predicted future non-compliance with performance criteria.
- Conclusions, recommendations and proposed changes to the environmental monitoring program.

The Annual Operations Report should include at a minimum:

- Total volume, tonnage, and types of waste discharged into the landfill for the year.
- Types and tonnages of waste that were not directly disposed of into the landfill such as open burned, recycled, composted, etc.
- Leachate quantities collected, treated and discharged.
- Landfill gas quantities collected, flared and utilized. If applicable, an annual report should be done in the format required by the Landfill Gas Management Regulation and submitted either separately or as a part of the Annual Report.
- Operational plan for the next 12 months.
- Remaining site life and capacity.
- Closure works completed.
- Results of regular inspection for cover integrity, health of vegetation, undesirable plant species, burrowing animals, erosion, settlement, etc.
- Any changes from approved reports, plans and specifications.
- Any complaints received and the action taken as a result of a complaint.
- Financial Security Plan update (if applicable).
- Identification of any non-compliance with the Solid Waste Management Plan, operational certificate or permit, and a proposed action plan and schedule to achieve compliance. The plan should include a monitoring program to measure the performance of the proposed measures in achieving compliance.
- Where applicable, progress report on efforts to resolve previously determined non-compliance conditions.

In addition, landfill owners are encouraged to track and report the following parameters to assess the overall operational efficiency of their landfill:

- Compaction, waste to cover ratio, waste to road ratio and airspace utilization factor.
- Operation and maintenance expenditures.

By tracking these parameters and comparing results to best practices, the landfill owner or a Qualified Professional can identify areas where operations can be made more efficient, adding to the landfill lifespan, contributing additional revenue, and reducing per-tonne operating costs.

APPENDIX A

LANDFILL FILLING PLAN

The following provides guidance for the landfill Filling Plan:

Active Landfill Phase Area Size

As landfill gas emissions and leachate production are generally proportional to the active landfill phase area, phased landfill development and progressive closure is encouraged. Based on the incoming annual tonnage, the size of the active phase at a landfill site shall be limited to the following:

<10,000 tonnes/year	1 Ha
10,000 – 20,000 tonnes/year	2 Ha
20,000 – 50,000 tonnes/year	4 Ha
50,000 – 200,000 tonnes/year	6 Ha
200,000 – 500,000 tonnes/year	8 Ha
>500,000 tonnes/year	10 Ha

Cell Volume

The volume of MSW placed in individual cells shall be roughly equivalent to 20 operating days of incoming refuse. Maximum recommended cell sizes are as follows:

<10,000 tonnes/year	1,000 m ³
10,000 – 20,000 tonnes/year	2,000 m ³
20,000 – 50,000 tonnes/year	4,000 m ³
50,000 – 100,000 tonnes/year	6,000 m ³
100,000 – 200,000 tonnes/year	15,000 m ³
200,000 – 500,000 tonnes/year	20,000 m ³
>500,000 tonnes/year	40,000 m ³

First Lift

The first lift of waste is to be placed on top of the leachate collection system in a 1.5- to 2.0-m lift. The first lift is to consist of MSW containing a minimal amount of fines or soil in order to provide a relatively high permeability waste layer directly over the leachate collection system. The first lift of waste is to be free of large pieces of wood, metal, or other debris that could cause damage of the leachate collection system or liner components if placed directly on the prepared base. No cover soil is to be placed within the first 1.5- to 2.0-m lift of waste. Following placement of the first lift of waste in the new cell, the waste is to be covered with a 150-mm layer of daily cover soil. Waste compaction equipment shall not operate on the first lift of waste.

Lift Height

The height of individual lifts dictates the size of the active face and operational cover requirements. Small landfills operate more efficiently on small lifts (e.g., 1.5 m) while large tonnage landfills operate most efficiently on lifts as high as 5.0 m. The following lift height guidance is provided to achieve efficient landfill operations:

<10,000 tonnes/year	1.5 m
10,000 – 20,000 tonnes/year	2.0 m
20,000 – 50,000 tonnes/year	2.5 m
50,000 – 100,000 tonnes/year	3.0 m
100,000 – 200,000 tonnes/year	4.0 m
200,000 – 500,000 tonnes/year	4.5 m
>500,000 tonnes/year	5.0 m

Active Face Area

The goal of efficient landfill operations is to minimize the active face while providing sufficient area to unload incoming loads safely and to efficiently spread refuse on the active face as it comes in. Excessively large active face dimensions generally result in problems with litter, vectors, and odours. They also consume more operational cover than necessary. The following maximum active face area dimensions are recommended to achieve efficient landfill operations:

	<i>Lift Height m</i>	<i>Slope Distance m</i>	<i>Face Width m</i>	<i>Area m²</i>
<10,000 tonnes/year	1.5	9.1	10	91
10,000 – 20,000 tonnes/year	2	12.2	12	146
20,000 – 50,000 tonnes/year	2.5	15.2	16	243
50,000 – 100,000 tonnes/year	3	18.2	20	365
100,000 – 200,000 tonnes/year	4	24.3	24	584
200,000 – 500,000 tonnes/year	4.5	27.4	25	684
>500,000 tonnes/year	5	30.4	50	1,520

Note: Landfills that do not operate a residential drop-off facility for small vehicles may require a larger active face than indicated in the table above.

Compaction Density

Compaction of solid waste is an effective way to maximize the use of available capacity. Waste should be placed at the base of the active disposal face and should be pushed up the disposal face to maximize compacted density. Push down operations may also be needed depending on the site operating details. Based on current best practice the following ranges of compaction densities are recommended as achievable goals:

<10,000 tonnes/year	0.65 tonnes/m ³
10,000 – 50,000 tonnes/year	0.75 tonnes/m ³
50,000 – 200,000 tonnes/year	0.80 tonnes/m ³
200,000 – 500,000 tonnes/year	0.85 tonnes/m ³
>500,000 tonnes/year	0.95 tonnes/m ³

APPENDIX B

CONTAMINATED SOIL RELOCATION

The following legislation and regulations include provisions which address the relocation and deposition of contaminated soil:

1. The *Environmental Management Act* (EMA)
2. The Contaminated Sites Regulation (CSR)
3. The Hazardous Waste Regulation (HWR)

Contaminated soil may be deposited at a landfill site under the following conditions:

- A. If the authorization (e.g. SWMP and associated OC, or permit) expressly allows the deposit of contaminated soil, contaminated soil that is not hazardous waste can be deposited at a landfill without a Contaminated Soil Relocation Agreement pursuant to Section 55.5 of the *Environmental Management Act* (EMA). The authorization holder must comply with the authorization including ensuring that the concentration of any substance in the contaminated soil is not greater than or equal to the soil standards expressly allowed in the authorization (permit, SWMP, OC).
- B. If the authorization (e.g. SWMP and associated OC, or permit) does not expressly allow the deposit of contaminated soil and the deposit of contaminated soil is not contrary to the authorization, contaminated soil that is not a hazardous waste can be deposited at a landfill without a Contaminated Soil Relocation Agreement pursuant to section 42 of the CSR. The landfill owner must file a written statement with the director indicating the intended future use of the site and ensure the concentration of any substance in the contaminated soil is not greater than or equal to the soil standards for the intended future use.

If condition A or B is not satisfied, contaminated soil that is not a hazardous waste can be deposited at a landfill in accordance with a Contaminated Soil Relocation Agreement pursuant to section 55 of EMA and Part 8 of the CSR.

- C. If contaminated soil is hazardous waste “hydrocarbon contaminated soil”, it may be approved for treatment, storage or disposal at/in a landfill facility pursuant to section 41.1 of the HWR including the requirements specified by the director.

Deposit of contaminated soil in the landfill may be approved for mono-filling, co-disposal with other wastes, or use as daily or intermediate cover. Contaminated soil must not be used as final cover unless the concentration of any substance in the contaminated soil is not greater than or equal to the CSR soil standards for the intended future end use specified in the Closure Plan.

Additional information on relocation of contaminated soil may be found at:
<http://www.env.gov.bc.ca/epd/remediation/soil-relocation/index.htm>

APPENDIX C

OPEN BURNING

As stated in Section 6.6 of the "Criteria", open burning of wastes at the landfill site is generally prohibited. However, open burning of clean wood may be approved in the SWMP, OC or permit if it can be demonstrated that there is no viable alternative such as reuse, recycling, energy recovery, or composting. A technical assessment report satisfactory to the director shall be submitted and the open burning shall be approved in the SWMP, OC or permit. Approval must also be obtained from any other applicable fire protection authorities.

If open burning of clean wood is approved in the SWMP, OC or permit, this Appendix provides some general guidelines to be considered.

Open Burning Guidelines:

- Relevant requirements of the Open Burning Smoke Control Regulation are applicable. Notification of the regional MOE office is required, at least 24 hours prior to the open burn event. Additional authorizations for open burning may be required from other government agencies. The open burn process shall satisfy all fire safety and general safety precautions imposed by other agencies.
- The maximum duration of each open burn event shall be limited to the period of dawn to dusk of a single day, after which time the fire shall be extinguished. The wood residue to be burned shall be stacked in piles of a size that may be consumed by the fire in the dawn to dusk time frame.
- Open burning shall not be initiated unless the ventilation index is forecasted as "good" for the day of the planned open burn. The Venting Index may be obtained from the MOE's information line at 1-888-281-2992 or on the Internet at:
<http://www.env.gov.bc.ca/epd/epdpa/venting/venting.html>.
- Only clean wood shall be burned as per definition in Section 1.
- The clean wood to be burned shall be segregated from other waste and sorted to ensure that there are no unacceptable materials in the burn pile(s). Unacceptable materials are any materials other than clean wood.
- The clean wood shall be piled in a manner that will promote rapid and hot combustion.
- The operator shall ensure that the open burn is supervised throughout the duration of the burn. Suitable devices shall be available for extinguishing

fires to prevent them from spreading to surrounding areas and to extinguish the fire at dusk of the burn day. A fireguard shall be cleared and maintained free of combustible materials.

- The fire shall be started using an accelerant applied about the perimeter of the burn to encourage rapid ignition and reduce smoke generation at the onset of burning. The operator shall promote efficient combustion in the pile by turning it over as the fire diminishes and the pile starts to smoulder. An excavator with a thumb is recommended for active management of the burn pile.
- If smoke is excessive, or for any other reason, the director may order the operator to immediately extinguish the burn.
- Additional requirements may be imposed by the director based on site specific circumstances and/or on the performance of open burn events. The director may rescind the authorization if warranted by the circumstances.

The operator shall within 30 days of completion of the open burn event submit a report to the director with the following information:

- Weather conditions, including venting index, prevailing wind direction and estimated wind speed.
- Time of ignition (start of burn period).
- Time of completion (or extinguishment) of burn.
- Quantity of material open burned.
- A representative photo record of the open burn including photos of the pile prior to ignition and photos of the burn event at a frequency of at least one photo per hour till completion of the burn.
- Any complaints received and how they were addressed.

The Fire Safety Plan shall provide the site specific conditions and controls for the burning of clean wood if approved.

APPENDIX C – ANNUAL REFUSE RECORDED AT LANDFILL

NOTE: Actual weights or loads of each material and the total weights or loads handled by the Contractor will likely differ. The weights or loads are reported only for evaluating bids on a uniform basis. The Regional District in no way guarantees annual weights or loads of each material actually received at the Landfill.

Annual Landfilled and Recycled/Diverted Waste

Waste Characterization	Units	2016	2017
LANDFILLED WASTE			
Mixed Waste (plus Misc.)	tonnes	8510	8975
Asbestos	tonnes	53	6.62
Segregated Invasive weeds	tones	3.8	18
Asphalt & Rubble	tonnes	1758	1395
Construction, Demolition and Renovation	tonnes	1746.5	1960

Total Waste Landfilled	tonnes	12072	12354
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RECYCLABLE/DIVERTED WASTE

Yard and Garden Waste (Residential and Commercial)	tonnes	1833	1448
Bio Solids/Septic Sludge	tonnes	448	550
Soils (Waste)	tonnes	108.8	151
Wood Waste	tonnes	259	196

Total Recycled/Diverted	tonnes	2649	2345
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Number of roll-off bins emptied

	Units	2017	2016	2015	2014
Bin Pulls					
bin 1	Each	725	649	648	663
bin 2	Each	53	63	64	60
bin 3	Each	36	38	40	48
bin 4	Each	8	5	123	116
Total	Each	822	755	875	887

Table 1 - Annual Landfilled and Recycled/Diverted Waste

APPENDIX D – DESIGN, OPERATIONS AND CLOSURE

McKelvey Creek Design and Operations Plan 2014



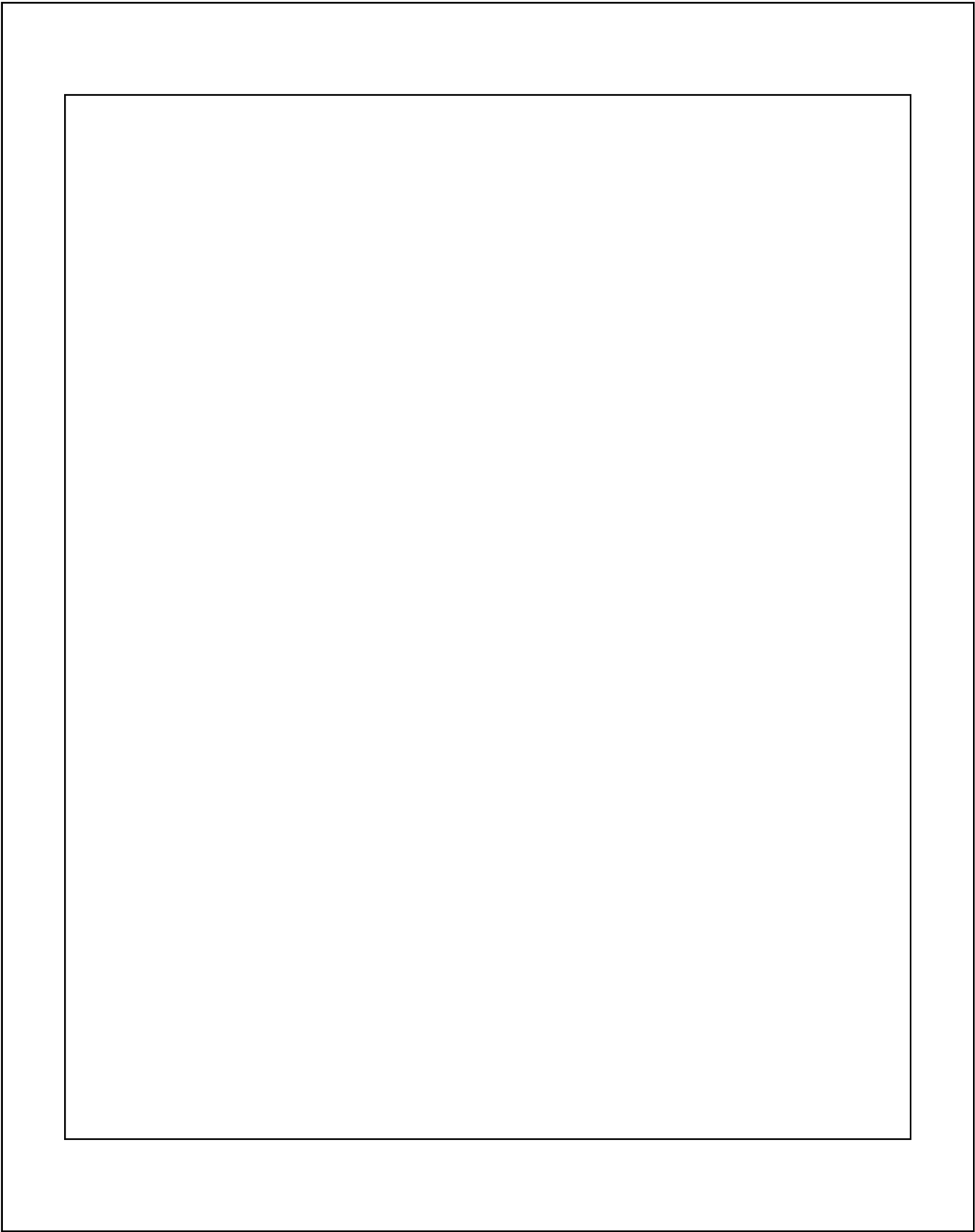
global environmental solutions

Regional District of Kootenay Boundary

DRAFT

**Updated Design, Operations, and Closure Plan and Financial Analysis
of Closure and Post-Closure Reserve Funds, McKelvey Creek Landfill**

**February 12, 2014
SLR Project No.: 209. 40204.0000**



**UPDATED DESIGN, OPERATIONS, AND CLOSURE PLAN
AND FINANCIAL ANALYSIS OF CLOSURE AND POST-CLOSURE RESERVE FUNDS**

MCKELVEY CREEK LANDFILL

SLR Project No.: 209.40204.00000

Prepared by
SLR Consulting (Canada) Ltd.
260 Town Centre Blvd., Suite 101
Markham, ON L3R 8H8

for

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
202-843 ROSSLAND AVENUE
TRAIL, B.C., V1R 4S8

February 12, 2014

Prepared by:

Reviewed by:

Mark Sungaila, M.A.Sc., P.Eng. PMP
Principal Consultant – Waste Engineering

Ben Arnold, B.Sc., M.Sc., C.Geol.
Waste Business Sector Director

CONFIDENTIAL

Distribution: 1 electronic – Regional District of Kootenay Boundary
1 copy – SLR Consulting (Canada) Ltd.



February 13, 2014

Alan Stanley, Director of Environmental Services
Regional District of Kootenay Boundary
202-843 Rossland Avenue
Trail, BC
V1R 4S8

Dear Mr. Stanley:

RE: DRAFT Updated Design, Operations, and Closure Plan and Financial Analysis of Closure and Post-Closure Reserve Funds, McKelvey Creek Landfill

SLR Consulting (Canada) Ltd. is pleased to provide our DRAFT update to the Design, Operations, and Closure Plan, and Financial Analysis of Closure and Post-Closure Reserve Funds for the McKelvey Creek Landfill.

The report addresses the following:

- calculation of the remaining capacity and lifespan of the landfill;
- an updated financial analysis of closure and post-closure costs and calculation of the annual transfers to a reserve fund which would cover the cost of closure and post-closure care;
- development of a revised final contour plan that reflects a re-aligned access road and calculation of the landfill's capacity under this scenario; and,
- a high-level review of the daily operations of the landfill and closure planning undertaken to date.

A letter report presenting the financial analyses has been provided to the RDKB under separate cover, and that letter report will be presented as an Appendix to this main report once finalized. SLR thanks the Regional District of Kootenay Boundary for the opportunity to provide our professional services, and we look forward to receipt of your comments on this draft report.

Sincerely,

SLR Consulting (Canada) Ltd.

Mark Sungaila, M.A.Sc., P.Eng., PMP
Principal Consultant

SLR Consulting (Canada) Ltd. Suite 101 - 260 Town Centre Boulevard, Markham, ON L3R 8H8

T: 905 415 7248 F: 905 415 1019

www.slrconsulting.com

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APPENDICES

Appendix A: Ministry Of Environment Permit Pr-O1917

**Appendix B: Letter Report - Review And Update Of McKelvey Creek Landfill Closure
Cost Estimates And Related Cash Flow Analysis**

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1.0 INTRODUCTION

1.1 Relevant Background

The Regional District of Kootenay Boundary (RDKB) owns the McKelvey Creek Landfill Site located in Trail, BC. 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. Site operations are undertaken by Alpine Contracting under contract to the RDKB.



The landfill is a natural attenuation facility which is underlain by sandy soils. The site design does not incorporate a base liner, leachate collection system, or gas control system. Other site operations include a windrow composting operation, a recycling depot, and a reuse centre. The site entrance is currently off Highway 3b (Bailey Street). A plan showing the location of the site is presented in Figure 1, and existing site conditions are shown in Figure 2.

McKelvey Creek Landfill, view northward

A number of engineering and planning studies have been undertaken for the site, including:

- 2002 Design, Operations, and Closure Update prepared by Sperling Hansen Associates (SHA) which addressed the following:
 - new locations for background monitoring wells;
 - three options for final contour plans and a site lifespan analysis were undertaken. Site life was estimated to be between 82 to 107 years depending on the final contour plan, however on-site cover material was only sufficient for a range of 37-77 years. A recommended final contour design was presented (Option 3), as well as a three-phased closure sequence;
 - detailed filling sequence plans were developed for Phase 1;
 - an evaluation of four different final cover cross-sections, including HELP modeling to assess cover performance. A cover that incorporated a geomembrane/clay composite barrier layer was recommended since the site did not incorporate any other form of leachate controls;
 - veneer slope stability analyses along the geomembrane layer of the final cover were conducted for both static and seismic conditions. The cover was found to be stable in both saturated and dry cases, and the critical

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- acceleration for saturated and dry cases was found to be higher than the Building Code Standard; and,
- o estimates of capital, annual operating, closure, and post closure costs, including a cash flow analysis to assist in determining appropriate tipping fees as well as required closure fund contributions.
- 2007 Access Road Options Report prepared by Pennco Engineering (Pennco);
- Annual Reports prepared by the RDKB for years 2008, 2009, 2011, and 2012;
- Landfill Gas Generation Assessment Report prepared by Conestoga-Rovers Associates (CRA) in 2010;
- Updated Landfill Closure and Post-Closure Cost Estimates prepared by CRA in 2012;
- Detailed design for the realignment of the access road completed by Pennco in 2013;
- and,
- 2013 aerial mapping and ortho-photos.

The RDKB's annual reports indicate no significant deviations from the 2002 SHA Design, Operations, and Closure Plan although the RDKB has indicated that the recommendations made in the report have not been fully adopted.

1.2 Regulatory Status

The McKelvey Creek Landfill is operated under Ministry of the Environment Permit PR-O1917 dated June 13, 1995. This permit is presented in Appendix A.

The main regulatory guideline that governs the landfill's design, operations, and closure is the 'Landfill Criteria for Municipal Solid Waste', last revised in June 1993. In January 2014 the MoE released a draft interim second edition of the Landfill Criteria for public review and comment. As noted in the Forward of the second edition, the updated document *'incorporates new standards and operating practices that have been developed over the years to enhance environmental protection, and incorporate current regulations for Landfill Gas Management and Contaminated Sites'*. The Forward also states that the Criteria will become *'legal requirements when incorporated into solid waste management plans, operational certificates and permits, issued under the Environmental Management Act and associated regulations'*.

1.3 Scope of Document

This report is an update to the Design, Operations, and Closure Plan (DOCP) for the McKelvey Creek Landfill. Although the existing 1993 Landfill Criteria and existing operating permit do not include a specific requirement for updating the site's DOCP, the RDKB believes an update is warranted since over ten years have passed since preparation of the last update. It is noted that the RDKB did not wish to undertake a detailed update for all aspects of the landfill at this time but wished to limit the scope of the work to a high-level and preliminary review of the site's design and operations which would provide general recommendations and prioritization of issues. This would provide a broad 'roadmap' which could then be followed up with more detailed assessments or design work afterward.

As noted in Section 1.2, draft updated Landfill Criteria have been released and it is very likely that these will influence numerous aspects of the site's design and operation. Notably, the new Criteria identify in detail the required contents of a landfill DOCP and require the landfill owner to update the document as required, and at least every five years.

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The RDKB has directed that this update should address the following:

- calculation of the remaining capacity and lifespan of the landfill relative to the recommended final contours in the 2002 SHA report;
- an updated financial analysis of closure and post-closure costs and calculation of the annual transfers to a reserve fund which would cover the cost of closure and post-closure care;
- development of a revised final contour plan that reflects a re-aligned access road per the 2007 Pennco design, and calculation of the landfill's capacity under this scenario. Impacts to the landfill's operations under this contour plan should be identified; and,
- a high-level review of the daily operations of the landfill and closure planning undertaken to date.

This report was prepared by SLR on the basis of the information contained in the reports cited in Section 1.1, discussions with the RDKB, as well as information gathered during site visits on October 29 and December 16, 2013.

The calculation of remaining capacity and annual transfers to the reserve fund were undertaken first and presented informally to the RDKB on January 13, 2014. A letter report with the results of the analysis was provided to the RDKB under separate cover, and the letter report is included in this report as Appendix B.

2.0 WASTE STREAM

2.1 Current Waste Stream

The 2012 Annual Report for the landfill prepared by the RDKB summarizes the waste stream managed at the landfill and was the most recent data available at of preparation of this DOCP update. The 2012 Annual Report reflects the following:

- a total of 51,252 trips across the weigh scale were logged during the period from January 1 to December 31, 2012. It is estimated that a further 25,000 visits were made to the site by users using the District's recycling area, stewardship materials recycling programs and the Reuse Centre;
- the population of the area served by the landfill according to 2011 Government of Canada census data is 19,223;
- scale records indicate that in 2012:
 - 12,265 tonnes of waste was landfilled. This equates to 638 tonnes per resident;
 - 2,542 tonnes of Yard and Garden Waste and wood were composted;
 - 1,780 tonnes of cardboard, paper, metal cans and mixed plastics collected in the catchment area were recycled;
 - 2,326 tonnes of metal was diverted from landfill;
 - 12.2 tonnes were diverted through the Reuse Centre;
 - 2,932 tonnes of soil was used as cover material; and,
 - 1,591 tonnes of glass, concrete, and asphalt were stockpiled to be used as road base in future landfill construction projects.

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The McKelvey Creek Landfill also provides residents with last-chance diversion programs for some stewardship materials. In 2012 4.5 tonnes of batteries were diverted, approx 50,000 beverage containers were diverted and 1.07 tonnes of propane tanks were diverted.

In order to be consistent with the RDKB's Solid Waste Management Plan, the site no longer accepts materials including anti-freeze, used tires, used oil, and refrigeration appliances.

2.2 Future Waste Stream Projection

The RDKB is currently in the process of updating its Solid Waste Management Plan, which will provide direction for the Regional District's waste management activities going forward. It is anticipated that this will include updated projections of the population served by the landfill as well as waste generation rates. For this reason detailed future waste stream projections were not undertaken as part of this DOCP update.

For the purposes of estimating landfill lifespan going forward, it was recommended by the RDKB that the annual quantity of waste landfilled should be equivalent to that landfilled in 2012, which was 12,265 tonnes.

3.0 SITE DESIGN

3.1 Site Access

3.1.1 Existing Access Road

The current access road enters the site directly from Highway 3b (Bailey Street). This arrangement is problematic for a number of reasons including:

- Highway 3b experiences heavy traffic which precludes left hand turns by eastbound traffic into the site, and precludes traffic exiting the site make left hand turns onto eastbound Highway 3b;
- the access road has grades as steep as 8%, which requires relatively high maintenance to maintain in a safe condition; and,
- the portion of the access road prior to the recycling centre and scales is approximately 380 m long. The RDKB reports that traffic congestion occurs on this road between 10 and 20 operating days per year, including queuing occasionally extending onto Highway 3b.



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View southward down existing site access road toward site entrance

3.1.2 Proposed Access Relocation

The RDKB is evaluating the relocation of the landfill access road to alleviate the problems noted with the current road. McKelvey Creek has been diverted via a culvert along the east perimeter of the site and a service road has been constructed along this alignment. Consideration is being given to upgrading this service road to serve as the main site access road. In 2007 Pennco undertook a review of alignment options and in 2013 they prepared a detailed design of the new access road.

If the new alignment is adopted, the site entrance would be near the current intersection of McBride St. and Ninth Ave. The realigned access road would be approximately 830 m long and would provide substantially more space for traffic queuing on site, would lessen the road grade to around 2%, and facilitate access to the site.



Proposed new access road alignment

As noted in Section 1.3, the RDKB has asked SLR to evaluate the potential additional landfill capacity that could be gained by relocating the access road, and this is discussed in Section 3.3.

3.2 Site Layout and Waste Receipt Facilities

Existing conditions on the site are shown in Figure 2. Main site features are summarized as follows:

- the existing landfill footprint occupies approximately 5.4 Ha within a total property of 10.6 Ha;
- a single-deck scale and scale house are located in the north east corner of the site;
- other waste management operations include:
 - an open windrow composting operation in the north-central portion of the site;
 - a grade-separated recyclables depot in the north east corner. The RDKB is considering relocating the recycling depot to a lower elevation, to relieve traffic congestion at the scale facilities and improve safety;

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- a waste reuse building, including secure temporary storage for automotive batteries and propane cylinders, immediately south of the recyclables depot. Historically the composting area was located at the south end of the site, but was relocated to its current location to minimize odour impacts to residences to the south; and,
- stockpiles for wood waste and scrap metal.



View south towards reuse building and scale facility



View north towards recycling depot

3.3 Borrow Area

Soil for daily and interim cover is sourced from an on-site borrow area, located in the western portion of the landfill.

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View northeast across landfill from borrow area

It is estimated that there is approximately 133,000 m³ of soil remaining in the borrow area. This volume was calculated on the basis of advancing the borrow excavation face westward while maintaining a 1H to 1V excavation face and to a point where the top of slope intersects the existing topographic ridge west of the site. It is noteworthy that signs of surficial sloughing were observed on the borrow excavation slope during SLR's December 2013 site visit. SLR recommends that this slope be routinely monitored for instability and site operations adjusted accordingly to ensure site worker safety.



View northward along borrow area excavation face

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The rate of usage of borrow soil has decreased over time. For example, 10,852 tonnes of cover soil was used in 2008. This decreased to 2,942 in 2009 and 2,932 tonnes in 2012. The RDKB attributes this to good operating practices by the landfill contractor.

3.4 Final Contours and Site Capacity

3.4.1 Existing Final Contour Plan

As of 2013 filling has achieved an elevation of between 514 to 517 mASL in the central portion of the site, roughly corresponding with the completion of Phase 1 as described in the 2002 SHA report. To date no final cover has been constructed.

The existing final contour plan showing top of waste contours is shown in Figure 3 and can be described as follows:

- external slopes no steeper than 3H to 1V;
- the maximum elevation of the waste mass would be a top plateau at 550 mASL;
- a final landfill footprint area of 7.62 Ha;
- an access road with a maximum slope of 10% to the top plateau is included in the contours; and,
- armoured and lined surface water swales, with secondary ditching to convey water to the main swales, would be progressively constructed along with the final cover.

The remaining capacity of the landfill relative to this final contour plan was calculated using established three-dimensional terrain modelling software routinely used in landfill design. The remaining capacity for waste and daily/interim cover as of the 2013 aerial survey provided by the RDKB was calculated to be 1,226,500 m³. This capacity reflects the continued excavation of soil cover from the borrow area along the western perimeter of the landfill.

The 2002 SHA report reflected that the site would be progressively closed in three phases and the remaining volumetric capacity of each phase was also calculated. Phase 1 of the landfill has been essentially filled to capacity, and the remaining capacity of Phases 2 and 3 were re-calculated as 766,600 m³ and 459,900 m³ respectively. SLR considers that this phasing represents a logical progression of filling and may be still appropriate if the RDKB wishes to continue developing the site in accordance with the recommended final contours; additional recommendations regarding phasing are provided in Section 4.1. This phasing plan is shown in Figure 4.

The volumetric capacity of the landfill was converted to a lifespan on the basis of the following assumptions:

- annual waste receipts would remain uniform at 12,265 tonnes, equivalent to that received in the site in 2012;
- in-situ waste density (waste only, immediately after compaction) is 0.9 T/m³ which is considered reasonable for a well-run landfill with dedicated compaction equipment;
- waste to cover ratio is assumed to be 4:1. This ratio is a reasonable goal for landfill operations;
- total landfill settlement is assumed to be 10%, which is considered by SLR to be a reasonable allowance for waste compression and degradation.

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The assumptions on in-situ waste density, waste to cover ratio, and landfill settlement result in an overall density of 0.85 Tonnes waste per m³ of landfill volume.

Based on these assumptions, landfill capacity will be consumed at the rate of approximately 15,300 m³ per year. On this basis the Phase 1 closure is imminent, Phase 2 closure would occur in 2063, and Phase 3 closure would occur in 2093. It is also estimated that the remaining 133,000 m³ of cover soil in the borrow area will be consumed by 2053.

It is noted that the landfill geometry currently does not fully comply with the 1993 Landfill Criteria as follows:

- waste has been landfilled outside (beyond) the final contour plan limits along the existing east perimeter of the site, and the landfill sideslope in this location is as steep as 1.5 H to 1V in this location which is considerably steeper than the 3H to 1V reflected in the 1993 Landfill Criteria. If the RDKB chooses not to proceed with access road relocation and wishes to continue working to the existing final contour plan, SLR recommends that the slope should be cut back to 3H to 1V in this location, and routinely monitored for instability until the slope is cut back. This slope would very likely be too steep to support the development of a stable final cover incorporating geosynthetic layers, and would experience considerably more surface erosion than a 3H to 1V slope; and,
- the existing waste footprint is estimated to be within approximately 40 m and 25 m of the north and south property boundaries, respectively. These distances are less than the minimum 50 m stated in the 1993 Landfill Criteria, however distances as small as 15 m may be approved by the MOE. It is noteworthy that if the site were developed to the full extent of the existing final contour plan, the waste will be within 10m of the north property boundary and will encroach the south property boundary. The final contour plan can be modified to create larger buffers in these areas, although this will result in a decrease of landfill capacity. Alternatively, the RDKB can consider additional property acquisition to create larger buffers in these areas.

3.4.2 Alternative Final Contour Plan

An alternative final contour plan has been designed to calculate a 'reasonable maximum' capacity for the landfill which reflects that the access road for the site is relocated to follow the realignment of McKelvey Creek, and the topographic low area that contains the existing access road is landfilled. Given the pending introduction of the updated Landfill Criteria, effort was made to maximizing site volume while complying with the buffer and geometry requirements of the new Criteria to the greatest degree possible.

The alternative final contour plan showing top of waste contours is shown in Figure 5 and can be described as follows:

- external slopes at 3H to 1V;
- the maximum elevation of the waste mass would be a top plateau at 550 mASL;
- a final landfill footprint area of 8.07 Ha;

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- an access road with a maximum slope of 15% to the top plateau is included in the contours;
 - the eastern limit of landfill is constrained by the realignment of McKelvey Creek;
 - a new access road is constructed along the McKelvey Creek realignment. SLR understands that the RDKB will need to acquire additional lands to construct the access road, and for the purposes of this evaluation, it is assumed that sufficient lands can be acquired to maintain minimum buffer requirements to the east of the new road;
 - greater than 100 m buffer is maintained between the creek to the west of the site and the west edge of landfill;
 - the edge of waste along the north and south perimeters is maintained at 20 m from the existing property boundaries; and,
 - armoured and lined surface water swales, with secondary ditching to convey water to the main swales, would be progressively constructed along with the final cover.
- Furthermore, an area has been reserved in the south east corner of the site for the future construction of a stormwater management pond, which is required by the updated draft Landfill Criteria.

The remaining capacity of the landfill relative to this final contour plan was calculated using established three-dimensional terrain modelling software design. The remaining capacity for waste and daily/interim cover as of the 2013 aerial survey provided by the RDKB was calculated to be 1,300,000 m³. As with the existing contour plan, this capacity reflects the continued excavation of soil cover from the borrow area along the western perimeter of the landfill.

On the basis of the assumptions noted in Section 3.4.1 this total capacity was translated into a lifespan. The contour plan extends the life of the landfill by approximately 5 years, to 2098.

It is noteworthy that any significant expansion of the landfill capacity would likely be viewed by the MoE as a 'major amendment' and therefore any application will require provision of specific reports on the hydrogeological and surface water impacts, geotechnical stability, landfill gas implications & visual impacts. While the MoE has some discretion regarding reductions to the standard scope of this work, it is likely limited. The MoE will be required to consider the new draft landfill Guidelines when considering any extension applications received before the new Guidelines are formally adopted, regardless of their final adoption.

The draft Landfill Criteria identify a number of requirements that affect the physical geometry of the landfill and this contour plan meets some, but not all of the requirements in the draft Criteria. Comparison of the contours with the Criteria, and rationalization of deviations from the draft Criteria is summarized below in Table 1. It is noted that a comparison to criteria that would affect the siting of a new landfill were not evaluated, as the McKelvey Creek Landfill is recognized as an established facility.

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Table 1: Comparison of Alternative Final Contour Plan with Draft Landfill Criteria

Draft Landfill Criteria Requirements	Relationship between Criteria and Contours Proposed	Rationale
3.1 Land Use –landfill footprint must not be within 500 m of a sensitive land use (including schools).	Within 200m of a local School.	Criterion ignored since it would require relocation of substantial portion of the landfilled waste. Assume operational nuisances to off-site land uses can be managed through good operating practices.
3.4 Buffer Zone - Minimum 50m setback from limit of landfill to property boundary, with outer 30 m used for screening.	Waste footprint within 20 m of property boundaries.	Fully observing criterion would require waste along south perimeter to be excavated back, and waste near north perimeter excavated back or acquisition of more property to the north. Alternative contour plan reflects that no new waste is placed within 20 m of north and south property boundaries. This is proposed as a practical compromise between new guidelines and existing conditions.
3.6 Gullies & Depressions - Landfill shall not be located in a gully or depression unless acceptable diversion works are provided.	Criterion can be observed but engineered leachate control works may be required at south east corner of site to prevent leachate breakout at landfill toe.	Criterion observed.
3.9 Surface Water - A landfill footprint shall not be located within 100m of a surface water body.	Criterion observed for open water bodies.	New east perimeter of landfill is located immediately adjacent to relocated McKelvey Creek, which is contained in a culvert. Reasoned that the culvert provides protection of the creek from landfill impacts, and it is noted that the waste near the culvert is situated at a lower elevation than the culvert. West perimeter of landfill coincides with top of existing slope in borrow area. This creates >100 m between the landfill and the creek to the west of the site.
5.9 Final Contours – side slopes no steeper than 3H to 1V, top plateau not flatter than 10H to 1V.	Criterion observed.	N/a.

3.5 Environmental Performance

3.5.1 Ground Water and Surfacewater

The RDKB prepares annual reports for the landfill, which include the results of ground water monitoring carried out. The 2012 monitoring report reflects that the landfill has affected ground water quality and that impacted water is moving off-site in the direction of MW-3. However, the report indicates that there are no known downstream water users, and that the nearest watercourse is the Columbia River 800 m south and west of the site.

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The monitoring report provides minimal comparison of water quality with regulatory guidelines, does not provide any predictions as to the rate of contaminant migration, and does not address what measures may be required to bring the landfill into compliance. In SLR's experience an annual landfill monitoring report would include additional parameters beyond those analyzed in the 2011 and 2012 reports, data would be typically tabulated together with the relevant standards, and any exceedance from the standards highlighted. Figures indicating the location of the wells as well as borehole logs would typically be provided in the report along with figures indicating the direction of groundwater flow in various subsurface units. It is difficult to predict long term trends based on the information provided in the reports.

The reports reviewed do not address surface water quality, although SLR recognizes there are no open surface water bodies immediately downstream of the landfill site, with the exception of the Columbia river 800 m to the south and west. The reports should contain information regarding the presence or absence of surface water bodies and why surface water monitoring is not carried out.

SLR recommends that the RDKB consider expanding the extent and breadth of the monitoring efforts to address these issues so that the annual reporting is more in line with those typically required for a landfill. We note that the draft updated Landfill Criteria identify robust requirements for Hydrology and Hydrogeology Characterizations for landfills.

3.5.2 Landfill Gas

In accordance with British Columbia's Landfill Gas Management Regulations, the RDKB retained CRA in 2010 to prepare a landfill gas assessment for the site. The assessment estimated that the 2009 methane generation for the site is approximately 667 tonnes (for the year preceding the assessment) which was below the 1,000 tonne threshold which requires the preparation of a landfill gas management design. The RDKB is required to submit an annual report to the MOE, and will be required to conduct a supplementary LFG generation assessment in 2015 (5 years following the previous assessment). The RDKB is required to submit a LFG annual report to the MOE.

4.0 SITE OPERATIONS

4.1 Sequence of Landfill Development

4.1.1 Development of Existing Contour Plan

The sequence of landfill development identified in the 2002 report reflects that the landfill will be developed in three phases, as shown in Figure 4. This phasing is summarized as follows:

- as of 2013 Phase 1 has essentially been completed and the waste surface in the central portion of the site has reached elevations between 515 and 517 mASL. Phase 1 will be prepared for closure by cutting back the waste slope to 3H to 1V along the existing access road, and constructing final cover on the eastern slope of the landfill;
- Phase 2 will be filled over top of Phase 1 in approximately the northern half of the site.
- upon completion of Phase 2, final cover is progressively over Phase 2 and filling continues in the southern half of the site;
- landfilling in Phases 2 and 3 will also occur concurrently with continued borrow area excavation;

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- it is recognized that filling can occur alternatively in Phases 2 and 3, based on day to day and seasonal requirements. For example, on windy days the working face can be relocated further north and west to more sheltered locations which will minimize wind-blown litter. In reality since the site is relatively small the sequencing of Phases 2 and 3 will have little bearing on the overall efficiency of site operations, and adjustments should be made as required; and,
- as final closure progresses, the site's stormwater management controls would be developed.

SLR considers this plan to be a logical sequence of development but presents the following recommendations for the RDKB's consideration:

- as Alpine Contracting appears to be an experienced landfill contractor, consideration should be given to engaging Alpine in routine site development discussions and soliciting their opinions on development sequence. Consideration could also be given to requesting Alpine to prepare annual landfill sequencing plans to be submitted to the RDKB for review and approval; and,
- given the relatively close proximity of the site to the Town of Trail, consideration could be given to reversing the sequence of Phases 2 and 3 such that the southern portion of the site is filled first. This would permit the final closure and landscaping of the southern exterior slopes of the site first, which would reduce visibility of the ongoing landfill operation from the south. This would also serve to assist with control of operating nuisances such as blowing litter, dust, and odour.

4.1.2 Development of Alternate Contour Plan

If the RDKB chooses to move forward according to the Alternate Final Contour Plan, the following sequence of development is recommended (shown in Figure 6):

- landfilling would initially continue according to the area method in the central part of the landfill while the new access road is constructed along the McKelvey Creek Realignment;
- concurrent with new access road construction, ground water and surface water conditions in the area of the topographic low should be investigated, including consideration of the requirement for any engineered controls required to prevent future leachate breakouts in this area. The nature of these controls will depend on the overall environmental performance of the landfill relative to ground water quality. If the site continues to perform acceptably as a natural attenuation facility based on ongoing environmental monitoring, then installation of granular drains to ensure hydraulic connection of this portion of the landfill to depth may be warranted. However, if monitoring indicates that some form of remedial action is required, then controls in this area may consist of ground water collection measures such as purge wells or an interceptor trench;

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- once the new road is commissioned, the scale facility and waste reuse centre would be relocated to a new location on the access road;
- the topographic low area where the road is currently located would be prepared for landfilling. Preparatory activities would include:
 - removal of the asphalt road surface and possibly some of the road base materials so as not to create preferential pathways for leachate migration;
 - construction of an earthen berm along the southern perimeter of this depression to define the new toe of the landfill in this area;
 - installation of any engineered controls required in this area;
- once the topographic low area is prepared, filling operations would transition into this area and continue in controlled lifts until the waste surface reaches a similar elevation to the central plateau of the landfill;
- landfill operations would continue in the southern portion of the landfill, with progressive closure of the southern slope of the landfill;
- landfill operations continue in the northern portion of the site, with the operation visually screened from the south by the closed southern slope of the site; and,
- as final closure progresses, the site's stormwater management controls would be developed.

4.2 Daily Operations

The landfill service is open weekdays from 7:00 a.m. to 5:00 p.m., and on weekends from 10 am to 5pm. The site is closed on statutory holidays. No unregulated / afterhours access is allowed.

The RDKB's own staff supervise the landfill operation, operate the scale house and undertake financial transactions. Heavy equipment operations including spreading and compacting of waste, excavation and spreading of cover material, and moving/dumping of waste and recyclable bins are undertaken by Alpine Contracting. In 2013 the RDKB renewed Alpine's contract for a five year period.



Landfill working face operations, December 2013

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SLR conducted a site inspection of waste placement operations on December 16, 2013, and present the following observations:

- the landfill was operating with one working face with dimensions of about 10 m x 10 m. Beyond this working face there was no significant amount of uncovered waste visible;
- waste was being spread with a Cat 816F landfill compactor (net power rating of 179 kw, and weight of 23,750 kg);
- discussion with the compactor operator indicated that he has sufficient time to spread the incoming waste and apply at least five to six passes of the compactor before additional waste arrives at the tipping face. The operator also has opportunity to apply additional compaction to the tipping face surface before daily cover is applied at the end of each day;
- other equipment at the landfill includes a front-end loader for excavating and applying daily cover, and a second, older waste compactor that is used occasionally when the Cat 816F is unavailable (i.e. downtime for service, etc.). Roll-off trucks are used as required to move/place recyclable bins;
- the perimeter of the central plateau of the landfill is maintained at a slightly higher elevation than at the centre. This contains precipitation that falls on the plateau surface and limits run-off away from the landfill;
- there was no significant amount of blowing litter or dust observed. However, it is noted that there was light rainfall during the site visit; and,
- there was no significant number of birds visible at the landfill.

These observations suggest that the landfill is generally well run from an operations perspective. Notwithstanding these positive observations SLR recommends that the RDKB consider undertaking periodic waste density measurements to track the effectiveness of Alpine's landfilling operation and daily cover utilization. A proven methodology for measuring density is to conduct accurate topographic surveys (e.g. quarterly) of a defined area of the landfill, calculate the volumetric change between successive surveys, and calculate density based on the volumetric data and weigh scale data.

5.0 CLOSURE PLANNING

5.1 Closure Objectives and Status of Closure Planning

In their broadest sense, landfill closure plans should document how the landfill site will be maintained following termination of waste receipt to ensure that environmental control systems that are required will continue to function, and the landfill's environmental performance relative to appropriate criteria continue to be met.

Table 2 presents the minimum requirements for landfill closure planning as per the existing 1993 Landfill Criteria, and identifies whether the closure-related work undertaken by the RDKB complies with these requirements.

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Table 2: Status of Landfill Closure Planning Compared to 1993 Landfill Criteria Closure Requirements

Closure Requirements per 1993 Landfill Criteria	Status of McKelvey Creek Closure Planning
Anticipated total waste volumes and tonnage, and life of the landfill (i.e. closure date).	Completed; presented in 2002 SHA DOCP and updated in this report.
A topographic plan showing the final elevation contours of the landfill and surface water diversion and drainage controls.	Completed; presented in 2002 SHA DOCP and updated in this report.
Design of the final cover including the thickness and permeability of barrier layers and drainage layers, and information on topsoil, vegetative cover and erosion prevention controls.	Partially completed; four cover cross sections evaluated in 2002 SHA DOCP. Further final cover design considerations provided in Section 5.2 of this report.
Procedures for notifying the public about the closure and about alternative waste disposal facilities.	Not yet completed. Since the operating lifespan of the landfill is relatively long, public notification of eventual landfill closure can reasonably be deferred at this time.
Rodent and nuisance wildlife control procedures.	Nuisance wildlife is currently controlled primarily through good operating procedures (e.g. small working face, effective daily cover).
A plan for monitoring groundwater, surface water and landfill gas, erosion and settlement for a minimum post-closure period of 25 years.	Monitoring is undertaken and reported in annual landfill reports. Monitoring program should be expended per recommendations in Section 3.5 of this report. Monitoring program should evolve based on findings of ongoing monitoring. Gas generation assessment has been undertaken in 2010 and must be updated in 2015.
An estimated cost, updated annually, to carry out closure and post-closure activities for a minimum period of 25 years.	Completed. Costs have been estimated in the 2002 SHA DOCP, updated by CRA in 2012, and have been updated again for this report (see Appendix B).

As may be seen from Table 2, the RDKB has undertaken many of the requirements for closure planning contained in the 1993 Landfill Criteria, although some requirements will need to evolve through site's operational period. Furthermore, the updated draft Landfill Criteria contain additional closure related requirements which will influence closure planning and reporting requirements.

SLR recommends that the RDKB proceed with further closure planning in conjunction with operational decisions that need to be made regarding the site. We provide the following general framework for consideration:

- the contour plan that will be followed through the remainder of the site's operating period needs to be confirmed (i.e. existing contour plan, alternate contour plan associated with relocated access road, or further evolutions of these);
- environmental monitoring efforts should be broadened to better define the landfill's compliance with applicable environmental criteria, and to determine if any remedial works are required at this time or in the near future;

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- upon finalization of the updated draft Landfill Criteria, the RDKB should carry out a review of the new Criteria in the context of the landfill site. This review may identify additional operational planning, environmental monitoring, or design activities; and,
- site closure activities should be carried out progressively as soon as is permitted by the development of the final waste contours. Detailed design of the final cover, and associated surface drainage and gas venting works should be undertaken in advance of closure of any phase of the landfill site.

5.2 Final Cover Design

Key requirements for final cover design in the 1993 Landfill Criteria are as follows:

- a final cover is to consist of a minimum of 1 metre of low permeability ($<1 \times 10^{-5}$ cm/s) compacted soil plus a minimum of 0.15 metre of topsoil with approved vegetation established;
- the final cover is to be constructed with slopes between 4% and 33% with appropriate run-on/run-off drainage controls and erosion controls;
- an assessment of the need for gas collection and recovery systems shall be made so that, in the event such systems are required, cover can be appropriately designed and constructed;
- final cover is to be installed within 90 days of landfill closure or on any areas of the landfill which will not receive any more refuse within the next year;
- completed portions of the landfill are to progressively receive final cover during the active life of the landfill; and
- additional layers of natural materials including earth and aggregate and/or synthetic materials may be necessary for inclusion in the final cover design due to site specific conditions and the presence of management systems for leachate and landfill gas.

The 2002 SHA DOCP evaluated four different cover designs including the Landfill Criteria 'minimum cover'. Infiltration performance of the cover designs was evaluated using the HELP model, and a composite cover system incorporating a geosynthetic/compacted clay barrier layer was recommended. The recommended composite cover system consisted of the following (from base upwards):

- 150 mm thick granular gas collection layer;
- Geotextile separator;
- 150 mm sand friction layer;
- 300 mm compacted clay barrier;
- 1 mm (i.e. 40 mil) geomembrane barrier;
- 300 mm sand drainage/cushion layer;
- 300 mm hydroseeded topsoil layer; and,
- passive gas vents.

This cover cross-section is shown in Figure 7. The key driver supporting this recommendation was that the composite cover's infiltration performance was superior to the other systems evaluated. Minimizing infiltration was seen as important given that the landfill site is unlined, is underlain by sands, and in relatively close proximity to the Columbia River.

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In light of the environmental monitoring results briefly discussed in Section 3.5, SLR concurs that the final cover system needs to be a robust and protective capping system. A key characteristic of this system is the composite barrier system consisting of a membrane barrier overlying a compacted soil barrier, which provides several orders of magnitude lower hydraulic conductivity as compared to soil barriers alone. SLR's experience in using the HELP model reflects that while many cover design elements influence cover performance, barrier layer permeability remains one of the single most important parameters governing cover performance.

At this time SLR concludes that the cover cross section proposed in the 2002 SHA report is a reasonable basis for further closure planning and which should be refined through the detailed design process. Detailed design considerations for the final cover should include:

- evaluation of geomembrane type, thickness, and need for a textured membrane to further improve slope stability;
- substitution of a geosynthetic clay liner (GCL) in place of the compacted clay barrier layer. A GCL barrier would typically have superior permeability performance compared to a clay liner, and as deposits of clay soils are not prevalent in the McKelvey Creek area, a GCL may be more economically attractive. Consideration would need to be given to the potential for differential waste settlement which could lead to separation of GCL panels;
- re-evaluation of cover slope stability, reflecting the evolution of cover design;
- detailed specifications for other cover layers;
- preparation of specifications that include detailed quality control/assurance procedures to be carried out during construction; and,
- other requirements as required by updated Landfill Criteria.

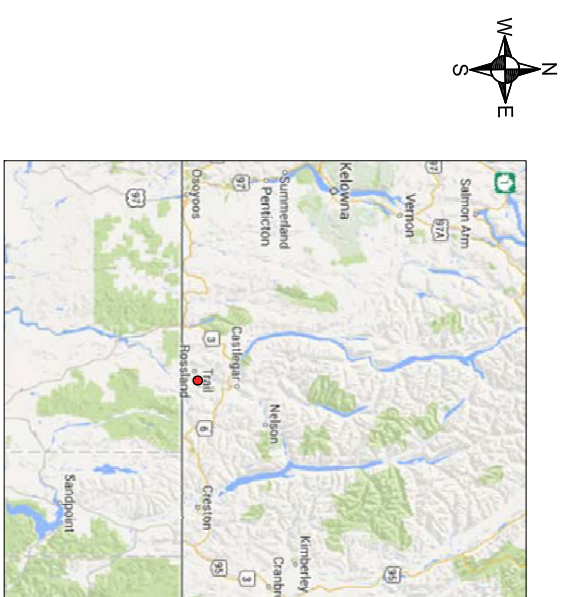
5.3 Closure Cost Estimates

SLR has calculated an updated cost of closure of the landfill. As discussed in Section 3.4, Phase 1 closure is imminent, Phase 2 closure would occur in 2063, and Phase 3 closure would occur in 2093. It is also estimated that the remaining 133,000 m³ of cover soil in the borrow area will be consumed by 2053. Further sources of cover will need to be identified before this time.

Based on the above time lines and costs for the three closure phases of the landfill, SLR has developed estimates of the required reserve fund contributions on a yearly basis from 2014 to the predicted closure date of 2093. As noted above, Phase 1 closure is imminent however the existing balance in RDKB's closure reserve is \$333,479.46 which is insufficient to fund Phase 1 closure presently. As such the timing of Phase 1 closure was deferred to 2017 to permit sufficient growth of the reserve. The closure cost estimates and required reserve fund contributions are presented in Appendix B.

FIGURES

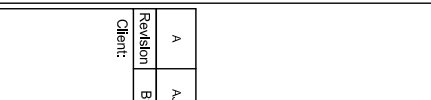
**Updated Design, Operations, and Closure Plan and Financial Analysis
of Closure and Post Closure Reserve Funds
McKelvey Creek Landfill
SLR Project No.: 209.40204.00000**

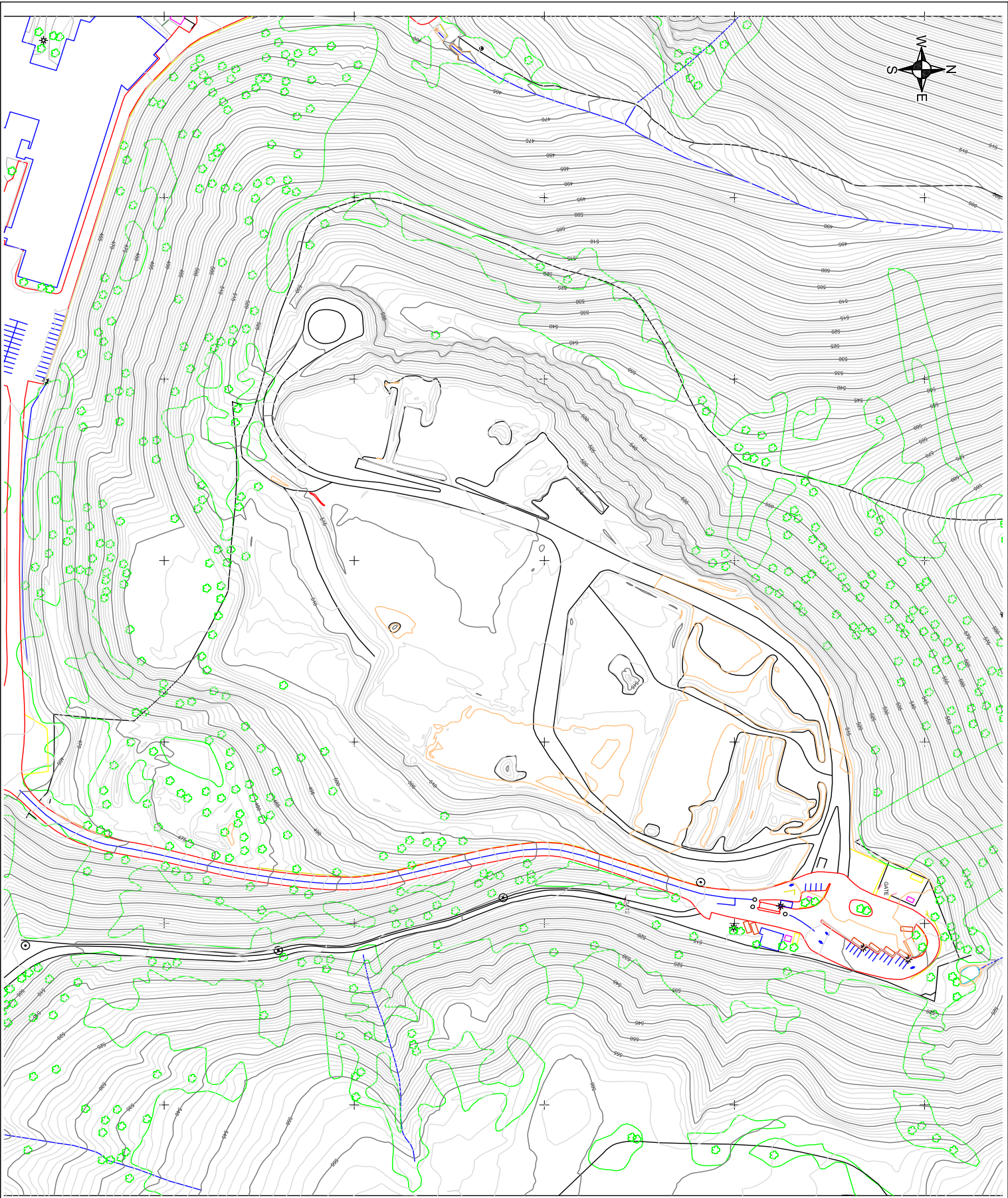


SITE LOCATION



LANDFILL LOCATION

NOTES				
LEGEND				
				
<p>Client: Regional District of Kootenay Boundary</p>				
<p>Project: McKelvey Creek Landfill</p>				
<p>Drawing Title: Site Location</p>				
<p>Scale: NTS</p>				
<p>Drawing Number: FIGURE 1</p>				
<p>DRAFT</p>				



NOTES
AERIAL SURVEY AND DRAWING PROVIDED BY ROMG. ORIGINALLY
PRODUCED BY AEROGEO LTD.

LEGEND

- | | | | |
|--|--------------------|--|--------------------|
| | Building | | Scrub |
| | Contour 5m | | Sign |
| | Contour 1m | | Spot Height |
| | Contour Depression | | Tank |
| | Conveyor | | Trail |
| | Delineated Feature | | Tree Line |
| | Ditch | | Tree Line |
| | Road Retention | | Wall Retaining |
| | Road Construction | | Fence |
| | Road Double Gravel | | Guardrail |
| | Road Paved | | Legal |
| | Road Shoulder | | Pipe |
| | Scale | | Pole-Utility |
| | | | Road Single Gravel |

A	AJC	MS	14/02/13	ISSUED FOR REVIEW
Revision	By	Chkd By	Date	Comments

Client:



SLR
101-280 TOWN CENTRE BLVD
MARKHAM ON L3R 9H8
T: 905.415.1215
F: 905.415.1410
www.slrconsulting.com

Site: McKELVEY CREEK LANDFILL

Project: D&O PLAN UPDATE

Drawing Title:

EXISTING SITE CONDITIONS

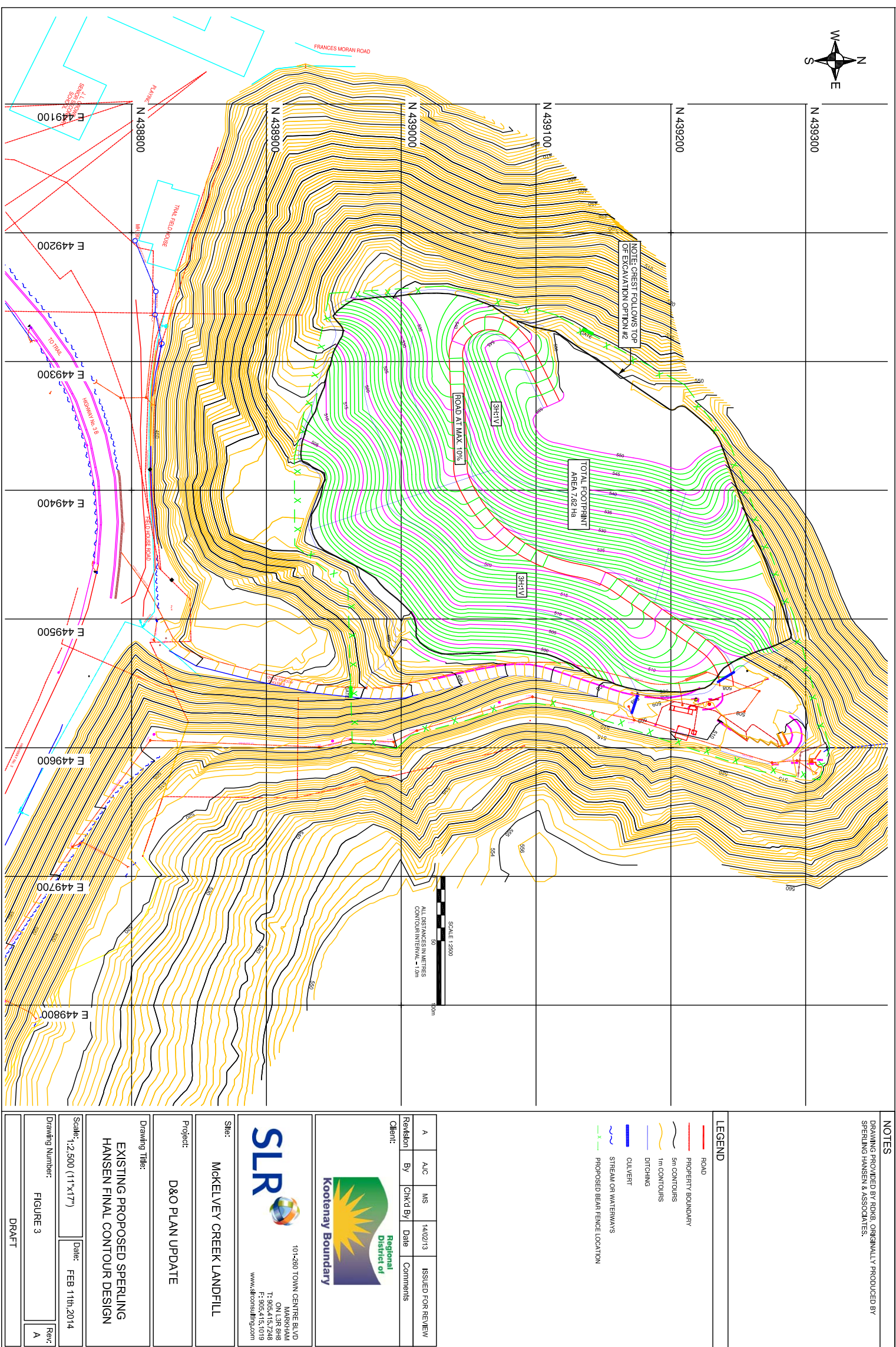
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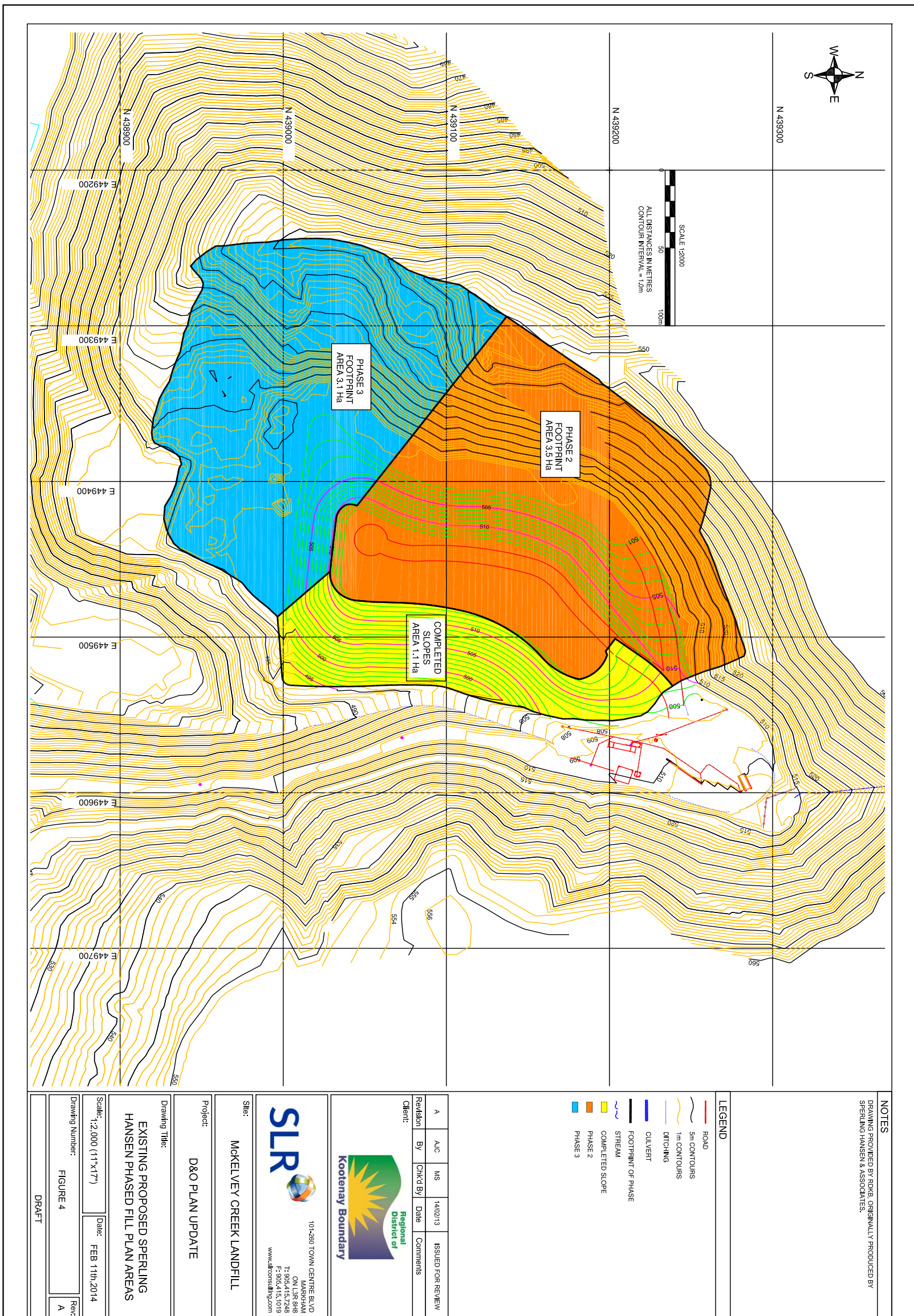
Date: FEB 10th 2014

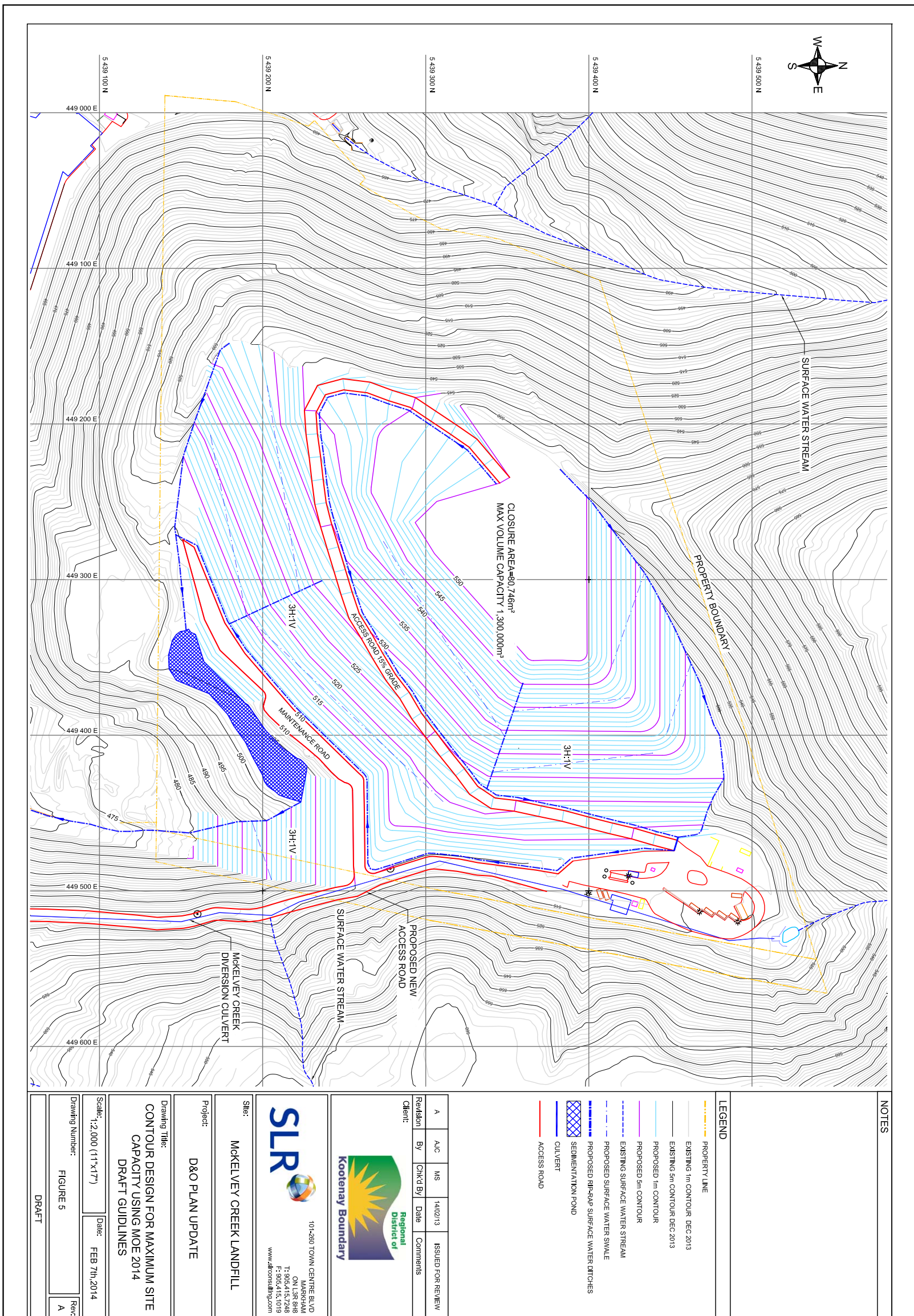
Drawing Number: FIGURE 2

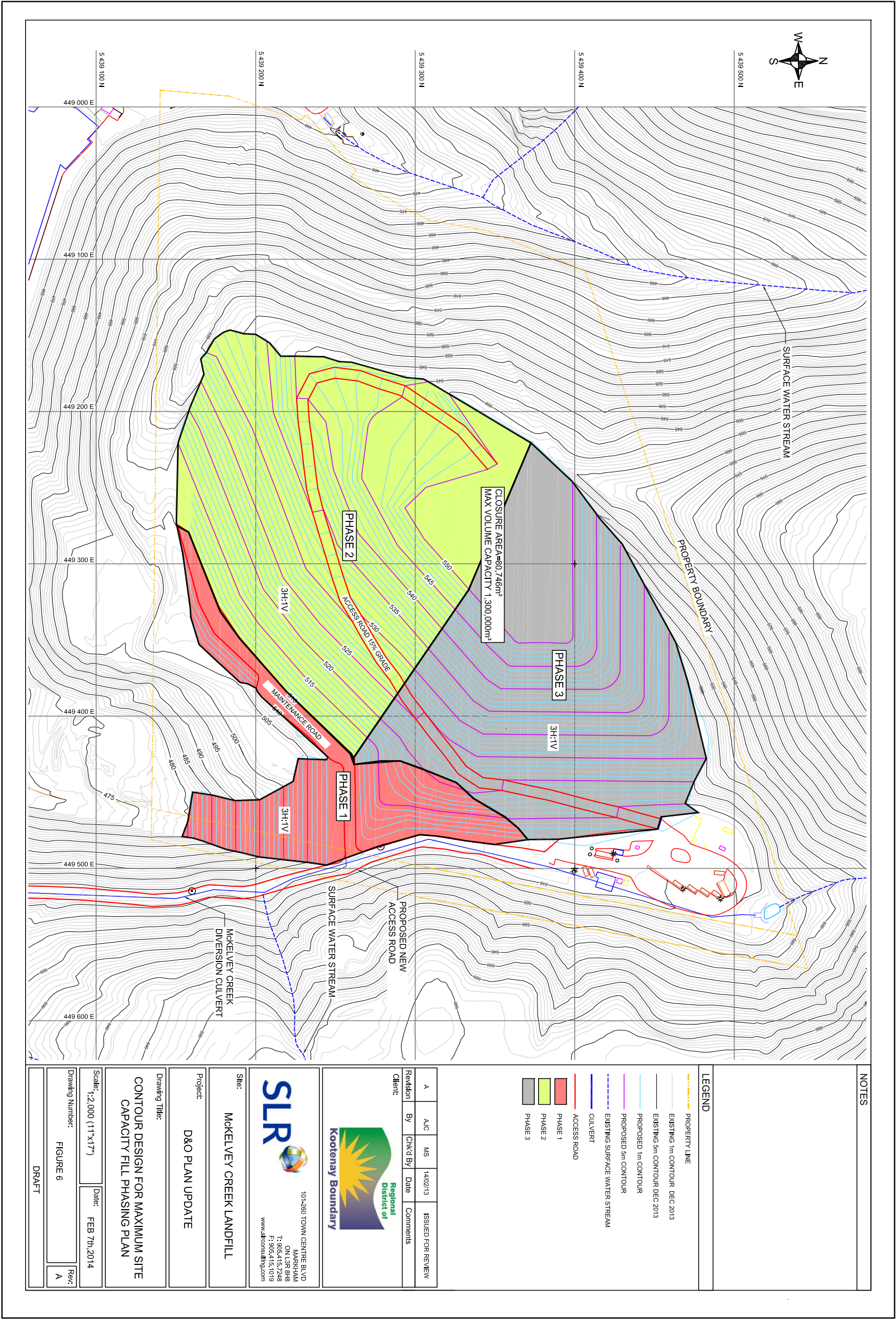
Rev: A

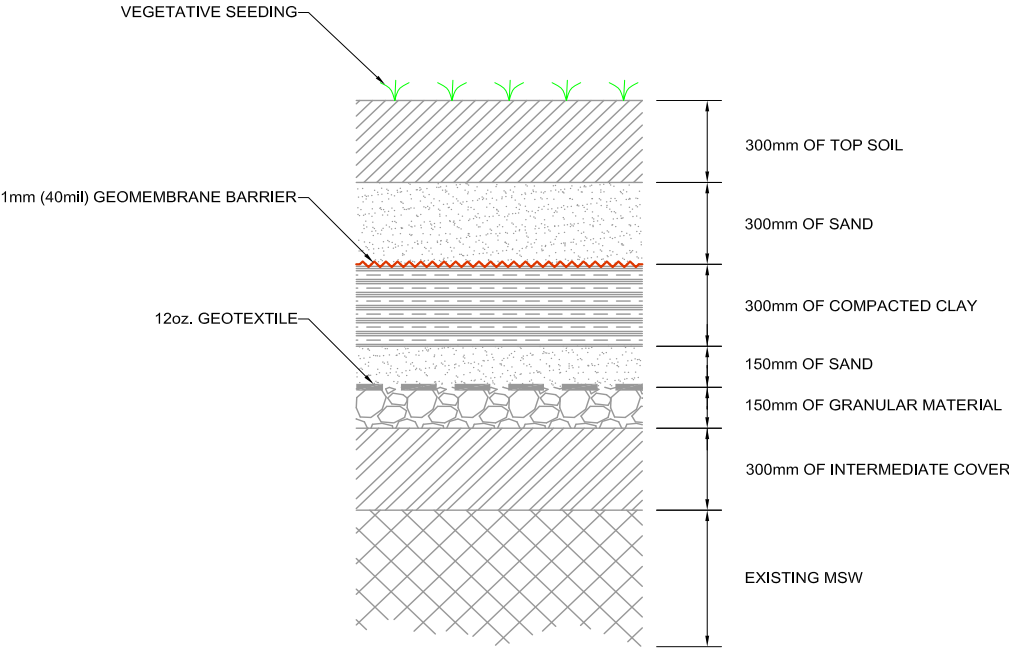
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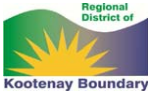






A	AJC	MS	14/02/13	ISSUED FOR REVIEW
Revision	By	Chk'd By	Date	Comments

Client:



101-260 TOWN CENTRE BLVD
MARKHAM
ON L3R 8H8
T: 905.415.7248
F: 905.415.1019
www.slrconsulting.com

LEGEND:

Site:		McKELVEY CREEK LANDFILL	
Project:		D&O PLAN UPDATE	
Drawing Title:		CROSS SECTION THRU CLOSURE COVER SYSTEM	
Scale:	1:20 (8.5"x11")	Date:	FEB 7th, 2014
Drawing Number:	FIGURE 7		Rev: A
DRAFT			

APPENDIX A
Ministry Of Environment Permit Pr-O1917

**Updated Design, Operations, and Closure Plan and Financial Analysis
of Closure and Post Closure Reserve Funds
McKelvey Creek Landfill
SLR Project No.: 209.40204.00000**

PROVINCE OF BRITISH
COLUMBIA



Environmental Protection
#401.333 Victoria Street
Nelson, British Columbia
V1L 4K3
Telephone: (604) 354-6355

MINISTRY OF ENVIRONMENT,
LANDS AND PARKS

PERMIT
PR-O1917

Under the Provisions of the Waste Management Act

REGIONAL DISTRICT OF KOOTENAY BOUNDARY 202 -
843 ROSSLAND AVENUE TRAIL, BRITISH COLUMBIA V1R
4S8

is authorized to discharge refuse to the land from a Regional and Municipal solid waste collection system serving the communities of Trail, Montrose, Fruitvale, Warfield and Rossland, British Columbia, as well as Areas A and B of the Regional District of Kootenay Boundary, subject to the conditions listed below. Contravention of any of these conditions is a violation of the Waste Management Act and may result in prosecution.

1. SPECIFIC AUTHORIZED DISCHARGE

1.1. This subsection applies to the discharge of municipal solid waste from the MUNICIPALITIES OF TRAIL, WARFIELD, ROSSLAND, MONTROSE, FRUITVALE AND AREAS A AND B OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY as shown on the attached Site Plan A.

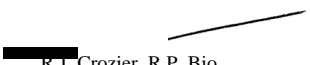
1.1.1. The maximum authorized rate of discharge is 135 m³/day. The authorized discharge period is 48 hours/week.

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- 1.1.2.

The characteristics of the discharge shall be typical residential, industrial, commercial and institutional solid waste but excluding:

Special Waste

Rubber Tires

Vehicle Hulks

Automobile Batteries

Waste Oils

Waste Paint

Ozone Depleting Substances

Septic Tank Wastes

Bulk liquids and semisolid sludges which contain free liquid.

Liquid or semisolid wastes including septage, black water, sewage treatment sludge, etc.

Human anatomical and animal waste components of biomedical waste and the untreated non-anatomical waste component of biomedical waste.

**Dead animals and slaughter house, fish hatchery and farming wastes or cannery wastes and byproducts.

**Discharge of carcasses shall be limited to those of a domestic nature and animal road kills only. Carcasses are to be covered immediately with a minimum of 1 metre of suitable soil cover. Burial of these wastes in dedicated locations (i.e. avoiding co-disposal) at a landfill site may be approved only if there is no other viable alternative such as treatment/disposal, recycling, reprocessing or composting. Viability is to be determined by the Regional Waste Manager.
- 1.1.3.

The authorized works are a sanitary landfill and related appurtenances located approximately as shown on attached Site Plan A.
- 1.1.4.

The location of the facilities from which the discharge originates is the McKelvey Creek site described as Lot 1, Plan 18105, Plan 10537, Plan 18106, Parcel A, Reference Plan 176501, Sublot 2, District Lot 4598, Kootenay District as shown on the attached Site Plan A.

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2. OPERATIONAL REQUIREMENTS

2.1 . Landfill Operational Requirements

2.1.1.

Method of Operation

The landfill shall be operated using the area fill method. Refuse shall be placed no less than 1 metre above the highest ground water level. The refuse shall be compacted using heavy equipment and shall be placed in lifts with a maximum depth of 3 metres. The edge of the landfill shall be bermed to divert runoff and the dumping area fenced or bermed to control the size of the open face to be covered. The landing shall be cleared of scattered refuse when cover material is applied. Drainage shall be provided to ensure that ponding does not occur on the landfill.

The disposal of municipal solid waste into water is unacceptable. Surface water diversion to restrict storm water run off from contacting the wastes is required.

2.1.2..

Waste Deposition and Compaction

Wastes shall be spread in thin layers 0.6 metre or less on the working face and compacted. The working face area shall not exceed a horizontal width of 25 metres, a vertical height of 3 metres, and shall be maintained at a slope of between 25 to 30 degrees.

2.1.3.

Daily Cover

Suitable soil cover material shall be applied to a compacted depth of at least 0.15 metre on all exposed solid waste at the end of each day that municipal solid waste is discharged at the landfill.

2.1.4.

Final Cover

Final cover shall consist of a minimum of 1 metre of low permeability (<1 x 10⁻⁵ cm/s) compacted soil plus a minimum of 0.15 metre of topsoil with approved vegetation established. Soils of higher permeability may be approved based on leachate generation potential at the landfill site. Final cover is to be constructed with slopes between 4% and 33% with appropriate run-on run-off drainage controls and erosion controls. An assessment of the need for gas collection and recovery systems shall be made so that, in the event such systems are required, cover can be appropriately designed and constructed. Final cover shall be installed within 90 days of landfill closure or on any areas of the landfill which will not receive any more refuse within the next year. Completed portions of the landfill are to progressively receive final cover during the active life of the landfill.

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2.1.5.

Cover During Extreme Weather Conditions

During periods of extreme weather conditions, such as those that cause the ground to freeze, an exemption to the daily cover requirement may be approved by the Regional Waste Manager upon written request.

2.1.6.

Equipment

The permittee shall have at the site a compacting machine (minimum 18,144 kg), a steel wheel articulated 966 Cat or equivalent Scavenging and Salvaging

2.1.7.

Uncontrolled scavenging of waste is prohibited. The organized salvaging of wastes by the landfill operator is encouraged if areas or facilities for separation of recyclable or reusable materials are provided.

2.1.8.

Asbestos Disposal

Asbestos wastes shall be packaged, handled and disposed of in accordance with the following requirements:

- (i) The waste asbestos shall not be mixed with any other special waste.
- (ii) The waste asbestos shall be confined during handling, storage and transportation by:

Packing in 6 mil plastic bags placed within a non-reusable drum and then sealed, or;

packing in a 6 mil plastic bag placed within a second 6 mil plastic bag and then sealed, or;

wet containment techniques such as saturation with water and containment in non-leaking sealed drums or equivalent, or;

other approved containment techniques.

- (iii) The waste asbestos shall be disposed of at the landfill by being immediately buried with a minimum of 0.5 metre of cover material.

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2.2. Operational Requirements for Management of Recyclable/Reusable
Material

2.2.1. Segregation of Metallic Wastes

The Permittee shall segregate large metallic recyclables such as appliances and auto bodies, etc., for storage in a separate area of the site. These recyclables shall be removed at least once per year or at other frequencies prescribed by the Regional Waste Manager.

2.2.2 Segregation of Rubber Tires

The Permittee shall segregate rubber tires for storage in a separate area of the site. These recyclables shall be removed at least once per year or at other frequencies prescribed by the Regional Waste Manager.

2.3. Suspension

The permittee shall ensure that no discharge occurs from or in respect of the works authorized by this permit during any period of suspension under the Waste Management Act

3. DESIGN AND PERFORMANCE REQUIREMENTS

3.1. Ground and Surface Water Quality Impairment

The authorized landfills must not be operated in a manner such that ground or surface water quality in existing or potential future water supply aquifers or surface waters decreases beyond that allowed by the Approved and Working Criteria for Water Quality prepared by the Water Management Division of the Ministry of Environment, Lands and Parks, or other appropriate criteria, at or beyond the landfill property boundary. The appropriate water quality criteria for this site may be specified by the Manager after reviewing existing and potential future uses of the ground and surface water resources.

3.2. Public Health, Safety and Nuisance

This landfill will, not be operated in a manner such that it becomes a significant threat to public health or safety or a public nuisance is created with respect to, unauthorized access, roads, traffic, noise, dust, litter, vectors or wildlife attraction.

3.3. Design

A landfill design is to be submitted for approval to the Regional Waste Manager on or before December 31, 1996. The landfill design must be in accordance with the Regional Solid Waste Management Plan.

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3.4. Dust Control

Dust created within the landfill property shall be controlled, using methods and materials acceptable to the Regional Waste Manager, such that it does not cause a public nuisance.

3.5. Litter Control

Litter shall be controlled by compacting the waste, minimizing the work face area, applying cover at the required frequencies, providing litter control fences and instituting a regular litter pick up and general good housekeeping program or as specified by the Regional Waste Manager. Areas outside the front gate or along roads adjacent to the dump are to be kept free of litter.

3.6. Vector and Wildlife Control

Vectors (carriers capable of transmitting a pathogen from one organism to another including, but not limited to flies and other insects, rodents and birds) shall be controlled by the application of cover material at the required frequency or by such additional methods as specified by the Regional Waste Manager. This landfill shall be operated so as to minimize the attraction of wildlife such as bears and birds by applying cover at required frequencies and instituting a good housekeeping program.

3.7. Site Access

Appropriately constructed and maintained access roads capable of supporting all vehicles hauling waste are required during the operating life of the landfill. Access roads shall be paved to minimize the possibility of spreading dust to the surrounding residential area.

3.8. Designated Areas

The Permittee shall provide and maintain, within the confines of the site or at other more appropriate locations, areas for the separation, handling and storage of recyclable, compostable or reusable materials such as bulky metallic objects, tires, yard wastes, source separated glass, metal, plastic, paper, concrete, cardboard and drywall.

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(most recent)

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3.9. Signs

A sign shall be posted at each entrance gate with the following current information:

Site Name

Owner and Operator

Contact phone number and address for owner and operator.

Phone number in case of emergency (such as fire).

Hours of Operation

Materials/Waste Accepted for Landfill

Materials/Waste Banned

Tipping Fees

Alternatives to waste disposal (location of nearest recycling depot/auto wrecker etc.).

Additional signs are required to clearly indicate the directions to the main tipping face, public disposal area, and the recycling/waste separation areas.

3. 10. Site Security

Locking gates shall be installed at all access routes to the landfill site. Gates, perimeter fencing and/or barriers shall be installed where necessary to prevent unauthorized access to the site by vehicles. Gates shall be locked to prevent unauthorized access during non-operating hours.

A site-attendant shall be present when the gates are open.

4. MONITORING AND REPORTING REQUIREMENTS

4. 1. Environmental Impact

Inspections of the discharge will be carried out by Environmental Protection Program personnel as a part of the routine permit inspection procedure. Based on these inspections and any other information available to the Regional Waste Manager on the effect of the discharge on the receiving environment, the permittee may be required to undertake additional monitoring and/or install additional pollution control works.

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R.J. Crozier, R.P. Bio.
Regional Waste Manager

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PROVINCE OF BRITISH
COLUMBIA

Environmental Protection

4.2. Monitoring Requirements

4.2.1. Measurement of Refuse and Recyclables

The quantity of all wastes entering the landfill shall be measured using methods approved by the Regional Waste manager.

4.2.2. Leachate Monitoring

The permittee shall retain the services of a qualified geotechnical engineer to assess the leachate generation potential, and its impact on the ground water and/or the culverted McKelvey Creek and shall submit his report to the Regional Waste Manager on or before December 31, 1995. Based on this assessment the Regional Waste Manager, will evaluate the sensitivity of the receiving environment, plus any other pertinent information and may, at his discretion, require the permittee to implement additional control and/or treatment measures.

4.2.3. Landfill Gas Monitoring

An assessment of the need for the collection and subsequent management of methane gas generated in the landfill is required, on or before December 31, 1995. At no time should combustible gas concentrations exceed the lower explosive limit in soils at the property boundary or 25% of the lower explosive limit in any on-site or off-site structures or facilities. With regard to the construction of any on-site buildings and structures or the installation of services (water, sewer, electrical, etc.), due consideration will be given to the potential gas hazard.

This landfill will be operated in a manner such that gas odours will not create a public nuisance, or exceed federal, provincial or local air quality criteria.

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K.J. Crozier, R.P. Bio.
Regional Waste Manager

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Environmental Protection

4.2.4. Fugitive Dust Measurement

At locations and on a frequency specified by the Regional Waste Manager, the permittee shall measure the dustfall, over a two week period and record the results as milligrams per square decimeter per day.

The permittee shall suppress fugitive dust created within the operation area. The measured dustfall data will be compared to the Ministry Objective value of 1.75 mgldm²ed. If the measured ambient air quality compares unfavourably to the Ministry Objective value, the Regional Waste Manager will evaluate the sensitivity of the receiving environment, the contribution of the permittee dustfall sources to the measured ambient values, plus any other pertinent information and may, at his discretion, require the permittee to implement additional control measures on fugitive dust sources.

Analyses are to be carried out in accordance with procedures described in the third edition of "A Laboratory Manual for the Chemical Analysis of Ambient Air, Emissions, Precipitation, Soil and Vegetation, (April, 1983, 253 pp.)" or by suitable alternative procedures as authorized by the Regional Waste Manager.

Copies of the above mentioned manual are available from the Environmental Protection Division, Ministry of Environment, Lands and Parks, 777 Broughton Street, British Columbia, V8V 1X5, at a cost of \$40.00, and are also available for inspection at all Environmental Protection Program Offices.

4.3. Record Keeping and Reporting

4.3.1. Records

The owner and/or operator of a landfill shall record and maintain the following information both on-site and at the legal address of the owner/operator:

Copy of the permit(s) for the site or the certificate(s) of operation.

Inspection records for inspections conducted by staff and regulatory agencies.

Contingency plan and notification procedures.

Closure and post-closure care plans.

Monitoring results for gas, leachate, surface and ground water.

Copies of all annual reports.
Interpretations of monitoring results.

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K.J. Crozier, R.P. Bio.
Regional Waste Manager

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COLUMBIA

Environmental Protection

4.3.2. Reporting

The permittee shall maintain records of the quantities of solid waste disposed in accordance with Subsection 4.1.1, leachate (if present) analyses and flow measurements in accordance with Subsection 4.2.2., dustfall data in accordance with Subsection 4.2.4. and the results of the gas monitoring program (if required) in accordance with Subsection 4.2.3., for inspection. Copies of the records of quantities of solid waste from the previous quarter, shall be submitted to the Regional Waste Manager within 31 days of the end of the quarter. The first report shall be submitted by March 31, 1995.

Data of analyses and flow measurements of leachate monitoring (if required) for the previous quarter, shall be submitted to the Regional Waste Manager within 31 days of the end of the quarter. The first report shall be submitted by December 31, 1995.

Data of dustfall measurements for the previous quarter, shall be submitted to the Regional Waste Manager within 31 days of the end of the quarter. The first report shall be submitted by December 31, 1995.

Data of gas monitoring program (if required) for the previous quarter, shall be submitted to the Regional Waste Manager within 31 days of the end of the quarter. The first report shall be submitted by December 31, 1995.

Monitoring data shall be submitted in an electronic and/or printed format satisfactory to the Regional Waste Manager.

5. ANNUAL REVIEW OF PERMIT CONDITIONS

The conditions of this permit are to be reviewed annually by the Waste Management Branch in concert with the Regional District of Kootenay Boundary commencing January 31, 1996. The need for increased or decreased monitoring or the need to upgrade existing works will be based on this review.

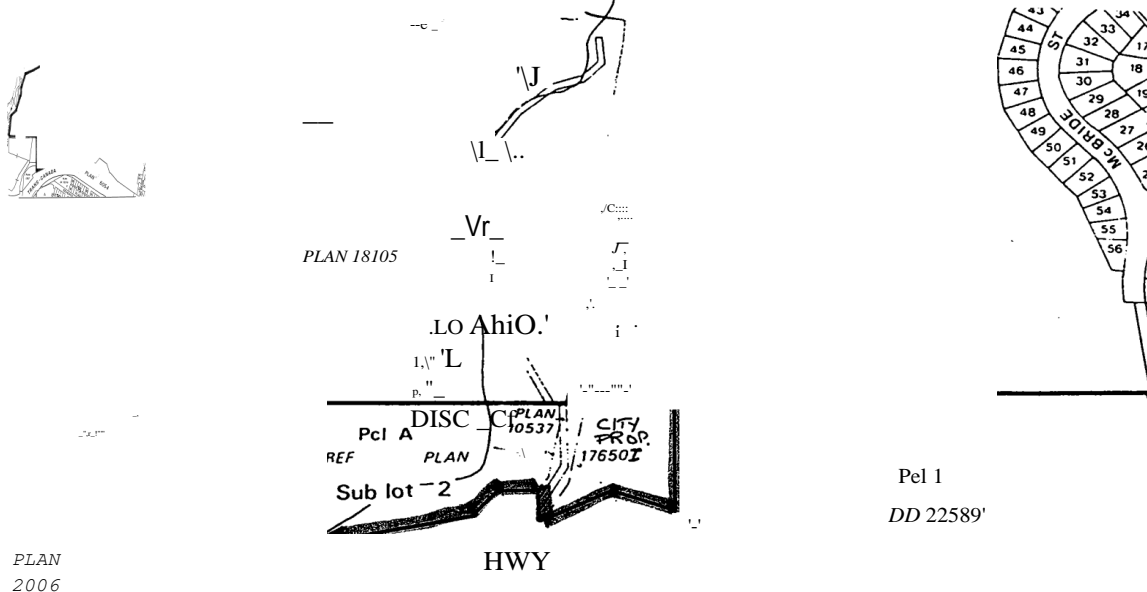
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R. Grozier, R.P. Bio.
Regional Waste Manager
PERMIT PR-O1917

PROVINCE OF BRITISH
COLUMBIA

Environmental Protection Program

Site Plan -A 111114
The Regional District of Kootenay Boundary, Trail and Area, Sanitary Landfill



LEGAL DESCRIPTION: Lot 1, Plans 18105, 18100, and 10537, Parcel A. Ref Plan 176501, Sub Lot 2, District Lot 4598, Kootenay District

Permit / Approval: PRO191
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Date Issued: June 18, 1973

Date Amended: JUN 13 1995

Regional Waste

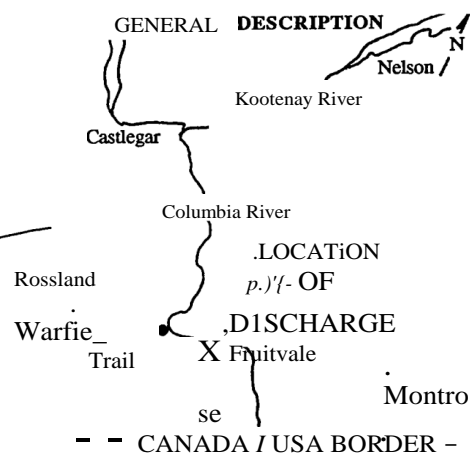
Manager:

R.J. Croifer,

R.P. Bio.

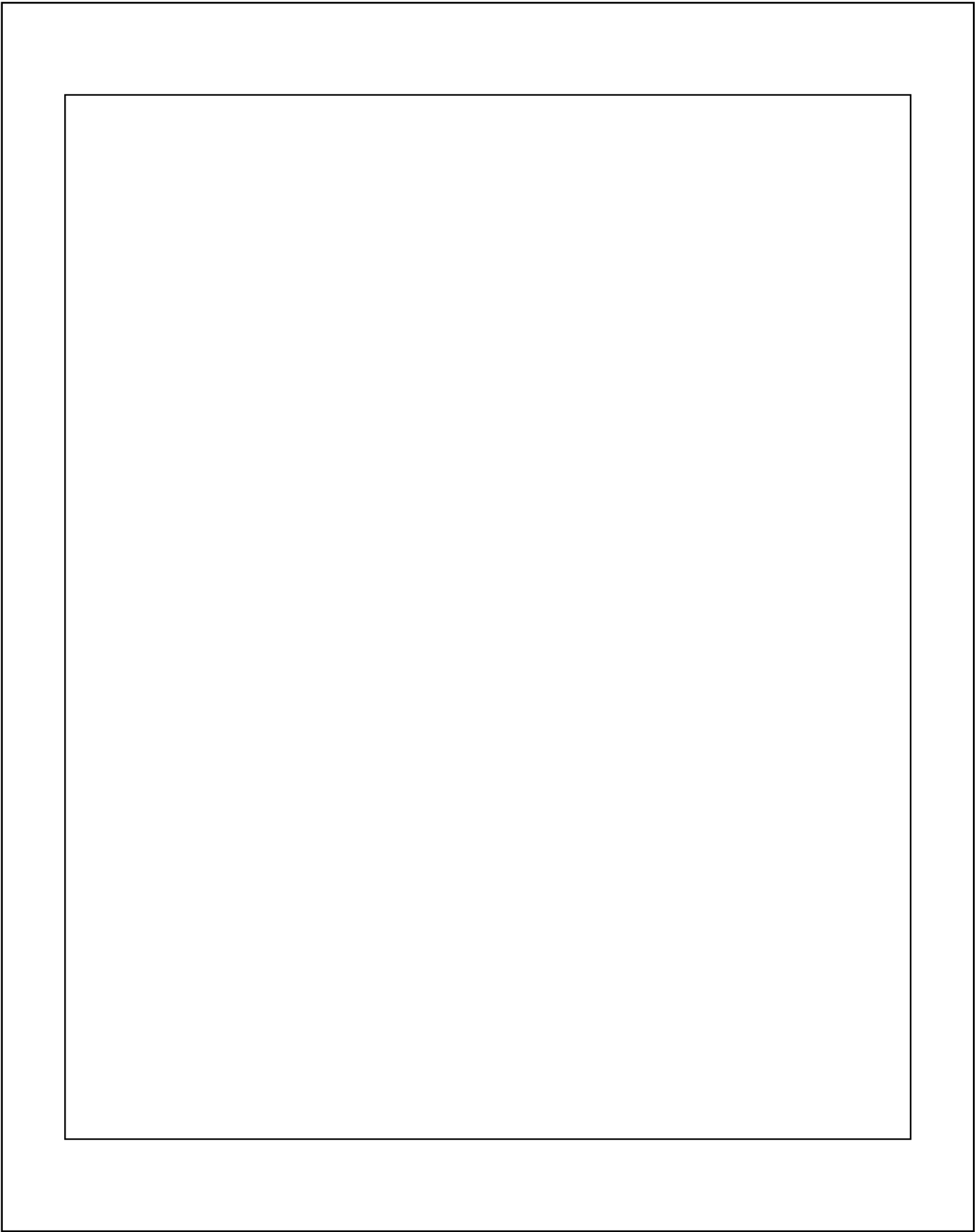
Name or Applicant:

The Regional District of Kootenay Boundary



APPENDIX B
Letter Report - Review And Update Of McKelvey Creek Landfill
Closure Cost Estimates And Related Cash Flow Analysis

Updated Design, Operations, and Closure Plan and Financial Analysis
of Closure and Post Closure Reserve Funds
McKelvey Creek Landfill
SLR Project No.: 209.40204.00000





global environmental solutions

Calgary, AB

#134, 12143 - 40th Street SE
Calgary, AB T2Z 4E6
Canada
Tel: (403) 266-2030
Fax: (403) 263-7906

Calgary, AB (Downtown)

#2600-144-4th Avenue SW
Calgary, AB T2P 3N4
Canada
Tel: (403) 514-8222
Fax: (403) 263-7906

Edmonton, AB

6940 Roper Road
Edmonton, AB T6B 3H9
Canada
Tel: (780) 490-7893
Fax: (780) 490-7819

Fort St. John, BC

9943 100th Avenue
Fort St. John, BC V1J 1Y4
Canada
Tel: (250) 785-0969
Fax: (250) 785-0928

Grande Prairie, AB

10015 102 Street.
Grande Prairie, AB T8V 2V5
Canada
Tel: (780) 513-6819
Fax: (780) 513-6821

Halifax, NS

115 Joseph Zatzman Drive
Dartmouth, NS B3B 1N3
Canada
Tel: (902) 420-0040
Fax: (902) 420-9703

Kamloops, BC

8 West St. Paul Street
Kamloops, BC V2C 1G1
Canada
Tel: (250) 374-8749
Fax: (250) 374-8656

Kelowna, BC

200 1475 Ellis Street,
Kelowna, BC V1Y 2A3
Canada
Tel: (250) 762-7202
Fax: (250) 763-7303

Markham, ON

#101 - 260 Town Centre Blvd
Markham, ON L3R 8H8
Canada
Tel: (905) 415-7248
Fax: (905) 415-1019

Nanaimo, BC

#9-6421 Applecross Road
Nanaimo, BC V9V 1N1
Canada
Tel: (250) 390-5050
Fax: (250) 390-5042

Prince George, BC

1586 Ogilvie Street,
Prince George, BC V2N 1W9
Canada
Tel: (250) 562-4452
Fax: (250) 562-4458

Regina, SK

1054 Winnipeg Street
Regina, SK S4R 8P8
Canada
Tel: (306) 525-4690
Fax: (306) 525-4691

Saskatoon, SK

#620 - 3530 Millar Avenue
Saskatoon, SK S7P 0B6
Canada
Tel: (306) 374-6800
Fax: (306) 374-6077

Sydney, NS

P.O. Box 791, Station A
122-45 Wabana Court
Sydney, NS B1P 6J1
Canada
Tel: (902) 564-7911
Fax: (902) 564-7910

Vancouver, BC (Head Office)

#200-1620 West 8th Avenue
Vancouver, BC V6J 1V4
Canada
Tel: (604) 738-2500
Fax: (604) 738-2508

Victoria, BC

#6 - 40 Cadillac Avenue
Victoria, BC V8Z 1T2
Canada
Tel: (250) 475-9595
Fax: (250) 475-9596

Winnipeg, MB

Unit D, 1420 Clarence Avenue
Winnipeg, MB R3T 1T6
Canada
Tel: (204) 477-1848
Fax: (204) 475-1649

Whitehorse, YT

6131 6th Avenue
Whitehorse, YT Y1A 1N2
Canada

Yellowknife, NT

Unit 44 - 5022 49th Street
Yellowknife, NT X1A 3R8
Canada
Tel: (867) 765-5695



Energy



Waste
Management



Planning &
Development



Industry



Mining
& Minerals



Infrastructure

APPENDIX E – MCKELVEY CREEK LANDFILL DRAWINGS

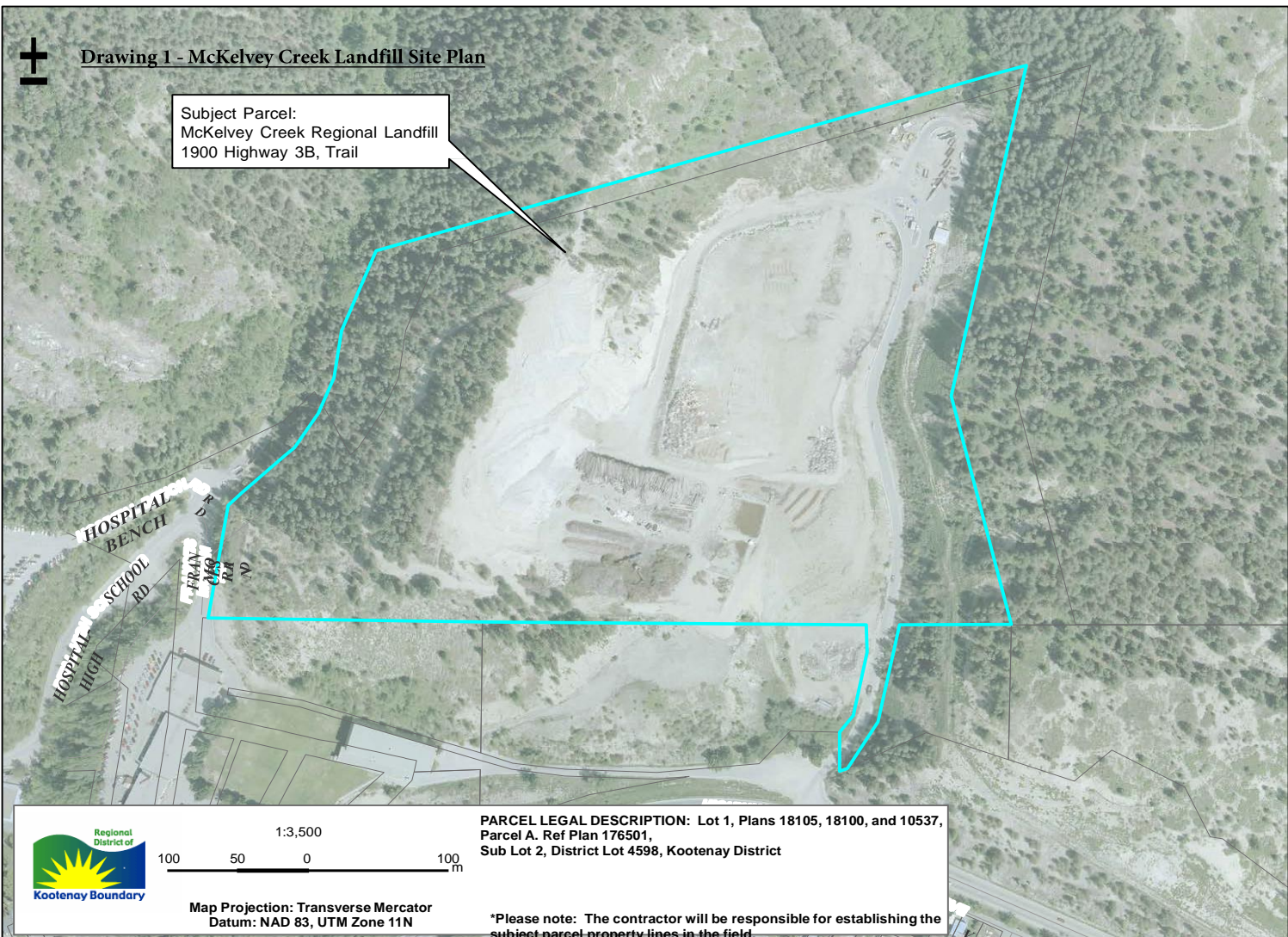
Drawing 1 – McKelvey Creek Landfill Site Plan

Drawing 2 – McKelvey Creek Landfill Ground Water Monitoring Well Location Site Plan



Drawing 1 - McKelvey Creek Landfill Site Plan

Subject Parcel:
McKelvey Creek Regional Landfill
1900 Highway 3B, Trail



1:3,500
100 50 0 100 m

Map Projection: Transverse Mercator
Datum: NAD 83, UTM Zone 11N

PARCEL LEGAL DESCRIPTION: Lot 1, Plans 18105, 18100, and 10537,
Parcel A, Ref Plan 176501,
Sub Lot 2, District Lot 4598, Kootenay District

***Please note: The contractor will be responsible for establishing the
subject parcel property lines in the field.**

Drawing 2 - McKelvey Creek Landfill Ground Water Monitoring Well Location Site Plan

