

Board of Directors

October 10, 2018

6:00 pm

RDKB Board Room, Trail, B.C

A G E N D A

1. Call to Order

2. Consideration of the Agenda (Additions/Deletions)

3. Minutes

- 3a)** The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held September 27, 2018 are presented.

[Minutes-Board of Directors - 27 Sep 2018-BoD Oct 10 2018- Pdf](#)

Recommendation: Corporate Vote Unweighted

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

4. Delegation(s)

5. Unfinished Business

6. Communications (Information Only)

7. Reports

a) Adopted RDKB Committee Minutes

Boundary Community Development Committee (Sept. 5/18), Electoral Area Services Committee (April 12/18), and Electoral Area Service Committee (May 17/18).

[Minutes - BCDC 05 Sept- BoD Oct 10 2018](#)

[Minutes-Electoral Area Services -12 April-BoD Oct 10 2018 - Pdf](#)

[Minutes-Electoral Area Services - 17 May 2018 - BoD Oct 10 2018 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the following minutes be received:

Boundary Community Development Committee (Sept. 5/18) and
Electoral Area Services Committee (April 12/18 and May 17/18),.

8. Monthly Committee Recommendations to Board of Directors

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

- 8a)** The October monthly Committee recommendations will be presented to the Board of Directors for consideration at the October 25, 2018 meeting.

9. New Business

- 9a) Chris Marsh, Manager of Emergency Programs
Re: UBCM Community Emergency Preparedness Fund
Boundary Emergency Social Service Support Grant Application**

[Staff Report - UBCM CEPF Boundary ESS Grant Application - Jan 2018
CEPF-2018-ESS-Application-Boundary ESS Support](#)

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors support the UBCM Community Emergency Preparedness Fund Emergency Social Services grant application for the purchase of a storage and work space to support the Emergency Social Service volunteers in the Boundary Region as outlined in a staff report dated October 4, 2018 from Chris Marsh, Manager of Emergency Programs and as considered by the Board on October 10, 2018.

- 9b) T. Dueck, Solid Waste Program Coordinator
RE: Renewal of Residential Recycling Depot Service Contracts
with Recycle BC**

[RecycleBC SOW Nov2018\(RPT - 1287\) - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve a SOW Agreement with Recycle BC for the provision of space and oversight of recycling depot services at select RDKB solid waste collection facilities for a five-year (and one month) term commencing November 30, 2018 and expiring December 31, 2023 with the approximate value to the RDKB of \$30,000 per year.

9c) C. Rimell-Sr. Planner

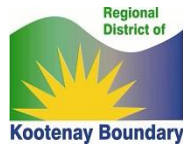
Re: Climate Action Initiative (CAI) Regional Adaptation Strategies

[Staff Report-CAI-BoD-Oct. 10 2018](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors supports participation in the BC Agriculture Council's Agriculture and Food Climate Action Initiative, in the creation of a Kootenay-Boundary Regional Adaptation Strategy in partnership with the RDCK and RDEK and furthermore supports contributing a third of the costs for the associated workshops from the "RDKB Climate Action Reserve Fund (2013)"

- 10. Bylaws**
- 11. Late (Emergent) Items**
- 12. Discussion of Items for Future Meetings**
- 13. Question Period for Public and Media**
- 14. Closed (Incamera) Session**
- 15. Adjournment**



Regular Meeting of the Board of Directors

September 27, 2018

RDKB Board Room - Trail, B.C

6:00 p.m.

Minutes

Present: Director R. Russell, Chair
Director G. McGregor, Vice-Chair
Director J. Danchuk
Director M. Martin
Director D. Langman
Director L. McLellan
Alternate Director T. Webber
Director E. Smith
Director A. Grieve
Director L. Worley
Director V. Gee

Staff: M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Recording Secretary
J. Dougall, GM Environmental Services
J. Chandler, GM Operations/Deputy Chief Administrative Officer
D. Derby, Regional Fire Chief, KBRFR
C. Marsh, Manager of Emergency Programs

Others: B. Edwards, Alternate Director, Electoral Area B/Lower Columbia-Old Glory

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 September 27, 2018 meeting of the Regional District of Kootenay Boundary Board of Directors was presented.

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RDKB Board of Directors
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The Manager of Corporate Administration noted that a link to the Midway Pickleball West Boundary Grant application has been added to the agenda. She also advised that a staff report regarding the Big White Community Development Association's request for a Municipal Incorporation Study, and a recommendation and a discussion regarding the Waneta Expansion Legacy Project at Beaver Creek Provincial Park-Electoral Area A would be added to Late Emergent Items. The Bylaws section was amended with the distribution of revised Bylaws 1687, 1688 and 1692 and with the presentation of a revised Staff Report and Permissive Property Tax Exemption Bylaw, and it was;

396-18 Moved: Director Worley Seconded: Director Langman

Corporate Vote Unweighted

That the agenda for the September 27, 2018 meeting of the Regional District of Kootenay Boundary Board of Directors be adopted as amended.

Carried.

Minutes

The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held August 30, 2018 were presented.

The August minutes will be amended by correcting the name of the Director who seconded Resolution #378-18 on page 11, and it was;

397-18 Moved: Director McGregor Seconded: Director Smith

Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held August 30, 2018 be adopted as amended.

Carried.

Delegation(s)

There were no delegations in attendance.

Unfinished Business

RDKB Board of Directors Action Item Report as of September 27, 2018

There was a discussion regarding the length of the Action Item Report. It was noted that completed items should be removed and that the action items should be prioritized.

Chair Russell stated that the prioritization of the action items will be included in Staff Work Plans and that the level of priority will be determined with advisement from staff. He reminded Directors that in the future, and as per the recommendation in the Realize Strategies Governance and Organizational Review and Recommendations Report, the technology currently being used to create the action item report will be replaced with project management software that will make the document more fluid and presentable to the public, and it was;

398-18 Moved: Director Langman Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors Action Item list as of September 27, 2018 be received as presented.

Carried.

**T. Lenardon, Manager of Corporate Administration/Corporate Officer
Chair's Report-Voting Results Regional District Special Voting Regulation**

Columbia Pollution Control Centre (CPCC) Grant-Funding Application and Amendments to Loan Authorization Bylaw No. 1679

399-18 Moved: Director Langman Seconded: Director Martin

Corporate Vote Unweighted

That the Chair's Report with the Regional District Special Voting Regulation 41/91 (voting results) regarding upgrades to the East End Sanitary Sewer Treatment System (Columbia Pollution Control Centre) be received.

Carried.

**G. Denkovski, Manager of Infrastructure and Sustainability
Re: Climate Action Revenue Incentive Program and Reserve Fund**

The Board reviewed the staff report and the correspondence from the Joint Provincial-UBCM Green Communities Committee which acknowledges the RDKB for successful efforts in undertaking significant corporate or community wide climate action to reduce GHG emissions in 2017. The Chair thanked staff for securing the acknowledgement with achieving Level 3 on the Climate Action Recognition Program.

Director Gee requested a venue for further discussions respecting this matter.

The RDKB Corporate Communications Officer will undertake the necessary work to develop a system for publicly broadcasting the RDKB's acknowledgements, achievements and awards, and it was;

400-18 Moved: Director McGregor Seconded: Director McLellan

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors direct Staff to allocate \$27,075 to the RDKB Climate Action Reserve Fund to offset the RDKB's measurable corporate greenhouse gas emissions reported to the Province of BC for the 2017 fiscal year.

Carried.

Communications (Information Only)

aKd Resource-Aug. 29/18

Re: Review of the *Auditor General for Local Government Act* and Office

401-18 Moved: Director Worley Seconded: Director McGregor

Corporate Vote Unweighted

That Communication Information Only Item 6a) be received.

Carried.

Reports

Monthly Schedule of Vendor Payments

August 1-August 31, 2018

402-18 Moved: Director Martin Seconded: Director McLellan

Corporate Vote Unweighted

That the Schedule of Vendor Payments ending August 31, 2018 in the amount of \$2,299,667.92 be received.

Carried.

Commissionaires-Kootenay Boundary Animal Control (Boundary)

Monthly Report of Activities -June 2018

It was noted that in the future, the Kootenay Boundary Animal Control monthly report will not be included on the Board meeting agenda as it is reviewed and received each month by the Boundary Community Development Committee, and it was

403-18 Moved: Director McGregor Seconded: Director Langman

Corporate Vote Unweighted

That the Kootenay Boundary Animal Control Monthly Report of Activities for June 2018 be received.

Carried.

Adopted RDKB Committee Minutes

The minutes of RDKB Committee meetings held during May, June and July 2018 were presented.

404-18 Moved: Director Worley Seconded: Director Grieve

Corporate Vote Unweighted

That the following RDKB Committee minutes be received:

Policy and Personnel Committee (May 9), East End Service Committee (June 19) and Boundary Community Development Committee (July 4, 2018).

Carried.

Adopted RDKB Recreation Commission Minutes-June 2018

The minutes of the Electoral Area C Parks and Recreation Commission meeting held June 13, 2018 and the minutes of the Grand Forks and District Recreation Commission meeting held June 14, 2018 were presented.

405-18 Moved: Director McGregor Seconded: Director Worley

Corporate Vote Unweighted

That the minutes of the Electoral Area C Parks and Recreation Commission meeting held June 13, 2018 and the minutes of the Grand Forks and District Recreation Commission meeting held June 14 2018 be received.

Carried.

Draft RDKB Electoral Area Advisory Planning Commission (APC) Minutes

Draft minutes of RDKB Electoral Areas APC meetings held during September 2018 are presented.

406-18 Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That the following draft RDKB Advisory Planning Commission minutes be received:

Electoral Area B/Lower Columbia-Old Glory (Sept. 4), Electoral Area C/Christina Lake (Sept. 4), Electoral Area D/Rural Grand Forks (Sept. 4) and Electoral Area E/West Boundary (Sept. 3).

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 (Sept. 5/18)

Re: West Boundary Recreation Grant Application-Greenwood Municipal Swimming Pool

Director McGregor, Committee Chair / Director Rotvold, Committee Vice-Chair

407-18 Moved: Director Smith Seconded: Director Gee

Stakeholder Vote (Electoral Area E/West Boundary, City of Greenwood, Village of Midway) Weighted

That the Regional District of Kootenay Boundary Board of Directors approves a West Boundary Recreation Grant application from the Greenwood Municipal Swimming Pool in the amount of \$881.61 for the 2018 Summer Camps.

Carried.

Boundary Community Development Committee (Sept. 5/18)

Re: West Boundary Recreation Grant Application-Midway Pickleball Club

Director McGregor, Committee Chair / Director Rotvold, Committee Vice-Chair

408-18 Moved: Director Gee Seconded: Director Smith

Stakeholder Vote (Electoral Area E/West Boundary, City of Greenwood, Village of Midway) Weighted

That the Regional District of Kootenay Boundary Board of Directors approves a West Boundary Recreation Grant application from the Midway Pickleball Club in the amount of \$300 to pay for insurance.

Carried.

East End Services Committee (Sept. 18/18)

Re: BC Transit and RDKB 2018-19 Annual Operating Agreement

Director Grieve, Committee Chair / Director McLellan, Committee Vice-Chair

M. Andison, Chief Administrative Officer answered inquiries respecting the method used to calculate the cost-apportionment as set out in the agreement. He explained the difference between custom service and conventional service and he advised that the allocation of costs is determined using a standard formula between the Province and BC local governments. Mr. Andison also advised that the amount of the RDKB local government cost share is less than the amount that was allocated in the RDKB Financial Plan/Budget, and it was;

409-18 Moved: Director McGregor Seconded: Director Langman

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the 2018-2019 Annual Operating Agreement between BC Transit and the Regional District of Kootenay Boundary for the delivery of Custom/Conventional Services for the period April 1, 2018 to March 31, 2019 for total Conventional Transit Service costs of \$2,431,877 which includes the Local Government Share of Lease Fees and with a Net of Local Government Share of the costs in the amount of \$1,123,976 and for total Custom Service costs of \$328,020 which includes the Local Government Share of Lease Fees and with a Net of Local Government Share of the costs in the amount of \$119,000. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the Agreements.

Carried.

East End Services Committee (Sept. 18/18)

Re: Purchase of Self-Contained Breathing Apparatus for KBRFR

Director Grieve Committee Chair / Director McLellan, Committee Vice-Chair

410-18 Moved: Director Grieve Seconded: Director Martin

Corporate Vote Weighted

That the Regional District Kootenay Boundary Board of Directors approve the purchase of self-contained breathing apparatus from Rocky Mountain Phoenix for a total cost not to exceed \$550,000 plus applicable taxes as per the recommendation in the staff report titled, *Purchase of Self-Contained Breathing Apparatus for Kootenay Boundary Regional Fire Rescue* dated September 14, 2018. **FURTHER** that the Board of Directors approve short term financing with MFA over a 5 year term, up to \$550,000 plus applicable taxes, for the purchase of the self-contained breathing apparatus and the actual costs to be included in 2019 Five Year Financial Plan.

Carried.

Board Appointments Updates

Southern Interior Development Initiative Trust (S.I.D.I.T.) - Chair McGregor

Director McGregor attended the most recent meeting in Kelowna on September 27, 2018. She will provide a report at a future meeting.

Southern Interior Beetle Action Coalition (S.I.B.A.C.) - Chair McGregor

There is nothing new to report.

Okanagan Film Commission - Director Gee

The next meeting of the Okanagan Film Commission is scheduled for October 27, 2018.

Boundary Weed Stakeholders Committee - Director Gee

Director Gee provided an update on activities noting that it has been a busy summer and that there have been site inspections at Big White Ski Resort.

Columbia River Treaty Local Government Committee and Columbia Basin Regional Advisory Committee (CBRAC) - Director Worley

Director Worley provided an update on CBRAC and CRTLGC activities advising that regular activity will resume after the General Local Elections on October 20, 2018. Committee members and stakeholders are currently compiling materials for, and have been given opportunity to comment on, future Treaty negotiations. There will be a CRTLGC teleconference meeting in early October. The next CBRAC meeting will be held November 7th.

Kootenay Booth - Director Rotvold

An update was not available.

Rural Development Institute (R.D.I.) - Director Martin

There is nothing new to report.

Chair's Update - Chair Russell

Chair Russell distributed his Chair's Report and reviewed the following report items:

- RDKB collaboration with the Regional Districts of Central Kootenay and East Kootenay in Regional Broadband, Agriculture and LIDAR.
- Governance and Organizational Review: revisions to RDKB website and communication system, updates to the RDKB document that captures the action items from the Realize Strategies Governance and Organizational Review and Recommendations Report and project management interface and accountability.
- The ongoing work associated with Emergency Planning and the Recovery Team.
- Changes to Municipal Finance Association (MFA) rating (interpretation) that will likely increase the cost of MFA funds.
- UBCM Cabinet Minister and Staff meetings:
 - Ministry of Forests, Lands and Natural Resource Operations and Rural Development* regarding regional community forests, effective use of wasted fiber, establishing creative and flexible disaster recovery supports and drainage issues near Waneta.

Ministry of Municipal Affairs and Housing regarding support for the flood recovery housing proposal and how to most effectively assist the Big White community meet its needs regarding its position and status.

Emergency Management BC and Ministry of Forests, Lands and Natural Resource Operations and Rural Development regarding immediate-term needs for emergency housing and approval of a proposal to "Team Government" and regarding long-term requests including a significant after-action review workshop in the RDKB area in the winter.

New Business

Advisory Planning Commission (APC) Appointment Electoral Area D/Rural Grand Forks

Appoint Della Mallette

411-18 Moved: Director Grieve Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Unweighted

That Della Mallette be appointed to the Electoral Area D/Rural Grand Forks Advisory Planning Commission.

Carried.

G. Denkovski

Re: Christina Lake Water Utility Service (550) Grant Opportunity

Director McGregor, Environmental Services Liaison

412-18 Moved: Director McGregor Seconded: Director Worley

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors supports the application submission for grant funding for the Christina Lake Water Utility Upgrade to Second Barrier Disinfection through the ICIP – Green Infrastructure: Environmental Quality Sub-stream as outlined in the August 29, 2018 application submission. **FURTHER** that the Board of Directors supports the project and commits to its share of \$153,000 for the project.

Carried.

Boundary Museum-Aug. 14/18

Re: Boundary Municipal and Regional District Tax (MRDT)

Provincial requirements for Boundary local governments to participate in the MRDT program include entering into a partnership agreement with a non-profit organization (e.g. society) as

a service provider to manage and govern MRDT reporting and administration. In October 2017, the RDKB entered into such partnership agreement with the Boundary Museum for the implementation of the objectives, strategies and performance measures identified in the Boundary Country Business Plan as part of the Boundary MRDT program.

The letter from the Boundary Museum, which is attached to the agenda for the September 27, 2018 RDKB Board meeting advises that the society is unable to participate in the Boundary MRDT fundraising opportunities and it wishes to decline any involvement, thereby triggering the Early Termination clause in the October 2017 Partnership Agreement.

After a brief discussion, it was;

413-18 Moved: Director McGregor Seconded: Director Martin

Corporate Vote Unweighted

That the letter from the Boundary Museum dated August 14, 2018 and the matter of replacing the Boundary Museum as the RDKB's partner in the Boundary MRDT program be referred to the Boundary Community Development Committee for discussion respecting the next steps.

Carried.

C. Marsh, Manager of Emergency Programs

Re: Community Recovery Options for Areas Damaged by Flooding in the Kettle River Watershed

Director Gee expressed her concerns that the Dobson Report does not accurately reflect the damage and other devastating impacts the flooding created in the West Boundary. She explained that there is a list of 51 properties affected, including major damage to 2 dwellings. There were no hydrological assessments done for West Boundary properties as done in the East Boundary.

Director Gee stated that she understands that individual property owners will be responsible for any protective works on their own property, but area-wide advice needed and she expressed concerns for next year's flood.

Chris Marsh, Manager of Emergency Programs provided updates on the devastation the flooding has caused and the work of the Recovery Team to address the impacts on housing, the environment, mental health (e.g. the human effects), critical infrastructure and diking, and economic development recovery.

There was a further discussion respecting the length of time it takes for flood victims to receive financial assistance, the consequences the loss of land and or the loss of usable land for agricultural purposes and cattle-ranchers is having, the increased responsibilities, work and financial burden for owners of large properties to restore their land (e.g. diking their

property, obtaining engineering and biological assessments etc.) and the lack of financial assistance for small business owners and the agricultural industry.

After further discussion, it was;

414-18 Moved: Director Grieve Seconded: Director Martin

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors receive the report prepared by Dobson Engineering Ltd. entitled *Community Recovery Options for Areas Damaged by May 2018 flooding in the Kettle River Watershed* and regarding the protection of homes from flooding. **FURTHER** that the recommendations contained in the Dobson Report to request financial assistance from other levels of government to:

- assist those homeowners that need to raise their homes to the Flood Construction Level;
- provide alternatives via land swaps or alternatives for very low lying properties where it is not practical to raise the dwelling; and
- restore purchased lands by removing all buildings, services, septic systems, etc. including all areas of the RDKB impacted by the Boundary flood,

be extended to include the other areas of the RDKB impacted by the Boundary flood that are not specifically identified in the Dobson Report.

Carried.

D. Derby, Regional Fire Chief

Re: Sulfuric Acid Spill-Apparatus Replacements

Dan Derby, Regional Fire Chief explained his staff report and he provided background information respecting the apparatus replacements which are required due to exposure to the 2018 sulfuric acid spill in Trail. He also reviewed a vehicle financing analysis, which was distributed to the Board members at the meeting and he reviewed the financing options to replace Engine 374.

ICBC has confirmed that Engine 374 is unsafe to operate due to exposure of the acid and it has been removed from service. Mr. Derby discussed Staff's recommendation for Cash Balance Option 1 (purchase a used engine outright up to \$275,000 and finance the replacement of Engine 374 with the remainder of cash balance used for a down payment). He also noted that as a result of the calculations in the vehicle financial analysis and the recommended option within the 2018-2022 Adopted and Amended Financial Plans, that there is a savings to vehicle financing, and it was;

415-18 Moved: Director Worley Seconded: Director Martin

Corporate Vote Weighted

That the Regional District Kootenay Boundary Board of Directors approve as per the staff report titled, 'Acid Spill – Apparatus Replacements', dated 19th September 2018, the purchase of a 2019 Spartan Gladiator Rescue/Engine from Hub Fire Engines and Equipment Ltd. for \$801,198 plus applicable taxes. **FURTHER** that the Regional District Board of Directors approve short term financing from MFA over a 5 year term, up to \$778,362 for the purchase of the Spartan Gladiator Rescue/Engine from Hub Fire Engines and Equipment Ltd. **FURTHER** that the Board of Directors approve staff to source and purchase a used fire truck for up to \$275,000 and to retain the current Engine 373 as a reserve fire engine and actual costs to be included in the 2019 Five Year Financial Plan.

Carried.

Columbia Basin/Boundary Regional Broadband Committee (Sept. 13/18)**Re: Columbia Basin/Kootenay Boundary Connectivity Strategy-Endorsement**

Director McGregor reviewed the work the Regional Broadband Committee has accomplished to date and she explained the four objectives and scope contained in the proposed Connectivity Strategy. She also acknowledged the difficulties and issues smaller communities experience in their efforts to link into the broadband infrastructure that travels through their communities.

Chair Russell referred to the Strategy's targeted outcomes and benefits and he noted his support. He explained that most of the problems smaller communities experience with linking into the infrastructure lie with the service providers and he advised that the Regional Broadband Committee continues to work on mitigating these problems, and it was;

416-18 Moved: Director McGregor Seconded: Director Worley

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors endorses the Regional Broadband Committee's *Columbia Basin and Boundary Connectivity Strategy* and approves the approach as stated in the Columbia Basin/Kootenay Boundary Regional Broadband Committee's Memo dated September 13, 2018 as presented to the RDKB Board of Directors on September 27, 2018.

Carried.

Chair Russell requested the Municipal Directors to bring this matter to their Councils and to adopt a recommendation endorsing the strategy and approving the approach as set out in the Columbia Basin/Boundary Regional Broadband Committee's Memorandum dated September 13, 2018.

C. Rimell, Senior Planner**Re: Forestry Referral - Forestry Stewardship Plan****Osoyoos Indian Band, Nk'mip Forestry LLP and NK'MIP**

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Director Gee requested that the Electoral Area E/West Boundary APC comments section of the staff report which speaks to the APC's support, be revised before the staff report is forwarded to Vaagen Fibre Canada and Infinity-Pacific Stewardship for consideration, and it was;

417-18 Moved: Director Worley Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward to Vaagen Fibre Canada and Infinity-Pacific Stewardship, a revised staff report "Forestry Referral: Osoyoos Indian Band, Nk'mip Forestry LLP and NK'MIP Forestry Corporation - 2018-2023 Forest Stewardship Plan", which includes the recommendations of the Advisory Planning Commissions.

Carried.

C. Rimell, Senior Planner

Re: *Environmental Management Act* Referral-Gold Dawn Minerals Inc. Reactive Greenwood (Zip) Mill

418-18 Moved: Director Gee Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors refer to the Province the comments regarding the referral from Golden Dawn Minerals Inc. and their application for a permit to reactivate the Greenwood (Zip) Mill and concentrator on the parcel legally described as Lot 14 Plan KAP16343, DL 4099s, SDYD in Electoral Area 'D'/Rural Grand Forks.

Carried.

C. Rimell, Senior Planner

Re: ALC Subdivision-Whitetail Farm Ltd.-Electoral Area D/Rural Grand Forks

Director Gee noted she does not support the application as she does not believe more lots should be created via subdivision in the floodplain. She expressed her concerns that the subject lands have the potential for flooding.

Chair Russell explained his reasons for supporting the proposal noting that the subject lands are not arable or functional for agricultural uses and that overall, there is little agricultural potential and it was;

419-18 Moved: Director Worley Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to forward, with a recommendation of support, the application to the Agricultural Land Commission for

subdivision in the Agricultural Land Reserve submitted by Whitetail Farm Ltd. (Lawrence Butler and Dana Riester), for the property legally described as District Lot 2022, Except Plan 39947, SDYD, Brown Creek Road in Electoral Area D/Rural Grand Forks, subject to demonstration that there is a suitable building site on the parcel.

Carried.

(Director Gee opposed)

Grant-in-Aid

420-18 Moved: Director McGregor Seconded: Director Grieve

Stakeholder (Electoral Area Directors) Vote Weighted

That the following Grants in Aid be approved:

1. Fruitvale Community Chest – Electoral Area 'A' – \$1,500
2. Rossland Society for Environmental Action – Electoral Area 'B'/Lower Columbia-Old Glory – \$1,000
3. Rossland Society for Environmental Action – Electoral Area 'B'/Lower Columbia-Old Glory – \$500
4. United Way of Trail and District – Electoral Area 'B'/Lower Columbia-Old Glory – \$380
5. Christina Lake Fire Fighters Society – Electoral Area 'C'/Christina Lake – \$3,000
6. Christina Lake Health Care Auxiliary – Electoral Area 'C'/Christina Lake – \$1,000
7. Christina Lake Stewardship Society – Electoral Area 'C'/Christina Lake – \$2,000
8. Grand Forks and District Fall Fair – Electoral Area 'D'/Rural Grand Forks – \$1,600
9. Kettle Valley Food Co-op – Electoral Area 'D'/Rural Grand Forks – \$500

Carried.

Bylaws

T. Lenardon, Manager of Corporate Administration/Corporate Officer Bylaw No. 1682 Amending Grand Forks and District Aquatic Centre Service Conversion Bylaw No. 685, 1991

First, Second and Third Readings

421-18 Moved: Director McGregor Seconded: Director Worley

Corporate Vote Unweighted

That Regional District of Kootenay Boundary Grand Forks and District Aquatic Centre Service Amendment Bylaw No. 1682, 2018 be read a First, Second and Third time.

Carried.

T. Lenardon, Manager of Corporate Administration/Corporate Officer

Re: Bylaw No. 1677-2019 Permissive Property Tax Exemption

First, Second and Third Readings-Reconsideration and Adoption

422-18 Moved: Alternate Director Webber Seconded: Director McGregor

Corporate Vote Weighted

That Regional District of Kootenay Boundary 2019 Permissive Property Taxation Exemption Bylaw be read a First, Second and Third Time.

Carried.

423-18 Moved: Director McGregor Seconded: Director Langman

Corporate Vote Weighted

That Regional District of Kootenay Boundary 2019 Permissive Property Taxation Exemption Bylaw be Reconsidered and Adopted.

Carried.

**Bylaw No. 1686 - Electoral Area 'B'/Lower Columbia-Old Glory
Amending OCP Bylaw 1470**

First and Second Readings and Schedule Public Hearing

424-18 Moved: Director Worley Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1686, 2018 be read a First and Second Time.

Carried.

425-18 Moved: Director McGregor Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Unweighted

That a Public Hearing be arranged for Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1686, 2018. **FURTHER** that Director Worley be appointed as Public Hearing Chair with Directors Grieve and McGregor as alternates.

Carried.

**Bylaw No. 1687 - Electoral Area 'B'/Lower Columbia Old Glory-Amending Zoning
Bylaw 1540**

First and Second Readings and Schedule Public Hearing

426-18 Moved: Director Worley Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1687, 2018 be read a First and Second Time.

Carried.

427-18 Moved: Director McGregor Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Unweighted

That a Public Hearing be arranged for Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1687, 2018. **FURTHER** that Director Worley be appointed as Public Hearing Chair with Directors Grieve and McGregor as alternates.

Carried.

Bylaw No. 1680 – Electoral Area 'C'/Christina Lake-Amending Zoning Bylaw 1300

First and Second Readings and Schedule Public Hearing

428-18 Moved: Director McGregor Seconded: Director Worley

Stakeholder Vote Unweighted

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1680, 2018 be read a First and Second Time.

Carried.

429-18 Moved: Director McGregor Seconded: Director Gee

Stakeholder Vote (Electoral Area Directors) Unweighted

That a Public Hearing be arranged for Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1680, 2018. **FURTHER** that Director McGregor be appointed as Public Hearing Chair with Directors Russell and Gee as alternates.

Carried.

Bylaw No. 1688 - Electoral Area 'C'/Christina Lake-Amending OCP Bylaw 1250

First and Second Readings and Schedule Public Hearing

430-18 Moved: Director McGregor Seconded: Director Worley

Stakeholder Vote Unweighted

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1688, 2018 be read a First and Second Time.

Carried.

431-18 Moved: Director Worley Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That a Public Hearing be arranged for Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1688, 2018. **FURTHER** that Director McGregor be appointed as Public Hearing Chair with Directors Russell and Gee as alternates.

Carried.

Bylaw No. 1689 - Electoral Area 'C' / Christina Lake-Amending Zoning Bylaw 1300

First and Second Readings and Schedule Public Hearing

432-18 Moved: Director McGregor Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1689, 2018 be read a First and Second Time.

Carried.

433-18 Moved: Director McGregor Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Unweighted

That a Public Hearing be arranged for Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1689, 2018. **FURTHER** that Director McGregor be appointed as Public Hearing Chair with Directors Russell and Gee as alternates.

Carried.

Bylaw No. 1695 - Electoral Area 'E' / Big White Amending OCP Bylaw 1125

First and Second Readings and Schedule Public Hearing

434-18 Moved: Director Gee Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1695, 2018 be read a First and Second Time.

Carried.

435-18 Moved: Director Gee Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That a Public Hearing be arranged for Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1695, 2018. **FURTHER** that Director Gee be appointed as Public Hearing Chair with Directors Russell and McGregor as alternates.

Carried.

Bylaw No. 1696 - Electoral Area 'E' / Big White Amending Zoning Bylaw 1166

First and Second Readings and Schedule Public Hearing

436-18 Moved: Director Gee Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1696, 2018 be read a First and Second time.

Carried.

437-18 Moved: Director Gee Seconded: Director Worley

Stakeholder Vote (Electoral Area Directors) Unweighted

That a Public Hearing be arranged for Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1696, 2018. **FURTHER** that Director Gee be appointed as Public Hearing Chair with Directors Russell and McGregor as alternates.

Carried.

Bylaw No. 1693 - Electoral Area 'E' / Mt. Baldy Amending OCP Bylaw 1335

First and Second Readings and Schedule Public Hearing

438-18 Moved: Director Worley Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1693, 2018 be read a First and Second time.

Carried.

439-18 Moved: Director Worley Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That a Public Hearing be arranged for Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1693, 2018. **FURTHER** that Director Gee be appointed as Public Hearing Chair with Directors Russell and McGregor as alternates.

Carried.

Bylaw No. 1694 - Electoral Area 'E' / Mt. Baldy Amending Zoning Bylaw 1340

First and Second Readings and Schedule Public Hearing

440-18 Moved: Director Gee Seconded: Director Grieve

Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1694, 2018 be read a First and Second time.

Carried.

441-18 Moved: Director McGregor Seconded: Director Grieve

Stakeholder Vote (Electoral Area Directors) Unweighted

That a Public Hearing be arranged for Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1694, 2018. **FURTHER** that Director Gee be appointed as Public Hearing Chair with Directors Russell and McGregor as alternates.

Carried.

Bylaw No. 1692 - Electoral Area 'E'/Jewel Lake Amending Land Use Bylaw 855

First and Second Readings and Schedule Public Hearing

442-18 Moved: Director Gee Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That the following amendments to the Electoral Area E/Jewel Lake Land Use Bylaw No. 855 be supported:

That a policy be added outlining the requirements that must be met in order to allow lands to be zoned for cannabis retail sales. That provisions be included to prohibit cannabis cultivation on lands outside the ALR. That provisions be added to prohibit cement based cannabis cultivation within the ALR. That provisions be added to prohibit cannabis retail sales. **FURTHER** that staff be directed to draft the amendment bylaw for presentation to the RDKB Board of Directors for first, second and third readings and to schedule and hold a public hearing on the proposed amendment bylaw.

Carried.

Late (Emergent) Items**M. Andison, Chief Administrative Officer****Re: Follow-Up on Big White Community Development Association's Request for Municipal Incorporation Study**

Moved: Director Gee Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to request that the Ministry of Municipal Affairs and Housing provide it with information and advice on how a governance review process might be designed for the community of Big White.

After further discussion it was;

443-18 Moved: Director Gee Seconded: Director McGregor

Corporate Vote Unweighted

That the recommendation be amended by adding the word *written* so that it reads: That the Regional District of Kootenay Boundary Board of Directors direct staff to request the Ministry of Municipal Affairs and Housing provide it with *written* information and advice on how a governance review process might be designed for the community of Big White.

Voting on the original motion as amended - **Carried.**

Discussion-Director Grieve, Electoral Area A-Waneta Expansion Legacy Project Bandstand Arbor at Beaver Creek Provincial Park-Area A

Director Grieve advised that approximately 9-10 years ago, discussions regarding the development of a Legacy Park at Beaver Creek Provincial Park began prior to the beginning of the Waneta Expansion Project. Towards the completion of the expansion project, Director Grieve and Mark Daines, Manager of Facilities and Recreation began to hold meetings with Waneta expansion partners, Columbia Power Corporation, FortisBC, Columbia Basin Trust and the Trail Kiwanis (the Park caretakers) to move the project forward and to review the details for the construction of a bandstand arbor.

Further to the most recent discussions, the project idea has progressed to the point of making application to the Province to permit the construction of a bandstand arbor.

After review of this matter, it was;

444-18 Moved: Director Grieve Seconded: Director Worley

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to submit an application to FrontCounter BC for the construction of an arbor at Beaver Creek Provincial Park on behalf of the Kiwanis Club of Trail.

Carried.

Discussion of Items for Future Meetings

A discussion was not required.

Question Period for Public and Media

A question period was not necessary.

Closed Meeting

Proceed to a Closed Meeting pursuant to Section 90 (1) (g) of the *Community Charter*.

445-18 Moved: Director Danchuk Seconded: Director Worley

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to Section 90 (1)(g) of the *Community Charter* (time: 7:53 p.m.).

Carried.

The Board of Directors reconvened to the open meeting at 8:20 p.m.

Adjournment

There being no further business to discuss, the meeting was adjourned (time: 8:21 p.m.).

TL



**Boundary Community Development Committee
Minutes
Wednesday, September 5, 2018
RDKB Board Room, Grand Forks, BC**

Committee members present:

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

Staff and others present:

M. Andison, Chief Administrative Officer
M. Forster, Executive Assistant/Recording Secretary
J. Wetmore, Community Futures Boundary
M. Geen, CEO, SpeakEasy Cannabis Club
L. Trotter, BC Transit

CALL TO ORDER

The Chair called the meeting to order at 10:00 am.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the September 5, 2018 meeting of the Boundary Community Development Committee was presented.

Discussion ensued on various topics that were to be added to the agenda for discussion:

1. Renewal of the billboard lease for \$3,200 plus any additional taxes.
2. Tour of abattoir in Rock Creek
3. TOTA Engagement Study
4. Provincial Budget Consultation

Moved: Director Gee Seconded: Director Russell

That the agenda for the September 5, 2018 meeting of the Boundary Community Development Committee be adopted as amended.

Carried

ADOPTION OF MINUTES

The minutes of the Boundary Community Development Committee meeting held on July 4, 2018 were presented.

Moved: Director Konrad Seconded: Director Smith

That the minutes of the Boundary Community Development Committee meeting held on July 4, 2018 be adopted as presented.

Carried

GENERAL DELEGATIONS

Marc Geen - CEO, SpeakEasy Cannabis Club

Re: Medical Marijuana and Recreational Cannabis Production

Marc Geen, CEO - SpeakEasy Cannabis Club, attended the meeting to present an overview of his company. Information was provided on the economic benefits to communities from cannabis production in the Kootenay's, projected job numbers for SpeakEasy, BC's advantage in Canadian and global cannabis market place, the *Cannabis Act*, and challenges to SpeakEasy and the cannabis industry.

Lisa Trotter - BC Transit

Lisa Trotter attended the meeting to have further discussions on transit service in the Boundary. An overview was provided on previous discussions with the Committee. Due to a funding shortfall of approximately \$23,000 and the fact that IHA will no longer be the operator company after the current Annual Operating Agreement expires in March 2019, the Committee was asked if there was an appetite to move forward with an Expression of Interest for other companies to provide this service such as local taxi companies or other local providers.

The Committee was informed that BC Transit is currently exploring future options in providing a service and would like to work with the RDKB to find flexible solutions by looking at local companies to provide this service. A report will be brought back from BC Transit for the Committee's review once completed. Discussion ensued on whether to continue the service as it is today and issue an Expression of Interest for interested companies to provide the service or explore other possible options.

There was general consensus by the Committee for BC Transit to issue an Expression of Interest.

OLD BUSINESS

Boundary Community Development Committee Action Items as of August 31, 2018

The Boundary Community Development Committee Action Items as of August 31, 2018 were presented.

The Committee discussed:

1. Harrop Proctor Community Forests/Community Based Forestry Alliance.
2. Forest Symposium - Director Russell has had difficulties finding a suitable date for presenters to attend.

Moved: Director Gee Seconded: Director Smith

That the Boundary Community Development Committee action items as August 31, 2018 be received as presented.

Carried

**Greenwood Municipal Swimming Pool
Re: 2018 Summer Camps Budget**

A budget from the Greenwood Municipal Swimming Pool was presented.

Moved: Director Gee Seconded: Director Smith

That the Regional District of Kootenay Boundary Board of Directors approves a West Boundary Recreation Grant Application from the Greenwood Municipal Swimming Pool in the amount of \$881.61 for the 2018 Summer Camps.

Carried

NEW BUSINESS

**West Boundary Recreation Grant Application
Re: Midway Pickleball Club**

A West Boundary Recreation Grant Application from the Midway Pickleball Club for \$300 to pay for insurance to play in the Boundary Central Secondary School was presented.

Moved: Director Gee Seconded: Director Smith

That the Regional District of Kootenay Boundary Board of Directors approves a West Boundary Recreation Grant Application from the Midway Pickleball Club in the amount of \$300 to pay for insurance to play.

Carried

M. Andison, CAO

Re: Kootenay Boundary Animal Control - June 2018

Discussion ensued on a complaint received from a resident who was not able to find any information on animal control. Director Russell informed the Committee that he hears complaints about other animals besides dogs such as goats. M. Andison, CAO, will discuss these animal complaints with the Commissionaires.

Moved: Director Russell Seconded: Director Smith

That the Boundary Community Development Committee receive the Kootenay Boundary Animal Control Monthly Report of Activities for June 2018.

Carried

Director Russell

Re: Community Forests - Discussion

Director Russell provided the Committee members with information on two meetings that have been requested with Ministerial staff regarding salvage logging and community forests at the upcoming UBCM in September 2018. He requested more information from the Committee as to the ask from the Ministry during the meeting on community forests. He noted that since this topic was first brought up with Ministerial staff in past years, Vaughan and the Osoyoos Indian Band have set up a community forest model and there was general consensus that the Committee wants a similar model. At the UBCM meeting Director Russell will ask for a meeting with the Ministry or senior staff in the Boundary to have further discussions on community forests. Discussion ensued on where the money generated from community forests could be used.

Discussion

Re: MRDT Tax

The Committee was informed that the Boundary Museum is opting out of the MRDT program although official notification has not been received from the Museum with details. Discussion ensued on approaching other groups to take on the program and may involve issuing an RFP. Christina Gateway would be willing to take on this program moving forward if needed.

Moved: Director Russell Seconded: Director

The Boundary Economic Development Committee directs staff to contact the Boundary Museum for an update on the MRDT and where the process is at. **FURTHER**, that staff will report back to the Committee on their findings.

Carried.

Director Gee
Tour of Abattoir in Rock Creek

Director Gee informed the Committee that it would be beneficial to have a tour of the abattoir in Rock Creek. It was suggested that the November BCDC meeting be held in Rock Creek so a tour can be arranged. Jennifer Wetmore will be invited.

Director Gee
Re: TOTA Engagement Study

The Committee was informed that TOTA is working on a new business study in the Okanagan and is now working on a study on the Boundary area from Mile 0 to Chute Lake. There is some ambiguity as to how the study relates to the Trails Master Plan. Currently staff is working on a mailout to adjacent landowners to the trail.

J. Wetmore - CF Boundary
Re: Renewal of Billboard Lease

J. Wetmore ask the Committee if there was an interest in renewing the billboard lease, which expires on October 31, 2018, for \$3,200 plus any additional taxes. Discussion ensued on the effectiveness of billboard advertising. There will be a fullsome discussion on this item at the October BCDC meeting including effectiveness on this type of advertising, with more data on cost and ideas on a larger regional scale.

LATE (EMERGENT) ITEMS

There were no late (emergent) items for discussion.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

Discussion on renewal of the billboard lease and the effectiveness on this type of advertising.

QUESTION PERIOD FOR PUBLIC AND MEDIA

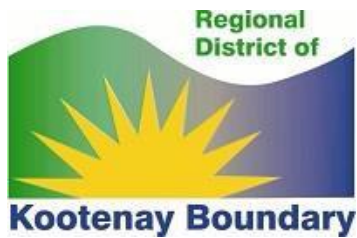
A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The meeting was adjourned at 11:36 am.



Electoral Area Services

Thursday, April 12, 2018 - 4:30 pm

**The Regional District of Kootenay
Boundary Board Room,
843 Rossland Ave., Trail, BC**

MINUTES

Directors Present:

Director Grace McGregor, Vice-Chair
Director Ali Grieve
Director Roly Russell via teleconference
Director Vicki Gee via teleconference

Directors Absent:

Director Linda Worley, Chair

Other Directors:

Bill Edwards, Alternate Director

Staff Present:

Mark Andison, CAO
Donna Dean, Manager of Planning and Development
Jennifer Kuhn, Recording Secretary
Chris Marsh, Manager of Emergency Programs

1. CALL TO ORDER

Vice-Chair McGregor called the meeting to order at 4:30 pm.

2. ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

April 12, 2018

The agenda for the April 12, 2018 Electoral Area Services Committee was presented.

There were additions to the agenda as follows:

- 4. Delegations – Chris Marsh, Manager of Emergency Operations
- 7. A) Airbnb – Director Gee
- B) Forest Practices Board Paper – Director Gee

Moved: Director Grieve Seconded: Alternate Director Edwards

That the April 12, 2018 Electoral Area Services Agenda be adopted as amended.

Carried.

3. MINUTES

March 15, 2018

The Minutes of the March 15, 2018 Electoral Area Services Committee meeting were presented.

Moved: Director Russell Seconded: Alternate Director Edwards

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

Carried.

4. DELEGATION – Chris Marsh, Manager of Emergency Programs

Chris Marsh informed the Committee that a News Release was issued on April 12th with respect to emergency preparedness activities and the website has been updated to include this information as well as river levels and sandbagging information.

The past couple of weeks have been busy with local issues including: a landslide in Trail, a creek overflow in the Genelle area, and a blocked culvert in the Manley Meadows area.

Director Russell would like emergency information available to directors to distribute to those who request it. Chris Marsh has discussed this matter with a community member in Grand Forks who has offered to help organize ahead of time. He is also working with the Kettle River Watershed Authority on communications.

Vice-Chair McGregor thanked Chris Marsh for coming to the meeting.

5. UNFINISHED BUSINESS

A) Memorandum of Committee Action Items

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

Director Gee questioned if there is progress with regard to the new funding stream item. As there has not been time during the budgeting process, this item has not been finalized yet. Director Gee remarked that it is time-consuming to search for funding streams that do not qualify for the Gas Tax or Grant in Aid.

Moved: Alternate Director Edwards Seconded: Director Gee

That the Memorandum of Electoral Area Services Committee Action Items be received.

Carried.

B) Bylaw Enforcement Considerations RPT-1208

A staff report from Mark Andison, Chief Administrative Officer, provided information regarding the potential for enhanced bylaw enforcement services for the Regional District of Kootenay Boundary.

Director Gee mentioned that her interests lie with invasive species and soil removal and deposit, and their impact on economic systems and disruptors. Directors McGregor, Grieve, and Alternate Director Edwards expressed concern with noise and derelict

vehicles. Director Russell suggested that consideration should be given to how current bylaws are enforced before adopting new bylaws.

Mark Andison described the enforceable bylaws that are currently in place and what is done in other jurisdictions to enforce bylaws. Generally, the RDKB tries to seek compliance from people by letting them know the consequences of non-compliance which can be costly to them.

Director McGregor suggested that the BCDC would be a good place for the Boundary directors to discuss this issue. Director Russell thought that a description of bylaw enforcement and the applicable bylaws that are in place could be posted on the website. Director Russell stated that the bylaw adjudication process should be completed before entertaining new bylaws.

It was generally agreed that the adjudication process will need to be completed before any nuisance bylaw referendums can be held, and that it was not likely any bylaw referendums will be able to be presented this year.

Director Russell asked if it would be onerous on staff to prepare the bylaw information on the website similar to RDOS' website and whether it would take a long time. Mark Andison replied that it probably would not take too much time or be a burden to staff to add this information to the website.

Director Russell suggested that as it may not eliminate any complaints they would not ask for this information to be on the website yet.

Moved: Director Grieve

Seconded: Director Russell

That the Bylaw Enforcement Considerations report be received.

Carried.

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

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

Director Russell advised that there are two weeks left to review the discussion paper and complete the on-line survey.

There was discussion regarding the history of the two zones for ALR land in the province and how it impacts decisions on the application.

Director McGregor suggested that the directors complete the on-line survey.

6. **NEW BUSINESS**

A) **Braeden and Melina Black**

RE: Development Variance Permit

1692 Columbia Gardens Road, Electoral Area 'A'

RDKB File: A-1236-05301.010

The Development Variance Permit application submitted by Braeden and Melina Black to allow for a 2.5 metres side yard and 1.0 metre rear yard variance to construct a garage on the property legally described as Lot 2, Plan NEP4628, DL 1236, KD, Electoral Area 'A' was presented.

The APC had concerns about potential impacts on adjacent property owners and recommended that the application be deferred until the applicants can provide more information about their plans.

Moved: Director Russell

Seconded: Alternate Director Edwards

That the Development Variance Permit application submitted by Braeden and Melina Black to allow for a 2.5 metres side yard and 1.0 metre rear yard variance to construct a garage on the property legally described as Lot 2, Plan NEP4628, DL 1236, KD, Electoral Area 'A' be deferred to allow the applicant to address the concerns raised by the APC.

Carried.

B) **Big Whiskey Guest Ranch**

Brock Pendergraft - Pendergraft Professional Land Surveying Inc.

RE: MoTI Subdivision

12300 Brown Creek Road, Electoral Area 'D'/Rural Grand Forks

RDKB Files: D-3292-07129.005 and D-3292-07132.005

Director Russell pointed out that this application is to move an interior lot line, noting that it is bypassing the ALC in this application.

Donna Dean explained that a few applications have used this piece of legislation. In this case, the farm buildings are at the south end of the property and the applicants are

wishing to subdivide off the top piece. The Ministry of Transportation and Infrastructure has agreed with that.

Mark Andison stated that these provisions have been in the ALC Act for a long time and emphasized the importance of having an agrologist involved.

Moved: Director Russell

Seconded: Director Grieve

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcels legally described as Lot A, Plan KAP55440, SDYD, and Lot 1, Plan KAP55440, SDYD, Electoral Area 'D'/Rural Grand Forks, be received.

Carried.

C) David and Diana Veitch

**Chad Nugent - Nugent Contracting and Design
Development Variance Permit**

371 Rock Ridge Road, Big White, Electoral Area 'E'/West Boundary
RDKB File: BW-4109s-07909.415

Director Gee shared that the Big White APC supported this application, since the roof design showed it was a very narrow roof that should not cause any snow load issues.

Donna Dean suggested changing the recommendation to specify that the variance is specific to the lower roof on the left side of the building.

Moved: Director Gee

Seconded: Alternate Director Edwards

That 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, be forwarded to the Regional District of Kootenay Boundary Board of Directors, with a recommendation of support.

Carried.

D) David and Diana Veitch

Chad Nugent - Nugent Contracting and Design**RE: Development Permit**

371 Rock Ridge Road, Big White, Electoral Area 'E'/West Boundary
 RDKB File: BW-4109s-07909.415

Director Gee stated that the APC were in support of the Landscape Plan. Donna Dean mentioned that the applicants did not include the ground cover like grass or wildflower mix. The Planning Department is waiting for ground cover information from the applicant that would be necessary before the permit can be issued.

Moved: Director Gee

Seconded: Director Grieve

That the Staff Report regarding the Development Permit application submitted by Chad Nugent of Nugent Contracting and Design, on behalf of David and Diana Veitch to construct a single family dwelling in the Alpine Environmentally Sensitive Landscape Reclamation Development Permit Area on the parcel legally described as Lot 3 Plan KAS2476 District Lot 4109s, SDYD, Big White, Electoral Area 'E'/West Boundary, be received.

Carried.

E) Grant in Aid Report

Moved: Alternate Director Edwards

Seconded: Director Russell

That the Grant in Aid report be received.

Carried.

F) Gas Tax Update

Moved: Alternate Director Edwards

Seconded: Director Russell

That the Gas Tax Update be received.

Carried.

7. LATE (EMERGENT) ITEMS

Page 7 of 9
 Electoral Area Services
 April 12, 2018

A) Airbnb – Director Gee

Director Gee discussed recent reports in the media about Airbnb in Vancouver, and the requirement for business license. She suggested that we could be getting questions about the requirements for business licences for short-term rentals.

Mark Andison pointed out that Big White should not be an issue, as the RDKB has made no distinction in multiple family dwellings between commercial and residential designations, which is unique to Big White. There have been very few complaints regarding short-term rentals at Big White. Mark Andison also said that the RDKB regularly gets questions about business licences and informs people that while there are no business licences required, there are zoning requirements.

B) Forest Practices Board Paper – Director Gee

Director Gee mentioned that with regard to land use plan referrals, there is concern about the watersheds in Area 'E'/West Boundary. Director Gee discussed the matter with staff at the Forest Practices Board Booth and they have a fair amount to say about strengthening requirements for drinking water protection regarding forest activity. Director Gee wanted to bring this information to the Electoral Area Services Committee's attention.

8. DISCUSSION ITEMS

A) Occupancy Permits – Director Grieve

Director Grieve mentioned that the development permit for the WAX Expansion Project, which included drainage designs, might have not been followed through. Director Grieve asked where the responsibility lies with drainage plans, who has the authority, and what does the RDKB do when drainage plans are not followed.

Mark Andison replied that there is no requirement to submit a drainage plan in the Columbia Gardens Development Permit Area, and that the granting of the permit does not rely on a drainage plan. A site plan was submitted, which was required, however, it happened to show how the WAX partnership group was planning to drain the property. Mark Andison mentioned that they might have used different drainage plans from which were submitted initially. The building inspectors did not need to check the drainage plan.

Director Grieve wanted to know who has the authority regarding the drainage plan and Mark Andison responded that any problems that arise from drainage issues would be a civil matter between property owners.

B) Expense Reimbursement and Taxation (Late-Emergent)

Director McGregor had a question regarding expense claims and if they were non-taxable. Director Russell replied that the allowance for the non-taxable stipend would no longer be in effect as of 2019. Mark Andison will direct staff to provide a report to outline the implications of the taxable expenses. Director Gee also questioned whether she could claim part of her home office expenses.

9. CLOSED (IN CAMERA) SESSION

There was no in camera session.

10. ADJOURNMENT

There being no further business to discuss, Vice-Chair McGregor adjourned the meeting at 5:37 pm.



Electoral Area Services Committee Minutes

Thursday, May 17, 2018
RDKB Board Room, 843 Rossland Avenue, Trail, BC

Directors Present:

Director Linda Worley, Chair
Director Ali Grieve
Director Grace McGregor-via teleconference
Director Vicki Gee-via teleconference

Directors Absent:

Director Roly Russell

Staff Present:

Mark Andison, Chief Administrative Officer-via teleconference
Ken Gobeil, Planner
Maria Ciardullo, Recording Secretary

CALL TO ORDER

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

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

May 17, 2018

Item 6I was added to the agenda - Floodplain in Electoral Area 'E'

Moved: Director Grieve

Seconded: Director McGregor

That the May 17, 2018 Electoral Area Services Agenda be adopted as amended.

Carried.

**Electoral Area Services
May 17, 2018
Page 1 of 6**

MINUTES

April 12, 2018

The April 12, 2018 Electoral Area Services Committee meeting minutes were not available at the time the agenda was published.

DELEGATIONS

No Delegations were in attendance.

UNFINISHED BUSINESS

Memorandum of EAS Committee Action Items

Moved: Director Grieve

Seconded: Director Gee

That the Memorandum of Committee Action Items be received.

Carried.

Braeden and Melina Black

RE: Development Variance Permit

1692 Columbia Gardens Road, Electoral Area 'A'

RDKB File: A-1236-05301.010

Moved: Director Grieve

Seconded: Director McGregor

That the Development Variance Permit application submitted by Braeden and Melina Black to allow for a 2.5 metre side yard and 1.0 metre rear yard variance to construct a garage on the property legally described as Lot 2, Plan NEP4628, DL 1236, KD, Electoral Area 'A', be presented to the Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Carried.

NEW BUSINESS**Big White Resort Ltd.****RE: Bylaw Amendment**

Unsurveyed Crown land SE of Big White Road and Black Forest Way
 RDKB File: BW-4253-Temp. Black Forest

Director Gee expressed her and the Big White APC's concern regarding parking requirements for staff housing versus hostel use. There was discussion on this issue and Mark Andison, CAO, explained the different requirements for dwelling units and for hostels. There was also discussion on obtaining the floor plans for the structure.

Moved: Director Gee

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 staff housing and a Hostel on unsurveyed Crown Land south east of Big White Road and Black Forest Way, be supported, and further, that staff be directed to draft amendment bylaws for presentation to the Regional District of Kootenay Boundary Board of Directors for first and second readings and to schedule and hold a public hearing on the proposed bylaw amendments.

Carried.

Michael Strelbisky and Darcy Milligan**RE: Development Variance Permit**

12 Chase Road, Christina Lake
 RDKB File: C-317-02535.930

Director McGregor mentioned that the Electoral Area 'C'/Christina Lake APC has no issues with this application.

Moved: Director McGregor

Seconded: Director Grieve

That the Development Variance Permit application submitted by Michael Strelbisky and Darcy Milligan to allow for a reduced interior side yard setback for an accessory building greater than 10m² in area from 3 metres to 1.5 metres – a 1.5 metre variance and an increase to the maximum height for an accessory building from 4.6 metres to 5.5 metres – a 1.1 metre variance, on the property legally described as Parcel F, Plan KAP28028, DL 317, SDYD, Electoral Area 'C'/Christina Lake be presented to the

Regional District of Kootenay Boundary Board of Directors for consideration, with a recommendation of support.

Carried.

RAVESTEIN, Hendrik and SMIENK, Johannes

RE: Industrial Development Permit

301 and 305 Courtesy Road, Genelle

RDKB File: B-2404-06180.200

Moved: Director Grieve

Seconded: Director McGregor

That the staff report regarding the Development Permit application submitted by Johannes Smienk and Hendrik Ravestein to construct a meter building in the Genelle/Rivervale Industrial Development Permit Area on the parcel legally described as District Lot 2404, KD, Genelle, Electoral Area 'B'/Lower Columbia-Old Glory, be received.

Carried.

David Heubner and Daniel Kaufman

RE: MOTI Subdivision Referral

28 Mulher Road, Beaverdell

RDKB File: E-1545-00118.050

Ken Gobeil, Planner, explained that the ALR portions will be unaffected.

Moved: Director Gee

Seconded: Director McGregor

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed subdivision, for the parcel legally described as District Lot 1545, SDYD Beaverdell, Electoral Area 'E'/West Boundary be received.

Carried.

Gas Tax Application

RE: Boundary Museum Society Exhibition Extension Project

Moved: Director McGregor

Seconded: Director Gee

That the gas tax funding application by the Boundary Museum Society in the amount of \$60,000 to build a 40' x 60' addition to the existing Black Hawk Livery building be deferred to the next Electoral Area Services meeting.

Carried.

Grant in Aid Report

Moved: Director Grieve

Seconded: Director McGregor

That the Grant in Aid Report be received.

Carried.

Gas Tax Update

Moved: Director McGregor

Seconded: Director Gee

That the Gas Tax Update be received.

Carried.

**Real Estate Speculation Regarding Large Agricultural Parcels Discussion
(Director Gee)**

Director Gee expressed her concern with foreign agencies who are buying agricultural land and not using it for agriculture. There was a question about the number of foreign buyers and whether realtors have any data on that. Director Gee to follow-up at the next meeting.

Mark Andison mentioned that 'vacant non-resident owned properties' may be owned by a BC registered numbered company, but the funds could be coming from overseas, therefore it could be difficult to obtain accurate data on the number of foreign buyers.

Floodplain in Electoral Area 'E'/West Boundary

Director Gee expressed her concern about homes that are allowed to be built within the floodplain area. She also stated that the RDKB should be stricter on exemptions due to the recent flooding in the Boundary Area. Mark Anderson explained that engineers provide reports to the RDKB that certify the structure is safely constructed within a floodplain. He also explained that the nature of floodplains are always changing and therefore updated floodplain mapping is required for accurate data.

LATE (EMERGENT) ITEMS

There were no late items.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

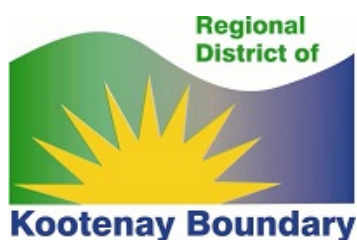
Foreign Buyers Speculation

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

There being no further business to discuss, Chair Worley adjourned the meeting at 5:10 p.m.



STAFF REPORT

Date: October 4th, 2018 **File**

To: Chair Chair Roly Russell and Members
of the RDKB Board of Directors

From: Chris Marsh,
Manager of Emergency Programs

**Re: REQUEST FOR RESOLUTION TO SEEK GRANT OPPORTUNITY – UBCM
COMMUNITY EMERGENCY PREPAREDNESS FUND – BOUNDARY
EMERGENCY SOCIAL SERVICES PROJECT**

Issue Introduction

A staff report from Chris Marsh, Manager of Emergency Programs presenting the opportunity presented by the UBCM Community Emergency Preparedness Fund (CEPF) – Emergency Social Services grant submission intake.

History/Background Factors

The Union of British Columbia Municipalities has opened a grant intake specifically to enhance emergency social services across municipalities in BC.

The Emergency Preparedness Service wishes to submit an application to the CEPF for this opportunity totaling \$24,700. These funds would be used to purchase a storage and work space to support Emergency Social Service volunteers in the Boundary region.

Specifically, the Emergency Preparedness Service is working with the Village of Midway to find a suitable location to house either a converted shipping container or a cargo trailer that can be accessed by our ESS volunteers 24/7. The unit would be used as a workspace to complete paperwork, as well as storage for ESS forms, reception center supplies, and personal disaster response materials. Currently, our Boundary ESS volunteers are keeping all of this material at their homes. As well, pre-positioning emergency response supplies reduces the amount of time it will take to respond to the next disaster in the Boundary.

The grant application process requires a Board resolution to confirm support for these planned improvements to our ESS program, and willingness to provide overall grant management.

Implications

There may be ongoing costs associated with this project, such as electrical charges or vehicle registration. These costs can be covered by the Emergency Preparedness Service annual budget.

The assistance of Finance staff will be required to help administer these funds.

Advancement of Strategic Planning Goals

We will ensure we are responsible and proactive in funding our services.

Background Information Provided

Please see the attached CEPF grant application and budget.

Alternatives

1. That the board resolve to support the UBCM CEPF grant application.
2. That the board does not support the grant application and that the board provide staff with direction.

Recommendation(s)

That the RDKB Board resolve to support the UBCM CEPF Emergency Social Services grant application from Chris Marsh, Manager of Emergency Programs.



Community Emergency Preparedness Fund Emergency Social Services 2018 Application Form

Please complete and return the application form by **October 5, 2018**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

SECTION 1: Applicant Information	AP <small>(for administrative use only)</small>
Applicant: Regional District of Kootenay Boundary	Date of Application: October 4 2018
Contact Person*: Chris Marsh	Position: Manager of Emergency Programs
Phone: 250-231-1277	E-mail: cmarsh@rdkb.com

* Contact person must be an authorized representative of the applicant.

SECTION 2: For <u>Regional Projects Only</u>
<p>1. Identification of Partnering Local Authorities. For all regional projects, please list all of the partnering local authorities included in this application. Refer to Section 2 of the Program & Application Guide for eligibility.</p> <p>As the RDKB has the mandate for the regional emergency plan, this application only includes an application from the RDKB.</p>

SECTION 3: Project Summary
<p>2. Name of the Project:</p> <p>Boundary Region Emergency Social Services Support</p>
<p>3. Project Cost & Grant Request:</p> <p>Total Project Cost: \$25,000.00 Total Grant Request: \$25,000.00</p> <p>Have you applied for or received funding for this project from other sources?</p> <p>No</p>
<p>4. Project Summary. Provide a summary of your project in 150 words or less.</p> <p>The project aims to increase our Emergency Social Service support capacity in the Boundary Region of BC. The addition of secure storage space for housing files, supplies and emergency response materials not only supports our residents, but provides our ESS volunteers with a safe, secure and centralized space to support our ESS support programs. This project will be</p>

undertaken in partnership with our ESS volunteers, as well as the local Red Cross representatives and the Village of Midway.

- 5. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

The Regional District of Kootenay Boundary (RDKB) Emergency Preparedness Service is a region-wide emergency management service, with all eight incorporated municipalities and the regional district as signatories. We utilize a regional Emergency Plan to provide the policies and procedures for responding to and recovering from emergencies that may occur within Regional District boundaries. The Plan is based on the BC Emergency Management System and is intended to work with other internal and external Emergency Plans, agency partners and emergency responders. The plan contains directives around how we respond to the human component of emergencies, such as supporting residents during the Emergency Social Service support phase (first 72 hours) as well as how we support people who need help for longer than this.

SECTION 4: Detailed Project Information

- 6. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

Specifically, this project seeks to increase the ESS response and support capabilities within the Boundary Region of BC. Currently, the nearest secure ESS storage space and supplies (including secure file cabinets, reception centre kits and group lodging kits) are located within the RDKB in Trail, and outside the RDKB in Castlegar. During the flooding events experienced in the Boundary this spring, significant resources had to be deployed from Castlegar and Trail to support the response in the Boundary, leaving these original locations without an adequate supply of materials, should they have needed to be activated. As well, travel distances within the RDKB are long and often across mountain passes, and relying on these routes to be open during an emergency presents a vulnerability to our ESS response capabilities.

The RDKB wishes to purchase either a modified shipping container (insulated and finished inside) or a modified cargo trailer (dependant on further discussions with the Village of Midway) and stage that unit in a suitable, safe and secure location within the Village of Midway. Currently two locations are being considered. Having this unit mobile would mean that in the event of a major activation elsewhere within the region, it could be deployed to support a response elsewhere.

This unit would be insulated, roughly finished, with electrical connections to shore power. Electrical costs may be supported through an in-kind contribution from the Village of Midway. The unit would be heated, to maintain the integrity of the ESS supplies contained within. Electrical connections would be installed in such a way that the unit could be disconnected from shore power quickly for transport.

The inside of the unit would be outfitted with storage racks and a workspace for volunteers. Other supplies to be stored within the unit include:

- photocopier and shredder

- surge protectors and extension cords
- ESS Level 1 and 2 response kits
- locking file cabinet, office chair, folding chairs and a stationary storage cupboard
- office supplies including paper, pens, printer toner, file folders
- one complete reception centre kit
- pop-up tent / shelter and signage

7. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and First Nations (i.e. ESS volunteers, training resources, cots, blankets, etc.).

Besides these resources not currently being available anywhere in the Boundary Region of BC, these resources, when deployed, will increase the availability of reception centre, ESS and group lodging supplies to the Okanagan region. Currently, the closest store of these materials would be located in Trail or Castlegar. The addition of these materials to the Boundary Region means that these materials can either be transferred to the Okanagan if needed, or be used to support evacuees coming to the area from the Okanagan in the event of a disaster in that region.

8. Partnerships. Identify any other authorities you will collaborate with on the proposed project and specifically outline how you intend to work together.

There are several partnerships that the RDKB uses to facilitate ESS support within the region.

1. Municipal partnerships - the Village of Midway has been an important partner in emergency response for us, and supports this application and being at the centre of our ESS support system in the Boundary Region of BC. The Village of Midway's contribution to this project includes land to place this unit, and potentially power from a municipal facility.

2. Red Cross - the RDKB has a formal agreement with the Red Cross to provide Level 1 and 2 ESS services. As well, during the spring 2018 flooding in the Boundary, the Red Cross was the lead agency for our reception centre and group lodging facilities across the Boundary. The Red Cross has committed to \$5,655 worth of in-kind contributions to this project, including cots, blankets, cleaning kits, vests and other support materials.

Describe how a collaborative approach will leverage efficiencies and be a cost effective approach to the maintaining or improving ESS operations.

The RDKB is a regional district large in land mass, but small in population, and sparsely populated. All agencies in this area lack the financial and human resources to undertake significant projects on their own. A collaborative approach brings together the expertise of several agencies, and creates a shared sense of ownership when a project such as this is undertaken.

9. Capacity Building. Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

This is a region that has experienced some of the worst flooding in the province's history (in 2017 and 2018) and a devastating wildfire in the Rock Creek region in 2015. At the same time, this area is sparsely populated and the availability of public spaces to house these materials simply do not exist. Currently, our ESS volunteers keep their ESS materials at their homes in the region, which is simply unacceptable. As well, the nearest supplies for a reception centre or group lodging facility are located in the eastern end of the region. Pre-positioning these supplies in an area that needs them reduces the amount of time needed to deploy these

resources. As well, the staging of these materials within this region will assist our efforts to recruit new volunteers and maintain our current volunteers, as they need to feel supported. By and large this region sees more activation of the ESS system than any other area within the RDKB.

10. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? (i.e. tracking the number of training events and recruitments, external evaluators, etc.)

This project will be evaluated as follows:

1. Successful design and deployment of this unit within acceptable timeframes.
2. Positive feedback from ESS volunteers within the region that the design and materials contained within meet their needs
3. Successful ESS responses, potentially with reduced timelines, and certainly with more formality and safe, secure storage of files.
4. Faster response times during major events such as flooding and wildfires, for the deployment and set-up or reception centres and group lodging facilities.

11. Additional Information. Please share any other information you think may help support your submission.

If the design and deployment of this unit and this model are successful, the RDKB may look at further enhancing ESS capabilities in Grand Forks, Westbridge, Beaverdell and Big White.

Please note that our Board resolution is forthcoming, our next Board meeting is October 10th.

SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- Local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- For regional projects only: Each **partnering** local authority must submit a local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the applicant to apply for, receive and manage the grant funding on their behalf.

SECTION 6: Signature

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).

Name:

Title:

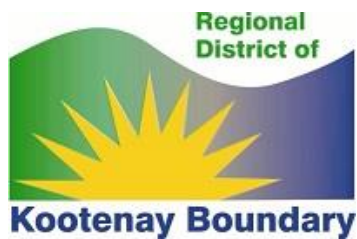
Signature:	Date:
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An electronic or original signature is required.

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8



STAFF REPORT

Date: 10 Oct 2018 **File**

To: **Chair Russell and the Board of Directors**

From: Tim Dueck - Solid Waste Program Coordinator

Re: RecycleBC contract renewal

Issue Introduction

A Staff Report from Tim Dueck, Solid Waste Program Coordinator regarding the renewal of the service contract with Recycle BC for residential recycling depots located at staffed RDKB disposal facilities.

History/Background Factors

In May 2014, Multi-Materials BC (RecycleBC) responded to the Recycling Regulation of the *Environmental Management Act of BC* and began the stewardship program for Printed Paper and Packaging. This stewardship program 'took over' the services provided by local governments of promoting, collecting, transporting and marketing the commodities associated with packaging materials. This included the provision of collection services at the curbside (blue boxes) and staffed recycling depots.

Residents of the McKelvey Creek Wasteshed (Greater Trail) immediately transitioned to receiving blue box collection service directly from Multi-Materials BC (MMBC).

The RDKB entered into contract to become a collector on behalf of MMBC at staffed solid waste facilities.

In July 2017, Recycle BC (name change from MMBC) took over the provision of curbside collection services directly to residents in the Boundary as they had been doing in the Greater Trail region.

The RDKB continued to provide depot services to all residents on behalf of Recycle BC and received financial compensation based on the collected weights of the materials.

In September 2017, Recycle BC informed the RDKB that they would be relocating the recycling bins from the Grand Forks Landfill.

During this time Recycle BC has gone through fairly extensive consultation to update their initial contract with all collectors. The RDKB has now received the standard Statement of Work (SOW) offer from Recycle BC.

The changes in this SOW from the previous include nominal increases in the tonnage rate paid to the RDKB (and all collectors) and the relocation of the bins from the Grand Forks Landfill to the Bottle Depot.

Implications

In 2017, the RDKB received \$38,108 from Recycle BC for materials collected at RDKB facilities (Rock Creek Transfer Station, West Boundary Landfill, Grand Forks Landfill, Christina Lake Transfer Station and McKelvey Creek Landfill). With the relocation of the recycling bins from the Grand Forks Landfill it is expected that revenue to the RDKB will decrease in 2018 and beyond.

The RDKB has designated physical space at solid waste facilities, and assigned RDKB staff to assist the public to access this stewardship program. The cost to the RDKB is difficult to quantify but it is thought that the cost of hosting a RecycleBC depot exceeds the the revenue from the materials.

Advancement of Strategic Planning Goals

By contracting with Recycle BC to provide recycling depot services at selected solid waste facilities, we are continuing to focus on core services and focus on good management and governance.

The Solid Waste Management plan directs the RDKB to host stewardship programs where feasible but not compete with private enterprise for these services.

Background Information Provided

* Schedule 2.1(c) Statement of Work for Depot Collection Services

Alternatives

- That the Board of Directors enter into a five-year (and one month) SOW agreement with Recycle BC (Nov. 30, 2018 - Dec. 31, 2023) for the provision of space and oversight of recycling depot services at select RDKB solid waste collection facilities with the approximate value to the RDKB of \$30,000 per year.
- The the Board of Directors not enter into an agreement with Recycle BC for the provision of recycling bins at RDKB staffed transfer stations.

Recommendation(s)

- That the Board of Directors enter into a five-year (and one month) SOW agreement with Recycle BC (Nov. 30, 2018 - Dec. 31, 2023) for the provision of space and oversight of recycling depot services at select RDKB solid waste collection facilities with the approximate value to the RDKB of \$30,000 per year.

SCHEDULE 2.1(c)
STATEMENT OF WORK FOR DEPOT COLLECTION SERVICES

This Statement of Work is incorporated into and forms part of the Master Services Agreement made between Regional District of Kootenay Boundary ("**Contractor**") and MMBC Recycling Inc. carrying on business as Recycle BC ("**Recycle BC**") made as of November 30, 2013 (the "**Agreement**"). The effective date of this Statement of Work (the "**SOW Effective Date**") is November 30, 2018.

SECTION 1. Interpretation

- 1.1 Definitions. In this Statement of Work (including the attachments hereto), the following terms will have the following meanings. Capitalized terms used but not defined in this Statement of Work will have the respective meanings ascribed to them in the Agreement.

"**Agreement**" has the meaning set out on the first page of this Statement of Work.

"**Approved Depots**" means, at any time, the Depots listed in Attachment 2.1.1 (as such attachment may be amended from time to time), and "**Approved Depot**" means any one of them.

"**Container**" means any container used for storage of In-Scope PPP at a Depot.

"**Customer**" means all British Columbia residential users of a Depot.

"**Depot**" means a fixed location collection site operated by Contractor to which In-Scope PPP can be delivered by Customers, whether designated as a Principal Depot or Satellite Depot and including, in each case, all surrounding portions of such site from the public entrance way onward, including any parking lots, buildings, and storage facilities.

"**Depot Collection Services**" has the meaning set out in Section 2.1.

"**Designated Post-Collection Service Provider**" means the entity, designated by Recycle BC, to receive Contractor-collected In-Scope PPP.

"**Household In-Scope PPP**" means In-Scope PPP from a residential household.

"**ICI PPP**" means In-Scope PPP from an ICI location.

"**In-Scope PPP**" mean the PPP set out in Attachment 2.1.2 and such other materials identified as In-Scope PPP by Recycle BC in writing from time to time.

"**Industrial, Commercial and Institutional**" or "**ICI**" means any operation or facility other than a residential household, including but not limited to industrial operations of any size; commercial operations of any size including small businesses with one or more employees, retail stores, offices, strip malls and vacation facilities, such as hotels, motels, cottages, cabins and rental, co-operative, fractional ownership, time-share or condominium accommodation associated with sports and leisure facilities (e.g., ski resorts); and, institutional operations of any size including schools, churches, community buildings, local government buildings, arenas, libraries, fire halls, police stations, social or community service organizations and residences at which medical care is provided, such as nursing homes, long-term care facilities and hospices.

"**Not Accepted Materials**" means, collectively, any material that is not PPP (as that term is defined in the Agreement).

"**OCC**" means paper-based material consisting of a fluted corrugated sheet and one or two flat linerboards.

"Principal Depot" means an Approved Depot from which In-Scope PPP is picked up by the Designated Post-Collection Service Provider.

"Reuse" means conventional reuse where the item is used again whole and intact for the same function (e.g. a refillable milk bottle refilled with milk by a dairy), and next-life reuse where the item is used for a different function (e.g. a wine bottle reused to hold flowers).

"Satellite Depot" means an Approved Depot from which Contractor transports In-Scope PPP to a designated Principal Depot for pick-up by the Designated Post-Collection Service Provider.

"Scavenge" means unauthorized rerouting of collected In-Scope PPP to anyone other than the Designated Post-Collection Service Provider. Scavenging does not include the diversion of In-Scope PPP for Reuse.

"Service Commencement Date" means November 30, 2018.

"SOW Effective Date" has the meaning set out on the first page of this Statement of Work.

"SOW Services" has the meaning set out in Section 2.

"Temporary Collection Site" means a temporary or mobile collection site to which In-Scope PPP can be delivered by Customers.

- 1.2 Attachments. As of the Effective Date, the following attachments form part of this Agreement (note that attachment numbering is not sequential and is based on a related section reference):

Attachment	Description
Attachment 2.1.1	– Approved Depots
Attachment 2.1.2	– In-Scope PPP
Attachment 3.4	– Service Level Failures
Attachment 5	– Fees

SECTION 2. SERVICES

Contractor will provide, on the terms and conditions set out in the Agreement as supplemented and modified by the terms and conditions of this Statement of Work, the following Services (the **"SOW Services"**):

- 2.1 Depot Collection Services. Beginning on the Service Commencement Date, Contractor will collect In-Scope PPP from Customers at each of the Approved Depots as further described in this Section 2.1 (**"Depot Collection Services"**) and in accordance with the terms of the Agreement and this SOW.

2.1.1 Depots.

- (a) Contractor may not collect In-Scope PPP at any collection site other than an Approved Depot or Temporary Collection Site.
- (b) Contractor may not add any Depot to the list of Approved Depots without the prior written approval of Recycle BC, such written approval to specify (i) a date mutually acceptable to the parties on which such Depot will be added to the list of Approved Depots, (ii) whether such Depot will be designated as a Principal Depot or a Satellite Depot and (iii) if such Depot is a Satellite Depot, the

designated Principal Depot. Effective as of the date such Depot is added to the list of Approved Depots, Attachment 5 will be amended if and to the extent necessary.

- (c) Contractor may not remove any Depot from the list of Approved Depots without the prior written approval of Recycle BC, such written approval to specify a date mutually acceptable to the parties on which such Depot will be removed from the list of Approved Depots. Effective as of the date such Depot is removed from the list of Approved Depots, Attachment 5 will be amended if and to the extent necessary.
- (d) Contractor may not operate or collect In-Scope PPP at a Temporary Collection Site except (i) with the prior written approval of Recycle BC and (ii) in accordance with the terms and conditions set forth in such written approval.

2.1.2 PPP Materials.

- (a) Contractor will collect all In-Scope PPP that Customers bring to an Approved Depot.
- (b) Materials collected under this Statement of Work may not contain more than 3% by weight of Not Accepted Materials. Materials exceeding 3% by weight of Not Accepted Materials may be subject to rejection by the Designated Post-Collection Service Provider and may result in Service Level Failure Credits.
- (c) Materials collected under this Statement of Work may not contain hazardous or special waste.
- (d) Contractor will implement and maintain reasonable procedures to ensure that materials deposited into Containers at each Depot comply with the requirements set forth in this Section 2.1.2, including procedures to monitor the content of collected material and procedures to notify and reject material from Customers who do not comply with such requirements. Such procedures are subject to review by Recycle BC at any time and from time to time. If Recycle BC determines that such procedures are inadequate, Contractor will adopt such procedures as Recycle BC may reasonably require in order to ensure compliance with this Section 2.1.2.

2.1.3 Collection.

- (a) Contractor will not place limits on the quantity of In-Scope PPP delivered by Customers to a Principal Depot if the In-Scope PPP is from a household. Limits may be placed on the quantity or types of In-Scope PPP delivered by Customers to Satellite Depots, at Contractor's sole discretion.
- (b) Each Depot must be fully staffed when open to Customers. A Depot is considered to be "fully staffed" when there are a sufficient number of staff members that staff are able to (i) regularly check the Containers into which Customers place In-Scope PPP throughout the period of time the Depot is open to Customers, (ii) instruct and direct Customers to place In-Scope PPP in the appropriate Containers or locations, (iii) promptly and regularly remove items that are not In-Scope PPP, (iv) promptly and regularly remove items which Customers did not properly place in the appropriate Containers or locations, (v) communicate with Customers about contamination problems or improperly sorted

In-Scope PPP and (vi) otherwise comply with the requirements of this Agreement (including without limitation Sections 2.1.2(d) and 2.2).

- (c) Each Depot must be securely fenced and/or locked when closed to Customers. A Depot is considered to be "securely fenced and/or locked" when (i) Customers are not able to deliver In-Scope PPP to the Depot and (ii) access to the Depot is restricted and the In-Scope PPP stored at the Depot and awaiting pick-up by the Designated Post-Collection Service Provider is safe from tampering and vandalism.
- (d) Unless otherwise agreed with the Designated Post-Collection Service Provider, if Contractor is:
 - (i) baling printed paper, paper packaging and/or OCC, the minimum bale density must be 450 kg per cubic meter;
 - (ii) baling polyethylene film packaging, the minimum bale density must be 350 kg per cubic meter;
 - (iii) baling polystyrene foam packaging, the minimum bale density must be 75 kg per cubic meter; or
 - (iv) densifying polystyrene foam packaging, the minimum biscuit density must be 275 kg per cubic meter.

2.1.4 Containers

- (a) Containers to be removed from a Principal Depot for transport of In-Scope PPP by the Designated Post-Collection Service Provider will be provided by and remain the property of the Designated Post-Collection Service Provider. Upon termination or expiration of this Statement of Work or the Agreement, any Containers provided by the Designated Post-Collection Service Provider in accordance with this Section 2.1.4(a), will be returned to the Post-Collection Service Provider.
- (b) Any Containers that are not intended to be removed from the Depot for transport of In-Scope PPP by the Designated Post-Collection Service Provider will be provided by Contractor. Upon termination or expiration of this Statement of Work or the Agreement, any Containers provided by Contractor to provide the Depot Collection Services will remain the property of Contractor.
- (c) Contractor may not allow Customers to deposit In-Scope PPP into Containers in single-use bags.

2.1.5 Designated Post-Collection Service Provider

- (a) The Designated Post-Collection Service Provider will only pick-up In-Scope PPP collected by Contractor pursuant to this Statement of Work (including In-Scope PPP collected at a Satellite Depot or Temporary Collection Site) at a Principal Depot. In the case of In-Scope PPP collected at a Satellite Depot, Contractor is solely responsible, at its own cost and expense, for (i) transporting such In-Scope PPP to the designated Principal Depot in a manner acceptable to Recycle BC, (ii) consolidating In-Scope PPP collected at the Satellite Depot with In-Scope PPP collected at the designated Principal Depot in a manner acceptable to Recycle BC and (iii) preparing the In-Scope PPP collected at the Satellite Depot for pick-up by the Designated Post-Collection Service Provider at the designated Principal Depot in a manner acceptable to the Designated Post-Collection Service Provider.

- (b) Contractor will maintain all In-Scope PPP collected by Contractor pursuant to this Statement of Work (including In-Scope PPP collected at a Satellite Depot or Temporary Collection Site) for pick-up by the Designated Post-Collection Service Provider in a manner that is segregated, at a minimum, as set out in Attachment 2.1.2, and which is baled (or not baled) in accordance with the selections in the table(s) in Section 1(a) of Attachment 5.
- (c) Contractor will (i) ensure all In-Scope PPP collected by Contractor pursuant to this Statement of Work (including In-Scope PPP collected at a Satellite Depot or Temporary Collection Site) Principal is made available for pick-up by the Designated Post-Collection Service Provider at a Principal Depot and (ii) may not charge any amounts to the Designated Post-Collection Service Provider for collecting such In-Scope PPP from a Principal Depot. Without limiting the generality of the foregoing, Contractor will not deliver In-Scope PPP collected by Contractor pursuant to this Statement of Work to any person or facility (including without limitation a landfill, incinerator or energy recovery facility) other than the Designated Post-Collection Service Provider or otherwise dispose of any In-Scope PPP collected at a Depot without prior written authorization from Recycle BC.
- (d) Contractor will store In-Scope PPP collected by Contractor pursuant to this Statement of Work in a manner acceptable to the Designated Post-Collection Service Provider and Recycle BC. Without limiting the generality of the foregoing, Contractor will, at the request of Recycle BC, adopt such procedures and measures, whether permanent or temporary, as Recycle BC determines is necessary to ensure that such In-Scope PPP is adequately protected from rain, snow and other inclement weather or otherwise to protect the recyclability and marketability of such In-Scope PPP.
- (e) Recycle BC may change the Designated Post-Collection Service Provider upon 30 days' notice.
- (f) If the Designated Post-Collection Service Provider rejects any material made available for pick-up at a Principal Depot due to a verified claim that such material contains (i) more than 3% by weight of Not Accepted Materials or (ii) any hazardous or special waste, Recycle BC reserves the right to designate alternative procedures and requirements associated with respect to such material and to deduct any additional costs associated therewith from the Fees otherwise due to Contractor.

2.1.6 PPP from Industrial, Commercial and Institutional Sources

- (a) Contractor will not be entitled to receive any Fees or other payments in respect of ICI PPP and will be solely responsible for any costs associated with the collection and management of ICI PPP. The amount of Household In-Scope PPP collected at a Depot (the "**Determined Household Amount**") will be determined in accordance with Section 2.1.6(b). Without limiting the generality of the foregoing, Contractor acknowledges and agrees that Contractor will be solely responsible for any costs or fees charged by the Designated Post-Collection Service Provider in respect of ICI PPP.
- (b) For purposes of determining the Determined Household Amount in respect of a Depot, Contractor will adopt one of the following options (each, an "**ICI Management Option**") for such Depot, in each case as set forth in Attachment 2.1.1.

Option 1 – Separation of Household In-Scope PPP from ICI PPP – Contractor will ensure that Household In-Scope PPP is received, weighed and processed separately from ICI PPP. Contractor will implement and maintain rules and procedures acceptable to Recycle BC to ensure that Household In-Scope PPP is received, weighed and processed separately from ICI PPP in such manner (including ensuring that Containers are clearly marked to indicate which are for Household In-Scope PPP and which are for ICI PPP) as is necessary to ensure that the amount of Household In-Scope PPP collected at the Depot is accurately determined. The separation of Household In-Scope PPP and ICI PPP will be clearly communicated to Customers in a manner acceptable to Recycle BC and consistently applied and enforced by Contractor.

Option 2 – No Collection of ICI PPP – Contractor will not accept ICI PPP at the Depot. Contractor will implement and maintain rules and procedures acceptable to Recycle BC to ensure that only Household In-Scope PPP is collected at the Depot. The fact that ICI PPP may not be delivered to the Depot will be clearly communicated to Customers in a manner acceptable to Recycle BC and consistently applied and enforced by Contractor.

Option 3 – Calculation of Mix of Household In-Scope PPP and ICI PPP – Contractor will determine the percentage of In-Scope PPP collected at the Depot that is comprised of ICI PPP (the “**Determined ICI Amount**”) using a methodology acceptable to Recycle BC in its sole discretion. Once the Determined ICI Amount has been determined in accordance with such methodology, Contractor will provide to Recycle BC such records and information as Recycle BC reasonably requires in order to confirm that the Determined ICI Amount accurately reflects ratio of Household In-Scope PPP to ICI PPP collected at the Depot, including without limitation:

- (i) over a period that represents at least 20% of the annual tonnage collected by the Depot in any year, (A) the number of vehicles from a residential address that did not contain ICI PPP and (B) the number of vehicles from a non-residential address or that otherwise contained ICI PPP collected by the Depot; and
- (ii) over a period that represents at least 20% of the annual tonnage collected by the Depot in any year, (A) the aggregate weight of Household In-Scope PPP and (B) the aggregate weight of ICI PPP collected by the Depot.

On an annual basis on a date to be determined by Recycle BC, and at such other time as the parties may agree, Contractor will determine the then-current ratio of Household In-Scope PPP to ICI PPP collected at the Depot. If Recycle BC determines that Determined ICI Amount does not accurately reflect the then-current ratio of Household In-Scope PPP to ICI PPP collected at the Depot, Recycle BC will be entitled to make such adjustments to the Determined ICI Amount as it considers necessary.

Option 4 – Automatic Deduction of Fixed ICI Percentage – The Determined Household Amount will be calculated by deducting a fixed percentage (the “**Fixed ICI Percentage**”) from the weight of the In-Scope PPP collected at the Depot, which amount shall initially be 25%. Recycle BC will be entitled to monitor the amount of ICI PPP collected at the Depots and, should the quantity of In-Scope PPP collected at the Depot be greater than the Fixed ICI Percentage, Recycle BC shall be entitled to increase the Fixed ICI Percentage so that it reflects the ratio of Household In-Scope PPP to ICI PPP collected at the Depot.

- (c) All rules, procedures and methodologies adopted by Contractor pursuant to this Section 2.1.6 are subject to review by Recycle BC at any time and from time to time. If Recycle BC determines that such rules, procedures or methodologies in respect of a Depot are inadequate for purposes of ensuring that Contractor only receives Fees or other payments under this Statement of Work for Household In-Scope PPP, Contractor will adopt such rules, procedures or methodologies as Recycle BC may reasonably require in order to ensure compliance with this Section 2.1.6.
- (d) Contractor may change the ICI Management Option for a Depot with the prior written approval of Recycle BC. A decision to accept a request to change the ICI Management Option for a Depot is solely at Recycle BC's discretion, but will not generally be withheld if Recycle BC determines that such change will not impair the ability of Recycle BC to accurately determine the amount of Household In-Scope PPP collected at the Depot.
- (e) Recycle BC may at any time change the ICI Management Option applicable to a Depot if Recycle BC, in its sole discretion, determines that (i) the rules and procedures necessary to operate such Depot in a manner consistent with the applicable ICI Management Option are not being consistently applied and enforced or (ii) the application of the applicable ICI Management Option does not enable Recycle BC to accurately determine the amount of Household In-Scope PPP collected at the Depot.

2.1.7 Spillage.

- (a) All In-Scope PPP collected at a Depot will be completely contained in Containers at all times, except when material is actually being loaded.
- (b) Any spillage of materials that occurs at a Depot or while transporting materials from a Satellite Depot to the designated Principal Depot will be immediately cleaned up or removed by Contractor at its sole expense. Contractor will keep accurate records of each occurrence of spillage and of its clean-up, and will make such records available to Recycle BC on request and, if requested by Recycle BC, as part of a regular report to be delivered with such frequency as requested by Recycle BC (but not more frequently than monthly). Contractor expressly acknowledges it is solely responsible for any violations of Applicable Law that may result from said spillage.
- (c) Without limiting Section 2.1.7(b) above, any discharge of liquid wastes or oils that may occur at Depots or while transporting materials from a Satellite Depot to the designated Principal Depot will be promptly cleaned up or removed by Contractor and will be remediated by Contractor at its sole expense. Such clean-up or removal will be documented with photographs and notice of such clean-up or removal will be provided to Recycle BC in writing. Contractor will comply with all Applicable Laws in respect of ground-water or drainage systems safety and standards.

2.1.8 Schedule.

- (a) Contractor will clearly indicate at each Depot (i) the day(s) of the week that the such Depot will be open and (ii) on each day that the Depot is open, the hours of operation when In-Scope PPP can be delivered to the Depot.

- (b) Contractor may change the day(s) of the week that a Depot will be open or the hours of operation when In-Scope PPP can be delivered to the Depot by giving written notice to Recycle BC at least 45 days prior to the effective date of the proposed change and obtaining written approval from Recycle BC. If Recycle BC approves the proposed change, Contractor will provide Customers with a minimum of 30 days' notice of the schedule change.
- (c) Each Depot will remain open for collection of In-Scope PPP on the day(s) of the week and at the hours specified under Section 2.1.8(a) regardless of weather conditions, unless weather conditions are such that continued operation would result in danger to Contractor personnel, Customers or property. Contractor will maintain accurate records of all disruptions to Depot Collection Services that are due to hazardous weather, including time closed.

2.1.9 Pilot Programs.

- (a) Recycle BC may wish to test or implement one or more new services or developments in PPP material segregation, processing, or collection technology. Recycle BC will notify Contractor in writing at least 90 days prior of its intention to implement a pilot program or of its intentions to utilize a new technology system at any Depot. The allocation of any costs (or savings) accrued by Recycle BC-initiated pilot programs will be negotiated prior to implementation pursuant to the change process in Section 2.2 of the Agreement. If Recycle BC deems the pilot a success, and desires to incorporate the service or development represented in the pilot program into this Statement of Work, such a change will be made pursuant to the change process in Section 2.2 of the Agreement.
- (b) Contractor-initiated pilot programs will require prior written notification to and written approval by Recycle BC. Contractor-initiated pilot programs will be performed at no additional cost to Recycle BC.

2.2 Customer Service.

2.2.1 Customer Service Requirements

- (a) Without limiting the generality of Section 2.1.3(b), at all times when a Depot is open for collection of In-Scope PPP, Contractor will ensure that the Depot is sufficiently staff to provide personal Customer service, educate Customers regarding In-Scope PPP accepted and avoid Customer delay.
- (b) Contractor will place signage at each Depot to assist Customers in delivering In-Scope PPP to the appropriate areas of the Depot. Signage is to incorporate images and graphics available from Recycle BC and is subject to approval by Recycle BC.
- (c) Contractor's Customer service office and call center will be accessible by a local area code and prefix phone number. Customer service representatives will be available through Contractor's call center during office hours for communication with Customers and Recycle BC representatives. Customer calls will be taken during office hours by a person, not by voice mail. During all non-office hours for the call center, Contractor will have an answering or voice mail service available to record messages from all incoming telephone calls, and include in the message an emergency telephone number for Customers to call outside of normal office hours in case of an emergency.

- (d) Contractor will maintain a 24 emergency telephone number for use by Recycle BC. Contractor will have a representative, or an answering service to contact such representative, available at such emergency telephone number for Recycle BC-use during all hours, including normal office hours.
- (e) Contractor's Customer service representatives will have instantaneous electronic access to Customer service data and history to assist them in providing excellent Customer service.

2.2.2 Customer Service Representative Staffing

- (a) Contractor will maintain sufficient staffing to answer and handle complaints and service requests in a timely manner made by all methods including telephone, letters, e-mails and text messages. If staffing is deemed to be insufficient by Recycle BC to handle Customer complaints and service requests in a timely manner, Contractor will increase staffing levels to address the performance deficiency.
- (b) If Contractor did not provide Depot Collection Services at a Depot immediately prior to the Service Commencement Date, Contractor will provide additional staffing at such Depot from Service Commencement Date through the end of the four month anniversary of the Service Commencement Date to ensure that sufficient staffing is available to minimize Customer waits and inconvenience. Contractor will receive no additional compensation for increased staffing levels during the implementation period. Staffing levels during the implementation period will be subject to prior Recycle BC review and approval.

2.2.3 Customer Complaints and Requests

- (a) Contractor will record all Customer complaints and service requests, regardless of how received, including date, time, Customer's name and address, if the Customer is willing to give this information, method of transmittal, and nature, date and manner of resolution of the complaint or service request in a computerized daily log. Any telephone calls received via Contractor's non-office hours voice mail or answering service will be recorded in the log the following Business Day. Contractor will make a conscientious effort to resolve all complaints and service requests within 24 hours of the original contact. If a longer response time is necessary for complaints or requests, the reason for the delay will be noted in the log, along with a description of Contractor's efforts to resolve the complaint or request.
- (b) Contractor's customer service log will be available for inspection by Recycle BC during Contractor's office hours, and will be in a format approved by Recycle BC. Contractor will provide a copy of this log in an electronic format from the Microsoft Office suite of software to Recycle BC on request, and if requested by Recycle BC, as part of a regular report to be delivered with such frequency as requested by Recycle BC (but not more frequently than monthly).

2.3 Promotion and Education.

- 2.3.1 Where the Contractor is not a local government, Recycle BC will have primary responsibility for developing, designing, and executing public promotion, education, and outreach programs. Contractor will provide Recycle BC with assistance and cooperation, including distributing Recycle BC-developed promotional and educational brochures and assisting with promotion, education and outreach

programs at the direction of Recycle BC. Where Contractor is a local government, Contractor will have primary responsibility for executing public promotion, education, and outreach programs, incorporating Recycle BC-developed communications messages and images in Contractor public promotion, education, and outreach programs.

- 2.3.2 Recycle BC reserves the right, at its sole discretion, to require Contractor to seek advance approval of any or all public promotion, education and outreach materials associated with the collection of In-Scope PPP, including but not limited to recycling guides, website content and Depot signage.
- 2.3.3 If Contractor receives Resident Education Top Up payments in accordance with Attachment 5, Contractor must spend the total amount of the Resident Education Top Up payments paid to Contractor on promotion, education and outreach programs on an annual basis.
- 2.3.4 Contractor will have primary responsibility for providing Customers service-oriented information such as hours of operation of the Depots.

SECTION 3. Performance Standards and Operational Requirements

- 3.1 Personnel Conduct. Contractor personnel performing Depot Collection will at all times be courteous, refrain from loud, inappropriate or obscene language, exercise due care, perform their work without delay, minimize noise, and avoid damage to public or private property.
- 3.2 Facility Standards. Without limiting any other requirements or obligations of Contractor, Contractor will meet or exceed the following standards:
 - 3.2.1 Depots will be of sufficient size and dimension to provide Depot Collection Services to Customers and access for Post-Collection Service Providers.
 - 3.2.2 Depots will be maintained in a clean and sanitary manner. All collection areas will have appropriate safety markings, all in accordance with applicable law. Equipment will be maintained in good condition at all times. All facilities and the equipment to manage the In-Scope PPP will operate properly and be maintained in a condition compliant with all applicable laws, good industry standards, and be in a condition satisfactory to Recycle BC. All vehicles used by the facility for the management of In-Scope PPP will be equipped with variable tone or proximity activated reverse movement back-up alarms.
 - 3.2.3 Contractor will receive prior written approval from Recycle BC for all Depot signage, including Contractor labeling and program information. Contractor will place Recycle BC-provided logos on Depots as directed at no additional cost to Recycle BC.
- 3.3 SOW Record and Reporting Requirements.
 - 3.3.1 Service Delivery Reporting. In addition to the record keeping and reporting requirements in the Agreement, Contractor will:
 - (a) provide to Recycle BC, on the Service Commencement Date and at such other times as Recycle BC may request, a complete inventory of the equipment to be used by Contractor to perform Depot Collection Services;
 - (b) maintain such other records as may be requested by Recycle BC, including:

- (i) in respect of each Depot, tonnage by each date on which the Designated Post-Collection Service Provider removed the In-Scope PPP from the Depot;
 - (ii) changes to equipment or inventory; and
 - (iii) Customer communications related to Depot Collection Services including telephone calls, letters, e-mails, text messages or webpage messages received;
- (c) make all records maintained pursuant to this Statement of Work available to Recycle BC upon request and, if requested by Recycle BC, provide a regular (but no more frequently than monthly) report to Recycle BC, in a format and by a method approved by Recycle BC, setting out or summarizing (at Recycle BC's discretion) such records as may be indicated by Recycle BC for the reporting period;
 - (d) upon Recycle BC's request, provide up to two reports each year on associated collection metrics necessary to the calculation of greenhouse gas emissions associated with the performance of Depot Collection Services; and
 - (e) upon Recycle BC's request, provide up to four ad-hoc reports each year, at no additional cost to Recycle BC. These reports may include Customer service database tabulations to identify specific Service Level or participation patterns or other similar information. Reports will be provided in Recycle BC-defined format and software compatibility. These reports will not require the Contractor to expend more than 60 staff hours per year to complete.

3.3.2 Claims Reporting

- (a) At Recycle BC's discretion, responsibility for claim reporting under Section 3.3.2(b) shall be assigned by Contractor to the Designated Post-Collection Service Provider.
- (b) All Household In-Scope PPP picked-up by the Designated Post-Collection Service Provider from a Principal Depot must be documented in a manner specified by Recycle BC from time to time, including by a certified scale ticket provided by the Designated Post-Collection Service Provider, with Depot name and address, Designated Post-Collection Service Provider name and address, date, time, truck number, net weight by material type (by material types set out in Attachment 2.1.2, by baled versus loose and, for Category 5, by white versus coloured) and such other information as Recycle BC may designate (collectively, "**Claim Information**"). Recycle BC's claim reporting system will be customized to display only the material types classifications applicable to a particular Depot, the terminology for which may differ than that set out in Attachment 2.1.2.
- (c) Contractor or the Designated Post-Collection Service Provider, as applicable, will report the Claim Information with respect to any Household In-Scope PPP picked-up by the Designated Post-Collection from a Principal Depot through Recycle BC's claims reporting portal or through such other method as Recycle BC may designate within ten Business Days of the pick-up date.
- (d) Recycle BC will issue a claim summary to Contractor based on Claim Information provided to Recycle BC by Contractor or the Designated Post-Collection Service Provider, as applicable, and Contractor will review the claim summary for

accuracy. Contractor must report to Recycle BC any content in the claim summary that Contractor disputes within 5 days of the claim summary being issued.

- (e) After Recycle BC has approved the Claim Information, Recycle BC will issue a purchase order to Contractor, including a reference number. Recycle BC may, at its discretion, choose to issue payment to Contractor based on the approved purchase order without the need for Contractor to submit an invoice. Where invoices are required by Recycle BC, Contractor will invoice Recycle BC using the contact information provided by Recycle BC for such purpose (as may be updated by Recycle BC from time to time).
- (f) Standard tare weights for specific trucks may only be used on specific written permission of Recycle BC.

3.4 Service Levels. If Contractor fails to meet any Service Level set out in Attachment 3.4, Recycle BC will be entitled to the applicable Service Level Failures set out in Attachment 3.4.

SECTION 4. SOW Term

This Statement of Work will commence on the SOW Effective Date and its initial term will continue until December 31, 2023. Recycle BC may extend this Statement of Work for up to two further periods of one year each, by giving Contractor notice in writing not less than 30 days' before the expiration of the initial term or any such additional term or terms. The initial term and any such additional term or terms are herein referred to as the "**SOW Term**".

SECTION 5. Fees

The Fees payable by Recycle BC for the performance by Contractor of the SOW Services are set out in Attachment 5 to this Statement of Work, and such Fees begin after the Service Commencement Date. For the avoidance of doubt, Contractor acknowledges and agrees that it will not be entitled to receive any Fees in respect of ICI PPP collected at Depots.

SECTION 6. Additional Terms

- 6.1 No Double Charge. Contractor will not directly or indirectly charge Customers, including without limitation by way of tax, levy or other surcharge, for the cost of providing the SOW Services if and to the extent that such costs are covered by Fees (prior to deducting any Service Level Failure Credits) or other payments Contractor is entitled to receive from Recycle BC under this Statement of Work. For the avoidance of doubt, Contractor acknowledges and agrees that it shall not be entitled to charge any Customer a direct fee for dropping off or delivering Household In-Scope PPP to a Depot.
- 6.2 Scavenging Forbidden. Contractor will not Scavenge, or permit any person (including its employees) to Scavenge, any materials from In-Scope PPP that have been delivered by Customers to the Depot) at any time and at any location during Contractor's performance of the Services or otherwise.
- 6.3 Risk. Contractor will bear all costs of receipt and storage of the In-Scope PPP. Contractor will be responsible for all risks, including risk of loss of, or damage caused by, the In-Scope PPP from the time the In-Scope PPP is received by Contractor until pick up by the Designated Post-Collection Service Provider. In-Scope PPP will be deemed to be delivered to the Designated Post-Collection Service Provider when picked up from Contractor's facility and accepted by the signature of an authorized representative of the Designated Post-Collection Service Provider. Contractor will be responsible for the cost of any damage to Containers caused by Contractor.

- 6.4 Shared Services. Contractor may collect material other than In-Scope PPP at the Depot if (a) the activities do not interfere with Depot Collection of Household In-Scope PPP from Customers and (b) Contractor adopts such rules and procedures as are necessary to ensure that such materials are not mixed with Household In-Scope PPP. Such rules and procedures are subject to review by Recycle BC at any time and from time to time. If Recycle BC determines that such rules and procedures or methodologies in respect of a Depot are inadequate, Contractor will adopt such rules and procedures as Recycle BC may reasonably require in order to ensure compliance with this Section 6.4.
- 6.5 No Exclusivity. Execution of this Statement of Work does not confer on Contractor exclusive access to Customers in proximity to the Depots or otherwise.

(Signature page follows.)

IN WITNESS WHEREOF the parties have executed this Statement of Work effective as of the SOW Effective Date.

MMBC RECYCLING INC.

Per: _____
(I have authority to bind Recycle BC)

Name: _____
(Please Print)

Title: _____

**REGIONAL DISTRICT OF KOOTENAY
BOUNDARY**

Per: _____
(I have authority to bind Contractor)

Name: _____
(Please Print)

Title: _____

Per: _____
(I have authority to bind Contractor)

Name: _____
(Please Print)

Title: _____

Note: Second signatory to be completed by Contractor only if Contractor requires two signatories (and by leaving the second signatory blank and returning the Statement of Work to Recycle BC, Contractor and the first signatory represent that no additional signatories are required).

**ATTACHMENT 2.1.1 TO SCHEDULE 2.1(c)
APPROVED DEPOTS**

Principal Depot Details					
Depot Name	Street Number	Street Name	City	Postal Code	ICI Management Option
Christina Lake Solid Waste Transfer Station	834	Cascade Dump Rd.	Christina Lake	V1R 4S8	Option 1
McKelvey Creek Landfill	1900	Highway 3B	Trail	V1R 4S8	Option 1
Rock Creek Solid Waste Transfer Station	1610	Dump Rd.	Rock Creek	V1R 4S8	Option 1
West Boundary Landfill	2050	Motherlode Rd.	Greenwood	V1R 4S8	Option 1

**ATTACHMENT 2.1.2 TO SCHEDULE 2.1(c)
IN-SCOPE PPP**

For the purpose of this Statement of Work, In-Scope PPP will mean the material described in the categories of PPP below that have been selected as indicated by an x in the associated check box (and the In-Scope PPP shall be segregated, at a minimum, in the streams that have been selected below):

- ☐ PPP in Category 1 segregated from all other PPP.
- ☐ PPP in Category 2 segregated from all other PPP.
- ☐ PPP in Category 3(a) segregated from all other PPP.
- ☐ PPP in Category 3(b) segregated from all other PPP.
- ☒ PPP in Category 4 segregated from all other PPP.
- ☒ PPP in Category 5 (white) segregated from all other PPP.
- ☒ PPP in Category 5 (coloured) segregated from all other PPP.
- ☐ PPP in Category 6 segregated from all other PPP.
- ☐ PPP in Category 7 segregated from all other PPP.
- ☒ PPP in Category 8 segregated from all other PPP.
- ☒ PPP in Category 9 segregated from all other PPP.
- ☒ PPP in Category 1, Category 2, and Category 3(b) which may be comingled together, but must be segregated from all other PPP.
- ☒ PPP in Category 3(a), Category 6, and Category 7 which may be comingled together, but must be segregated from all other PPP.

To the extent beverage containers as defined in Schedule 1 of the *Recycling Regulation* to the *Environmental Management Act* (BC) are comingled with In-Scope PPP that Customers drop off at the Depot, such beverage containers shall be deemed to be In-Scope PPP for the purposes of this Statement of Work, with polycoated beverage containers defined as Category 3(a), plastic beverage containers defined as Category 6, metal beverage containers defined as Category 7 and glass beverage containers defined as Category 8.

Collection of Category 9 will not be mandatory until January 1, 2019.

**ATTACHMENT 3.4 TO SCHEDULE 2.1(c)
SERVICE LEVELS FAILURES**

Contractor will incur the following Service Level Failure Credits on the following Service Level Failures; provided, however, that the aggregate amount of Service Credit Level Failures in respect of any calendar year shall not exceed the aggregate amount of Fees payable to Contractor in respect of such calendar year:

	Service Level Failure	Service Level Failure Credit
1	Failure to clean-up or collect materials that have spilled outside the Depot boundary within 2 hours.	Twice the cost of cleanup incurred by Recycle BC (if Recycle BC performs the cleanup) and \$500 per incident (regardless of who performs the cleanup).
2	Pick up by the Designated Post-Collection Service Provider of materials that contain more than 3% by weight of Not Accepted Materials.	\$5,000 per weigh-scale ticketed load, provided that the aggregate Service Level Failure Credit for this Service Level Failure in respect of any calendar year shall not exceed \$120,000.
3	Contractor delivers In-Scope PPP collected at a Depot to any person or facility (including without limitation a landfill, incinerator or energy recovery facility) other than the Designated Post-Collection Service Provider or otherwise disposes of any In-Scope PPP collected at a Depot without the prior written authorization of Recycle BC.	\$25,000 per incident.

**ATTACHMENT 5 TO SCHEDULE 2.1(c)
FEES**

In consideration for Contractor's performance of the SOW Services, Recycle BC will pay Contractor the following amounts for Household In-Scope PPP collected pursuant to this Statement of Work and made available to the Designated Post-Collection Service Provider for pick-up at a Principal Depot:

- (a) The selected (as indicated by an x in the associated check box) per tonne amounts (including, if selected, the additional baled amount), to be invoiced and paid pursuant to the claims submission process in accordance with the terms of the Agreement.

PPP Description Categories	Materials	Depot Collection Financial Incentive			
		Depot in a Community Without PPP Curbside/Multi-Family Collection	Depot in a Community With PPP Curbside/Multi-Family Collection	Additional Incentive If Baled ¹	
		(\$/tonne)	(\$/tonne)	(\$/tonne)	
Category 1	Printed papers	<input type="checkbox"/> \$80	<input type="checkbox"/> \$60	<input type="checkbox"/>	+ \$110
Category 2	Old corrugated cardboard	<input type="checkbox"/> \$80	<input type="checkbox"/> \$60	<input type="checkbox"/>	+ \$110
Category 3 (a)	Other paper packaging (containing liquids when sold)	<input type="checkbox"/> \$130	<input type="checkbox"/> \$90	<input type="checkbox"/>	+ \$110
Category 3 (b)	Other paper packaging (not containing liquids when sold)	<input type="checkbox"/> \$80	<input type="checkbox"/> \$60	<input type="checkbox"/>	+ \$110
Category 4	Polyethylene film packaging	<input type="checkbox"/> \$500	<input checked="" type="checkbox"/> \$500	<input type="checkbox"/>	+ \$330
Category 5	Polystyrene foam packaging – white	<input type="checkbox"/> \$800	<input checked="" type="checkbox"/> \$800	<input type="checkbox"/>	+ \$330
Category 5	Polystyrene foam packaging – coloured	<input type="checkbox"/> \$800	<input checked="" type="checkbox"/> \$800	<input type="checkbox"/>	+ \$330
Category 6	Other plastic packaging	<input type="checkbox"/> \$130	<input type="checkbox"/> \$90	<input type="checkbox"/>	+ \$110
Category 7	Metal packaging	<input type="checkbox"/> \$130	<input type="checkbox"/> \$90	<input type="checkbox"/>	+ \$110
Category 8	Glass packaging	<input type="checkbox"/> \$90	<input checked="" type="checkbox"/> \$90		
Category 9	Other flexible plastic packaging	<input type="checkbox"/> \$500	<input checked="" type="checkbox"/> \$500	<input type="checkbox"/>	+ \$330
Categories 1, 2 & 3(b)	Printed papers, old corrugated cardboard, and other paper packaging (not containing liquids when sold)	<input type="checkbox"/> \$80	<input checked="" type="checkbox"/> \$60	<input type="checkbox"/>	+ \$110
Categories 3(a), 6 & 7	Other paper packaging (containing liquids when sold), other plastic packaging and metal packaging	<input type="checkbox"/> \$130	<input checked="" type="checkbox"/> \$90	<input type="checkbox"/>	+ \$110

Any change in whether Contractor bales or does not bale In-Scope PPP must be made pursuant to the change procedure in Section 2.2 of the Agreement.

A Principal Depot is considered to be a "Depot in a Community With PPP Curbside/Multi-Family Collection" if more than 80% of households within the drive time distance specified by Recycle BC (the "**Specified Drive Time Distance**") have access to PPP curbside or multi-family collection services provided by a local government, private company or Recycle BC. The Specified Drive

¹ In the case of polystyrene foam, baling includes densification.

Time Distance in respect of a Principal Depot will not be less than 30 minutes or more than 45 minutes.

For purposes of this Attachment 5, a household is considered to have "access to PPP curbside or multi-family collection services" if (i) in the case of a curbside household, it receives curbside collection from any entity or (ii) the case of a multi-family household, it receives multi-family collection from Contractor or Recycle BC (including, for the avoidance of doubt, any contractor who has entered into an agreement to provide multi-family collection for or on behalf of Recycle BC).

- (b) Each of the following that are selected (as indicated by an x in the associated check box) in the table below (which may be none): (i) the Resident Education Top Up amount and (ii) the Service Administration Top Up amount, in each case as set out in the table below times the Depot Only Baseline to be invoiced and paid in arrears, in equal quarterly payments, provided that Contractor has submitted all applicable claims. The Depot Only Baseline will initially be **800** and may be adjusted from time to time as set forth below.

	Top Up available to local governments accepting Depot Collection incentive	\$ per Depot Only Household per Year
<input checked="" type="checkbox"/>	Resident Education Top Up	\$0.75
<input checked="" type="checkbox"/>	Service Administration Top Up	\$1.75

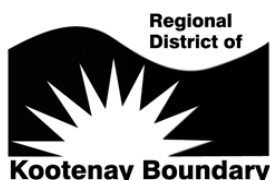
In this Attachment 5:

"Depot Only Baseline" means the number of Depot Only Households in Contractor's jurisdiction.

"Depot Only Household" means a self-contained residential dwelling unit located in Contractor's jurisdiction that (i) in the case of a curbside household, does not receive curbside collection from any entity or (ii) in the case of a multi-family household, does not receive multi-family collection from Contractor or Recycle BC (including, for the avoidance of doubt, any contractor who has entered into an agreement to provide multi-family collection for or on behalf of Recycle BC).

On an annual basis on a date to be determined by Recycle BC, and at such other time as the parties may agree, Contractor will, in good faith, report and attest (in a form acceptable to Recycle BC) as to the then-current Depot Only Baseline. Recycle BC may also provide evidence of the then-current Depot Only Baseline. Based on Contractor's attestation and the evidence provided by Recycle BC, Recycle BC and Contractor will work in good faith to mutually agree on the Depot Only Baseline. Any Dispute in establishing the foregoing will be resolved by the Dispute resolution process under the Agreement.

Without limiting Contractor's obligations under this Statement of Work (including without limiting the cost Contractor is required to incur to perform such obligations), the Resident Education Top Up amount must be used for the purpose of providing resident education in respect of the Depot Collection Services.



Staff Report

Date:	October 10, 2018	File #:	A-21
To:	Chair Russell and Members of the Board of Directors		
From:	Carly Rimell, Senior Planner		
RE:	Climate Action Initiative (CAI) – Regional Adaptation Strategies Project		

ISSUE INTRODUCTION

The BC Agriculture Council's¹, Agriculture and Food Climate Action Initiative (the 'Initiative') works with government partners to assist agriculture in addressing the challenges associated with climate change.

The 'Initiative' would like to invite us along with the Regional District of Central Kootenay (RDCK) and Regional District of East Kootenay (RDEK) to partner together on delivering a Kootenay-Boundary Regional Adaptation Strategy (see Climate Action Initiative Regional Agricultural Adaptation Strategies Project letter, see Agricultural Advisory Committee Draft Terms of Reference and Membership).

Undertaking a Regional Adaptation Strategies planning process would result in a clear set of local strategies and actions for agricultural adaptations to climate change. Upon completion of this planning process, up to \$300,000 in seed funding will be available for implementation of eligible collaborative projects.

BACKGROUND

Between 2008 and 2012 the Initiative developed and delivered a number of projects related to climate change mitigation and adaptation. The BC Agriculture Climate Action Plan was released in 2012, followed by the Adaptation Risk and Opportunity Series – six reports summarizing climate impacts for key commodities across five BC regions.

Since 2013, the Initiative has been providing strategic guidance and program management for BC agriculture's climate change adaptation programming through two programs: the Regional Adaptation Enhancement Program (see example, New Tool Gives Okanagan Tree Fruit Growers Edge on Pest Management) and the Farm Adaptation Innovator Program (see examples; Helping Farmers get a Jump on Growing Season with Crop Protection, Forage Practices Form Foundation of On-farm Research

¹ From their website: "BCAC advocates for the interests of BC Farm and ranch families. By working collaboratively with our members, partner industry associations and private sector agrifood businesses, we ensure the sustainable growth and competitiveness of BC Agriculture."

Toolkit). The Regional Adaptation Strategies are an integral element of this programming.

The ability of agricultural producers to adapt to climate change is often linked to physical resources and decision making processes that are beyond the individual farm. Some of the most significant issues affecting future food production in BC include: water management (water supply, storage, drainage and ditching); emergency planning; land use practices; and regional infrastructure.

The planning process for developing Regional Adaptation Strategies brings local governments and agricultural producers together to identify strategies and actions for climate change impacts. Building collaboration to address agricultural adaptation issues is an important underlying goal of the process. The types of strategies and actions identified reflect the specifics of local climate change impacts, as well as the adaptive capacity, and adaptation challenges and opportunities facing local agriculture.

Six Regional Strategies plans have been completed to date (for Delta, Cowichan, Cariboo, Peace, Fraser Valley and the Okanagan). Upon completion of the Regional Adaptation Strategies, each region received \$300,000 of funding for implementation of eligible projects. During 2017/2018, the Climate Action Initiative completed strategy updates for these regions to refresh the identified priorities based on project outcomes and new information, and to prepare for new funding (and a reinvestment in adaptation projects in these regions) through the Canadian Agricultural Partnership.

PROPOSAL

The 'Initiative' would like to invite us along with the RDCK, and RDEK to partner together on delivering a Kootenay-Boundary Regional Adaptation Strategy. Following the completion of the planning process, up to \$300,000 seed money will be available to RDCK, RDCK and RDEK for the implementation of collaborative projects.

Project timeline and outline

The would start in September 2018 and anticipated to be completed by May 2019. The project is proposed to take place in 5 stages, which are described in more detail below:

1. Building collaboration
 - Meet and consult with local/regional governments, industry organizations, Ministry of Agriculture Regional Agrologists
 - Develop a regional Advisory Committee to provide input during planning process
2. Filling information gaps and developing the approach
 - Review existing regional resources (reports, plans, maps and data)
 - Draft a region specific adaptation strategy approach that addresses specific needs and priorities within the region (and reflects current context)

- Where possible, fill information gaps to support the adaptation strategy processes
3. Adaptation strategy workshops
 - Project team conducts background research and produces material to support workshop activities
 - Advisory committee meetings to be held prior to each workshop to review workshop material and plan
 - Conduct two workshops to engage partners in development of regional adaptation strategies
 4. Draft regional strategies and develop implementation plan
 - Draft regional strategies to address priority impact areas
 - Hold an implementation meeting with invited participants to identify priority actions, develop implementation details for these project
 5. Findings, reporting and communications
 - Results of the research, workshops and advisory committee input will be combined into a Regional Agriculture Adaptation Strategies report
 - Draft final report circulated to the advisory committee for final review
 - Finalize report (content and layout)
 - Final advisory committee meeting to discuss details project plans for immediate implementation and next steps

The RDCK and RDEK have received Board support to participate in the program. The first Advisory Committee meeting is scheduled for October 18th in Creston. Although there is an option to teleconference in. The following organizations will have representatives attending the meeting from:

- Ministry of Agriculture
- RDEK
- RDCK
- Kootenay Boundary Farm Advisors
- Windermere District Farmers' Institute
- Kootenay Livestock Association
- Kootenay Milk Producers' Association
- BC Cherries
- Grand Fork's Stockmen's Association.

Confirmation of participation is still pending from the Kootenay Organic Growers' Society and the Market Garden Representative.

IMPLICATIONS

Cost and Impact on Work Plans

The majority of the work, including information gathering, coordination and resourcing for the planning process is provided by the Initiative. In addition to the in-kind staff time, local governments are asked to cover workshop costs (estimated at \$4,000 to 7,000, to be split between the 3 regional districts). Workshop costs are not identified in the current budget Planning and Development budget.

Funding could potentially be drawn from the RDKB Climate Action Reserve Fund 2013. This project meets the criteria as outlined in Bylaw No. 1537.

Participation, while it would add value to the regional district's agricultural producers and potentially planning documents, would add to the already very busy work load. While it is not in this year's work plan participation could be added to the 2019 work plan.

Role of Industry and Local Government Partners

The Initiative would seek to have participation from a staff member and an elected official from each regional district to sit on the advisory committee and attend the workshops.

Benefits of participation

- Improved regional, community, government and industry understanding of potential climate change impacts and adaptation strategies
- Strengthened collaboration between the agricultural sector, regional/local government and provincial government
- Potential to significantly improve available data for regional level planning and decision making, as well as to identify critical information and resource gaps
- Opportunity to integrate understanding of agricultural adaptation into community, regional and industry planning and decision making
- Completion of a regional strategy enables access to further funding support for implementation of priority collaborative projects

RECOMMENDATION

That the Regional District of Kootenay Boundary Board of Directors supports participation in the BC Agriculture Council's, Agriculture and Food Climate Action Initiative, in the creation of a Kootenay-Boundary Regional Adaptation Strategy in partnership with the RDCK and RDEK and furthermore supports contributing a third of the costs for the associated workshops from the 'RDKB Climate Action Reserve Fund (2013)'.

ATTACHMENTS

Letter to Chair Russell regarding the Climate Action Initiative Regional Agricultural Adaptation Strategies Project

Agricultural Advisory Committee Draft Terms of Reference and Membership

Climate Action Initiative Organizational Chart

New Tool Gives Okanagan Tree Fruit Growers Edge on Pest Management

Helping Farmers get a Jump on Growing Season with Crop Protection

Forage Practices Form Foundation of On-farm Research Toolkit



Climate Action Initiative

BC AGRICULTURE & FOOD

August 27, 2018

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

Re: Regional Agricultural Adaptation Strategies Project

Dear Chair Roland Russell,

Since 2008 the BC Agriculture Council's Agriculture and Food Climate Action Initiative (the "Initiative") has worked with government partners to assist agriculture in addressing the challenges associated with climate change. The "Initiative" would like to invite the Regional District of Kootenay Boundary to partner on delivering a *Kootenay-Boundary Regional Adaptation Strategy* to address issues specific to the region. The Regional District of East Kootenay and Regional District of Central Kootenay have also been invited to partner on this project. Official initiation of the Strategy development is subject to a formal announcement by the BC Ministry of Agriculture and AgriFood Canada of the the Canadian Agriculture Partnership funding for climate change adaptation.

Water supply/management, wildfire preparedness and invasive species are examples of three concerns that local governments in the region share with the agriculture sector. Ensuring that agricultural adaptation projects are successful requires collaboration between many groups, including producers, local governments and other key stakeholders. It is for this reason that the regional adaptation planning process focuses on partnering with and between industry organizations and local governments.

The intent of this project is to support and complement other related initiatives that may be taking place in the Region. It is therefore important that a regional government representative participate on the project Advisory Committee and in 2 workshops and 1 implementation meeting. This representative is typically a staff member, but may be a director, particularly if the representative is also a producer. Additional staff members will be invited to participate in the 2 workshops. We hope to initiate the planning process in September 2018 and completed in March 2019.

The majority of the work, including information gathering, coordination and resourcing for the planning process is provided by the Climate Action Initiative. In addition to in-kind staff time, local governments are asked to cover workshop costs (estimated at \$4,000-\$7,000, to be split between the 3 regions). Following the completion of the planning process, up to \$300,000 in Canadian Agricultural Partnership seed money will be available for implementation of collaborative projects, which will take place over the following 4 years. Examples of recently completed strategies can be found at <http://www.bcagclimateaction.ca/adapt/regional-strategies/>.

The attached terms of reference provides additional information about the planning process and timelines. For further information, please contact me at harmony@bcagclimateaction.ca, 250-215-5589.

Sincerely,

Harmony Bjarnason - Program Coordinator, Regional Adaptation Programming



Climate Action Initiative

BC AGRICULTURE & FOOD

BC Agriculture & Climate Change Regional Adaptation Strategies
Agricultural Adaptation Advisory Committee
DRAFT Terms of Reference & Membership

1. Project Background

The ability of agricultural producers to adapt to changes in climate is linked to physical resources and decision-making processes that go beyond the individual farm. For example, some of the most significant issues for future food production in BC include approaches to: water management (water supply and storage, drainage and ditching), emergency planning, land use and zoning, economic development, sector adaptive capacity and regional infrastructure.

Undertaking a Regional Adaptation Strategies planning process results in a clear set of local strategies and actions for agricultural adaptation to climate change. This project will build knowledge and facilitate dialogue about agriculture and climate impacts in the region, as well as identifying opportunities for action and for integrating priority issues into local government and industry planning and decision-making. Upon completion of this planning process, up to \$300,000 in seed funding will be available for implementation of eligible collaborative projects.

2. Advisory Committee participants/representation

The Committee will include representation from the key partners identified below. Representation will be reviewed and finalized at the first Advisory Committee meeting.

3. Advisory Committee participant responsibilities

The primary responsibility of Committee participants is to advise the project coordinators and to provide input on the project as it develops. Specifically, Committee members will:

- Provide feedback, suggestions and input on the project – both generally and specifically pertaining to their region, sector or organization
- Provide updates for the project team on any related activities/issues that they are aware of
- Communicate and network with peers regarding the activities of the project
- Support any (agreed upon) implementation and monitoring following project completion

Advisory Committee participants will be engaged at regular intervals throughout the project. Committee participation will include:

- Meeting 1: September or early October 2018
- Meeting 2: late October or November 2018
- Meeting 3: January or February 2019
- Meeting 4: April 2019

Advisory Committee participants will also be asked to participate in the two workshops and one implementation meeting:

- *Workshop 1-Climate Change Vulnerabilities/ Impacts:* November or early December 2018
- *Workshop 2 - Adaptation Strategies and Actions:* February 2019
- *Implementation Meeting:* April 2019



Climate Action Initiative

BC AGRICULTURE & FOOD

5. Guiding principles for the Advisory Committee

- Open and transparent: All activities are conducted in an open and transparent manner;
- Cooperative and solution-oriented: Advisory Committee members work together and seek to resolve any issues that may arise;
- Active participation: Advisory Committee members will (whenever possible) attend scheduled meetings, read materials and communicate with peers and stakeholders;
- Respectful: Advisory Committee members respect the right of others to hold and express their opinions, values and beliefs.

Key Partners (Roles & Responsibilities)

BC Agriculture & Food Climate Action Initiative

The Initiative project team is responsible for the project, including developing draft materials, engaging with all partners and completing project deliverables. With the exception of the contributions noted in the partner sections below, the funding provided to the Initiative will cover project costs including additional expertise required to develop select informational resources.

Local government (Participating regional districts & municipalities)

The participation of local governments will include sharing of information and knowledge with the project team, and providing in-kind and/or cash support. This will include staff time for participation in the Advisory Committee and workshops, provision of information/resources and some assistance with local outreach and workshop organization. A main point of contact will be designated from the organization. The cash contributions may include provision of meeting rooms, assistance with communications and catering for the workshops. In-kind contributions will be in the form of staff participation in Advisory Committee meetings and workshops.

Industry organizations/producers

A cross-section of the local agricultural organizations will be represented as part of the Advisory Committee and will provide input throughout the project to help guide project activity. A main point of contact will be designated from key agricultural organizations. A small number of producers and agriculture organization representatives will be consulted for specific information during the background development of the project (perhaps via telephone or one-on-one discussions). A broader group of producers will be invited to participate in the workshops.

BC Ministry of Agriculture

Funding for this project is provided by the Governments of Canada and British Columbia through the *Canadian Agricultural Partnership*, a federal-provincial-territorial initiative. In addition, where possible, the BC Ministry of Agriculture is contributing in-kind support through the expertise, input and assistance of its staff (in particular through regional agrologists).



Climate Action Initiative
BC AGRICULTURE & FOOD

Climate Action Initiative Organizational Chart

Program funding provided by Canadian Agricultural Partnership

Climate Action Initiative (Program of the BC Agriculture Council)

Note: high level program oversight and strategic direction provided by a *Provincial Oversight Committee* comprised of producer representatives and AAFC and Ministry of Agriculture representatives

Climate Action Initiative Staff

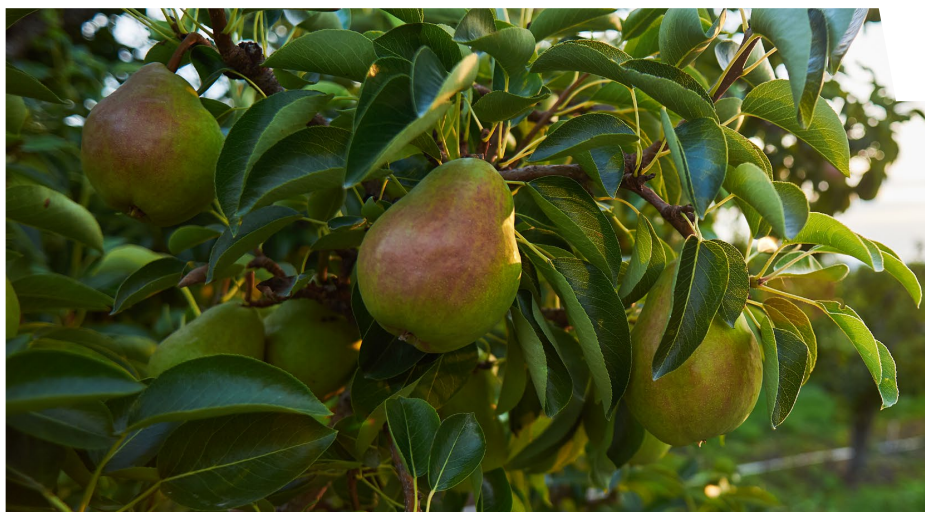
*input provided through
meetings and at workshops*

*input provided through workshops
and select 1-1 background interviews*

Kootenay Boundary Adaptation Advisory Committee

- Regional District representatives (RDCK, RDEK, RDKB)
- Ministry of Agriculture (Regional Agrologists)
- Commodity group producer representatives
BC Cattlemen, BC Cherries, Kootenay Organic Growers' Society, BC Christmas Tree Association, Creston Milk Producers Association
- Kootenay Boundary Farm Advisors

- local agricultural organizations
- local producers
- municipal & regional governments
- First Nations
- other agricultural stakeholders



Climate Action Initiative
BC AGRICULTURE & FOOD

REGIONAL ADAPTATION ENHANCEMENT PROGRAM | PROJECT SUMMARY

New Tool Gives Okanagan Tree Fruit Growers Edge on Pest Management

THE CHANGING CLIMATE IN THE Okanagan has broad implications for agricultural pest management, including increasing populations of problem species, and the arrival of new pests in the region. A project to adapt a successful pest management decision support tool developed by Washington State University (WSU) is expected to provide Okanagan tree fruit growers with an important new resource to improve orchard management.

Washington State University's Decision Aid System (DAS) is a web-based platform designed to provide management information to orchardists using real-time, local weather data and pest and disease models to help predict and manage pests and diseases.

"This is the Cadillac of pest management decision support systems: tried, tested and loved by Washington growers because it saves them time and money and improves the efficacy of pest management," says Melissa Tesche, Acting

PROJECT *Decision Support Tool to Improve Local Tree Fruit Management*

LOCATION *Okanagan*

COMPLETION *2017*

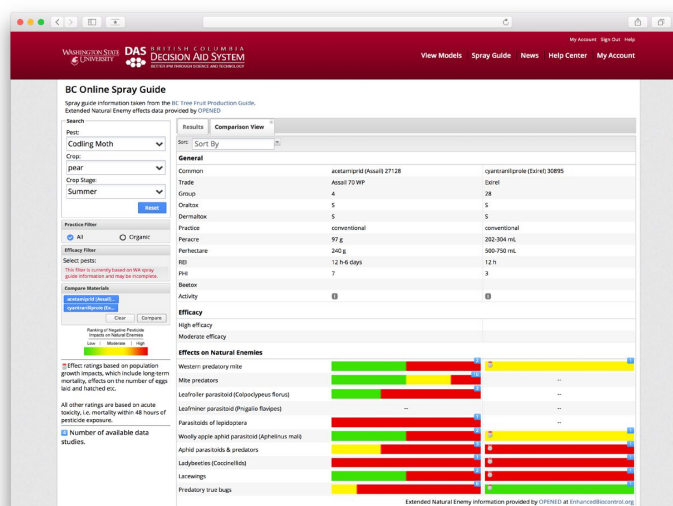
PROJECT LEAD *Okanagan-Kootenay Sterile Insect Release Program*

FUNDING PARTNERS *Agriculture and Agri-Food Canada, BC Ministry of Agriculture, Okanagan-Kootenay Sterile Insect Release Program*

General Manager for the Okanagan-Kootenay Sterile Insect Release Program.

"The benefits include improved precision and timing with management and treatments. This minimizes associated labour and costs as well as helping to maintain beneficial insect populations and reducing environmental impacts," she adds.

Climate change impacts, including an increase in annual and winter temperatures are expected to increase winter survival rates in pests, as well as the number of cycles some pests have in a year. New pests and diseases that previously couldn't survive in the Okanagan are also more likely to migrate and become established in the region. Using real-time weather data, DAS predicts when a specific pest or disease is likely to emerge, and provides growers with a recommended treatment plan. With the increasingly variable conditions associated with climate change, this will assist producers to make suitable management decisions.



Dr. Vincent Jones leads the Insect Ecology and Behavior Laboratory at WSU. He has been meeting with local experts in the Okanagan including senior field staff and consultants, as well as entomologists and climatologists at the Summerland Research Centre, to ensure the weather and pest inputs and models make sense for local conditions.

DAS has a clear, simple web-based interface that provides information linking weather conditions with pest lifecycles and treatment information and alerts for growers. It is programmed for conventional and organic management recommendations, allowing growers to choose the treatments that are right for their operation. The system has been in use in Washington State for nearly a decade.

“This is bringing all the complex information that exists in different places, and weaving it together to provide the best information to growers,” says Tesche. “It’s no substitute for boots on the ground in your orchard, but it can give advice on when you might want to apply certain management practices.”

Developing resources to link weather, pest and disease data with decision support tools was identified as a priority action under the Okanagan Regional Adaptation Strategy released in 2016 by the BC Agriculture and Food Climate Action Initiative. The regional strategy brought agricultural

producers together with local governments and provincial agencies to identify collaborative solutions and actions to adapt to the climate change impacts identified for the Okanagan.

Projects like this are part of the work being delivered by the BC Agriculture & Food Climate Action Initiative (CAI). CAI develops tools and resources to assist BC farmers and ranchers with adapting to impacts of climate change. CAI's Regional Adaptation Enhancement Program provides up to \$300,000 to implement priority projects identified in each regional adaptation strategy.

www.BCAgClimateAction.ca

The BC Agriculture & Food Climate Action Initiative (CAI) was launched in 2008 by the BC Agriculture Council to enable a proactive and pan-agriculture approach to climate change issues. CAI is currently supported by the BC Agricultural Research & Development Corporation and the Investment Agriculture Foundation of BC, with funding provided by the Governments of Canada and British Columbia through Growing Forward 2, a federal-provincial-territorial initiative.

The photo in this handout is courtesy of Emrys Damon Miller.



FARM ADAPTATION INNOVATOR PROGRAM | PROJECT SUMMARY

Helping Farmers Get a Jump on Growing Season with Crop Protection

WORKING WITH TWO INNOVATIVE producers, a research team from the University of British Columbia is testing protective crop covers that may extend the growing seasons and potentially help to avoid some of the adverse effects of climate change.

Climate projections indicate that average annual temperatures will increase throughout the province, but an increase in the number of growing degree-days does not automatically translate into a longer growing season. More variability and extremes in precipitation (particularly in the spring and fall) combined with hotter and drier summers, will increase the complexity of crop management.

“With climate change and possible drought conditions in the late growing season, taking advantage of the early part of the growing season becomes even more important. Ensuring that farmers can get on the land as early as possible can have big benefits to agriculture,” says Dr. Andy Black, professor of biometeorology and soil physics at UBC.

PROJECT	<i>Adapting BC Horticulture through Protected-Crop Research & Demonstration</i>
LOCATION	<i>Lower Mainland, Central Interior</i>
COMPLETION	<i>February 2018</i>
PROJECT LEAD	<i>UBC Faculty of Land & Food Systems</i>
FUNDING PARTNERS	<i>Agriculture and Agri-Food Canada, BC Ministry of Agriculture, Centre for Sustainable Food Systems at UBC Farm, Natural Sciences & Engineering Research Council of Canada, UBC Faculty of Land & Food Systems</i>
OTHER PARTNERS	<i>AT Films Inc, Cropthorne Farm Ltd, Dubois Agrinovation, Mackin Creek Farm, Osborne Seed Company</i>

Plastic mulch and low tunnels are used widely in the United States, Spain and China to modify microclimates. Their ability to protect crops from frost, conserve moisture, and warm the soil, have also made them increasingly popular with farmers in BC, but there is very little data available about the products and their efficacy to help farmers make the best decision for their situation.



Last year, Black and his colleague, Dr. Hughie Jones established research plots at the UBC Farm, and with farmer collaborators at Mackin Creek Farm near Williams Lake, and at Crophorne Farm Ltd in Delta. With data gathered from these plots, they will evaluate the effectiveness of a range of plastic film mulches and low tunnels in modifying soil and horticultural crop environments to support adaptation to anticipated changes in climate in BC.

“Because we farm in a relatively arid area, dealing with limited water supplies has always been a factor for us,” explains Rob Borsato of Mackin Creek Farm. “Over the 30 years that we’ve been here, we have noticed an increase in the amount and velocity of wind and less summer precipitation, so finding tools and techniques that help retain soil moisture are important to us.”

The project will assess the properties of different plastic mulches and tunnel technologies for their ability to protect against early spring and fall frosts, raise average air and soil temperatures, maximize photosynthesis, prevent condensation droplets (to decrease incidence of plant disease), and produce early and/or late season produce.

“We have noticed an increase in the amount and velocity of wind and less summer precipitation, so finding tools and techniques that help retain soil moisture are important to us.”

“There are ways to accurately predict the changes you can induce. The power behind our research is that it can provide precise indications of the kinds of things growers would like to achieve, and predict with some level of accuracy what they can accomplish,” says Dr. Hughie Jones.

One of the priorities of this project will be to get the information into the hands of producers through field tours, presentations and articles in producer journals and magazines. Project findings will also be integrated into the curriculum for the Centre for Sustainable Food Systems’ Practicum in Sustainable Agriculture, and shared online at: www.bcagclimateaction.ca/farm-level/adaptation-innovator-program

Projects like this are part of the work being delivered by the BC Agriculture & Food Climate Action Initiative (CAI). CAI develops tools and resources to assist BC farmers and ranchers with adapting to impacts of climate change. CAI’s Farm Adaptation Innovator Program engages directly with producers and local partners, providing funding for piloting, demonstration and knowledge transfer around farm level adaptation.

www.BCAGClimateAction.ca

The BC Agriculture & Food Climate Action Initiative was launched in 2008 by the BC Agriculture Council to enable a proactive and pan-agriculture approach to climate change issues. The Climate Action Initiative is currently supported by the BC Agricultural Research & Development Corporation and the Investment Agriculture Foundation of BC with funding provided by Agriculture and Agri-Food Canada and the BC Ministry of Agriculture through Growing Forward 2, a federal-provincial-territorial initiative.





FARM ADAPTATION INNOVATOR PROGRAM | PROJECT SUMMARY

Forage Practices Form Foundation of On-farm Research Toolkit

THE IMPACTS OF CLIMATE CHANGE will be felt differently in different regions. In the Central Interior, four producers are running on-farm forage trials that will help to inform a new farm research toolkit intended to assist forage producers across BC to evaluate opportunities for new crops or agronomic practices for climate change adaptation.

“Climate change is extending the growing season and allowing our growers to do things they haven’t done before,” says Sheri Schweb, manager of the BC Forage Council. “People in this area are very much aware that there’s potential to grow things they’ve never grown here before, like forage kale. There’s a renewed focus on looking at new varieties and different ways of doing things.”

The project includes the installation of weather stations, the evaluation of production practices through on-farm trials, and the production of a manual to assist producers with conducting their own on-farm trials. The project activities

PROJECT	<i>Demonstrating Innovative Forage Production Practices to Increase Climate Change Adaptation</i>
LOCATION	<i>Central Interior</i>
COMPLETION	<i>May 2017</i>
PROJECT LEAD	<i>BC Forage Council</i>
FUNDING PARTNERS	<i>Agriculture and Agri-Food Canada, BC Ministry of Agriculture, Nechako-Kitimaat Development Fund Society, Omineca Beetle Coalition</i>
OTHER PARTNERS	<i>Nechako Regional Cattlemen</i>

are intended to increase the information and management options available to producers to assist them in responding to changes in growing conditions.

The project is assessing production and harvest approaches to maintain high quality forage under a variety of conditions, as well as adaptive production options for on-farm feeding and grazing.



“In the end we want a producer to be able to use this manual to do their own research plot.”

Four producers have established demonstration projects with the guidance of a consultant, who is helping them to ensure that their projects are well designed and will answer their research questions. The projects include trials of forage kale as a crop to extend the growing season; a comparison of winter-hardy grasses to extend the growing season; comparison of different seeding rates and mixes, combined with soil sampling to assess the effectiveness of passive fertilization; and an alfalfa variety trial with a focus on harvest time over yield to ensure the highest possible quality.

Data from the new weather stations (installed through the project) is available to producers in the area through www.farmwest.com. The availability of accurate weather data will give producers a quantitative foundation that they can use to verify what they are observing in weather patterns,

and to help make decisions about how to modify their practices to adapt to changes.

In addition to yielding results for the benefit of the participating producers, the projects will be incorporated into the manual as case studies and to demonstrate the variety of potential approaches to on-farm trials.

“We want to encourage producers to think about the kinds of research that they would like to pursue,” says manual author and research consultant, Catharine Tarasoff of AgroWest Consulting. “In the end we want a producer to be able to use this manual to do their own research plot — from laying it out to implementing and gathering results — and at the end of the day to be able to evaluate the results of their own on-farm trial.”

Local interest in this project has been high. Over 50 producers travelled from across the region to attend the first field day to share information from the project. A second workshop was held in May 2016 to gather input into the development of the on-farm trial manual. The manual is expected to be available early in 2017.

Projects like this are part of the work being delivered by the BC Agriculture & Food Climate Action Initiative (CAI). CAI develops tools and resources to assist BC farmers and ranchers with adapting to impacts of climate change. CAI’s Farm Adaptation Innovator Program engages directly with producers and local partners, providing funding for piloting, demonstration and knowledge transfer around farm level adaptation.

www.BCAgClimateAction.ca

The BC Agriculture & Food Climate Action Initiative was launched in 2008 by the BC Agriculture Council to enable a proactive and pan-agriculture approach to climate change issues. The Climate Action Initiative is currently supported by the BC Agricultural Research & Development Corporation and the Investment Agriculture Foundation of BC with funding provided by Agriculture and Agri-Food Canada and the BC Ministry of Agriculture through Growing Forward 2, a federal-provincial-territorial initiative.

Photos in this handout are courtesy of Catherine Tarasoff.

