

Regular Meeting of the Board of Directors

Thursday, February 21, 2019 - 6:00 pm

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

A G E N D A

1. Call to Order

2. Consideration of the Agenda (Additions/Deletions)

- 2a)** The agenda for the February 21, 2019 Board of Directors meeting is presented.

Recommendation: That the agenda for the February 21, 2019 Board of Directors meeting be adopted as presented.

3. Minutes

- 3a)** The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held January 31, 2019 are presented.

[Minutes-Regular Meeting Board of Directors - 31 Jan 19-BoD Feb 21 19](#)

Recommendation: Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held January 31, 2019 be adopted as presented.

4. Delegation(s)

- 4a) Inspector Tim Olmstead, RCMP, Nelson Detachment
Re: General Discussion**

- 4b) Selkirk College Presentation
Re: Angus Graeme, President/Bruce LeRose, Board Chair/Scott Weatherford, Vice Chair**

5. Closed Meeting

- 5a)** Proceed to Closed meeting pursuant to Section 90 (2) (e) of the *Community Charter*,

6. Unfinished Business

- 6a) J. Dougall, General Manager - Environmental Services**
Re: Draft Regional Solid Waste Service (010) 2019 - 2023 Five-Year Financial Plan and 2019 Work plan
Director McGregor, Environmental Services Liaison

The draft Regional Solid Waste Service (010) 2019 - 2023 Five Year Financial Plan is presented.

[Draft 2019 Work Plan 010 Regional Solid Waste Management-BoD Feb 21 19 5YR010](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors discuss the draft Regional Solid Waste Service (010) 2019 - 2023 Five Year Financial Plan, provide direction to staff as to any changes to be made or issues to be investigated and defer to a future meeting.

- 6b) J. Dougall, General Manager - Environmental Services**
Re: Big White Solid Waste Service (064) 2019 - 2023 Five-Year Financial Plan and 2019 Work plan
Director McGregor, Environmental Services Liaison

The draft Big White Solid Waste Service (064) 2019 - 2023 Five Year Financial Plan is presented.

[5YR064](#)
[2019 Work Plan 064 Big White Solid Waste \(February2019\)](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Big White Solid Waste Service (064) 2019-2023 Five Year Financial Plan including minor changes for adjustments to year-end totals.

FURTHER that the Plan be included in the overall RDKB 2019-2023 Five Year Financial Plan.

6c) M. Andison, Chief Administrative Officer

Re: Allocation of BC Hydro and Fortis Grant-in-Lieu Revenues

A staff report from Mark Andison, Chief Administrative Officer, providing information relating to a request from the East End Services Committee regarding the allocation of grant-in-lieu revenues from the BC Hydro and Fortis dam facilities in the RDKB.

[Allocation of BC Hydro and Fortis Grant-in-Lieu Revenue - Pdf](#)

Recommendation: That the Board of Directors approve a \$300,000 allocation of grant-in-lieu funds from the BC Hydro and Fortis revenues to the Kootenay Boundary Regional Fire Rescue Service in 2019 to facilitate the hiring of a deputy fire chief, mitigating the impacts of the transfer of the delivery of 9-1-1 emergency dispatch service on the KBRFR Service.

6d) B. Burget, General Manager - Finance

Re: Draft General Government Service (001) 2019-2023 Five Year Financial Plan and 2019 Work plan

Director Cacchioni, Finance Liaison

The draft General Government Service (001) 2019-2023 Five Year Financial Plan is presented.

[5YR001](#)

[001 General Government](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors discuss the draft General Government Service (001) 2019 - 2023 Five Year Financial Plan, provide direction to staff as to any changes to be made or issues to be investigated and defer to a future meeting.

6e) B. Champlin, Manager of Building Inspection

Re: Building Inspection Service (004) 2019-2023 Five Year Financial Plan and 2019 Workplan

The Building Inspection Service (004) 2019-2023 Five Year Financial Plan is presented.

[5YR004](#)

[004 Building Services - Final Work Plan - February 14, 2018](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Building Inspection Service (004) 2019-2023 Five Year Financial Plan including minor changes for adjustments to year-end totals. **FURTHER** that the Plan be included in the overall RDKB 2019-2023 Five Year Financial Plan.

6f) D. Derby, Regional Fire Chief and Manager of 9-1-1 Emergency Communications

Re: 9-1-1 Emergency Communications Service (015) 2019-2023 Five Year Financial Plan and 2019 Workplan

The 9-1-1 Emergency Communications Service (015) 2019-2023 Five Year Financial Plan is presented.

[5YR015](#)

[015 Emergency Communications Service](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the 9-1-1 Emergency Communication Service (015) 2019-2023 Five Year Financial Plan including minor changes for adjustments to year-end totals. **FURTHER** that the Plan be included in the overall RDKB 2019-2023 Five Year Financial Plan.

6g) M. Stephens, Interim Manager of Emergency Programs

Re: Emergency Preparedness (012) 2019-2023 Five Year Financial Plan and 2019 Work plan

The Emergency Preparedness Budget / Five Year Financial Plan will be presented to the Board of Directors as a late item at the February 21, 2019 Regular Board meeting - after a decision has been made respecting this budget and staffing at a Special Board meeting which is scheduled immediately prior to the regular meeting.

[012 Emergency Preparedness Services-Work plan](#)

6h) B. Burget, General Manager - Finance

Re: Draft Feasibility Studies Service (006) 2019-2023 Five Year Financial Plan

The Draft Feasibility Studies Service (006) 2019-2023 Five Year Financial Plan is presented.

[5YR006](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors discuss the draft Feasibility Studies Service (006) 2019 - 2023 Five Year Financial Plan, provide direction to staff as to any changes to be made or issues to be investigated and defer to a future meeting.

7. Communications-RDKB Corporate Communications Officer

7a) F. Maika, Corporate Communications Officer

Re: Communications Update

A staff report from Frances Maika, Corporate Communications Officer presenting a Communications update.

[Staff Report-Communications-Update-BoD Feb 21 19](#)

Recommendation: Corporate Vote Unweighted

That the RDKB Communications update be received.

8. Communications (Information Only)

8a) City of Trail-Feb. 7/19

Re: Request for Waiver of Tipping Fees-McKelvey Creek Landfill

[City of Trail-Request-Tipping Fee Waiver-BoD-Feb 21 19](#)

Recommendation: Corporate Vote Unweighted

That Communication (Information Only) Item a) be received and direction at the discretion of the Board.

9. Reports

9a) Monthly Schedule of Vendor Payments

January 2019

Director Cacchioni, Finance Liaison

The monthly Schedule of Vendor Payments ending January 31, 2019 is presented.

[2019 01 RDKB January AP Summary - BOD - Feb 21, 2019](#)

Recommendation: Corporate Vote Unweighted

That the monthly Schedule of Vendor Payments ending January 31, 2019 for \$1,909,112.26 be adopted as presented.

9b) Adopted RDKB Committee Minutes

The Minutes of RDKB Committee meetings held during December 2018 and January 2019 are presented.

[LWMP Stage 3 Steering Committee - Dec 6 18 - Minutes - Pdf](#)

[Minutes - 21 Jan 2019 - BCDC - Feb 6, 2019 Pdf](#)

[Minutes - 22 Jan 2019 - EES - Feb 8, 2019 Pdf](#)

[Minutes - 08 Jan 2019 - BV Rec - Feb 12, 2019 Pdf](#)

[Utilities Committee - 09 Jan 2019 - Minutes - Pdf](#)

[LWMP Stage 3 Joint Technical/Local Advisory Committee - 05 Feb 2018 - Minutes - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the minutes of RDKB Committee meetings held during December 2018 and January 2019 be received.

9c) Adopted RDKB Recreation Commission Minutes

The minutes of the Area C Parks and Recreation Commission meeting held on January 9, 2019 are presented.

[Minutes-Electoral Area C Parks & Recreation Commission - January 9, 2019 - Board - February 21, 2019](#)

Recommendation: Corporate Vote Unweighted

That the minutes of the Area C Parks and Recreation Commission meeting held on January 9, 2019 be adopted as presented.

9d) Draft RDKB Electoral Area Advisory Planning Commission Minutes

The following draft minutes of RDKB Electoral Area Planning Commission meetings held during February 2019 are presented:

Electoral Area C/Christina Lake (Feb 5/19), Electoral Area D/Rural Grand Forks (Feb 5), Electoral Area E/West Boundary (Feb 4/1) and Electoral Area E/West Boundary - Big White (Feb. 5/19).

[APC Minutes-Area C-Feb 5-Board-Feb 21 2019](#)

[APC Minutes-Area D-Feb 5-Board Feb 21 2019](#)

[APC Minutes-Area E -Feb 4-Board-Feb 21 2019](#)
[APC Minutes-Big White-Feb 5-Board-Feb 21 2019](#)

Recommendation: Corporate Vote Unweighted

That the following draft minutes of RDKB Electoral Area Planning Commission meetings held during February 2019 be received:

Electoral Area C/Christina Lake (Feb 5/19), Electoral Area D/Rural Grand Forks (Feb 5), Electoral Area E/West Boundary (Feb 4/1), and Electoral Area E/West Boundary - Big White (Feb. 5/19).

9e) B. Burget, General Manager of Finance

Re: 2019 Financial Plan Comparison

A staff report from Beth Burget, General Manager of Finance, regarding the Financial Plan Comparison, Requisition Summary by Stakeholder and Reserve Balance Projections is presented.

[Staff Report - Financial Plan Comparison - BRD - Feb 21, 2019 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Board of Directors receive the staff report from Beth Burget, General Manager of Finance, regarding the Financial Plan Comparison, Requisition Summary by Stakeholder and Reserve Balance Projection.

10. Monthly Committee Recommendations to Board of Directors

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

10a) Electoral Area Services Committee - February 14, 2019

Director Worley, Chair, EAS Committee

Gas Tax Application -Silver City Trap Club-Electoral Area B/Lower Columbia-Old Glory

[Gas Tax - Silver City Trap Club](#)

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the Gas Tax application submitted by the Silver City Trap Club and the allocation of Gas Tax funding in the amount of \$20,886.28 from Electoral Area B/Lower Columbia-Old Glory for the costs associated with updating the electrical system. **FURTHER** that the Board approves the RDKB signatories to sign and enter into the agreement.

10b) Electoral Area Services Committee - February 14, 2019

Director Worley, Chair, Electoral Area Services Committee

Floodplain Exemption - Electoral Area C/Christina Lake

[Staff Report Walls Floodplain Board-Feb 21 2019](#)

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

That the Regional District of Kootenay Boundary Board of Directors approves the application for a Site Specific Exemption to the Floodplain Management Bylaw submitted by Justin Tanguay of DJM Contracting on behalf of Sharon Walls, in order to construct a single family dwelling on the property legally described as Lot 3, Plan KAP10615, DL 3063s, SDYD, Electoral Area 'C'/Christina Lake, subject to:

- Adherence to all the recommendations included in the Site Specific Exemption From Floodplain Bylaw Report by Norman L. Deverney, P.Eng, FEC, of Deverney Engineering Services Ltd.; and
- The owner registering a new standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary.

10c) Utilities Committee - February 13, 2019

Director Cacchioni, Chair, Utilities Committee / Director Worley, Vice Chair

Water Conservation Plans

[Christina Lake Water Utility Conservation Plan 2019-01-04](#)

[Rivervale Water Service Conservation Plan 2019-01-04](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors endorse the Rivervale Streetlighting & Water Service and the Christina Lake Water Utility Service Conservation Plans. **FURTHER** that the Board direct staff to implement the plans over the next 2 years.

10d) Boundary Community Development Committee - February 6, 2019

Director McGregor, Committee Chair / Director Russell, Vice Chair

West Boundary Recreation Grant

[W. Boundary Rec Grant-Greenwood Pool](#)

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

That the Regional District of Kootenay Boundary Board of Directors approve the West Boundary Recreation grant application from the Greenwood Municipal Swimming Pool in the amount of \$4,000 to be put towards the cost of instructor wages in running Red Cross Swim Kids swimming lessons for the 2019 season.

11. Board Appointments Updates

- 11a)** Southern Interior Development Initiative Trust (S.I.D.I.T.) - Chair McGregor
Southern Interior Beetle Action Coalition (S.I.B.A.C.) - Chair McGregor
Okanagan Film Commission - Director Gee
Boundary Weed Stakeholders Committee - Director Gee
Columbia River Treaty Local Government Committee (CRT LGC)-Directors Worley and Langman
Columbia Basin Regional Advisory Committee (CBRAC) - Director Worley
Kootenay Booth - Director Langman
Rural Development Institute (R.D.I.) – Director Worley
Chair's Update - Chair Russell

12. New Business

12a) L. Moore, Planner

Re: Application for Subdivision in the ALR-Electoral Area E/West Boundary

A staff report from Elizabeth Moore, Planner regarding an application for subdivision in the Agricultural Land Reserve (ALR) in Electoral Area 'E'/ West Boundary is presented.

[Staff Report-RoseGarden-ALR Board-Feb 21 2019](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward, without recommendation, the application to the Agricultural Land Commission for the proposed subdivision submitted by Rosegarden Holdings Ltd. for the property legally described as Lot 1 KAP89123, DL 534s and 1488s, Electoral Area 'E'/West Boundary.

12b) L. Moore, Planner

Re: Referral from Front Counter BC -License of Occupation - Electoral Area C/Christina Lake

A staff report from Elizabeth Moore, Planner regarding an application by Douglas and Caroline Shannon for a License of Occupation to secure legal access to their property at District Lot 3046 in Electoral Area C/ Christina Lake along a segment of the Trans Canada Trail is presented.

[Staff Report Shannon-Front-Counter Board-Feb 21 2019](#)

Recommendation: Corporate Vote Unweighted

That the staff report regarding the license of occupation to establish legal access to DL3046 on a portion of the Trans-Canada Trail in DL 603s in Electoral Area 'C'/Christina Lake be received.

12c) L. Moore, Planner

Re: Referral from Front Counter BC-Communication Tower - Electoral Area C/Christina Lake

A staff report from Elizabeth Moore, Planner regarding a referral from Front Counter BC for a proposed communication tower in Electoral Area 'C' southwest of Christina Lake is presented.

[Staff Report China Creek Internet-Area C Board-Feb 21 2019](#)

Recommendation: Corporate Vote Unweighted

That the staff report regarding the proposed license of occupation for a communication tower on unsurveyed Crown land near Stewart Creek Road in Electoral Area 'C'/Christina Lake be received.

12d) L. Moore, Planner

Re: Referrals from Front Counter BC-Communication Towers - Electoral Area D/Rural Grand Forks

A staff report from Elizabeth Moore, Planner regarding two referrals from Front Counter BC for two proposed communication towers in Electoral Area D/Rural Grand Forks North of the City of Grand Forks is presented.

[Staff Report China Creek Internet -Area D-Board-Feb 21 2019](#)

Recommendation: Corporate Vote Unweighted

That the staff report regarding these proposed licenses of occupation for communication towers on unsurveyed Crown land near Brown Creek Road in Electoral Area 'D'/Rural Grand Forks be received.

12e) M. Stephens, Interim Manager of Emergency Programs
Re: Agreement with Canadian Red Cross-Emergency Response Services

A staff report from Mark Stephens, Interim Manager of Emergency Programs A Staff report from Mark Stephens, Interim Manager of Emergency Programs requesting approval to renew a three (3) year agreement with the Canadian Red Cross to provide Emergency Response Services (Level 1 Emergency Social Services) within the RDKB is presented.

[Staff Report - 2019 renewal of CRC ESS agreement](#)
[RDKB CRC Emergency Services Agreement 2019-2021-BoD Feb 21 19](#)

Recommendation: Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the renewal of the Emergency Response Services Agreement with the Canadian Red Cross Society for a three-year term at a cost of \$10,000 annually. **FURTHER** that the Board of Directors authorizes the RDKB signatories to sign and enter into the Agreement.

12f) B. Champlin, Manager of Building Inspection

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

12220 Brown Creek Road, Grand Forks, B.C.

Electoral Area 'D' / Rural Grand Forks

Parcel Identifier: 011-263-245

Amended Lot 5 District Lot 3292 Similkameen Division Yale District Plan 2064 Except Plan 38314

Owners: Jonathan and Stephen Bezpalk

[Staff Report-Bylaw Contravention Bezpalk-Board February 21, 2019 - Pdf](#)

Recommendation: Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors invite the owners, Jonathan and Stephen Bezpalk, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Amended Lot 5, District Lot 3292, Similkameen Division Yale District, Plan 2064, Except Plan 38314.

12g) B. Burget, General Manager of Finance

Re: Short Term Borrowing Approval

A staff report from Beth Burget, General Manager of Finance, requesting that the Board approve the District obtaining funding through Liability Under Agreement with the Municipal Finance Authority (MFA) to finance short term financing (under five years) for Self Contained Breathing Apparatus as included in the 2019 - 2023 Financial Plan is presented.

[Staff Report - Short Term Financing - BRD - Feb 21, 2019 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the Board of Directors approve application be made to the Municipal Finance Authority for short term financing for five year term to a maximum of \$551,371 pursuant to Section 403 of the Local Government Act for Self Contained Breathing Apparatus for Service 050 Kootenay Boundary Regional Fire Rescue.

12h) Beth Burget, General Manager of Finance

Re: Director Remuneration

A staff report from Beth Burget, General Manager of Finance, regarding Director Remuneration with respect to impact of elimination of tax-free allowance is presented.

[Staff Report - Stipends - BRD - Feb 21, 2019 - Pdf](#)

Recommendation: Corporate Vote Unweighted

That the RDKB Board of Directors provide direction to staff with respect to Director remuneration.

12i) D. Dean, Manager of Planning and Development

Re: Request for Resolution to Seek Grant Opportunity - UBCM Community Emergency Preparedness Fund

A staff report from Donna Dean, Manager of Planning and Development, presenting the opportunity to apply for the UBCM Community Emergency Preparedness Fund Grant for several emergency and planning related projects.

[Staff Rpt CEPF Grant - BOD - Feb 21, 2019](#)

Recommendation: Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to prepare and submit an application for the UBCM Community Emergency Preparedness Fund (CEPF) for the proposed projects

described in the staff report 'Request for resolution to seek grant opportunity - UBCM Community Emergency Preparedness Fund' prepared for the February 21, 2019 Board of Directors' meeting.

12j) Grants in Aid-Ending February 14, 2019

[Grants-in-Aid-Board-February 21 2019](#)

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

That the following grants in aid be approved:

Beaver Valley Blooming Society – Flower Tubs around Fruitvale – Electoral Area 'A' - \$2,500

JL Crowe Secondary School – Area A Memorial Award for Scholarship Program – Electoral Area 'A' - \$750

JL Crowe Secondary School – Area B Memorial Award for Scholarship Program – Electoral Area 'B'/Lower Columbia-Old Glory - \$750

Zone 6 BC 55+ Games – Participant Training and Attendance at Games – Electoral Area 'B'/Lower Columbia-Old Glory - \$750

Deer Ridge Water Association – Deer Ridge Water Association Transition Study – Electoral Area 'C'/Christina Lake - \$5,835

Boundary Metis Community Association – Snowshoeing Program Celebration Dinner – Electoral Area 'E'/West Boundary - \$800

West Boundary Community Services Co-operative Association – Consulting and Grant Writing – Electoral Area 'E'/West Boundary - \$3,000

West Boundary Community Services Co-operative Association – Insurance at Start-up – Electoral Area 'E'/West Boundary - \$1,147

13. Bylaws

13a) Bylaw No. 1701-Amending Electoral Area B/Lower Columbia-Old Glory Official Community Plan

Third Reading

[Bylaw 1701 - OCP Amendment-Board-Feb 21 2019](#)

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

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1701, 2019 be read a Third Time.

13b) Bylaw No. 1702-Amending Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw

Third Reading

[Bylaw1702 - Zoning Amendment - Board - Feb 21 2019](#)

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

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1702, 2019 be read a Third Time.

14. Late (Emergent) Items

14a) RDKB Bylaw No. 1707-Beaver Valley Regional Trails and Regional Parks Service Establishment Amendment.

Reconsideration and Adoption

[RDKB Bylaw 1707-BV RegionalParks RegionalTrails-Incrse ReqLimit-Feb 21 19](#)

[Consent to Adopt-Area A-RDKB Bylaw 1707-BV Rec-IncreaseReq-Feb 19](#)

[Consent to Adopt-Fruitvale-RDKB Bylaw 1707-BV Rec-Incrse ReqLimit-Feb 19](#)

[Consent to Adopt-Montrose-RDKBBylaw 1707-BC Re-Incrse ReqLimit-Feb 19](#)

[Staff Report-Bylaw 1707-BC Parks Trails Increase Req Limit-BoD Jan 31 19- Pdf](#)

Recommendation: Corporate Vote Unweighted

That Regional District of Kootenay Boundary Beaver Valley Regional Parks and Regional Trails Service Establishment Amendment Bylaw No. 1707, 2019 be Reconsidered and Adopted.

14b) Education and Advocacy Committee -Recommendations to the Board of Directors

The February 21, 2019 Education and Advocacy Committee meeting will be held directly prior to the Board meeting. Any recommendations adopted by the Education and Advocacy Committee and which need to be presented to the Board of Directors will be brought forward to the Board meeting under Late (Emergent) Items - Agenda Item 14b).

- 15. Discussion of Items for Future Meetings**
- 16. Question Period for Public and Media**
- 17. Adjournment**



Regular Meeting of the Board of Directors

January 31, 2019

RDKB Board Room, Grand Forks, B.C.

Minutes

- Present:** Director R. Russell, Chair
Director G. McGregor, Vice-Chair
Director A. Grieve
Director L. Worley via teleconference
Director V. Gee
Director S. Morissette
Director M. Walsh
Director R. Cacchioni
Director D. Langman
Director A. Morel
Director B. Taylor
Director G. Shaw
Director R. Dunsdon
- Staff:** M. Andison, Chief Administrative Officer
T. Lenardon, Manager of Corporate Administration/Recording Secretary
J. Chandler, General Manager - Operations/Deputy Chief Administrative Officer
D. Derby, Regional Fire Chief
M. Stephens, Manager of Emergency Programs
- Others** G. Newton, Applicant, Development Variance Permit-Christina Lake
J. Tanguay, DJM Contracting, on behalf of P. Walls, Applicant, Development Variance Permit-Christina Lake

Call to Order

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

Consideration of the Agenda (Additions/Deletions)

The agenda for the Regional District of Kootenay Boundary Board of Directors meeting held January 31, 2019 was presented.

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Board of Directors
January 31, 2019

The Manager of Corporate Administration noted the following changes to the agenda:

1. Addition of a delegation: Representatives from the Circle of Indigenous Nations Society,
2. Move the Newton/Munch and the Walls Development Variance Permits applications (Christina Lake) to the front of the agenda after Delegations,
3. Add a discussion regarding the meetings scheduled on March 7th at Big White Ski Resort, and
4. Add a recommendation from the Boundary Community Development Committee regarding the Economic Development Services Contract with Community Futures Boundary, and it was;

26-19 Moved: Director McGregor Seconded: Director Morissette

Corporate Vote Unweighted

That the agenda for the Regional District of Kootenay Boundary Board of Directors meeting held January 31, 2019 be adopted as amended.

Carried.

Minutes

The minutes of the Regional District of Kootenay Boundary Board of Directors meeting held on January 9, 2019 were presented.

Director Gee requested that Resolution #20-19 be amended to remove the reference to cost sharing, and it was;

27-19 Moved: Director Taylor Seconded: Director Dunsdon

Corporate Vote Unweighted

That the minutes of the Regional District of Kootenay Boundary Board of Directors meeting held on January 9, 2019 be adopted as amended.

Carried.

Delegation(s)

Circle of Indigenous Nations Society (COINS)

Re: Letter of Support and Land Donation

**Laranna Androsoff, Boundary Aboriginal Infant Supported Child Development Consultant/
Regional Aboriginal Engagement Coordinator**

Kris Salikin, Executive Director, Circle of Indigenous Nations Society

Chair Russell welcomed the delegates to the meeting.

Laranna Androsoff thanked the Board for approving their request to attend the meeting on short notice and she introduced herself and Kris Salikin.

Laranna Androsoff gave recognition and honour to the Indigenous peoples and ancestors, including the Interior Salish peoples, who lived in Grand Forks and she explained that they are looking for Board support of their *Implementation Proposal for an Aboriginal Head Start Program in Grand Forks* with possible expansion to the West Boundary / Midway area. She requested the Board to consider providing a letter of support endorsing the project. She also asked the Board to consider donating land for the placement of a modular home that would house 20-24 free childcare spaces as well as 4 offices for Early Years staff and a cultural ceremonial gathering space. The City of Grand Forks and School District No. 51 have also been engaged.

K. Salikin explained that this proposal is not intended to compete with the enrollment of other daycares located within the Boundary, but to address childcare gaps and improve outcomes for Boundary Indigenous children and families.

The Board members discussed the request, and it was;

28-19 Moved: Director Gee Seconded: Director Taylor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors write a letter to the Aboriginal Head Start Association of BC advising support for, and endorsing the Circle of Indigenous Nations Society for the *Implementation Proposal for an Aboriginal Head Start Program in Grand Forks*.

FURTHER that RDKB staff follow up with the City of Grand Forks and School District No. 51 to work together to explore options for donating land that may be available within RDKB Electoral Area D or the City of Grand Forks.

Carried.

Items moved up on the Agenda

Electoral Area Services Committee-Jan. 24/19

Director Worley, Committee Chair / Committee Vice Chair TBD

Application for Development Variance Permit-W. Munch and G. Newton-Electoral Area C/Christina Lake

The Chair welcomed the applicant, Mr. Newton to the meeting and provided him with an opportunity to speak to his application.

Staff explained the proposal and after consideration, it was;

29-18 Moved: Director McGregor Seconded: Director Grieve

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Wendy Munch and Gary Newton to allow for a variance to increase the maximum gross floor area for storage buildings on a property without a principal permitted use or principal building from 60m² to 87m² – a variance of 27m²; and to increase the

maximum height for an accessory building from 4.6m to 4.88m – a variance of 0.28m on the property legally described as Lot 33, Plan KAP28028, DL 317, SDYD, Electoral Area 'C'/Christina Lake.

Carried.

Electoral Area Services Committee-Jan. 24/19

Director Worley, Committee Chair / Committee Vice Chair TBD

Application for Development Variance Permit-Walls-Electoral Area C/Christina Lake

The Chair welcomed the applicants' agent, Mr. Tanguay, DJM Contracting and provided him with an opportunity to speak to the application.

Staff reviewed the proposal and noted the letters of support for the application.

After consideration, it was;

30-19 Moved: Director McGregor Seconded: Director Gee

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by Justin Tanguay of DJM Contracting on behalf of Patrick and Sharon Walls to increase the maximum projection into the interior side setback of a projection from 0.6 metres to 0.76 metres - a 0.16 metre variance; and to increase the maximum projection into the rear setback of a projection from 1.2 metres to 1.52 metres - a 0.32 metre variance to construct a single family dwelling on the property legally described as Lot 3, DL 3063s, SDYD, Plan 10615, Electoral Area 'C'/Christina Lake.

Carried.

Unfinished Business

Appointment to the Rural Development Institute (RDI)

Vote by Secret Ballot

Chair Russell

Expressions of Interest: Director Cacchioni and Director Worley

Director Cacchioni advised he would withdraw his interest. A vote was not necessary, and it was;

31-19 Moved: Director Cacchioni Seconded: Director Grieve

Corporate Vote Unweighted

That Director Worley be appointed to the Rural Development Institute representing the Regional District of Kootenay Boundary for the year 2019.

Carried.

APC Appointments-RDKB Electoral Areas A-E

32-19 Moved: Director Grieve Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Advisory Planning Commission appointments as follows:

Electoral Area A

Fred Buckley
Linda Green
Rob Ironmonger
Shelley Levick
Craig Stemmler
Tyleen Underwood

Electoral Area B/Lower Columbia-Old Glory

Grant Saprundoff
Graham Jones
Mary MacInnis
Fern Acton
Henk Ravestein
Darlene Espenhain

Electoral Area C/Christina Lake

Dave Bartlett
Peter Darbyshire
David Durand
Jennifer Horahan
Phil Mody
Jessica Coleman
Terry Mooney
Butch Bisaro
Annie Rioux
Jeff Olsen
Ken Stewart
Jason Patrick Taylor

Electoral Area D/Rural Grand Forks

Rod Zielinski
Deb Billwiller
Della Mallette
Kathy Hutton
Brian Noble
Lynn Bleiler

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Electoral Area E/West Boundary

Grant Harfman
Jamie Haynes
Fred Marshall
Florence Hewer
Michael Fenwick-Wilson
Lynne Storm
Frank Van Oyen
Randy Trerise

Electoral Area E/West Boundary-Big White

Cat Schierer
Deb Hopkinson
Gerry Molyneaux
John Lebrun
Paul Sulyma
Rachelle Marcinkoski

Carried.

**T. Sprado, Manager of Facilities and Recreation (Grand Forks and District)
Re: RDKB Grand Forks and District Recreation Commission Appointments**

A staff report from Tom Sprado, Manager of Facilities and Recreation - Grand Forks and District Recreation, regarding appointments to the Grand Forks and District Recreation Commission for the 2019-2021 term was presented.

33-19 Moved: Director Taylor Seconded: Director Russell

Stakeholder Vote (Electoral Area D and the City of Grand Forks) Unweighted

That the Regional District of Kootenay Boundary Board of Directors appoint the following individuals to the Grand Forks and District Recreation Commission for a two-year term commencing 2019:

Roly Russell – Public Member for Electoral Area 'D'
Terry Doody - Public Member for Electoral Area 'D'
Eric Gillette - Public Member for Electoral Area 'D'
Brian Noble – Public Member for City of Grand Forks
Nigel James - Public Member for City of Grand Forks
Bob MacLean - Public Member for City of Grand Forks
Susan Routley - Public Member for City of Grand Forks
Chris Mouslin - Recreation and Culture Committee - City of Grand Forks
Jaime Massey - School District #51

Carried.

M. Andison, CAO**Re: Big White Community Issues Assessment**

A staff report from Mark Andison, Chief Administrative Officer, and providing background relating to recent input received from the Ministry of Municipal Affairs and Housing regarding the initiation of a community issues assessment study for the Big White community was presented.

34-19 Moved: Director Cacchioni Seconded: Director McGregor

Corporate Vote Unweighted

That staff and Director Gee consult with members of the Big White Community regarding the letter received from Marijke Edmondson, Director, Governance Structures, Ministry of Municipal Affairs and Housing proposing a community issues assessment process for Big White and report back to the Board of Directors.

Carried.

Communications (Information Only)**a) Peace River Regional District-Nov. 29/18**

Re: Southern Mountain Caribou-Letter to FLNRORD

b) Agricultural Land Commission-Jan. 8/19

Re: Application for Transportation Corridor-Request for Reconsideration of a Decision

35-19 Moved: Director Cacchioni Seconded: Director McGregor

Corporate Vote Unweighted

That Communication (Information Only) Items a) - b) be received.

Carried.

Reports**Adopted RDKB Committee Minutes**

The following RDKB Committee minutes as adopted by the respective Committees were presented:

Policy and Personnel Committee (Oct. 10/18), Utilities Committee (Oct. 10/18), Solid Waste Management Plan Steering and Monitoring Committee (Oct. 11/18), Electoral Area Services Committee (Nov. 15/18), Boundary Community Development Committee (Nov. 19/18), Beaver Valley Regional Trails and Regional Parks Committee (Dec. 11/18), East End Services Committee (Dec. 11/18) and Liquid Waste Management Plan Stage 3 Steering Committee (Nov. 1/18).

36-19 Moved: Director Grieve Seconded: Director Langman

Corporate Vote Unweighted

That the following RDKB Committee minutes as adopted by the respective Committees be received: Policy and Personnel Committee (Oct. 10/18), Utilities Committee (Oct. 10/18), Solid Waste

Management Plan Steering and Monitoring Committee (Oct. 11/18), Electoral Area Services Committee (Nov. 15/18), Boundary Community Development Committee (Nov. 19/18), Beaver Valley Regional Trails and Regional Parks Committee (Dec. 11/18), East End Services Committee (Dec. 11/18) and Liquid Waste Management Plan Stage 3 Steering Committee (Dec. 6/18).

Carried.

Adopted RDKB Recreation Commission Minutes

The minutes of the Electoral Area C Parks and Recreation Commission meeting held November 14, 2018 and the RDKB Grand Forks and District Recreation Commission meeting held November 8, 2018 were presented.

37-19 Moved: Director McGregor Seconded: Director Shaw

Corporate Vote Unweighted

That the minutes of the RDKB Electoral Area C Parks and Recreation Commission meeting held November 14, 2018 and the minutes of the RDKB Grand Forks and District Recreation Commission meeting held November 8, 2018 be received.

Carried.

Electoral Area C Parks and Recreation Commission

Re: Request to BC Parks on Feasibility of Swim Dock at Public Beach (Christina Lake)

38-19 Moved: Director McGregor Seconded: Director Cacchioni

Corporate Vote Unweighted (Area C Single Participant Service)

That the Regional District of Kootenay Boundary Board of Directors write a letter to BC Parks with respect to the feasibility of placing a swim dock at the Christina Lake Public Beach, located at Christina Lake Provincial Park.

Carried.

Draft RDKB Electoral Area Advisory Planning Commission Minutes

The draft minutes of the RDKB Electoral Area A, Electoral Area B/Lower Columbia-Old Glory, Electoral Area C/Christina Lake, Electoral Area D/Rural Grand Forks and Electoral Area E/West Boundary Advisory Planning Commission meetings held during January 2019 are presented.

39-19 Moved: Director Grieve Seconded: Director Taylor

Corporate Vote Unweighted

That the draft minutes of the RDKB Electoral Area A (Jan. 8/19), Electoral Area B/Lower Columbia-Old Glory (Jan. 7/19), Electoral Area C/Christina Lake (Jan. 8/19), Electoral Area D/Rural Grand Forks (Jan. 8/19) and Electoral Area E/West Boundary (Jan. 7/19) and Electoral Area E/West Boundary-Big White (Jan. 8/19) Advisory Planning Commission meetings held during January 2019 be received.

Carried.

B. Burget, General Manager of Finance
Re: ERIP

Finance Liaison Director Cacchioni

A staff report from Beth Burget, General Manager of Finance requesting approval to renew the Early Retirement Incentive Plan for a period of January 1, 2019 to December 31, 2020 was presented.

40-19 Moved: Director Cacchioni Seconded: Director Shaw

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve the Management Early Retirement Incentive Policy (the ERIP) for employees of the Regional District who are members of the Municipal Pension Program and who are described more particularly in the details of the ERIP immediately following the resolution (Schedule 'A'; revised January 14, 2019. **FURTHER** that the Board of Directors agree to pay one hundred percent (100%) of the total cost of the ERIP as determined by the Pension Corporation.

Carried.

41-19 Moved: Director McGregor Seconded: Director Taylor

Corporate Vote Unweighted

The ERIP will provide an unreduced pension for employees of the Regional District of Kootenay Boundary who are members of the Municipal Pension Program and who are at least 55, by waiving the "rule of 90" (normal age plus contributory service) and substituting the "Rule of 80". The member is eligible to apply for an unreduced pension under the terms of this ERIP during the period from January 1, 2019 to December 31, 2020.

Carried.

Monthly Committee Recommendations to Board of Directors

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

Policy and Personnel Committee-Jan. 9/19

Use of Surveillance Cameras for Monitoring Public Activities at RDKB Facilities Policy

Director McGregor, Committee Chair / Director Dunsdon, Committee Vice Chair

The proposed Use of Surveillance Cameras for Monitoring Public Activities at RDKB Facilities Policy as reviewed by the Policy and Personnel Committee on January 9, 2019 and background information was presented.

42-19 Move: Director McGregor Seconded: Director Dunsdon

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the RDKB Use of Surveillance Cameras for Monitoring Public Activities at RDKB Facilities Policy as approved by the

Policy and Personnel Committee on January 9, 2019. **FURTHER** that the Policy be distributed accordingly.

Carried.

Policy and Personnel Committee-Jan. 9/19

Responsible Conduct Guiding Principles Policy (Code of Conduct as the Policy Procedure)

Director McGregor, Committee Chair / Director Dunsdon, Committee Vice Chair

The proposed Responsible Conduct Guiding Principles Policy and the application of the Code of Conduct as the Policy procedure, as reviewed by the Policy and Personnel Committee on January 9, 2019 and background information were presented.

Director Grieve requested that the following be added to the "Purpose" section of the draft policy:

- 1. Bias:** When matters of personal interest include matters dealing with family, friends or business partners and associates.
- 2. Breach of Trust:** Any act by an elected or appointed official which is in violation of the duties entrusted to them.
- 3. Bullying and Harassment:** In accordance with the RDKB Anti-Bullying and Harassment Policy and relevant legislation.
- 4. Confidential Information:** Such as information received at a closed meeting or marked "confidential".
- 5. Conflict of Interest:** Such as, whether an elected official has a direct or indirect pecuniary interest in a matter under consideration.
- 6. Gifts:** Such as when a gift or benefit that is connected to an official's performance is accepted.
- 7. Inside Influence:** When an elected or appointed official uses his or her office to attempt to influence a decision of the Board of Directors.
- 8. Outside Influence:** When an elected or appointed official uses his or her office in an attempt to influence a decision of any other person or body (e.g. outside the Board of Directors); and
- 9. Role Misunderstanding:** A misunderstanding between the Board and staff in completing work assignments – elected officials managing and undertaking staff's work.

43-19 Moved: Director McGregor Seconded: Director Grieve

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors adopt the RDKB Responsible Conduct Guiding Principles Policy as revised by the Policy and Personnel Committee on January 9, 2019 by incorporating the RDKB E-Mail Best Practices Policy and by adding the terms as set out by the Board of Directors on January 31, 2019. **FURTHER** that the Policy be distributed accordingly.

Carried.

44-19 Moved: Director Grieve Seconded: Director Cacchioni

Corporate Vote Unweighted

That Regional District of Kootenay Boundary Board of Directors rescind the RDKB E-Mail Best Practices Policy.

Carried.

Electoral Area Services Committee-Jan. 24/19**Director Worley, Committee Chair / Committee Vice Chair TBD**

Application for Development Variance Permit-Connell-Electoral Area A

45-19 Moved: Director Grieve Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) UnWeighted

That the Regional District Board of Directors approves the Development Variance Permit application submitted by Lawrence and Dorothy Connell, to decrease the interior side setback for an accessory building from 3.0 metres to 1.12 metres – a 1.88 metre variance for a garage and carport on the property legally described as Lot A, DL 1236, KD, Plan NEP13816, Electoral Area 'A'.

Carried.

Electoral Area Services Committee-Jan. 24/19**Director Worley, Committee Chair / Committee Vice Chair TBD**

City of Grand Forks Bylaw Referral-Bylaw Amendment to Establish a New Modular Home Park

46-19 Moved: Director Walsh Seconded: Director Langman

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors advise the City of Grand Forks that the Regional District of Kootenay Boundary supports the referral submitted by the City of Grand Forks for a bylaw amendment to construct a modular home park on the property legally described as Lots 16-18, Block 1, Plan KAP586, SDYD, Grand Forks.

Carried.

Electoral Area Services Committee-Jan. 24/19**Director Worley, Committee Chair / Committee Vice Chair TBD**

Application for Gas Tax Funding-Kettle Valley Golf Club-Electoral Area E/West Boundary

47-19 Moved: Director McGregor Seconded: Director Dunsdon

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve the Gas Tax application submitted by the Kettle Valley Golf Club and the allocation of Gas Tax funding in the amount of \$7,945.95 from Electoral Area E/West Boundary for the costs associated with the clubhouse window replacement. **FURTHER** that the Board of Directors authorize the RDKB signatories to sign and enter into the agreement.

Carried.

New Business**Discussion Item-Director Grieve****Re: Loss of Federal Funding for Policing - RCMP**

Director Grieve provided the Board members with information and statistics related to crime and other public safety concerns as presented to the East End Services Committee by Sergeant Mike Wicentowich, Trail RCMP Detachment. Director Grieve noted that during the presentation, the Committee members were reminded about the lack of federal funding for RCMP policing services in unincorporated communities in B.C. She suggested that the Board may wish to consider action.

M. Andison, Chief Administrative Officer advised that Tim Olmstead, Inspector, RCMP Kootenay Boundary Region, will be attending the February 21st Board meeting for a general discussion.

The Board members reviewed this matter and there was general agreement that a discussion regarding the lack of federal RCMP police-funding in unincorporated communities would take place at the February 21st Board meeting. It was also agreed to refer the overall matter to the February 21st Education and Advocacy Committee meeting for the Committee to consider the submission of a resolution to AKBLG and UBCM.

Chair Russell reminded the Board members of the March 1, 2019 deadline for submitting AKBLG resolutions and that the Board should refer any possible resolutions to the February 21st Education and Advocacy Committee meeting.

T. Lenardon, Manager of Corporate Administration/Corporate Officer**Re: 2019 AKBLG Sponsorship**

A staff report from Theresa Lenardon, Manager of Corporate Administration/Corporate Officer regarding the provision of sponsorship funding for the 2019 Association of Kootenay and Boundary Local Governments (AKBLG) Convention and AGM hosted by the City of Castlegar was presented.

48-19 Moved: Director Grieve Seconded: Director Dunsdon

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approves the allocation of \$2,000 (Silver Level Sponsorship) in the 2019 General Administration (001) Budget/Financial Plan as a contribution towards the 2019 Association of Kootenay and Boundary Local Governments Convention and AGM, April 18-20, 2019 hosted by Castlegar, B.C. **FURTHER** that the City of Castlegar and the AKBLG be advised accordingly.

Carried.

B. Champlin, Manager of Building Inspection

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding the cancellation of a Building Bylaw Contravention for the property described below as:

Griswold Road, Christina Lake, B.C.

Electoral Area 'C' / Christina Lake

Parcel Identifier: 023-480-271

Lot 1 District Lot 317 Similkameen Division Yale District Plan KAP57274
Owner: Blueskyview Software Corp.

49-19 Moved: Director McGregor Seconded: Director Gee

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors cancel the notice registered in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 58 of the *Community Charter* against the property legally described as Lot 1, District Lot 317, Similkameen Division Yale District, Plan KAP57274.

Carried.

B. Champlin, Manager of Building Inspection

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding the cancellation of a Building Bylaw Contravention for the property described below as:

11900 Brown Creek Road, Grand Forks, B.C.

Electoral Area 'D' / Rural Grand Forks

Parcel Identifier: 015-206-173

District Lot 2653 Similkameen Division Yale District

Owners: Sean Carroll and Suzanne Cullen

50-19 Moved: Director McGregor Seconded: Director Gee

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors cancel the notice registered in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 58 of the *Community Charter* against the property legally described as District Lot 2653, Similkameen Division Yale District.

Carried.

B. Champlin, Manager of Building Inspection

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

4391 Highway 33, Westbridge, B.C.

Electoral Area 'E' / West Boundary

Parcel Identifier: 028-712-552

Lot 1 District Lot 619S Similkameen Division Yale District Plan KAP92479

Owners: Charles Beaudoin and Kimberly Chrystal

51-19 Moved: Director Worley Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct the Chief Administration Officer to file a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act*

and Section 57 of the *Community Charter* against the property legally described as Lot 1, District Lot 619S, Similkameen Division Yale District, Plan KAP92479.

Carried.

**B. Champlin, Manager of Building Inspection
Re: 2018 Building Statistics**

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding the 2018 building statistics is presented.

52-19 Moved: Director Cacchioni Seconded: Director McGregor

Corporate Vote Unweighted

That the staff report from Brian Champlin, Manager of Building Inspection Services, regarding the 2018 Building Statistics be received.

Carried.

**M. Stephens, Interim Manager of Emergency Programs
Draft Emergency Preparedness Service (012) 2019-2023
Five Year Financial Plan and Workplan**

Director Gee, Emergency Preparedness Service Liaison

The draft Emergency Preparedness Service (012) 2019-2023 Five Year Financial Plan, the 2019 Workplan and a power point presentation illustrating the 2015-2018 response highlights, the work completed by 1.0 FTE and the 2019 anticipated completed workplan projects were presented as per the Board's instructions from the budget discussions which took place at the November 29, 2018 meeting.

The Board members engaged in a lengthy discussion respecting the financial plan, the workplan projects and human resources, and it was;

53-19 Moved: Director Gee Seconded: Director McGregor

Corporate Vote Unweighted

That the proposed Emergency Preparedness Service (012) 2019-2023 Five Year Financial Plan be referred back to staff for revisions as per the Board's direction at the January 31, 2019 meeting and that the revised version be presented back to the Board for further review at a future Board meeting.

Carried.

**D. Derby, Regional Fire Chief and Manager of 9-1-1 Emergency Communications
Draft 9-1-1 Emergency Communications (015) 2019-2023
Five Year Financial Plan and Workplan**

Director Gee, Emergency Preparedness Service Liaison

The draft 9-1-1 Emergency Communications (015) 2019-2023 Five Year Financial Plan and Workplan were presented.

54-19 Moved: Director McGregor Seconded: Director Cacchioni

Corporate Vote Unweighted

That the proposed 9-1-1 Emergency Communications Service (015) 2019-2023 Five Year Financial Plan be referred back to staff to revise as per the Board's direction at the January 31, 2019 meeting and that the revised version be presented back to the Board for further review at a future meeting.

Carried.

M. Andison, CAO

Re: Kettle Valley Fire Protection Service Agreement

A staff report from Mark Andison, CAO presenting the Kettle Valley Fire Protection Services Agreement between the Village of Midway and the Regional District of Kootenay Boundary for approval consideration was presented.

M. Andison, Chief Administrative Officer noted that since Midway and RDKB staff finalized the agreement for presentation to the Board of Directors (on January 31st) both the Village and the RDKB agreed to four late revisions, and it was;

55-19 Moved: Director McGregor Seconded: Director Gee

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approves the Kettle Valley Fire Protection Services Agreement with the Village of Midway for the delivery of fire protection services to the Kettle Valley Fire Protection Area for a term of 5 years. **FURTHER**, that the Board of Directors authorizes the RDKB signatories to sign and enter into the agreement.

Carried.

M. Daines, Manager of Facilities and Recreation

**Re: Ministry of Forests, Lands and Natural Resource Operations
(Beaver Valley Family Park)**

A staff report from Mark Daines, Manager of Facilities and Recreation regarding a new lease agreement with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for the Beaver Valley Family Park was presented.

56-19 Moved: Director Grieve Seconded: Director Langman

Corporate Vote Weighted

That the Regional District of Kootenay Boundary Board of Directors approve the Lease Agreement with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development for the Beaver Valley Family Park for a term of 30 years. **FURTHER** that the Board authorize the RDKB signatories to sign and enter into the Agreement.

Carried.

K. Gobeil, Senior Planner**Re: Front Counter Referral-Kootenay Columbia Trails Society-Electoral Area A**

A staff report from Ken Gobeil, Senior Planner regarding a Front Counter BC referral regarding a proposed hiking and mountain biking trail in Electoral Area 'A' north of the City of Trail was presented.

57-19 Moved: Director Grieve Seconded: Director Morel

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors advise Front Counter BC that the referral regarding the establishment of a trail on the lands legally described as DL 12605 KD, Block A Plan NEP1588 DL367 KD, Plan NEP1425 KD in Electoral Area 'A' is supported.

Carried.

K. Gobeil, Senior Planner**Re: Front Counter Referral-Kootenay Columbia Trails Society-Electoral Area B/Lower Columbia-Old Glory**

A staff report from Ken Gobeil, Senior Planner regarding a Crown land application to legally establish two mountain biking trails, SMDA and Colonel, both of which are located east of King George Provincial Park was presented.

58-19 Moved: Director Worley Seconded: Director Cacchioni

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors advise Front Counter BC that the referral regarding the establishment of two trails on the lands legally described as Subsidy Lot 147, Plan NEPX63, KD, Electoral Area 'B'/Lower Columbia-Old Glory is supported.

Carried.

K. Gobeil, Senior Planner**Re: Ministry of Transportation and Infrastructure Road Closure-Electoral Area A**

A staff report from Ken Gobeil, Senior Planner regarding a referral from the Ministry of Transportation and Infrastructure (MoTI) for a proposed road closure in Electoral Area A was presented.

59-19 Moved: Director Grieve Seconded: Director McGregor

Corporate Vote Unweighted

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed road closure and consolidation for the parcel legally described as Lot 26 Plan NEP800, DL205, Electoral Area 'A', be received.

Carried.

K. Gobeil, Senior Planner

**Re: Ministry of Transportation and Infrastructure Road Closure
Electoral Area E/West Boundary**

A staff report from Ken Gobeil, Senior Planner regarding a road closure referral from the Ministry of Transportation and Infrastructure (MoTI) for a portion of Hall Avenue in Carmi, Electoral Area 'E'/West Boundary was presented.

60-19 Moved: Director Gee Seconded: Director Shaw

Corporate Vote Unweighted

That the staff report regarding the Ministry of Transportation and Infrastructure referral for a proposed road closure, for the parcels legally described as Lots 5-7, Block 2, Plan KAP109, DL 2360, SDYD, Carmi, Electoral Area 'E'/West Boundary, be received. **FURTHER** that staff advise the Ministry of Transportation and Infrastructure of the concerns regarding the legalization of trespassing over Crown land and road right-of-ways.

Carried.

K. Gobeil, Senior Planner

Re: Forestry Referral-Interfor Tree Farm License-Electoral Area E/West Boundary

A staff report from Ken Gobeil, Senior Planner regarding a proposed Management Plan for 'Tree Farm Licence 8' in Electoral Area 'E'/West Boundary was presented.

61-19 Moved: Director McGregor Seconded: Director Gee

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report Forestry Referral – Interfor – Tree Farm License 8, Management Plan, which includes the recommendations of the Electoral Area 'E'/West Boundary Advisory Planning Commission, to Interfor for consideration.

Carried.

K. Gobeil, Senior Planner

Re: Forestry Referral-BC Timber Sales-Electoral Area B/Lower Columbia-Old Glory

A staff report from Ken Gobeil, Senior Planner regarding logging plans for the Arrow Timber Supply Area in Electoral Area B/Lower Columbia-Old Glory was presented.

62-19 Moved: Director Worley Seconded: Director Cacchioni

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff report Forestry Referral: BC Timber Sales (BCTS) Operating Plan 17, which includes the recommendations of the Electoral Area 'B'/Lower Columbia-Old Glory APC to BC Timber Sales for consideration.

Carried.

K. Gobeil, Senior Planner**Re: Forestry Referral-BC Timber Sales-Electoral Area C/Christina Lake, Electoral Area D/Rural Grand Forks and Electoral Area E/West Boundary**

A staff report from Ken Gobeil, Senior Planner regarding logging plans for the Arrow Timber Supply Area in Electoral Areas C/Christina Lake, D/Rural Grand Forks and E/West Boundary was presented.

63-19 Moved: Director McGregor Seconded: Director Grieve

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward this staff Forestry Referral: BC Timber Sales (BCTS) Operating Plan 14, which includes the recommendations of the Advisory Planning Commissions for Electoral Areas 'C'/Christina Lake, D/Rural Grand Forks and E/West Boundary to BC Timber Sales for consideration.

Carried.

K. Gobeil, Senior Planner**Re: Ministry of Forests Lands Natural Resource Operations and Rural Development Application for Statutory Rights of Way-Big White Ski Resort Electoral Area E/West Boundary**

A staff report from Ken Gobeil, Senior Planner regarding a referral from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) for an application for two statutory rights-of-way in Big White was presented.

64-19 Moved: Director Gee Seconded: Director Dunsdon

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors advise Front Counter BC that the referral regarding the establishment of two statutory rights-of-way for chair lifts on un-surveyed crown land in vicinity of DL 4246 in Big White, Electoral Area 'E'/West Boundary is supported.

Carried.

K. Gobeil, Senior Planner**Re: Agricultural Land Commission: Reid-ALR Exclusion- Electoral Area D/Rural Grand Forks**

A staff report from Ken Gobeil, Senior Planner regarding an application for exclusion from the Agricultural Land Reserve (ALR) in Electoral Area 'D'/Rural Grand Forks was presented.

65-19 Moved: Director McGregor Seconded: Director Dunsdon

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to forward, with a recommendation of support, the Agricultural Land Commission application for removal from the Agricultural Land Reserve submitted by David and Nicole Reid for the property legally described as Plan KAP325B, DL 332, SDYD, Electoral Area 'D'/Rural Grand Forks.

Carried.

K. Gobeil, Senior Planner

**Re: Agricultural Land Commission: Rozek-ALR Non-Farm Use Electoral Area D/
Rural Grand Forks**

A staff report from Ken Gobeil, Senior Planner regarding an application for non-farm use in the Agricultural Land Reserve (ALR) in Electoral Area 'D'/Rural Grand Forks was presented.

66-19 Moved: Director McGregor Seconded: Director Grieve

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors directs staff to forward, with a recommendation of support, the Agricultural Land Commission application for a non-farm use submitted by Danna O'Donnel on behalf of Zafra Rozek for the property legally described as Lot 3, Block 3, Plan KAP567, DL 184, SDYD, Electoral Area 'D'/ Rural Grand Forks.

Carried.

K. Gobeil, Senior Planner

**Re: Agricultural Land Commission: Culligan-ALR Subdivision Electoral Area E/
West Boundary**

A staff report from Ken Gobeil, Senior Planner regarding an application for subdivision in the Agricultural Land Reserve (ALR) in Electoral Area 'E'/West Boundary was presented.

67-19 Moved: Director McGregor Seconded: Director Gee

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward, without recommendation, the application to the Agricultural Land Commission for a proposed subdivision submitted by Brad Elenko of McElhanney Consulting Services Ltd. on behalf of Pat Lawrence Contracting Ltd. and Ryan Culligan and Erin Culligan for the properties legally described as SL 1, DL 775s and 3501, SDYD Plan KAS3892 and DL 488s, SDYD, Electoral Area 'E'/West Boundary.

Carried.

K. Gobeil, Senior Planner**Re: Agricultural Land Commission: Everson-ALR Subdivision Electoral Area E/
West Boundary**

A staff report from Ken Gobeil, Senior Planner regarding an application for subdivision in the Agricultural Land Reserve (ALR) in Electoral Area 'E'/West Boundary was presented.

68-19 Moved: Director Gee Seconded: Director Taylor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward, without recommendation, the application to the Agricultural Land Commission for a proposed subdivision submitted by Ronald and Elizabeth Everson for the property legally described as Lot 1 Plan KAP75252, DL 164s and 2704, Electoral Area 'E'/West Boundary.

Carried.

K. Gobeil, Senior Planner**Re: Referral from the Liquor and Cannabis Regulation Branch-Kettle River Golf Club
Electoral Area E/West Boundary**

A staff report from Ken Gobeil, Senior Planner regarding a referral from the Kettle Valley Golf Club for their application to the Liquor and Cannabis Regulation Branch (LCRB) to renovate the clubhouse and patio was presented.

69-19 Moved: Director Shaw Seconded: Director McGregor

Corporate Vote Unweighted

Be it resolved that:

1. The Board recommends the primary liquor license for the Kettle River Golf Club be supported for the following reasons:
 - a. The liquor license should have no impact on the residents, community, or neighbouring properties.
2. The Board's comments on the prescribed considerations are as follows:
 - a. The potential for noise:
 - i. No negative noise impact to the community is anticipated by approving this application.
 - ii. The RDKB does not have a record of noise related or other disturbance complaints associated with this business.
 - b. The impact on the community:
 - i. It is anticipated that the proposal would not negatively impact the Rock Creek area. There have been no complaints regarding traffic from this location in the past.
 - c. Is the amendment contrary to the primary purpose of the establishment:
 - i. The business operates as a golf course. There are no land use bylaws in effect for this property to regulate land use. The license will not affect the primary purpose of the establishment.
3. The Board's comments on the views of the residents are as follows:

a. The applicant was provided with two 'notice of the proposal' signs. These were posted on communal bulletin boards in Rock Creek and Midway on January 18, 2019. No comments were received at the time this report was prepared.

Carried.

**Grants-in-Aids to Not for Profit Organizations
As of January 24, 2019**

70-19 Moved: Director Grieve Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Weighted

That grant-in-aid assistance to the following not for profit organizations be approved:

1. BV Recreation – Seniors Dinner and Dance – Electoral Area A - \$1,600
2. Montrose Recreation Commission – BC Family Day – Electoral Area A - \$500
3. Beaver Valley X-Country Ski Club - Sno-cat expenses - Electoral Area A - \$2,000
4. Trail Ambassador Committee – Trail Ambassador Program – Electoral Area B/Lower Columbia-Old Glory - \$750.00
5. Christina Lake Stewardship Society – Billboard – Electoral Area C/Christina Lake - \$2,058.00
6. Christina Lake Stewardship Society – Replacing Banners – Electoral Area C/Christina Lake - \$1,286.25
7. West Boundary Community Services Cooperative Association – Electoral Area E/West Boundary - \$2,966.57
8. Big White Mountain Community Development Association – Laptop – Electoral Area E/West Boundary - \$500
9. Big White Mountain Community Development Association – Sage Bookkeeping Software – Electoral Area E/West Boundary - \$500
10. Big White Mountain Community Development Association – Bookkeeper and Financial Planning Support – Electoral Area E/West Boundary \$1,200.

Carried.

Bylaws

J. Chandler, General Manager-Operations/Deputy CAO

T. Lenardon, Manager of Corporate Administration

**Bylaw No. 1682-Amending Grand Forks and District Aquatic Centre
Service Establishment Amendment Bylaw to Increase the Requisition Limit**

Adoption

71-19 Moved: Director McGregor Seconded: Director Langman

Corporate Vote Unweighted

That Regional District of Kootenay Boundary Grand Forks Aquatic Centre Service Establishment Amendment Bylaw No. 1682, 2018 be Reconsidered and Adopted.

Carried.

J. Chandler, General Manager-Operations/Deputy Chief Administrative Officer
Re: RDKB Bylaw No. 1682-Electoral Area D/Rural Grand Forks and
City of Grand Forks Aquatic Centre Pool Deck Rehabilitation Project
Commitment to Tender

A staff report from James Chandler, General Manager - Operations/Deputy Chief Administrative Officer seeking approval to proceed with the commitment to initiate the Electoral Area D/Rural Grand Forks and the City of Grand Forks Aquatic Centre Pool Deck Rehabilitation project with the issuance of tender documents was presented.

72-19 Moved: Director Taylor Seconded: Director McGregor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors approve staff to initiate the Aquatic Centre Pool Deck Rehabilitation Project as per the report titled *Grand Forks/Area D Aquatic Centre-Commitment to Contract Pool Deck Rehabilitation Project* dated January 24, 2019 and presented to the Board of Directors on January 31, 2019.

Carried.

T. Lenardon, Manager of Corporate Administration/Corporate Officer
M. Daines, Manager of Facilities and Recreation

Bylaw No.1707-Amending the Beaver Valley Regional Trails and Regional Parks Service Establishment Bylaw to Increase the Requisition Limit

First, Second and Third Readings

73-19 Moved: Director McGregor Seconded: Director Dunsdon

Corporate Vote Unweighted

That Regional District of Kootenay Boundary Beaver Valley Regional Parks and Regional Trails Service Establishment Amendment Bylaw No. 1707, 2019 be read a First and Second time.

Carried.

74-19 Moved: Director Walsh Seconded: Director Morissette

Corporate Vote Unweighted

That Regional District of Kootenay Boundary Beaver Valley Regional Parks and Regional Trails Service Establishment Amendment Bylaw No. 1707, 2019 be read a Third time.

Carried.

T. Lenardon, Manager of Corporate Administration/Corporate Officer
M. Daines, Manager of Facilities and Recreation

Bylaw No.1708-Amending Culture, Arts and Recreation for the Lower Columbia Service Establishment Bylaw to Increase the Requisition Limit

First, Second and Third Readings

75-19 Moved: Director Walsh Seconded: Director Morissette

Corporate Vote Unweighted

That Regional District of Kootenay Boundary Culture, Arts and Recreation for the Lower Columbia Service Establishment Amendment Bylaw No. 1708, 2019 be read a First and Second time.

(Directors Cacchioni and Morel opposed)

Carried.

76-19 Moved: Director Langman Seconded: Director McGregor

Corporate Vote Unweighted

That Regional District of Kootenay Boundary Culture, Arts and Recreation for the Lower Columbia Service Establishment Amendment Bylaw No. 1708, 2019 be read a Third time.

(Director Morel opposed)

Carried.

B. Burget, General Manager - Finance

Bylaw No. 1709 Kettle Valley Fire Protection Service Fire Hall Construction Security Issuing

First, Second and Third Reading and Adoption

77-19 Moved: Director Dunsdon Seconded: Director McGregor

Corporate Vote Weighted

That Regional District of Kootenay Boundary Kettle Valley Fire Protection Service Fire Hall Construction Security Issuing Bylaw No. 1709, 2019 be read a First and Second time.

Carried.

78-19 Moved: Director McGregor Seconded: Director Dunsdon

Corporate Vote Weighted

That Regional District of Kootenay Boundary Kettle Valley Fire Protection Service Fire Hall Construction Security Issuing Bylaw No. 1709, 2019 be read a Third time.

Carried.

79-19 Moved: Director McGregor Seconded: Director Taylor

Corporate Vote Weighted

That Regional District of Kootenay Boundary Kettle Valley Fire Protection Service Fire Hall Construction Security Issuing Bylaw No. 1709, 2019 be Reconsidered and Adopted.

Carried.

**Bylaw 1701-Amending Electoral Area B/Lower Columbia-Old Glory
Official Community Plan**

First and Second Reading

80-19 Moved: Director Worley Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1701, 2019 be read a First and Second time.

Carried.

Bylaw 1702-Amending Electoral Area B/Lower Columbia-Old Glory Zoning Bylaw

First and Second Reading

81-19 Moved: Director Worley Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1702, 2019 be read a First and Second time.

Carried.

Bylaws 1701 and 1702-Set up Public Hearing

82-19 Moved: Director Worley Seconded: Director McGregor

Stakeholder Vote (Electoral Area Directors) Unweighted

That staff be directed to make the necessary arrangements to schedule a Public Hearing for Regional District of Kootenay Boundary Bylaw No. 1701, 2019 and Bylaw No. 1702, 2019. **FURTHER** that Director Worley be appointed the Chair of the Public Hearing with Directors Grieve and McGregor as Alternates.

Carried.

Late (Emergent) Items

Boundary Community Development Committee

Re: Contract with Community Futures Boundary for Boundary Economic Development

It was noted that at a meeting held on January 21, 2019, the Boundary Community Development Committee advised it would be terminating its Boundary Economic Development Services Contract with Community Futures Boundary, and it was;

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Board of Directors

January 31, 2019

83-19 Moved: Director McGregor Seconded: Director Taylor

Corporate Vote Unweighted

That the Regional District of Kootenay Boundary Board of Directors will give notice to Community Futures Boundary that the contract for the provision of Boundary Economic Development Services will be terminated as of April 30, 2019.

Carried.

T. Lenardon, Manager of Corporate Administration

Re: March 7, 2019 Board Meeting at Big White Ski Resort

The Manager of Corporate Administration provided a brief summary respecting the arrangements and timelines for the Policy and Personnel Committee and Board of Directors meetings, which will be held at Big White Ski Resort on March 7th before the Big White town hall meeting. She advised that further information would be sent to the Board members via email.

Discussion of Items for Future Meetings

1. Directors' Stipend.
2. Federal funding for RCMP police services in unincorporated communities.

Question Period for Public and Media

A question period was not necessary.

Closed Meeting

Proceed to a closed meeting pursuant to Section 90 (1) (c) and (e) of the *Community Charter*.

84-19 Moved: Director McGregor Seconded: Director Taylor

That the Regional District of Kootenay Boundary Board of Directors proceed to a closed meeting pursuant to Section 90 (1) (c) and (e) of the *Community Charter* (time: 8:50 p.m.).

Carried.

The Board reconvened to the open meeting at 9:01 p.m.

Adjournment

There being no further business to discuss, the meeting adjourned at 9:02 p.m.

TL



Regional Solid Waste Management

2019 Work Plan



REGIONAL SOLID WASTE MANAGEMENT

2018

Janine Dougall, General Manager, Environmental Services



Regional Solid Waste Management

2019 Work Plan

Service Name: Regional Solid Waste Management

Service Number: 010

Committee Having Jurisdiction: Board of Directors

General Manager/Manager Responsible: Janine Dougall, General Manager of Environmental Services

Description of Service:

Regionalized Solid Waste Management Services is one of the few fully integrated region-wide services in the RDKB providing solid waste management services to every person, business or organization in the RDKB daily, either directly or indirectly.

Municipal solid waste disposal services are provided to all residents and businesses through landfills and transfers stations. The RDKB operates three regional landfills, three staffed transfer stations, 4 unstaffed transfer stations, as well as curbside organics and garbage collection in the Boundary.

Disposal facilities are regulated by the province and the RDKB must comply with operating certificates and permits that specify items including but not limited to environmental monitoring, types and quantities of materials buried and site security.

Waste diversion programs include curbside collection, depot operations and partnerships with Extended Producer Responsibility (Stewardship) programs such as RecycleBC and ReGeneration (formerly Product Care).

Establishing Authority:

Bylaw 1090, the service establishment bylaw that created the fully regionalized integrated solid waste management service area states that the purpose of the function is to, *“undertake and carry out, or cause to be carried out solid waste management in and for the local service area (the entire RDKB including all municipalities and electoral areas) and do all things necessary or convenient in connection*

therewith including, but not limited to, collection, removal, recycling, treatment and disposal of waste and noxious, offensive or unwholesome substances”.

Bylaw 1090 was established in 2000 to regionalize solid waste management services partly in response to provincial legislation adopted in the early 1990's which delegated responsibility for solid waste management to regional districts.

Requisition Limit:

Bylaw 1090 limits the annual tax requisition to the greater of either \$1,000,000 or \$0.50 of net taxable value of land and improvements in the RDKB, which calculated out sets the current tax requisition ceiling at \$2,546,018.

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

Requisition - \$1,255,447 / Budgeted Expenditures - \$6,260,389 / Projected Actual Expenditures - \$5,783,000

The majority of revenue is generated from user fees. In 2018, user fee revenue is projected to be approximately \$2,900,000.

Regulatory or Administrative Bylaws:

RDKB Bylaw 1605 - A Bylaw to regulate and set fees for the use of Solid Waste Management Facilities in the Regional District of Kootenay Boundary.

Service Area / Participants:

Electoral Area 'A', Electoral Area 'B'/Lower Columbia/Old Glory, Electoral Area 'C'/ Christina Lake, Electoral Area 'D'/Rural Grand Forks, Electoral Area 'E'/West Boundary, Fruitvale, Montrose, Trail, Warfield, Rossland, Grand Forks, Greenwood and Midway.

Service Levels:

The RDKB operates six staffed disposal facilities as follows:

Facility	Location	Hours of Operation	Total Number of Hours Open Per Week
Beaverdell Transfer Station	5 km south of Beaverdell on Hwy. 33.	Open: Wednesday, Sunday: 10am to 2pm. Closed: Monday, Tuesday, Thursday, Friday, Saturday and Statutory Holidays.	8
Rock Creek Transfer Station	1610 Rock Creek Dump Rd.	Open: Monday, Thursday, Saturday: 10am - 3pm, Sunday: 10am - 5pm. Closed: Tuesday, Wednesday, Friday and Statutory Holidays.	22
Christina Lake Transfer Station	Hwy 395, 3kms south of Hwy 3	<i>September-June:</i> Open: Saturday to Monday, Thursday: 10am to 3pm. Closed: Tuesday, Wednesday, Friday and Statutory Holidays.	20
		<i>July-August:</i> Open: Saturday to Tuesday, Thursday: 10am to 3pm. Closed: Wednesday, Friday and Statutory Holidays.	25
West Boundary Regional Landfill	Deadwood Rd, 3 km from Hwy 3	Open: Tuesday, Friday, Saturday: 9am to 4pm. Closed: Monday, Wednesday, Thursday, Sunday and Statutory Holidays.	21
Grand Forks Regional Landfill	8798 Granby Rd, 2km North of Hwy 3.	Open: Tuesday to Saturday: 8:30am to 4pm, Sunday: 12pm to 4pm. Closed: Monday and Statutory Holidays.	41.5
McKelvey Creek Regional Landfill	1900 Hwy 3B, Trail	Open: Monday to Friday: 7am-5pm Saturday, Sunday: 10am-5pm Closed: Statutory Holidays	64

Unattended RDKB transfer stations are located at:

- Big White
- Idabel Lake
- Christian Valley – garbage only
- Mount Baldy

In addition, green bin (organic food waste) and garbage collection is provided across all electoral areas and municipalities in the Boundary region with the exception of Greenwood. Small business curbside recycling collection service is provided in Rossland and Beaver Valley communities.

Residential packaging and printed paper recycling is provided by RecycleBC, which is a non-profit stewardship organization that was formed and is funded by brand holders in response to packaging and printed paper being added to the BC Recycling Regulation. RecycleBC provides recycling collection programs bi-weekly to about 95% of households in the RDKB. Recycling depots funded by RecycleBC and operated by the RDKB provide recycling services to those households not serviced by curbside and are also utilized by households serviced by curbside collection. The RDKB operate recycling bins at 6 staffed facilities plus provide 3 unattended recycling bins (see table below).

Packaging and Printed Paper Depot Facilities Operated by the RDKB:

Location	Residential Drop Off	Residential Funded by RecycleBC	ICI Drop Off
Rock Creek Transfer Station	Yes	Yes	Yes
Christina Lake Transfer Station	Yes	Yes	Yes
Beaverdell Transfer Station	Yes	No	Yes
Big White Transfer Station (Unattended)	Yes	No	Yes
Idabell Lake Transfer Station (Unattended)	Yes	No	Yes
Mount Baldy Transfer Station (Unattended)	Yes	No	Yes
West Boundary Landfill	Yes	Yes	Yes
Grand Forks Landfill	No*	No*	Yes
McKelvey Creek Landfill	Yes	Yes	Yes

Note: *The Grand Forks residential depot was transitioned to the Grand Forks Bottle Depot in October 2018.

Human Resources:

Staff: GM of Environmental Services (80% FTE), Operations Coordinator, Landfill Supervisor, Program Coordinator (95%), Engineering and Safety Coordinator (50% FTE), Clerk (50% FTE), Chief Operator, 2 Drivers, Landfill Operator, 11 Site Attendants.

Contractors: Collections in the Boundary, heavy equipment operations in Trail, various consulting firms retained (groundwater monitoring, volume measurements).

2018 Accomplishments:

The Emergency Operations Centre (EOC) had a number of activations in 2018, the most significant of which was flooding in the Boundary Area. In addition, an interface fire occurred in Trail, which could have had impacts on the McKelvey Creek Landfill.

**Operations**

Operations were impacted significantly in the Boundary due to extreme flooding events in Grand Forks, Christina Lake as well as other rural areas of the RDKB. This event resulted in additional tonnages of waste for disposal, which will impact the long term lifespan of the Grand Forks facility. To the end of September, a total of 3,900 metric tonnes of flood debris was landfilled at the Grand Forks facility. This number will change with the projected demolition of a number of homes still pending. To put things into perspective, the normal annual tonnage received at the Grand Forks facility is approximately 7,000-8,000 metric tonnes. It should also be noted that due to the increased tonnages from flood debris, greater than 10,000 metric tonnes of waste could be landfilled at the Grand Forks facility in 2018. This would result in the triggering of requirements under the Landfill Gas Regulation which will require an assessment be completed in 2019 regarding landfill gas generation.

The West Boundary Landfill experienced multiple incidences of vandalism at the site, including an incident where the on-site equipment was lit on fire. This resulted in the need to replace the landfill compactor with costs not fully covered by insurance proceeds. During the time period that the compactor was not active at the West Boundary facility, waste generated at transfer stations were diverted and ultimately landfilled at the Grand Forks Landfill.



Ongoing changes in the recycling services saw two unattended recycling bins in Midway and Greenwood closed and the unattended bin in Beavertown was relocated to the Beavertown Solid Waste Transfer Station in May 2018.

In September 2018 the RDKB joined a pilot project with Recycle BC to accept Other Flexible Packaging at all RDKB hosted depots. In October, RecycleBC moved their collection depot from the Grand Forks Landfill to the Grand Forks Bottle Depot.



Capital Projects

Weigh Scale Upgrades:

Capital projects completed in 2018 included upgrades to the weigh scales at the Grand Forks Landfill as well as the installation of weigh scales at the Christina Lake Transfer Station. Works were also completed at the Rock Creek Transfer Station to allow for the installation of the weigh scales that were removed from the Grand Forks facility. Just prior to the removal of the existing scales at the Grand Forks Landfill, a lightening strike and subsequent power surge impacted some components of the scale hardware. An insurance claim was initiated and it is planned that rather than repairing the scale hardware to original (old technology) upgrades will be completed. The scale will then be put in place at the Rock Creek Transfer Station.



Grand Forks Landfill



Christina Lake Transfer Station

Grand Forks Septage Receiving Bed Upgrades:

The RDKB septage receiving facilities at Boundary Landfills utilize a combination of absorption into the ground and evaporation into the air as a methodology of treatment. These operations are authorized by permit and the receiving lagoon at the Grand Forks Landfill regularly exceeds allowable maximum permit volumes. I.e. The amount of septage received annually is greater than the permit authorizes. To maintain regulatory compliance, the capacity of the lagoon at the Grand Forks Landfill must be increased and the permit updated to reflect the additional volumes.

In 2018, upgrades were completed at the facility that will allow for additional disposal volumes. In discussions with Ministry representatives regarding updating the permit, as the RDKB is looking to amend the discharge more than 10% of the current permit, the process is quite involved and will require the hiring of a qualified professional to develop a plan and application. This will be considered as a future project when required monies are available in the budget.



Roll-off Truck Purchase:

A new roll-off truck was purchased to replace an existing piece of equipment. The RDKB took delivery of the truck in October 2018.

**Planning Projects****Organics Composting Infrastructure:**

Work continued on the expansion of organics collection and composting in the RDKB. An expression of Interest application will be made to the Organics Infrastructure Program by the November 30, 2018 deadline. Further, as approved by the Solid Waste Management Plan Monitoring and Steering Committee an RFP process will be initiated to hire a qualified consultant to develop and Organics Management Strategy for the RDKB and assist in submitting a formal application in the spring of 2019. This work will continue into 2019 and beyond.

Organics Infrastructure Program Details

- Eligible projects will be infrastructure projects that:
 - Create additional organic waste processing capacity;
 - Divert unprocessed municipal organic waste from landfills and/or agricultural organic waste from land application;
 - Process municipal organic waste and/or agricultural organic waste for beneficial re-use and or result in value-added streams from the diverted organics;
 - Result in quantifiable GHG emission reduction from food waste, yard waste, and/or agricultural organic waste; and
 - Result in incremental capital spending.
 - To be eligible, projects must also:
 - Be in the Province of British Columbia;
 - Provide minimum reporting through 2030 on GHG emissions;
 - Comply with relevant provincial legislation;
 - Be a minimum of one-third funded by applicant and/or partners;
 - Comply with federal fund stacking limits;
 - Cease spending on eligible expenditures where reimbursement will be requested by end of day, March 31, 2022; and

- Be completed by December 31, 2022, ie., construction is completed and the facility is in operation.
- Timelines – the program timeline is anticipated to resemble the following:
 - 2018/2019 – Scoping, information dissemination, stakeholder communication, expression of interests
 - 2019/2020 – Formal applications, project selection, feasibility studies, site approvals, consultation
 - 2020/2021 – Detailed design, approvals, site preparation, installation/construction
 - 2021/2022 – Approvals, site preparation, installation/construction
- Goals of the Expression of Interest (EOI) are for the Ministry to:
 - Forecast the quantity of funding being requested;
 - Evaluate eligibility of each project that is submitted through the EOI;
 - Begin more formal discussions with potential applicants regarding their proposed projects;
 - Purpose is to also allow the Province to support applicants in the application process and rule out any projects that would not meet the program criteria early in the process.
- **Deadline for submission of Expression of Interest – November 30, 2018 (Resolution from Board not required)**
 - Estimates of GHG emission reductions required (financial tool included);
 - Project budget estimations required.

Update of Landfill Closure/Post Closure Liability:

It is recommended that a qualified consultant be hired every three years to complete an analysis of the landfill lifespan and closure/post closure funding requirements for the McKelvey Creek, Grand Forks and West Boundary Landfills. A consultant for this work is in process of being secured and it is anticipated that this work will be completed in early 2019.

2018 Projects Not Completed

There were a number of projects planned for 2018 that were not completed for various reasons. Emergency operations center work as well as the transition to a new General Manager of Environmental Services contributed to resourcing issues in the department. These projects included:

- Closure of Phase 1 at McKelvey Creek Landfill – This was a planned project that has now been moved to 2020. In advance of actual closure works a closure plan is required to be developed and approved by the Ministry of Environment. In 2019, the closure plan development is included in the budgeted amount for updating the Design, Operation and Closure Plans.
- Design, Operation, Closure Plan Updates for West Boundary, Grand Forks and McKelvey Creek Landfills – Due to the flooding and significant additional volumes of refuse to the Grand Forks Landfill, this project has been deferred to 2019.
- Purchase of Excavator for Grand Forks Landfill – This project has been moved to 2019.

Significant Issues and Trends:***Landfill Closure/Post Closure Liabilities***

In 2015, the RDKB was required to address financial liabilities associated with long term closure and post closure costs for landfill operations. This resulted in the RDKB going into debt which would be required to be paid back over a 5 year period ending in 2019. This has had significant impacts to planned projects which have had to be deferred to future years as outlined in the table below:

Project/Capital	Year Originally Planned (2018-2022 Approved Budget)	Year Now Planned (2019-2023 Draft Budget)	Estimated Cost
Wood Shredder	2019	2021	600,000
Mobile Screening Plant	2018	2021	140,000
Grand Forks Shop Renovations	2018	2022	175,000
Boundary Service Truck Replacement	2018	2019	55,000
Mt. Baldy Upgrades	2018	2020	25,000
McKelvey Creek Supervisor Truck Replacement	N/A	2020	\$40,000
Compost Infrastructure	2021/2022	Not Budgeted	To Be Determined

Increasing Regulatory Requirements

The Province of BC continues to impose stricter operating requirements on disposal facilities. There is the potential for these new regulatory requirements to significantly change the design and development requirements for landfills operated by the RDKB. At minimum, these requirements will require greater utilization of third-party qualified professionals for design, testing, analysis and reporting and will increase costs in future years.

Marketability of Recyclable Materials

There are new export restrictions on mixed recyclables. Most of the recyclable material collected in BC is the responsibility of RecycleBC however the materials collected from small business and the few unstaffed depots in the RDKB will have a very difficult time meeting the low contamination levels demanded. Efforts to minimize contamination rates will increase the cost of these programs.

EOC Activations

The trend of increasing EOC activations of longer duration and complexity has the potential for significant impacts on staff resources and Work Plans. Staff involvement in Emergency Management, EOC training and activations will continue to be a growing responsibility for Regional District staff.

In addition, future thought should be given to evaluating and developing response plans for landfills due to interface fires.

2019 Projects:

Project: Planning - Development of Organics Management Strategy

Project Description:

Region-wide organics diversion is a RDKB strategic priority. Organics diversion is successfully implemented across the Boundary (excluding Greenwood) with the focus on materials generated from the residential sector. Remaining goals are establishment of residential organics diversion for the eastern communities and region-wide commercial organics diversion. As there are a number of options regarding location of infrastructure and technology selection, the development of an Organics Management Strategy for the RDKB is seen as a key step in the process. The scope of work will include, but not be limited to:

- Reviewing estimated available tonnages of organic waste and feedstock characteristics including septage wastes;
- Reviewing and assessing potential compost facility locations including transportation logistics and need for transfer station construction;
- Evaluating potential partnerships and benefits/risks;
- Evaluating available proven technologies able to meet OMRR regulatory requirements given available feedstock materials (taking into consideration proposed changes to OMRR);
- Developing an organics management strategy which considers capital and operational costs as well as green house gas emissions;
- Provide preliminary design and cost estimates for recommended infrastructure; and
- Assist the RDKB in submitting an application to the Organics Infrastructure Program.

Project Milestones:

The project will be initiated in late 2018 with completion anticipated for the Spring of 2019. Detailed timelines for identified tasks will be developed once a qualified consultant is selected in late 2018.

Project Risk Factors:

Cost variability combined with aggressive project timelines. Ability to secure a qualified consultant to complete the work.

Internal Resource Requirements:

The majority of the work will be done with the existing ES staff complement managing third party qualified professionals. There will be some assistance required from Planning (land use and mapping) and Administration (communications, legal).

Estimated Cost and Identified Financial Sources:

There is currently \$35,000 allocated in the 2018-2022 approved Budget for composting site evaluation. These monies have been earmarked for this project. The costs will be updated once a qualified consultant is selected and the scope of work finalized.

Relationship to Board Priorities: Region-Wide Organics Diversion is a Board priority.

Project: Planning - Update Design, Operation, Closure Plans for West Boundary Landfill, Grand Forks Landfill and McKelvey Creek Landfill

Project Description:

A Design, Operation and Closure Plan for a landfill facility is the roadmap that outlines future development, operations and closure works that are in compliance with regulatory requirements. The plans are essential documents in understanding future costs of landfilling. This work will also include the development of a closure plan for Phase 1 of the McKelvey Creek Landfill.

Project Timelines and Milestones:

Throughout 2019 with possible carryover to 2020.

Project Risk Factors:

Costs higher than anticipated and ability to secure a qualified consulting firm to complete the work.

Internal Resource Requirements:

This project will require significant internal resources to manage professional consultants and ensure integration with the development of an Organics Management Strategy.

Estimated Cost and Identified Financial Sources:

\$75,000 has been currently allocated in the draft 2019-2023 budget.

Relationship to Board Priorities:

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

Project: Capital Acquisition – Replace Excavator

Project Description:

The RDKB owns an excavator scheduled for replacement in 2018 but was deferred to 2019. An excavator is a critical piece of equipment used for a wide variety of purposes at solid waste facilities. The project will entail: prepare contract tender documents, issue tender (advertise, post to BC Bid, distribute to vendors), receive and evaluate tenders, prepare Staff Report, receive Board approval, create contract documents, execute contract, implement.

Project Timelines and Milestones:

Work will take place after the 2019 financial plan is approved.

Project Risk Factors:

Recent major equipment purchases have been influenced by the value of the Canadian dollar against the US dollar. This exchange rate issue resulted in the cancellation of one major tender. Project budgeting will address this however exchange rates can fluctuate between budget approval and time of purchase.

Internal Resource Requirements:

Project will be completed with existing ES staff complement.

Estimated Cost and Identified Financial Sources:

\$410,000 estimated with a portion of costs to be borrowed over a 5 year period.

Relationship to Board Priorities:

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

Project: Capital Acquisition – Replace Service Truck

Project Description:

The RDKB owns a 2008 service truck that was scheduled for replacement in 2018. The purchase was deferred and is now planned as a 2019 project. The service truck is a critical piece of equipment used to maintain and repair RDKB equipment at all facilities in the Boundary and allows for solid waste management services to be provided in an efficient and cost effective manner.

Project Timelines and Milestones:

Work will take place after the 2019 financial plan is approved.

Project Risk Factors:

Recent major equipment purchases have been influenced by the value of the Canadian dollar against the US dollar. This exchange rate issue resulted in the cancellation of one major tender. Project budgeting will address this however exchange rates can fluctuate between budget approval and time of purchase.

Internal Resource Requirements:

Project will be completed with existing ES staff complement.

Estimated Cost and Identified Financial Sources:

\$55,000 estimated with costs from current revenue.

Relationship to Board Priorities:

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

Project: Planning - Asset Management Planning

Project Description:

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones:

Throughout 2019.

Project Risk Factors:

Departmental work will be guided by external sources (Corporate/Board plans for completion of Asset Management Plan).

Internal Resource Requirements:

The corporate asset management plan is being led by the Finance Department, with participation by all other departments. Asset management planning work will require significant input, direction and assistance from RDKB administrative staff.

Estimated Cost and Identified Financial Sources:

At this time, only staff time has been allocated for this project.

Relationship to Board Priorities:

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

Action Item List

REGIONAL SOLID WASTE MANAGEMENT SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Oct. 2016	<u>Solid Waste Management Plan:</u> That staff proceed with the Solid Waste Management Plan (SWMP) process with the new Provincial Guidelines in place. As part of the planning process, the Solid Waste Management Plan Steering Committee (SWMPSC) is requested to look at ongoing collection systems and a plan for the introduction of organics recovery in the east end, the problem of illegal dumping, and the possibility of developing prevention programs.	Environmental Services Staff	On-going work, eastern communities organic diversion planning activities underway. The matter is being considered by the SWMP Steering Committee. No change to status, longer term project, should refer action item to Solid Waste Management Plan Steering Committee.
May 2017	<u>Organics Collection:</u> Analyze existing collection programs and determine steps to add organics.		Work in progress.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN
EXHIBIT 010
REGIONALIZED WASTE MANAGEMENT SERVICES

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'

		PAGE	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	(OVER) UNDER	2019 BUDGET	Increase(Decrease) between 2018 BUDGET and 2019 BUDGET		2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET
								\$	%				
REVENUE													
11 210 100	Property Tax Requisition	3	1,255,447	1,255,447	1,255,447	(0)	1,313,822	58,380	4.65	1,451,847	1,430,565	1,485,345	1,437,792
	Federal Grant In Lieu	4	4,997	2,000	4,410	(2,410)	2,000	0	0.00	2,000	2,000	2,000	2,000
USER FEES													
11 550 500	Tipping Fees	5	2,294,697	2,202,637	2,821,851	(619,214)	2,191,000	(11,637)	(0.53)	2,191,000	2,191,000	2,191,000	2,191,000
11 550 501	RDKB Tipping Fees - Organics	6	9,577	10,000	11,933	(1,933)	10,000	0	0.00	10,000	10,000	10,000	10,000
11 550 502	RDKB Tipping Fees - Garbage	7	72,281	56,000	102,151	(46,151)	56,000	0	0.00	56,000	56,000	56,000	56,000
11 490 906	GF Garbage & Organics	8	136,303	140,000	146,779	(6,779)	140,000	0	0.00	140,000	140,000	140,000	140,000
11 490 907	GF Yard & Waste	9	39,806	55,000	54,926	74	55,000	0	0.00	55,000	55,000	55,000	55,000
RECOVERIES													
11 490 902	Revenue From Sales	10	0	0	0	0	0	0	0.00	0	0	0	0
11 490 910	Materials Recovery	11	69,004	20,000	164,688	(144,688)	25,000	5,000	25.00	25,000	25,000	25,000	25,000
11 490 921	Product Care Commission	12	9,096	5,000	7,756	(2,756)	5,000	0	0.00	5,000	5,000	5,000	5,000
OTHER REVENUE													
11 550 100	Interest Earned on Investments	13	37,247	25,000	56,469	(31,469)	25,000	0	0.00	25,000	25,000	25,000	25,000
11 590 158	Multi Material British Columbia	14	121,593	50,000	34,400	15,600	28,000	(22,000)	(44.00)	28,000	28,000	28,000	28,000
11 590 159	Miscellaneous Revenue	15	33,289	5,000	298,599	(293,599)	28,000	23,000	460.00	6,000	6,000	6,000	6,000
11 911 100	Previous Year's Surplus	16	0	0	0	0	0	0	0.00	0	0	0	0
11 920 002	Revenue From Capital Fund	17	0	0	0	0	250,000	250,000	0.00	0	0	0	0
11 921 205	Transfer From Reserve	18	918,037	1,158,000	372,910	785,090	560,000	(598,000)	(51.64)	0	400,000	0	0
Total Revenue			5,001,373	4,984,084	5,332,320	(348,236)	4,688,822	(295,262)	(5.92)	3,994,847	4,373,565	4,028,345	3,980,792
EXPENDITURE													
COMPENSATION													
12 433 111	Salaries and Benefits	19	1,182,552	1,205,013	1,229,885	(24,872)	1,244,267	39,254	3.26	1,257,647	1,282,799	1,308,455	1,334,625
12 433 210	Professional Devel./Safety Training	20	21,837	24,985	13,003	11,982	25,985	1,000	4.00	25,223	25,465	25,712	25,964
ADMINISTRATIVE													
12 433 216	Insurance	21	25,109	18,513	19,028	(515)	22,464	3,951	21.34	22,913	23,372	23,839	24,316
12 433 221	Public Education and Advertising	22	21,720	42,214	21,456	20,758	32,858	(9,356)	(22.16)	33,516	34,186	34,870	35,567
12 433 230	Board Fee	23	51,626	52,580	52,580	0	53,553	973	1.85	54,624	55,717	56,831	57,967
12 433 233	Consulting Fees	24	10,257	110,000	2,518	107,482	179,500	69,500	63.18	5,000	30,000	5,000	20,000
RECYCLING ACTIVITIES													
12 433 234	RDKB Curbside Organics/Garbage	25	512,700	481,615	505,792	(24,177)	505,000	23,385	4.86	514,400	523,988	533,768	543,743
12 433 235	RDKB Curbside Garbage	26	0	0	0	0	0	0	0.00	0	0	0	0
12 433 236	Recycling Contract - Boundary	27	133,016	105,600	162,442	(56,842)	165,000	59,400	56.25	166,500	168,030	169,591	171,182
12 433 238	Recycling Contract - East	28	100,323	113,500	113,733	(233)	113,500	0	0.00	113,500	113,500	113,500	113,500
SITE MAINTENANCE CONTRACTS													
12 433 239	Site Maintenance - West	29	37,765	29,640	20,608	9,032	34,875	5,235	17.66	35,320	35,773	36,236	36,708
12 433 240	Site Maintenance - Central	30	14,535	16,857	23,174	(6,318)	28,873	12,017	71.29	29,444	30,027	30,517	31,123
12 433 241	Site Maintenance - East	31	23,448	15,878	12,130	3,748	42,669	26,790	168.72	21,942	22,221	22,505	22,796
12 433 242	Operating Contracts	32	371,437	370,000	356,918	13,082	377,400	7,400	2.00	384,948	392,647	400,500	408,510
12 433 243	Water Monitoring	33	26,764	70,000	69,888	112	70,000	0	0.00	70,000	70,000	70,000	70,000
EQUIPMENT													
12 433 244	Safety Equipment & Consumables	34	22,665	20,559	17,492	3,067	20,559	0	0.00	20,970	21,389	21,817	22,254
12 433 245	Equipment Operations	35	111,253	119,453	122,542	(3,090)	128,453	9,000	7.53	131,022	133,642	136,315	139,041
12 433 251	Technology Equipment & Supplies	36	18,922	33,805	16,645	17,160	22,805	(11,000)	(32.54)	22,963	23,060	23,158	23,258
MAINTENANCE & REPAIRS													

Continued, page 2



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN
EXHIBIT 010
REGIONALIZED WASTE MANAGEMENT SERVICES

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'

			2017	2018	2018	(OVER)	2019	Increase(Decrease) between 2018 BUDGET and 2019 BUDGET		2020	2021	2022	2023
	PAGE	ACTUAL	BUDGET	ACTUAL	UNDER	BUDGET	BUDGET	\$	%	BUDGET	BUDGET	BUDGET	BUDGET
12 433 252 Office Building Maintenance	37	18,578	18,743	21,010	(2,267)	18,930	187	1.00		19,309	19,695	20,089	20,491
12 433 253 Equipment Maintenance	38	71,051	125,658	46,188	79,471	127,658	2,000	1.59		130,212	132,816	135,472	138,182
12 433 261 Equipment Rentals	39	0	1,500	54	1,447	1,500	0	0.00		1,530	1,561	1,592	1,624
TRANSFER STATION OPERATIONS													
12 433 262 Beaverdell Trsfer Stn Operations	40	0	6,796	1,586	5,210	6,796	0	0.00		6,932	7,071	7,212	7,356
12 433 263 Rock Creek Trsfer Stn Operations	41	11,402	14,531	12,333	2,198	14,531	0	0.00		14,822	15,118	15,420	15,729
12 433 264 Greenwood Landfill Operations	42	0	5,000	2,471	2,529	5,000	0	0.00		5,000	5,000	5,000	5,000
12 433 266 Transfer Station Operations	43	4,618	5,926	1,635	4,291	5,926	0	0.00		5,926	5,926	5,926	5,926
12 433 553 Utilities	44	41,434	54,127	41,677	12,450	54,970	843	1.56		55,829	56,706	57,600	58,512
12 433 559 CFC Removal Program	45	6,929	8,000	10,825	(2,825)	8,000	0	0.00		8,000	8,000	8,000	8,000
CAPITAL PLAN													
12 433 609 Capital - Recycling	46	91,936	140,000	0	140,000	0	(140,000)	(100.00)		0	140,000	0	0
12 433 610 Capital - Landfills	47	798,139	699,000	452,665	246,335	540,000	(159,000)	(22.75)		40,000	600,000	175,000	0
12 433 611 Capital - Transfer Stations	48	33,222	319,000	352,074	(33,074)	0	(319,000)	(100.00)		25,000	0	0	0
12 433 612 Equipment Replacement	49	0	0	0	0	3,000	3,000	0.00		0	0	0	0
CONTRIBUTION TO RESERVES													
12 433 741 Closure Reserves	50	0	0	0	0	0	0	0.00		0	0	0	0
12 433 742 Equipment Reserves	51	56,577	30,000	35,000	(5,000)	22,000	(8,000)	(26.67)		375,000	30,000	375,000	430,000
DEBT PAYMENTS													
12 433 820 Debt Interest	52	90,207	63,000	63,000	0	63,000	0	0.00		63,000	31,500	0	0
12 433 830 Debt Principal	53	176,160	124,937	124,936	1	124,937	0	0.00		124,937	124,937	0	0
12 433 840 Equipment Financing	54	0	0	0	0	17,784	17,784	0.00		53,352	53,352	53,352	53,352
OTHER													
12 433 256 Provision for Closure/Post-Closure	55	150,052	156,068	200,000	(43,932)	156,068	0	0.00		156,068	156,068	156,068	156,068
12 433 267 Provision for Contaminated Site Clean-U	56	0	0	0	0	0	0	0.00		0	0	0	0
12 433 990 Previous Year's Deficit	57	2,423,029	1,657,890	1,657,891	(1)	450,960	(1,206,931)	(72.80)		0	0	0	0
12 433 999 Contingencies	58	0	0	100	(100)	0	0	0.00		0	0	0	0
Total Expenditure		6,659,263	6,260,389	5,783,279	477,110	4,688,822	(1,571,567)	(25.10)		3,994,847	4,373,565	4,028,345	3,980,792
Surplus(Deficit)		(1,657,890)	(1,276,305)	(450,960)		0				0	0	0	0

1,206,931

Current Year expense 4,125,288
Current Year Revenue 5,332,320
Current year surplus without d 1,207,031

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Property Tax Requisition		2019	2020	2021	2022	2023
2018		Budget	Budget	Budget	Budget	Budget
Actual	Description	Amount	Amount	Amount	Amount	Amount
37,732	11 830 100 010 Fruitvale	39,550	43,705	43,064	44,713	43,282
114,103	11 830 200 010 Grand Forks	115,649	127,799	125,926	130,748	126,562
12,683	11 830 300 010 Greenwood	12,918	14,275	14,066	14,604	14,137
19,410	11 830 400 010 Midway	20,182	22,302	21,975	22,817	22,086
18,797	11 830 500 010 Montrose	20,268	22,397	22,068	22,914	22,180
116,344	11 830 600 010 Rossland	128,462	141,957	139,876	145,233	140,583
291,701	11 830 700 010 Trail	297,384	328,626	323,809	336,208	325,444
28,933	11 830 800 010 Warfield	30,874	34,117	33,617	34,904	33,787
113,563	11 830 901 010 Electoral Area 'A'	121,468	134,229	132,261	137,326	132,929
65,405	11 830 902 010 EA 'B' / Lower Columbia/Old Glory	66,869	73,894	72,811	75,599	73,179
129,157	11 830 903 010 EA 'C' / Christina Lake	130,170	143,845	141,737	147,164	142,453
87,290	11 830 904 010 EA 'D' / Rural Grand Forks	88,798	98,126	96,688	100,390	97,176
220,329	11 830 905 010 EA 'E' / West Boundary	241,232	266,575	262,668	272,726	263,995
1,255,447		1,313,822	1,451,847	1,430,565	1,485,345	1,437,792
	This Year Requisition	1,313,822	1,451,847	1,430,565	1,485,345	1,437,792
	Total Requisition	1,313,822	1,451,847	1,430,565	1,485,345	1,437,792

Notes:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Federal Grant In Lieu 11 210 100 010	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Federal Grant In Lieu	2,000	2,000		2,000		2,000		2,000		2,000
Current Year Budget		2,000	2,000		2,000		2,000		2,000		2,000

Notes:

Previous Year Budget	2,000
Actual to December 31, 2018	4,410

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account		2018 Prior Year	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Tipping Fees							
11 550 500 010							
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	McKelvey Creek	1,240,340	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
2	Grand Forks	775,212	600,000	600,000	600,000	600,000	600,000
3	Christina Lake	72,351	62,000	62,000	62,000	62,000	62,000
4	Greenwood	46,513	65,000	65,000	65,000	65,000	65,000
5	Beaverdell	21,708	16,000	16,000	16,000	16,000	16,000
6	Rock Creek	46,513	48,000	48,000	48,000	48,000	48,000
Current Year Budget		2,202,637	2,191,000	2,191,000	2,191,000	2,191,000	2,191,000

Notes: Previous Year Budget 2,202,637
 Actual to December 31, 2018 2,821,851

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	RDKB Tipping Fees - Curside Organics	2018	2019	2020	2021	2022	2023
Account	11 550 501 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
		10,000	10,000	10,000	10,000	10,000	10,000
Current Year Budget		10,000	10,000	10,000	10,000	10,000	10,000

Notes:	Previous Year Budget	10,000
	Actual to December 31, 2018	11,933

Name Account	RDKB Tipping Fees - Curbside Garbage 11 550 502 010	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	RDKB Garbage Collection Tipping Fees	6,000	6,000		6,000		6,000		6,000		6,000
2	Sale of Garbage Tags - Areas 'C' & 'D'	50,000	50,000		50,000		50,000		50,000		50,000
	Current Year Budget	56,000	56,000		56,000		56,000		56,000		56,000

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Name	Grand Forks Recovery, Garbage & Organics
Account	11 490 906 010

Notes:	Previous Year Budget	140,000
	Actual to December 31, 2018	146,779

[illegible]

[illegible]

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-

Name	Materials Recovery	2018	2019		2020		2021		2022		2023
Account	11 490 910 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Sale of scrap metal	20,000	20,000		20,000		20,000		20,000		20,000
2	Cascades - Recycling		5,000		5,000		5,000		5,000		5,000
	Current Year Budget	20,000	25,000		25,000		25,000		25,000		25,000

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[illegible]

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Interest Earned on Investments	2018	2019	2020	2021	2022	2023
Account	11 550 100 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Landfill Closure/Post Closure Investment Earnings	25,000	25,000	25,000	25,000	25,000	25,000
Current Year Budget		25,000	25,000	25,000	25,000	25,000	25,000

Notes: Previous Year Budget 25,000
 Actual to December 31, 2018 56,469
 Item #1

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Multi Material British Columbia	2018	2019	2020	2021	2022	2023
Account	11 590 158 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	MMBC Incentives	50,000	28,000	28,000	28,000	28,000	28,000
Current Year Budget		50,000	28,000	28,000	28,000	28,000	28,000

Notes: Previous Year Budget 50,000
Actual to December 31, 2018 34,400
Item #1 Was Previously on Page 15 (1-1-590-159-010)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Miscellaneous Revenue	2018	2019	2020	2021	2022	2023
Account	11 590 159 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Refundables Bins	5,000					
2	Usage of Solid Waste Vehicle - Other Services		5,000	5,000	5,000	5,000	5,000
3	Other		1,000	1,000	1,000	1,000	1,000
4	Sale of Roll-Off Truck		20,000				
5	Sale of Service Truck		2,000				
Current Year Budget		5,000	28,000	6,000	6,000	6,000	6,000

Notes: _____ Previous Year Budget 5,000
 _____ Actual to December 31, 2018 298,599

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Previous Year's Surplus 11 911 100 010	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Surplus	-	-								
	Current Year Budget	-	-		-		-		-		-

Notes: _____ Previous Year Budget -
 _____ Actual to December 31, 2018 -

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Revenue From Capital	2018	2019	2020	2021	2022	2023
Account	11 920 002 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	200 LC Excavator		250,000				
2							
3							
4							
5							
Current Year Budget		-	250,000	-	-	-	-

Notes:

Previous Year Budget	-
Actual to December 31, 2018	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Transfer From Reserve 11 921 205 010	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Screener	140,000									
2	McKelvey Communications Infrastructure										
3	Grand Forks Infrastructure	75,000									
4											
5	Scale hardware/install	100,000									
6	Roll-off Truck	194,000									
7	Transfer Station Infrastructure										
8	Recycling Containers Purchase/Refurbish										
9	Wood Grinder						400,000				
10	GF Shop	150,000									
11	Compactors										
12	Maintenance Truck	40,000									
13	200 LC Excavator	410,000	160,000								
14	Mt. Baldy - General Infrastructure	25,000									
15	Fuel/oil storage GF Landfill	24,000									
16	644K Loader										
17	GF Water System										
18	Deficit Reduction		400,000								
19	Boundary Curbside Equipment										
20	Passenger Vehicle										
Current Year Budget		1,158,000	560,000		-		400,000		-		-

Notes:	Previous Year Budget	1,158,000
	Actual to December 31, 2018	372,910
	Transfer from Reserves (balance of MFA Issue #116	618,400

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Salaries & Benefits	2018			2019		2020		2021		2022		2023
Account	12 433 111 010	Prior Year			Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Hours	Rate	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Landfill Attendants:												
1.1	- McKelvey Creek (96 Hr /Week x 52 weeks)	122,953	4,992.0	25.12	125,399	2.0%	127,907	2.0%	130,465	2.0%	133,074	2.0%	135,736
1.2	- Grand Forks (55 Hr / Week x 52 weeks)	71,082	2,886.0	25.12	72,496	2.0%	73,946	2.0%	75,425	2.0%	76,934	2.0%	78,472
1.3	- Christina Lake (20 Hr for 10 Mo, and 25 Hr for 2 Mo.)	24,630	1,000.0	25.12	25,120	2.0%	25,622	2.0%	26,135	2.0%	26,658	2.0%	27,191
1.4	- West Boundary (30.5 Hr/Week x 52 weeks)	28,177	1,144.0	25.12	28,737	2.0%	29,312	2.0%	29,898	2.0%	30,496	2.0%	31,106
1.5	- Beaverdell Transfer (9 Hr/week x 52 weeks)	11,527	468.0	25.12	11,756	2.0%	11,991	2.0%	12,231	2.0%	12,476	2.0%	12,725
1.6	- Rock Creek Transfer (20 Hr/week x 52 weeks)	28,177	1,144.0	25.12	28,737	2.0%	29,312	2.0%	29,898	2.0%	30,496	2.0%	31,106
	Total Landfill Attendants	286,545	11,634.0		292,246		298,091		304,053		310,134		316,337
	Benefits @	74,502		28%	81,683	26.8%	79,859	26.8%	81,456	26.8%	83,085	26.8%	84,747
2	Gen Mgr of Environmental Services	93,840	6-Mid	80.0%	96,167	2.0%	98,091	2.0%	100,052	2.0%	102,053	2.0%	104,095
3	McKelvey Creek Landfill Supervisor (70 Hrs/Week)	128,820	3,640.0	36.10	131,404	2.0%	134,032	2.0%	136,713	2.0%	139,447	2.0%	142,236
4	Operations Coordinator (40 Hrs/Week)	80,163	2,080.0	39.31	81,765	2.0%	83,400	2.0%	85,068	2.0%	86,769	2.0%	88,505
5	Chief Operator Equipment & Maintenance (40 Hrs/Week)	64,958	2,080.0	31.85	66,248	2.0%	67,573	2.0%	68,924	2.0%	70,303	2.0%	71,709
6	Recycling Program Driver (40 Hr/Week)	58,677	2,080.0	28.77	59,842	2.0%	61,038	2.0%	62,259	2.0%	63,504	2.0%	64,774
7	Waste Transfer Driver (40 Hr/Wk)	58,677	2,080.0	28.77	59,842	2.0%	61,038	2.0%	62,259	2.0%	63,504	2.0%	64,774
8	Landfill Operator (40 Hr/Wk)	58,677	2,080.0	28.77	59,842	2.0%	61,038	2.0%	62,259	2.0%	63,504	2.0%	64,774
9	Part-time Relief - Attendants/Operators	12,695	450.0	28.77	12,947	2.0%	13,205	2.0%	13,470	2.0%	13,739	2.0%	14,014
10	Solid Waste Program Coordinator	66,976	1,797.9	36.10	64,903	2.0%	66,201	2.0%	67,525	2.0%	68,876	2.0%	70,253
11	Admin. Clerical (8.75 Hr/Wk)	12,845	455.0	28.79	13,099	2.0%	13,361	2.0%	13,629	2.0%	13,901	2.0%	14,179
	Total Landfill Attendants	636,326	16,742.9		646,058		658,979		672,159		685,602		699,314
	Benefits @	165,445		28%	180,573	26.8%	176,541	26.8%	180,071	26.8%	183,673	26.8%	187,346
12	Engineering & Safety Coordinator	33,488	1,892.5	36.10	34,160	2.0%	34,842.82	2.0%	35,540	2.0%	36,250	2.0%	36,975
	Benefits @	8,707		28%	9,548	26.8%	9,334	26.8%	9,521	26.8%	9,712	26.8%	9,906
13	Allowance for CUPE Contract Increase (2%)												
	Current Year Budget	1,205,013			1,244,267		1,257,647		1,282,799		1,308,455		1,334,625

Notes:	Previous Year Budget	1,205,013
	Actual to December 31, 2018	1,229,885
Item # 12 Half time clerk shared with liquid waste		
Item # 13 Engineering & Safety Coordinator (25% Admin, 50% Waste, & 25% Sewer)		
	Total Wage	
Director of Environmental Services		120,209.04

Item # 2	Director of Environmental Services salary distribution:
80.00	010 Regional Solid Waste
5.20	080 Mosquitos D
0.90	081 Mosquitos Ch Lake
0.70	090 Weeds A
4.20	091 Weeds Ch Lake
4.00	092 Weeds E & E
5.00	064 Solid Waste - Big White
100.00	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Professional Development/Safety Training 12 433 210 010	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Operations Coordinator	1,500	1,500	2.0%	1,530	2.0%	1,561	2.0%	1,592	2.0%	1,624
2	Program Coordinator	1,500	1,500	2.0%	1,530	2.0%	1,561	2.0%	1,592	2.0%	1,624
3	2 - Landfill Supervisor	2,500	2,500	2.0%	2,550	2.0%	2,601	2.0%	2,653	2.0%	2,706
4	Chief Operator	1,000	1,000	2.0%	1,020	2.0%	1,040	2.0%	1,061	2.0%	1,082
5	General Manager	2,000	2,000	2.0%	2,040	2.0%	2,081	2.0%	2,122	2.0%	2,165
6	Line Staff Safety and Job Training	10,000	10,000		10,000		10,000		10,000		10,000
7	Memberships (SIWMA, RCBC, SWANA)	3,172	3,172	2.0%	3,236	2.0%	3,300	2.0%	3,366	2.0%	3,434
8	Subscriptions	207	207	2.0%	211	2.0%	215	2.0%	220	2.0%	224
9	Engineering Technician	3,106	3,106		3,106		3,106		3,106		3,106
10	Misc Travel Expenses		1,000								
Current Year Budget		24,985	25,985		25,223		25,465		25,712		25,964

Notes:	Previous Year Budget	24,985
	Actual to December 31, 2018	13,003

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Insurance 12 433 216 010	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
	Property Insurance:										
1	East - McKelvey Creek Landfill										
2	Central - Grand Forks										
3	Central - Christina Lake	9,751	12,379	2.0%	12,627	2.0%	12,879	2.0%	13,137	2.0%	13,399
4	West - Greenwood										
5	West - Beaverdell Gatehouse										
6	West - Rock Creek Gatehouse										
	Automobile Insurance:										
7	2016 Ford F150 XLT Crew Cab (Admin)	1,750	1,289	2.0%	1,315	2.0%	1,341	2.0%	1,368	2.0%	1,395
8	Central - loaders	450	456	2.0%	465	2.0%	474	2.0%	484	2.0%	494
9	West/Central - Recycling/Transfer Trucks/Tag	1,637	3,639	2.0%	3,712	2.0%	3,786	2.0%	3,862	2.0%	3,939
10	2008 - Dodge Ram 3500 - AL5978	895	963	2.0%	982	2.0%	1,002	2.0%	1,022	2.0%	1,042
11	2007 Green Beast Wood Grinder	181	184	2.0%	188	2.0%	191	2.0%	195	2.0%	199
12	2004 GMC Sierra - EF1839	508	531	2.0%	542	2.0%	552	2.0%	564	2.0%	575
13	2004 Ford Ranger 4x4 - 6583HH	508	531	2.0%	542	2.0%	552	2.0%	564	2.0%	575
14	2009 Black Box Comm. Trailer - 80008C	201	204	2.0%	208	2.0%	212	2.0%	216	2.0%	221
15	2015 Ford F150 Supercab (Coordinator)	1,048	531	2.0%	542	2.0%	552	2.0%	564	2.0%	575
16	2017 Honda HR-V - EF248A	1,584	1,757	2.0%	1,792	2.0%	1,828	2.0%	1,865	2.0%	1,902
	Current Year Budget	18,513	22,464		22,913		23,372		23,839		24,316

Notes:	Previous Year Budget	18,513
	Actual to December 31, 2018	19,028

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Board Fee	2018	2019		2020		2021		2022		2023
Account	12 433 230 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Board Fee (2% increase for C.P.I.)	48,633	49,606	2.0%	50,598	2.0%	51,610	2.0%	52,642	2.0%	53,695
2	Carbon Offset & Climate Change Initiatives	3,947	3,947	2.0%	4,026	2.0%	4,106	2.0%	4,189	2.0%	4,272
Current Year Budget		52,580	53,553		54,624		55,717		56,831		57,967

Notes:	Previous Year Budget	52,580
	Actual to December 31, 2018	52,580

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Consulting Fees	2018	2019	2020	2021	2022	2023
Account	12 433 233 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	McKelvey Access Road Design						
2	Organics Infrastructure Design		40,000				
3	Organics Management Strategy	35,000	32,500				
4	Aerial Photography - Landfill Volume Surveys		15,000		15,000		15,000
5	3 Landfill Design and Operations Plan Updates	75,000	75,000				
6	Solid Waste Management Plan public Consultation Plan						
7	SWMP Public Consultation Delivery						
8	SWMP Waste Composition Study - 3 Sites						
9	Landfill Gas Assessments		2,000				
10	Landfill Closure Financial Updates (WB,GF,MC)		10,000		10,000		
11	Other		5,000	5,000	5,000	5,000	5,000
Current Year Budget		110,000	179,500	5,000	30,000	5,000	20,000

Notes:	Previous Year Budget	110,000
	Actual to December 31, 2018	2,518

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **RDKB Curbside Organics & Garbage**
Account 12 433 234 010

		2018	2019		2020		2021		2022		2023
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Boundary Organics and Garbage	420,000	423,000	2.0%	431,460	2.0%	440,089	2.0%	448,891	2.0%	457,869
2	Grand Forks Yard Waste	45,615	47,000	2.0%	47,940	2.0%	48,899	2.0%	49,877	2.0%	50,874
3	New Contract Start-Up - Bin Delivery										
4	Garbage Tipping Fees	6,000	10,000		10,000		10,000		10,000		10,000
5	Organics Tipping Fees	10,000	15,000		15,000		15,000		15,000		15,000
6	Christina Lake Boat Access - Garbage/Recycling		10,000		10,000		10,000		10,000		10,000
Current Year Budget		481,615	505,000		514,400		523,988		533,768		543,743

Notes:

Previous Year Budget	481,615
Actual to December 31, 2018	505,792

Name	RDKB Curbside Garbage
Account	12 433 235 010

2018
Prior Year

2019 Budget

2020 Budget

2021 Budget

**2022
Budget**

**2023
Budget**

[illegible]

Actual to December 31, 2018	-
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Name	Recycling Contract - Boundary
Account	12 433 236 010

Notes:	Previous Year Budget	105,600
	Actual to December 31, 2018	162,442

Name	Recycling Contract - East	2018	2019	2020	2021	2022	2023
Account	12 433 238 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Processing, Marketing, Transportation \$25,248/mo						
2	Blue Box 7,800 households at \$28.51						
3	Rent Fruitvale Site @ \$620/mo to April 30						
4	Rent Rossland Site @ \$350/mo						
5	Snow Removal & Maintenance Rossland						
6	Taxes Recycling Centre						
7	Maintenance Contingency Recycling Centre						
8	Depot Signage Upgrades						
9	Blue Box Replacements						
10	Organics Collection Contract						
11	Non-MMBC Recycling Services to April 30						
12	Non-MMBC Recycling Services (Curbside/Depot Busin	113,500	113,500	113,500	113,500	113,500	113,500
	Current Year Budget	113,500	113,500	113,500	113,500	113,500	113,500

Item #2

[illegible]

13/02/2019

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Site Maintenance - Central	2018	2019		2020		2021		2022		2023
Account	12 433 240 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Fences, gates, lights	2,102	4,000	2.0%	4,080	2.0%	4,162	2.0%	4,245	2.0%	4,330
2	Signage	3,106	3,106	2.0%	3,168	2.0%	3,231	2.0%	3,296	2.0%	3,362
3	General Site Maintenance	1,577	6,000	2.0%	6,120	2.0%	6,242	2.0%	6,367	2.0%	6,495
4	Septic Pond Clean Out	5,254	1,500	2.0%	1,530	2.0%	1,561	2.0%	1,592	2.0%	1,624
5	Dust Suppression (GF,CL)	1,051	8,500	2.0%	8,670	2.0%	8,843	2.0%	9,020	2.0%	9,201
6	Security System Monitoring @ \$25/mon GF	316	316	2.0%	322	2.0%	329	2.0%	335	2.0%	342
7	Annual Permit Fee (Sewage GF)	131	131	2.0%	134	2.0%	137	2.0%	140	2.0%	142
8	Weigh Scale Calibration and Maintenance (GF,CL)	3,000	5,000	2.0%	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412
9	Security System Monitoring @ \$18/mon Christina La	320	320		320		320		216		216
Current Year Budget		16,857	28,873		29,444		30,027		30,517		31,123

Notes:	Previous Year Budget	16,857
	Actual to December 31, 2018	23,174

Name	Site Maintenance - East
Account	12 433 241 010

Notes:	Previous Year Budget	15,878
	Actual to December 31, 2018	12,130
Item #1	Previously Included Signage in 2018	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Operating Contracts	2018	2019		2020		2021		2022		2023
Account	12 433 242 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Contract with Alpine Disposal to operate McKelvey Creek Landfill (Jan 1 to Dec 31)	370,000	377,400	2.0%	384,948	2.0%	392,647	2.0%	400,500	2.0%	408,510
2	Waste Transfer (as per contract Alpine Disposal)		-		-		-		-		-
Current Year Budget		370,000	377,400		384,948		392,647		400,500		408,510

Notes:

Previous Year Budget	370,000
Actual to December 31, 2018	356,918
Contract with Alpine includes annual CPI adjustment	

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Safety Equipment & Consumables	2018	2019		2020		2021		2022		2023
Account	12 433 244 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Minor Equipment & Consumables	7,000	7,000	2.0%	7,140	2.0%	7,283	2.0%	7,428	2.0%	7,577
2	Shop Supplies	5,177	5,177	2.0%	5,280	2.0%	5,386	2.0%	5,493	2.0%	5,603
3	Safety clothing and uniforms	7,140	7,140	2.0%	7,283	2.0%	7,428	2.0%	7,577	2.0%	7,729
4	Video Surveillance Cameras	-	-		-		-		-		-
5	Drinking Water	1,242	1,242	2.0%	1,267	2.0%	1,293	2.0%	1,318	2.0%	1,345
6	Hand Tool Replacement - McKelvey Creek Landfill										
7	Light Plant - McKelvey Creek Landfill										
Current Year Budget		20,559	20,559		20,970		21,389		21,817		22,254

Notes:	Previous Year Budget	20,559
	Actual to December 31, 2018	17,492

Name	Equipment Operations	2018	2019		2020		2021		2022		2023
Account	12 433 245 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Grand Forks Compactor - Fuel, Oil, Filters	5,280	5,280	2.0%	5,386	2.0%	5,493	2.0%	5,603	2.0%	5,715
2	Grand Forks Loader - Fuel, Oil, Filters	14,000	14,000	2.0%	14,280	2.0%	14,566	2.0%	14,857	2.0%	15,154
3	West Boundary Landfill Compactor - Fuel, Oil, Filters	3,000	3,000	2.0%	3,060	2.0%	3,121	2.0%	3,184	2.0%	3,247
4	Christina Lake Loader - Fuel, Oil, Filters	3,500	3,500	2.0%	3,570	2.0%	3,641	2.0%	3,714	2.0%	3,789
5	Coordinator's Truck - Fuel, Oil, Filters	5,500	5,500	2.0%	5,610	2.0%	5,722	2.0%	5,837	2.0%	5,953
6	Roll off Trucks - Fuel, Oil, Filters	16,896	16,896	2.0%	17,234	2.0%	17,579	2.0%	17,930	2.0%	18,289
7	Excavator - Fuel, Oil, Filters	10,560	10,560	2.0%	10,771	2.0%	10,987	2.0%	11,206	2.0%	11,430
8	Maintenance Truck	5,500	5,500	2.0%	5,610	2.0%	5,722	2.0%	5,837	2.0%	5,953
9	Wood Grinder - Support Truck	4,500	4,500	2.0%	4,590	2.0%	4,682	2.0%	4,775	2.0%	4,871
10	Wood Grinder	27,000	27,000	2.0%	27,540	2.0%	28,091	2.0%	28,653	2.0%	29,226
11	West Boundary Loader - Fuel, Oil, Filters	5,177	5,177	2.0%	5,280	2.0%	5,386	2.0%	5,493	2.0%	5,603
12	Charge for use of RDKB Fleet Vehicle	18,540	18,540	2.0%	18,911	2.0%	19,289	2.0%	19,675	2.0%	20,068
13	Rock Creek/Beaverdell Loader - Fuel, Oil, Filters		3,500	2.0%	3,570	2.0%	3,641	2.0%	3,714	2.0%	3,789
14	McKelvey Creek Truck,		5,500	2.0%	5,610	2.0%	5,722	2.0%	5,837	2.0%	5,953
	Current Year Budget	119,453	128,453		131,022		133,642		136,315		139,041

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Office Building Maintenance	2018	2019		2020		2021		2022		2023
Account	12 433 252 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Cost sharing Trail Admin Building Heating	1,217	1,217	2.0%	1,242	2.0%	1,266	2.0%	1,292	2.0%	1,318
2	Cost sharing Trail Admin Building Power	3,552	3,552	2.0%	3,623	2.0%	3,696	2.0%	3,769	2.0%	3,845
3	Cost sharing Trail Admin Building Photocopiers	3,714	3,714	2.0%	3,788	2.0%	3,864	2.0%	3,941	2.0%	4,020
4	Cost sharing Trail Admin Building Janitorial	10,260	10,447	2.0%	10,656	2.0%	10,869	2.0%	11,086	2.0%	11,308
	Current Year Budget	18,743	18,930		19,309		19,695		20,089		20,491

Notes:

Previous Year Budget	18,743
Actual to December 31, 2018	21,010

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Attachment # b.d)

13/02/2019

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Equipment Rentals	2018	2019		2020		2021		2022		2023
Account	12 433 261 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Misc equipment as required (man lifts, pumps, saws)	1,500	1,500	2.0%	1,530	2.0%	1,561	2.0%	1,592	2.0%	1,624
	Current Year Budget	1,500	1,500		1,530		1,561		1,592		1,624

Notes:	Previous Year Budget	1,500
	Actual to December 31, 2018	54

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Beaverdell Transfer Station Operations	2018	2019		2020		2021		2022		2023
Account	12 433 262 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Snow removal, general site maintenance	6,273	6,273	2.0%	6,398	2.0%	6,526	2.0%	6,657	2.0%	6,790
2	Signage, building maintenance	523	523	2.0%	533	2.0%	544	2.0%	555	2.0%	566
Current Year Budget		6,796	6,796		6,932		7,071		7,212		7,356

Notes:	Previous Year Budget	6,796
	Actual to December 31, 2018	1,586

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Rock Creek Transfer Station Operations	2018	2019		2020		2021		2022		2023
Account	12 433 263 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Snow Removal, general site maintenance	14,000	14,000	2.0%	14,280	2.0%	14,566	2.0%	14,857	2.0%	15,154
2	Signage and building maintenance	531	531	2.0%	542	2.0%	552	2.0%	564	2.0%	575
Current Year Budget		14,531	14,531		14,822		15,118		15,420		15,729

Notes: Previous Year Budget 14,531
 Actual to December 31, 2018 12,333
 Item #1 Contractor: Earth Management Ltd.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Greenwood Landfill Operations	2018	2019	2020	2021	2022	2023
Account	12 433 264 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	General Site Maintenance	5,000	5,000	5,000	5,000	5,000	5,000
2	Camera and Alarm System install	-	-	-	-	-	-
Current Year Budget		5,000	5,000	5,000	5,000	5,000	5,000

Notes: Previous Year Budget 5,000
 Actual to December 31, 2018 2,471

Greenwood Landfill operations to be done by RDKB staff after 2010

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Transfer Station Operations	2018	2019	2020	2021	2022	2023
Account	12 433 266 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Sidley Mtn. - (kvw)						
2	Idabel Lake Refuse Collection @ \$405.67/mo	5,926	5,926	5,926	5,926	5,926	5,926
3	Alpine Texas Point Seasonal Transfer June 15 to Oct	-	-	-	-	-	-
Current Year Budget		5,926	5,926	5,926	5,926	5,926	5,926

Notes:		Previous Year Budget	5,926
		Actual to December 31, 2018	1,635
Item #2	Contractor: Super Save		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Utilities 12 433 553 010	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Electricity	1,242	1,267	2.0%	1,292	2.0%	1,318	2.0%	1,344	2.0%	1,371
2	Telephone	6,796	6,932	2.0%	7,070	2.0%	7,212	2.0%	7,356	2.0%	7,503
3	Toilet (pumping)	531	542	2.0%	553	2.0%	564	2.0%	575	2.0%	586
4	Interac Terminal	531	542	2.0%	553	2.0%	564	2.0%	575	2.0%	586
5	Network Connectivity	12,000	12,000		12,000		12,000		12,000		12,000
6	Electricity - gate houses, shop	4,705	4,799	2.0%	4,895	2.0%	4,993	2.0%	5,093	2.0%	5,194
7	Phones - 4 cell, landline X 3	8,887	9,064	2.0%	9,246	2.0%	9,431	2.0%	9,619	2.0%	9,812
8	Portable toilets (pumping etc.)	1,046	1,066	2.0%	1,088	2.0%	1,109	2.0%	1,132	2.0%	1,154
9	Propane (heating shop)	1,046	1,066	2.0%	1,088	2.0%	1,109	2.0%	1,132	2.0%	1,154
10	Internet and e-mail	5,400	5,508	2.0%	5,618	2.0%	5,731	2.0%	5,845	2.0%	5,962
11	Interac Terminal	1,046	1,066	2.0%	1,088	2.0%	1,109	2.0%	1,132	2.0%	1,154
12	Electricity - Greenwood	382	389	2.0%	397	2.0%	405	2.0%	413	2.0%	421
13	Satellite internet/Interac Greenwood Landfill	1,639	1,672	2.0%	1,705	2.0%	1,739	2.0%	1,774	2.0%	1,810
14	Portable toilet (Pumping etc.)	523	533	2.0%	544	2.0%	555	2.0%	566	2.0%	577
15	Electricity - Big White Transfer Station	3,659	3,732	2.0%	3,807	2.0%	3,883	2.0%	3,961	2.0%	4,040
16	Electricity - Beaverdell Transfer	836	853	2.0%	870	2.0%	888	2.0%	905	2.0%	923
17	Telephone/Interac - Beaverdell	1,226	1,250	2.0%	1,275	2.0%	1,301	2.0%	1,327	2.0%	1,353
18	Electricity - Rock Creek Transfer	849	866	2.0%	883	2.0%	901	2.0%	919	2.0%	937
19	Telephone/Interac - Rock Creek	1,786	1,821	2.0%	1,858	2.0%	1,895	2.0%	1,933	2.0%	1,971
	Current Year Budget	54,127	54,970		55,829		56,706		57,600		58,512

Notes: Previous Year Budget 54,127
Actual to December 31, 2018 41,677

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **CFC Removal Program**
Account 12 433 559 010

		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Freon Removal	8,000	8,000	0.0%	8,000	0.0%	8,000	0.0%	8,000	0.0%	8,000
Current Year Budget		8,000	8,000		8,000		8,000		8,000		8,000

Notes:	Previous Year Budget	8,000
	Actual to December 31, 2018	10,825
Item #1	Stewardship program subsidy discontinued	

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Notes:	Previous Year Budget	140,000
	Actual to December 31, 2018	-
5 & 6	Dependant on completion of SWMP approval	

Regionalized Waste Management Services

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Capital - Landfills	2018	2019		2020		2021		2022		2023
Account	12 433 610 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	McKelvey Creek Communications Infrastructure										
2	McKelvey Creek Paving										
3	Rock Creek Closure Completion and Paving										
4	Beaverdell Infrastructure and Paving										
5	950E Loader										
6	Used Compactors										
7	644K Loader										
8	Solid Waste Coordinator's Pick-up Truck										
9	Grand Forks - General Infrastructure (Paving)	75,000	75,000								
10	West Boundary - Building Upgrades										
11	West Boundary - Security/Communications										
12	West Boundary Paving										
13	Wood Grinder						600,000	R/C			
14	Scale software replacement/database development										
15	Grand Forks Shop Renovations	150,000							175,000	c	
16	200 LC Excavator	410,000	410,000	R/D							
17	Maintenance Truck	40,000	55,000	C							
18	Groundwater monitoring wells (Trail, GF)										
19	Fuel/oil storage GF Landfill	24,000									
20	McKelvey Landfill Truck Replacement				40,000	C					
	Current Year Budget	699,000	540,000	-	40,000	-	600,000	-	175,000	-	-

Notes:	Previous Year Budget	699,000
	Actual to December 31, 2018	452,665
1	Dependant on completion and approval of SWMP	

Sources of Funding Capital Projects:
D = Debenture Borrowing
R = Reserves
C = Current Revenues
L = Lease

[illegible]

Notes:	Previous Year Budget	319,000
	Actual to December 31, 2018	352,074

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Name	Equipment Replacement	2018	2019	2020	2021	2022	2023				
Account	12 433 612 010	Prior Year	Budget	Budget	Budget	Budget	Budget				
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Sweeper - East		3,000								
	Current Year Budget	-	3,000		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-

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Attachment # b.2)

\$	-
\$	-
\$	-

13/02/2019

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Equipment Reserves	2018	2019	2020	2021	2022	2023
Account	12 433 742 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Equipment Reserve -Transfer	10,000	-	10,000	10,000	10,000	10,000
2	Equipment Reserve - Landfill	10,000	-	10,000	10,000	10,000	10,000
3	Equipment Reserve - Recycling	10,000	-	10,000	10,000	10,000	10,000
4	Equipment Replacement Reserve	-	-	-	-	-	-
5	Organics Management Infrastructure Reserve	-	-	-	-	-	-
6	Transfer to Reserve			345,000	-	345,000	400,000
7	Proceeds from Sale of Maintenance Truck/Roll-off Truck		22,000				
	Current Year Budget	30,000	22,000	375,000	30,000	375,000	430,000

Notes:	Previous Year Budget	30,000
	Actual to December 31, 2018	35,000
Item #4	ERIP Funds transferred to Administration Reserve	
	GL Account Number 34 700 001	
Note:	In 2011 a total of \$618,400 from Unspent MFA Issue #116 was transferred to Reserves for future capital projects	

\$ 2,122,083.43
\$ 1,273,032.91
\$ 1,285.07

Balance in Reserve December 31, 2018
Account 34 700 163 & 34 701 163
RESTRICTED - AIRPORT PROCEEDS (INCL ABOVE)
Balance in Reserve December 31, 2018
Account 34 700 061

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Attachment # b.d)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Equipment Financing	2018	2019	2020	2021	2022	2023
Account	12 433 840 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	200 LC Excavator		17,784	53,352	53,352	53,352	53,352
Current Year Budget		-	17,784	53,352	53,352	53,352	53,352

Notes: Previous Year Budget -
Actual to December 31, 2018 -
Item #1 Estimated Based on Borrowing of \$250,000 @ 2.58250%; Advanced September 2019

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Provision for Closure/Post-Closure Liability	2018	2019	2020	2021	2022	2023
Account	12 433 256 010	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	McKelvey Creek Landfill	48,353	48,353	48,353	48,353	48,353	48,353
2	Greenwood Landfill	67,296	67,296	67,296	67,296	67,296	67,296
3	Grand Forks Landfill	40,419	40,419	40,419	40,419	40,419	40,419
	Available Funds						
4	McKelvey Creek Landfill Phase 1 Closure	1,000,000		1,000,000			
5	McKelvey Creek Closure/Post-Closure Liability Reduction	(1,000,000)		(1,000,000)			
Current Year Budget		156,068	156,068	156,068	156,068	156,068	156,068

Notes: Previous Year Budget 156,068
 Actual to December 31, 2018 200,000
 Item #4 McKelvey Creek Landfill Phase 1 Closure Expected in 2020 (Estimated Cost - \$1,000,000)

Name	Provision for Contaminated Site Clean-Up	2018	2019		2020		2021		2022		2023
Account	12 433 267 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1											
	Current Year Budget	-	-		-		-		-		-

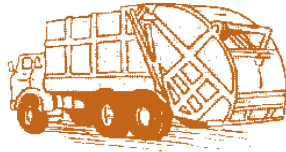
Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-

Name	Previous Year's Deficit	2018	2019		2020		2021		2022		2023
Account	12 433 990 010	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Deficit	1,657,890	450,960		-		-		-		-
	Current Year Budget	1,657,890	450,960		-		-		-		-

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

EXHIBIT NO 064

REFUSE DISPOSAL SPECIFIED AREA - BIG WHITE

PARTICIPANT: Big White Refuse Specified Area

	PAGE	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	(OVER) UNDER	2019 BUDGET	Increase(Decrease) between 2018 BUDGET and 2019 BUDGET		2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET
							\$	%				
REVENUE												
11 831 064 Property Tax Requisition	2	242,900	255,853	255,853	0	267,786	11,933	4.66	264,538	258,556	263,808	266,104
11 590 159 Miscellaneous Revenue	3	0	0	0	0	0	0	0.00	0	0	0	0
11 911 100 Previous Year's Surplus	4	0	5,523	5,524	(1)	18,416	12,893	233.45	0	0	0	0
11 920 002 From General Capital Fund	5	0	0	0	0	0	0	0.00	0	0	0	0
11 921 205 Transfer From Reserve	6	0	0	0	0	0	0	0.00	0	0	0	0
Total Revenue		242,900	261,376	261,377	(1)	286,201	24,825	9.50	264,538	258,556	263,808	266,104
EXPENDITURE												
12 435 111 Wages & Benefits	7	7,053	7,038	4,640	2,398	11,700	4,662	66.25	11,889	12,127	12,369	12,616
12 435 210 Travel	8	0	0	0	0	500	500	0.00	0	0	0	0
12 435 216 Insurance	9	699	690	690	0	774	84	12.17	789	805	821	838
12 435 230 Board Fee	10	5,344	5,449	5,449	0	5,556	107	1.96	5,667	5,780	5,896	6,014
12 435 233 Consultant Fees	11	0	0	0	0	5,000	5,000	0.00	0	0	0	0
12 435 239 Site Maintenance	12	16,792	21,500	12,331	9,169	18,000	(3,500)	(16.28)	18,360	18,727	19,102	19,484
12 435 242 Operating Contracts (Transfer)	13	135,614	136,000	138,039	(2,039)	142,000	6,000	4.41	144,000	146,000	149,000	149,000
12 435 265 Tipping Fees - Kelowna	14	52,061	52,479	69,718	(17,239)	70,000	17,521	33.39	71,400	72,828	74,285	75,770
12 435 553 Utilities	15	1,461	2,485	1,511	974	2,000	(485)	(19.52)	2,040	2,081	2,122	2,165
12 435 611 Capital/Amortization - Transfer	16	0	25,000	0	25,000	20,000	(5,000)	(20.00)	0	0	0	0
12 435 741 Contribution to Reserve	17	0	0	0	0	0	0	0.00	0	0	0	0
12 435 811 Interest Expense - Short Term	18	560	535	584	(49)	471	(64)	(11.96)	189	0	0	0
12 435 830 Debt Principal	19	10,000	10,000	10,000	0	10,000	0	0.00	10,000	0	0	0
12 435 990 Previous Year's Deficit	20	7,793	0	0	0	0	0	0.00	0	0	0	0
12 435 999 Contingencies	21	0	200	0	200	200	0	0.00	204	208	212	216
Total Expenditure		237,377	261,376	242,961	18,415	286,201	24,825	9.50	264,538	258,556	263,808	266,104
Surplus(Deficit)		5,523		18,416								

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

	Property Tax Requisition	2019	2020	2021	2022	2023
2018	11 831 064 064	Budget	Budget	Budget	Budget	Budget
Actual	Description	Amount		Amount		Amount
255,853	Refuse Disposal Big White Specified Area	267,786		264,538		258,556
						263,808
	Total Requisition	267,786		264,538		258,556
						263,808
						266,104

Notes:	Previous Year Budget	255,853

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	Miscellaneous Revenue
Account	11 590 159 064

2018
Prior Year

**2019
Budget**

2020
Budget

**2021
Budget**

2022
Budget

**2023
Budget**

Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
		-									
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	Previous Year's Surplus	2018	2019		2020		2021		2022		2023
Account	11 911 100 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Surplus	5,523	18,416		-		-		-		-
	Current Year Budget	5,523	18,416		-		-		-		-

Notes:	Previous Year Budget	5,523
	Actual to December 31, 2018	5,524

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	From General Capital Fund	2018	2019		2020		2021		2022		2023
Account	11 920 002 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1											
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-
Item #1		

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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Wages & Benefits	2018	2019		2020		2021		2022		2023
Account	12 435 111 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Director of Environmental Services	5,865	6,010	2.0%	6,131	2.0%	6,253	2.0%	6,378	2.0%	6,506
2	Benefits @ 22%	1,173	1,319		1,323		1,349		1,376		1,404
3	Solid Waste Program Coordinator		3,416	2.0%	3,484	2.0%	3,554	2.0%	3,625	2.0%	3,698
4	Benefits @ 28%		955		951		970		989		1,009
Current Year Budget		7,038	11,700		11,889		12,127		12,369		12,616

Notes:

Previous Year Budget	7,038
Actual to December 31, 2018	4,640
120,209 Based on 5.0% Dirctor of Environmental Service Salary	
Based on 5.0% Solid Waste Program Coordinator	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Insurance	2018	2019		2020		2021		2022		2023
Account	12 435 216 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Annual premium property insurance	690	774	2.0%	789	2.0%	805	2.0%	821	2.0%	838
Current Year Budget		690	774		789		805		821		838

Notes:	Previous Year Budget	690
	Actual to December 31, 2018	690

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Board Fee	2018	2019		2020		2021		2022		2023
Account	12 435 230 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Board Fee (2% increase for C.P.I.)	5,347	5,454	2.0%	5,563	2.0%	5,674	2.0%	5,788	2.0%	5,904
2	Carbon Offset & Climate Change Initiatives	102	102	2.0%	104	2.0%	106	2.0%	108	2.0%	110
Current Year Budget		5,449	5,556		5,667		5,780		5,896		6,014

Notes:	Previous Year Budget	5,449
	Actual to December 31, 2018	5,449

Name	Consultant Fees	2018	2019	2020	2021	2022	2023
Account		Prior Year	Budget	Budget	Budget	Budget	Budget

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Site Maintenance	2018	2019		2020		2021		2022		2023
Account	12 435 239 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Signage	2,000	2,000	2.0%	2,040	2.0%	2,081	2.0%	2,122	2.0%	2,165
2	Door and Building Maintenance	5,000	2,500	2.0%	2,550	2.0%	2,601	2.0%	2,653	2.0%	2,706
3	Plumbing and Electrical	1,000	1,500	2.0%	1,530	2.0%	1,561	2.0%	1,592	2.0%	1,624
4	Hazardous Waste Removal	2,500	1,500	2.0%	1,530	2.0%	1,561	2.0%	1,592	2.0%	1,624
5	Painting	6,000	-		-		-		-		-
6	General Site Maintenance	5,000	4,000	2.0%	4,080	2.0%	4,162	2.0%	4,245	2.0%	4,330
7	Snow Removal		6,500	2.0%	6,630	2.0%	6,763	2.0%	6,898	2.0%	7,036
Current Year Budget		21,500	18,000		18,360		18,727		19,102		19,484

Notes:	Previous Year Budget	21,500
	Actual to December 31, 2018	12,331

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Operating Contracts (Transfer)	2018	2019	2020	2021	2022	2023
Account	12 435 242 064	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Waste Hauling - Contracted	67,000	73,000	75,000	77,000	80,000	80,000
2	Transfer Station Equipment Rental	9,000	9,000	9,000	9,000	9,000	9,000
3	Site Maintenance - Contracted	60,000	60,000	60,000	60,000	60,000	60,000
	Current Year Budget	136,000	142,000	144,000	146,000	149,000	149,000

Notes:		Previous Year Budget	136,000
		Actual to December 31, 2018	138,039
Item #1	Waste Hauling (Supersave) - Contract Expires July 31, 2021		
Item #2	Transfer Station Equipment Rental - Compactor Bins (At Source Recycling) - No contract expiry date		
Item #3	Site Maintenance (Ridgetop Meat Pies) - Contract Expires June 30, 2019		

Name	Tipping Fees - Kelowna
Account	12 435 265 064

Notes:	Previous Year Budget	52,479
	Actual to December 31, 2018	69,718

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Utilities	2018	2019		2020		2021		2022		2023
Account	12 435 553 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Electricity - Transfer Station	2,485	2,000	2.0%	2,040	2.0%	2,081	2.0%	2,122	2.0%	2,165
	Current Year Budget	2,485	2,000		2,040		2,081		2,122		2,165

Notes:	Previous Year Budget	2,485
	Actual to December 31, 2018	1,511

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	Capital - Transfer Stations
Account	12 435 611 064

2018
Prior Year

**2019
Budget**

**2020
Budget**

**2021
Budget**

**2022
Budget**

**2023
Budget**

Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Re-Grade Site - Improve Drainage/Recycling Infrastructure	25,000	20,000								
	Current Year Budget	25,000	20,000		-		-		-		-

Notes:	Previous Year Budget	25,000
	Actual to December 31, 2018	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Contribution to Reserve	2018	2019	2020	2021	2022	2023
Account	12 435 741 064	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1							
Current Year Budget		-	-	-	-	-	-

Notes:

Previous Year Budget	-
Actual to December 31, 2018	-

\$ -

Balance in Reserve Account December 31, 2018
Accounts 34 700 064

Name	Interest Expense - Short Term	2018	2019	2020	2021	2022	2023
Account	12 435 811 064	Prior Year	Budget	Budget	Budget	Budget	Budget

Notes:		Previous Year Budget	535
		Actual to December 31, 2018	584
Item #1	Overhead Door Replacement (Estimated Project Cost \$50,000, Interest at 2%)		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Debt Principal 12 435 830 064	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	MFA LUA - Overhead Door Replacement	10,000	10,000		10,000						-
Current Year Budget		10,000	10,000		10,000		-		-		-

Notes:		Previous Year Budget	10,000
		Actual to December 31, 2018	10,000
Item #1	Overhead Door Replacement (Estimated Project Cost \$50,000, Interest at 2%)		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

Name	Contingencies	2018	2019		2020		2021		2022		2023
Account	12 435 999 064	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Contingencies	200	200	2.0%	204	2.0%	208	2.0%	212	2.0%	216
	Current Year Budget	200	200		204		208		212		216

Notes:	Previous Year Budget	200
	Actual to December 31, 2018	-



Big White Solid Waste Management

2019 Work Plan



Big White Solid Waste Management

2018

Janine Dougall, General Manager, Environmental Services



Big White Solid Waste Management

2019 Work Plan

Service Name: Big White Solid Waste Management

Service Number: 064

Committee Having Jurisdiction: Board of Directors

General Manager/Manager Responsible: Janine Dougall, General Manager of Environmental Services

Description of Service:

Provides solid waste management services to Big White.

The Big White Refuse Disposal (BWRD) function provides garbage handling services to all properties in the specified area. The function is unique in that all commercial facility solid waste services are provided by the RDKB contractor which is why the function is separate from the Regionalized Solid Waste Management Function (RSWM). The BWRD function only manages Big White garbage; collecting and transporting recyclables is part of the RSWM function.

BWRD pays the contractor collecting from commercial facilities and the Big White Transfer Station (BWTS). The garbage and recyclable materials from non-commercial sources, generally single-family dwellings or townhouse type facilities is self-hauled by residents to the BWTS.

The BWTS contains a compactor for garbage and a compactor for recycling. The compactors are operated by Big White residents and hauled to Kelowna by the RDKB hauling contractor. The BWTS is maintained under a separate service contract.

Establishing Authority:

Service is established by Bylaws 330 dated June 25, 1981 and Big White Refuse Disposal Service Conversion, Establishment and Amending Bylaw No. 1587, 2015.

Requisition Limit:

As outlined in Bylaw No. 1587, 2015, the maximum tax requisition is the greater of:

- a) Two Hundred and twenty thousand dollars (\$220,000); or
- b) An amount equal to the amount that could be raised by a property value tax of forty four point three cents (\$0.443) per one thousand (\$1,000.00) dollars applied to the net taxable value of land and improvements (calculated maximum is \$321,111).

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

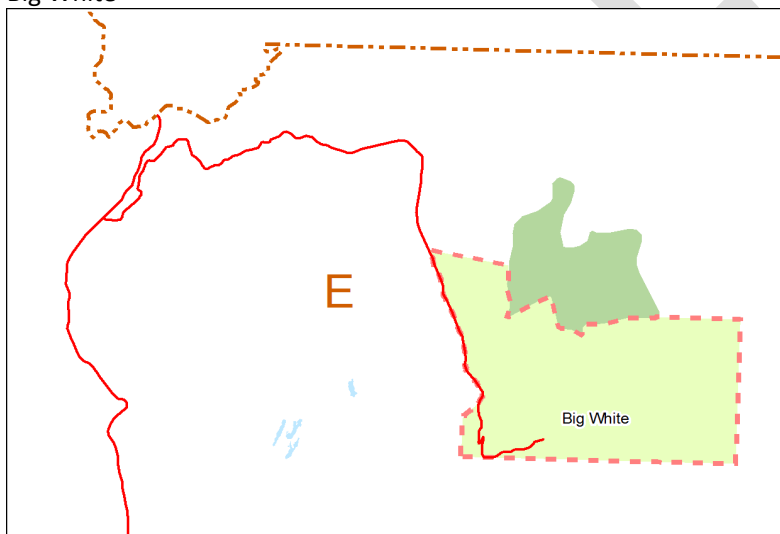
Requisition - \$255,853 / Budgeted Expenditures - \$261,376 / Actual Projected Expenditures - \$243,000

Regulatory or Administrative Bylaws:

Not Applicable

Service Area / Participants:

Big White

**Service Levels**

Weekly collection from commercial operators, transfer station open 24/7.

Human Resources:

GM of Environmental Services (5.0% FTE), Program Coordinator, contracted collection and transfer station maintenance.

2018 Accomplishments:

RDKB staff met with representatives from Big White community to discuss solid waste challenges. Long term planning associated with service provision required. RDKB staff have initiated conversations with regulated product stewardship programs to determine if depot status can be achieved at the BWTS facility.

RDKB staff have also initiated an application to extend the property boundaries of the facility to give greater flexibility in long term site layout and design.

Planned works for addressing on-site drainage issues were not completed in 2018. This project was delayed to allow for a review of the overall site layout requirements.

Significant Issues and Trends:

The BWTS is currently an unattended transfer station which is open 24/7. This operational model creates challenges with inappropriately dumped materials as well as maintaining a clean and tidy facility that meets the expectations of local area residents. To properly screen waste and recyclables the transfer station would need to be controlled which means restricting open hours and having an attendant on duty when the site is open.

The layout of the facility and products accepted needs to be reviewed for efficiencies and potentially development of additional structures for collection and stockpiling of materials. Work has also been ongoing with provincially regulated stewardship agencies such as Encorp to determine if a depot could be established at the facility. The participation of stewardship agencies in the collection of products would impact the overall facility design, layout and infrastructure needs.

In addition to the above, the site also requires a review of drainage and on-site sloping. The impacts of salt on the tipping floor of the transfer station will also need to be addressed at some point in the future.

Another emerging challenge is the increased use of the mountain during the summer months, which is changing the needs for solid waste collection in the community. In 2018, a “pilot” program was initiated by Big White to provide cart collection for garbage and recyclables during a major mountain biking event. Future conversations will need to be had regarding bear proofing the community and having more Bear Aware public education programs.

Another challenge that has emerged in the Big White area is the abandonment of vehicles. In 2018 approximately 28 vehicles were abandoned on the ski hill. Historically the number of abandoned vehicles has been far less (averaging in the 2-3 range) and the local fire department has taken the abandoned vehicles and utilized them for fire practice drills. The issue of abandoned vehicles is not unique to Big White as it is a problem on a provincial level.

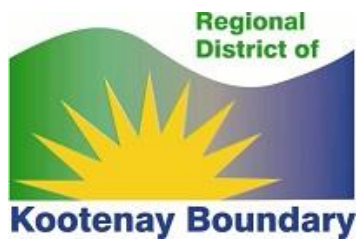
2019 Proposed Projects:

Two projects are proposed for 2019. The first is a review of transfer station infrastructure needs and site drainage. This project will involve the continued engagement with EPR Stewardship programs to determine infrastructure needs for potential collection of EPR products (eg. Beverage containers). From these discussions a plan will be developed for site layout requirements and necessary site upgrades including infrastructure. The costs for changes to the facility can then be included as part of the 2020 budgeting process. \$25,000 has been included in the draft 2019 budget for this work for the hiring of required consultant expertise.

The second project will be participation in a governance and service provision review for Big White in relation to the possible future incorporation as a resort municipality. Only ES staff time has currently been allocated for this project.

Action Item List

BIG WHITE SOLID WASTE SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Feb. 2016	<u>Solid Waste Removal Policy:</u> That the Committee of the Whole (Environmental Services) direct Staff to carry out community consultation and create a Draft Big White Solid Waste Removal Policy. FURTHER, that the draft policy be presented to the COW at a future meeting for consideration, approval, and incorporation into the tender documents for the Big White Solid Waste Service.	Environmental Services Staff	Big White waste management service has since been tendered and contracted for a 5-year term. The overall policy regarding service levels is under development.



STAFF REPORT

Date: 14 Feb 2019

File

Grant-In-Lieu
Revenue

To: Chair Russell and Board of Directors

From: Mark Andison, Chief Administrative Officer

Re: 2019 Allocation of BC Hydro & Fortis Grant-In-Lieu Revenue

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, providing information relating to a request from the East End Services Committee regarding the allocation of grant-in-lieu revenues from the BC Hydro and Fortis dam facilities in the RDKB.

History/Background Factors

2018 saw some significant changes to the Kootenay Boundary Regional Fire Rescue Service (KBRFR) budget resulting from the discontinuation of the RDKB's 9-1-1 dispatch agreement with the Regional District of Central Kootenay (RDCK) and the resulting contracting of the delivery of the 9-1-1 dispatch service to the City of Kelowna. Following notification in 2017 from RDCK that the 9-1-1 dispatch agreement would be terminated, a number of consequent changes unfolded for both the RDKB's 9-1-1 Emergency Communications Service and the KBRFR Service to allow for continued service provision with the loss of the the revenues associated with the 9-1-1 dispatch agreement with RDCK.

To mitigate the the impacts of the changes on the KBRFR service, the East End Services Committee recommended that, for 2018, \$300,000 of the grant-in-lieu funds received from BC Hydro be allocated to the KBRFR service as revenue, instead of being allocated to the General Government Administration Service. Historically, based upon Board direction, 100% of the grant-in-lieu revenues generated from BC Hydro and Fortis dam facilities in the RDKB have been allocated as revenue to the General Government Administration Service. The East End Services Committee also recommended that the Board of Directors consider allocating \$150,000 of the BC Hydro grant-in-lieu revenue in 2019 to the KBRFR

Service to provide some continued mitigation of the impacts from the change in the delivery of the 9-1-1 Emergency Communications Service.

Based upon the recommendations of the East End Services Committee, the Board of Directors provided the following direction at its February 14, 2018 regular meeting:

East End Services Committee-Special Meeting Jan. 25/18
Re: Kootenay Boundary Regional Fire Rescue (KBRFR) Expenditures

Staff reviewed the budget and staff report information regarding revenue options for the KBRFR Service that would assist in reducing the impacts created by the Regional District of Central Kootenay opting out of the Fire Dispatch (911) Service as delivered by the KBRFR Service as well as the KBRFR Service now also having to contract-out fire dispatch to the City of Kelowna.

At a special meeting held on January 25, 2018, the East End Services Committee discussed the option to request funding from the 7 Mile Dam grant-in-lieu (BC Hydro grant-in-lieu of taxes). The revenue from the grant-in-lieu is included in the General Government / Administration Budget (001), which is shared between all RDKB jurisdictions, including the West End.

Overall, the West End Directors generally support the recommendation. Director Rotvold noted her support, but clarified that her support is only for the present recommendation and nothing beyond that. Anything further could set a precedent for future requests. Director Russell noted his support for the request in 2018 but advised he is uncomfortable with the request for additional funding in 2019. The recommendation sets the direction for 2018-2019 only.

Director Grieve, Chair of the East End Services Committee advised that it was a difficult recommendation for the Committee to bring forward to the Board. The East End Directors consider this revenue to assist with reducing what would have been a significant tax increase.

There was agreement by the West End Directors that the change to the 911 Fire Dispatch Service being contracted out to the City of Kelowna is a regional change but with an impact on a sub-regional service in the East End which was beyond anyone's control.

KBRFR Expenditures

100-18 *Moved: Director Rotvold Seconded: Director McLellan*

Corporate Vote Weighted

*That the Regional District of Kootenay Boundary Board of Directors approve the transfer of \$300,000 in 2018 from the 7 Mile Dam grant-in-lieu revenues to the Kootenay Boundary Regional Fire Rescue Service to help offset the cost of transitioning away from Fire Dispatch Services and the impact to the Kootenay Boundary Regional Fire Rescue Service. **FURTHER** that an additional \$150,000 be requested in 2019.*

Carried.

Implications

In 2017, as the RDKB was considering options for managing the loss of revenue from the RDCK relating to the 9-1-1 dispatch agreement, the former regional fire chief for the KBRFR Service retired. At that time, then Deputy Chief Dan Derby was promoted to the chief role. However, the deputy chief position was not filled as the RDKB considered the various options available to mitigate the impacts of the termination of the 9-1-1 dispatch agreement with RDCK.

Operating the service without a deputy fire chief over the past 1.5 years has proven to be a challenge for the KBRFR Service. Having a service which employs approximately 100 paid-on-call fire fighters and 16 career staff all managed by a single RDKB manager represents a significant span of control challenge, particularly in an environment where those staff are conducting hazardous emergency response work requiring mandated and on-going specialized training.

For 2019, the East End Services Committee has been considering options presented by staff that include filling the deputy fire chief position, recognizing the management and staff oversight needs of the service. At its February 8th meeting, as part of its 2019 budget deliberations, the East End Services Committee passed a resolution to support the hiring of a deputy fire chief and the purchase of the required vehicle for the position, subject to staff demonstrating how the budget may be reduced by \$170,000. Staff will be presenting further budget options to the Committee at a meeting scheduled for February 25th.

The draft budget option presented to the Committee that would allow for the hiring of a deputy chief for the service includes a \$300,000 revenue allocation from the grant-in-lieu monies generated from the BC Hydro and Fortis dam facilities. However, this allocation requires the approval of the Board of Directors. The implication of the allocation of \$300,000 of grant-in-lieu revenue to the KBRFR Service, rather than to the General Government Administration Service, would be a lesser contribution to reserves in the General Government Administration Service.

In 2019, the grant-in-lieu revenues from BC Hydro will amount to \$1,694,735 and the estimated Fortis grant-in-lieu revenues are \$340,000.

For 2019, the General Government Administration Service has budgeted total reserves of \$4,089,963. Of the total reserves budgeted in the General Government Administration Service, \$1,301,215 are allocated for taxation offset (requisition smoothing) and \$1,570,935 is considered to be unrestricted. The remaining funds in the General Government Administration reserve are for restricted purposes,

including: the RDKB self-insurance fund; management ERIP fund; carbon off-set fund; Education Committee; and information technology.

Advancement of Strategic Planning Goals

Review of the allocation of the grant-in-lieu funds emanating from BC Hydro and Fortis dam facilities advances the Board's strategic direction to continue to focus on good management.

Background Information Provided

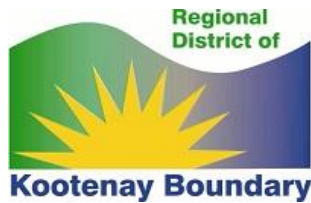
January 2018 Staff Report from Beth Burget, General Manager of Finance:
Management of BC Hydro PILT

Alternatives

1. Approve a \$300,000 allocation of grant-in-lieu funds to the Kootenay Boundary Regional Fire Rescue Service to facilitate the hiring of a deputy fire chief, mitigating the impacts of the transfer of the delivery of 9-1-1 emergency dispatch service on the KBRFR Service;
2. Approve a \$150,000 allocation of grant-in-lieu funds to the Kootenay Boundary Regional Fire Rescue Service to mitigate the impacts of the transfer of the delivery of 9-1-1 emergency dispatch service on the KBRFR Service, as suggested in 2018;
3. Re-establish the past practice of having all grant-in-lieu revenues being allocated to the General Government Administration service with no allocation to the KBRFR Service.

Recommendation(s)

That the Board of Directors approve a \$300,000 allocation of grant-in-lieu funds from the BC Hydro and Fortis revenues to the Kootenay Boundary Regional Fire Rescue Service in 2019 to facilitate the hiring of a deputy fire chief, mitigating the impacts of the transfer of the delivery of 9-1-1 emergency dispatch service on the KBRFR Service.

**STAFF REPORT**

Date: 18 Jan 2018 **File**
To: **Chair Grieve and Members East**
End Services Committee
From: Beth Burget, General Manager of
 Finance
Re: Management of BC Hydro PILT

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, regarding the distribution of the BC Hydro Payments in Lieu of Taxes (PILT).

History/Background Factors

BC Hydro is authorized to pay grants-in-lieu of property taxes with respect to generating facilities as set out in Order-in-Councils which is based on generating capacity. Grant payments are indexed. In 2017, RDKB received \$1,626,226 and 2016 \$1,552,174.

A Ministry Circular No. 90:09 provided advice and direction to RDs about how the PILT should be managed. Circular 10:14 updated that advice and direction. The update describes a broader range of options and is summarized as follows:

1. Apply the entire PILT to the general administrations service, for which the SA is the entire RD.
2. Apply the entire PILT to another service for which the SA is the entire RD.
3. Apply the PILT to a group of services for which each of the SAs is the entire RD.
4. Apply the PILT for the specific facility to the group of services for which each of the SA includes the location of the specific facility.

The Circular advised that the weighted voting rule will apply to the decision.

The RDKB currently uses the Grant-in-Lieu to reduce taxation in General Administration. This also has an impact on the level of Board Fees charged to other services and the level of Reserve Contribution in General Administration. This method has a benefit to the entire District.

The East End Services Committee has requested information pertaining to the possibility of directing a portion of the Hydro Grant-in-Lieu to Service 050 Kootenay Boundary Fire and Rescue to offset costs relating to the contracting out of the 911 Service. As the Waneta Dam is located within the boundaries of the KBRFS allocating a portion of the PILT would fit within the parameters of the Ministry Circular No. 10:14.

Implications

A change in the existing model of distribution of the Hydro PILT would open the discussion to other services which may also benefit from a change in distribution.

The current model benefits the entire Regional District with the benefit received based on distribution of converted assessed values within the participants. A distribution to the KBRFS would benefit only 7 of the 13 local government participants.

A change to the existing distribution model may impact long term on allocations to Reserves or Board fees. The existing Board Fees are less than cost as the receipt of the PILT limits the need to distribute the full cost of administration. As excess funds in Service 001 Administration are allocated to reserve, a change in distribution may impact on the long term allocations to Reserves.

The District is at the early stages of asset management and amounts required for long term asset management planning have not yet been determined. Reserves in the General Administration Service include an unrestricted balance of \$1,340,354 (2017), but this may be required as part of the long term asset management strategy.

Advancement of Strategic Planning Goals

Review of BC Hydro PILT distribution advances the Board's strategic priorities to continue to focus on good management.

Background Information Provided

Ministry of Community, Sport & Cultural Development Circular No. 10:14

Alternatives

Receipt

Recommendation(s)

That the East End Services Committee receive the staff report from Beth Burget, General Manager of Finance, regarding Management of the BC Hydro PILT for information.

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Local Government Infrastructure & Finance **Ministry of Municipal Affairs and Housing**

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Regional District Financial Management of BC Hydro Payments in lieu of Taxes

Circular No. 10:14
ARCS File#: 195-20

September 24, 2010

To: Selected Regional District Chief Administrative Officers and Chief Financial Officers

Re: Regional District Financial Management of BC Hydro Payments in lieu of Taxes

Purpose:
This circular is intended to provide advice and direction to regional districts (RDs) that receive payments in lieu of taxes in respect of BC Hydro generating facilities.

Background:
BC Hydro makes Payments in lieu of Taxes (PILT) to RDs (and municipalities) in respect of electricity generating facilities located within an electoral area. The current scheme of BC Hydro PILT was introduced in 1989, providing for payments to both municipalities and RDs. The formula for calculating the amount of the payments to individual local governments is not the subject of this circular. However, based on the formula, the amounts of the payments are established by Order in Council on a periodic basis, under the authority of the *Hydro and Power Authority Act*. The current amounts are described in OIC No. 796/08, with 2008 being the base year for the amounts.

Ministry Circular No. 90:09 provided advice and direction to RDs about how the PILT should be managed. This circular updates that advice and direction.

Principles:
The payments by BC Hydro are "in lieu of taxes", for specific facilities, and must be managed by RDs within the framework of financing services. This leads to the following:

- The PILT received for each electricity generating facility should be managed separately in the context of its specific location;
- The PILT must be shown as revenue in the appropriate RD service budgets; and
- The PILT must only be shown as revenue for service(s) for which the service area (SA) includes the location of the specific facility for which the PILT is paid.

MFA
Statistics
UBCM

Options:

Circular No. 90:09 described three options for managing the PILT in respect of how the payments should be distributed among services. This update describes a broader range of options, as follows: Director, Local Government Finance

1. Apply the entire PILT to the general administration service, for which the SA is the entire RD. This option provides for the benefit of the PILT to be region-wide, since it effectively reduces the amount of the general administration requisition. The general administration service can only be used to fund administration costs that cannot be attributed to other services [ref: s. 803.1(1), *Local Government Act*].
2. Apply the entire PILT to another service for which the SA is the entire RD. This option also provides for the benefit of the PILT to be region-wide, but allows the board to direct the funding to another specific region-wide service, as an alternative to the general administration service.
3. Apply the PILT to a group of services for which each of the SAs is the entire RD. This option also provides for the benefit of the PILT to be region-wide. However, the board can determine a particular distribution of the PILT among the other region-wide services. A possible basis of the distribution would be to pro-rate the PILT among those services according to the relative requisition for each service; however, the board could determine any basis of distribution that it wishes.
4. Apply the PILT for the specific facility to the group of services for which each of the SA includes the location of the specific facility. That is, no amount of the PILT should be applied to services that do not include the specific facility. This option is more complex, since the benefit of the PILT will be variable. A specific facility will, in addition to being in the SA for general administration and other region-wide services, be in the SA of services that include:
 - all electoral areas (e.g., electoral area administration);
 - the single electoral area (e.g., grants-in-aid); and
 - potentially, a local or sub-regional area (e.g., fire protection, recreation).

For this option, the board will need to determine how the PILT is to be distributed among the group of services, as follows:

- as a default, the PILT should be pro-rated according to the amount of the requisition for each of the services (from region-wide to local); or
- the board could determine an alternative basis of distribution as it wishes.

Considerations:

Each RD that receives a BC Hydro PILT will have a different set of circumstances, in relation to both the significance of the amount of PILT and the services to which the PILT may be applied. It is recommended that the board make a specific decision on which option to choose, if that has not been done previously. As a financial matter, the "weighted" voting rule will apply for the decision.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'EXHIBIT 001
GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES

		GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES					Increase(Decrease)		Kootenay Boundary				
		PAGE	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	(OVER) UNDER	2019 BUDGET	Between 2018 BUDGET and 2019 BUDGET		2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET
								\$	%				
REVENUE:													
11 210 100	Property Tax Requisition	3	250,677	251,398	251,398	(0)	251,509	111	0.04	263,068	269,076	263,603	263,597
11 210 100	Federal Grant In Lieu	4	1,452	3,000	883	2,117	3,000	0	0.00	3,060	3,121	3,184	3,247
11 400 003	Rental - Trail Facilities	5	0	150	0	150	150	0	0.00	150	150	150	150
11 400 004	Rent GF Office - Planning	6	7,323	7,323	7,323	0	7,469	146	2.00	7,619	7,771	7,927	8,085
11 400 005	Rent GF Office - Building	7	22,680	22,680	22,680	0	22,680	0	0.00	22,680	22,680	22,680	22,680
11 550 100	Interest Earned	8	70,633	50,000	99,877	(49,877)	51,000	1,000	2.00	52,020	53,060	54,122	55,204
11 550 106	Woodstove Exchange - BC Lung	9	5,553	7,012	4,971	2,041	3,520	(3,492)	(49.80)	0	0	0	0
11 550 107	Woodstove Exchange - Other Income	10	1,100	0	1,400	(1,400)	0	0	0.00	0	0	0	0
11 590 159	Miscellaneous Revenue	11	141,527	7,897	29,612	(21,715)	107,894	99,997	1,266.25	108,001	8,055	8,109	8,165
11 590 400	Columbia Basin Trust	12	17,749	17,748	17,748	0	17,748	0	0.00	17,748	17,748	17,748	17,748
11 590 990	Recovery of Common Costs	13	108,347	108,347	108,347	0	108,347	0	0.00	110,514	112,724	114,979	117,278
11 592 001	Board Fee Revenue	14-16	655,235	667,173	667,173	0	680,771	13,598	2.04	694,386	708,274	722,440	736,888
11 621 100	Local Government Act - Grant	17	160,000	160,000	160,000	0	160,000	0	0.00	160,000	160,000	160,000	160,000
11 621 150	Province of BC CARIP	18	33,608	36,062	35,405	657	35,405	(657)	(1.82)	36,113	36,835	37,572	38,324
11 759 159	Province of BC - Misc Revenue	19	0	0	0	0	0	0	0.00	0	0	0	0
11 759 940	Hydro Generation Grant in Lieu	20	1,939,092	1,652,224	1,720,802	(68,578)	1,884,735	232,511	14.07	2,075,430	2,116,938	2,159,277	2,202,463
11 911 100	Previous Year's Surplus	21	1,257,679	1,281,320	1,281,320	1	465,152	(816,169)	(63.70)	0	0	0	0
11 921 205	Transfer from Reserve	22	0	40,000	86,762	(46,762)	0	(40,000)	(100.00)	0	0	0	0
11 990 100	Hospital District Contract	23	0	0	0	0	0	0	0.00	0	0	0	0
Total Revenue			4,672,654	4,312,334	4,495,701	-183,366	3,799,379	-512,955	-11.90	3,550,789	3,516,433	3,571,790	3,633,830
EXPENDITURE:													
DIRECTORS REMUNERATION & EXPENSE													
12 110 130	Director Remuneration	24	253,403	293,826	266,190	27,636	309,577	15,750	5.36	317,568	325,720	332,234	338,879
12 110 210	Director Travel	25	51,892	53,000	50,620	2,380	53,000	0	0.00	54,060	55,141	56,244	57,369
12 110 211	Directors Expenses	26	21,697	27,000	15,399	11,601	27,000	0	0.00	27,540	28,091	28,653	29,226
12 110 251	Office Supplies - Directors	27	413	6,180	3,294	2,886	6,180	0	0.00	6,304	6,430	6,558	6,689
SALARIES & BENEFITS													
12 121 111	Salaries and Benefits	28-29	1,226,367	1,508,888	1,411,919	96,970	1,773,826	264,937	17.56	1,800,544	1,733,760	1,768,436	1,803,805
12 121 190	Labour Relations	30	4,072	8,610	-695	9,305	8,722	112	1.30	8,837	8,953	9,072	9,194
12 121 210	Travel Expense	31	19,721	20,000	18,429	1,571	20,000	0	0.00	20,400	20,808	21,224	21,649
12 121 239	Staff Development	32	17,957	39,024	22,803	16,221	39,658	634	1.63	36,482	36,812	37,149	37,492
OPERATING EXPENSES													
12 121 212	Postage	33	19,039	20,000	9,962	10,038	20,000	0	0.00	20,400	20,808	21,224	21,649
12 121 213	Telephone	34	36,488	36,000	38,924	(2,924)	39,000	3,000	8.33	39,780	40,576	41,387	42,215
12 121 214	FCM Dues	35	5,422	6,296	5,747	549	7,312	1,016	16.13	7,458	7,607	7,759	7,914
12 121 221	Advertising	36	21,172	22,200	29,596	(7,396)	22,200	0	0.00	22,564	22,935	23,314	23,700
12 121 231	Information Technology	37	211,873	267,099	206,992	60,108	268,375	1,276	0.48	228,604	260,460	242,012	247,153
12 121 247	Office Equipment	38	4,185	7,100	4,916	2,184	10,700	3,600	50.70	7,700	7,700	7,700	7,700
12 121 251	Office Supplies	39	35,776	30,000	33,038	(3,038)	37,000	7,000	23.33	37,740	38,495	39,265	40,050
12 121 252	Building Maintenance	40	154,547	183,152	136,896	46,256	183,833	681	0.37	165,383	168,116	170,903	173,747
12 121 253	Vehicle Operating	41	33,526	33,388	29,706	3,682	34,565	1,177	3.53	35,256	35,961	36,681	37,414
12 121 261	Equipment Lease Photocopier	42	23,850	23,300	22,171	1,129	23,300	0	0.00	23,300	23,300	23,300	23,300
12 121 263	Equipment Lease Postage Machine	43	2,849	4,192	3,297	895	4,192	0	0.00	4,276	4,383	4,448	4,515
12 121 810	Bank Service Charge	44	49,615	42,536	55,223	(12,687)	50,536	51,434	18.81	51,434	52,350	53,284	54,237
										Continued, page 2			

Continued, page 2



REGIONAL DISTRICT OF KOOTENAY BOUNDARY

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'EXHIBIT 001
GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES

GENERAL GOVERNMENT / LEGISLATIVE & ADMINISTRATIVE SERVICES							Increase(Decrease) Between 2018 BUDGET and 2019 BUDGET		Kootenay Boundary				
	PAGE	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	(OVER) UNDER	2019 BUDGET	\$	%	2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET	
PROFESSIONAL FEES/INSURANCE													
12 121 232	Legal Fees	45	53,891	70,000	63,505	6,495	70,000	0	0.00	71,400	72,828	74,285	75,770
12 121 233	Consultants Fees	46	95,429	169,600	100,365	69,235	149,404	(20,196)	(11.91)	26,612	19,824	14,041	14,262
12 121 234	External Audit	47	42,000	40,000	35,000	5,000	40,000	0	0.00	40,800	41,616	42,448	43,297
12 121 237	Liability Insurance	48	52,683	55,392	55,707	(315)	49,165	(6,227)	(11.24)	50,148	51,151	52,174	53,218
12 121 238	Property Insurance	49	13,605	15,010	15,010	0	16,210	1,200	7.99	56,534	16,864	17,202	17,546
DEBT/CAPITAL													
12 121 610	Capital/Amortization	50	13,226	210,500	191,402	19,098	169,500	(41,000)	(19.48)	50,000	58,000	87,000	0
12 121 830	Debt - Principal Payments	51	0	0	0	0	0	0	0.00	0	0	0	0
12 121 811	Interest Expense - Short Term	52	18,272	25,000	39,590	(14,590)	40,000	15,000	60.00	40,000	40,000	40,000	40,000
12 121 741	Contribution to Reserve	53	865,778	1,032,968	1,058,782	(25,814)	276,045	(756,923)	(73.28)	269,045	287,045	283,045	371,045
REGIONAL WOODSTOVE EXCHANGE PROGRAM													
12 121 905	Woodstove - Coordinator	54	1,021	1,008	1,124		128	(880)	(87.30)	0	0	0	0
12 121 906	Woodstove - Rebates Paid	55	5,350	5,250	4,900	350	3,000	(2,250)	(42.86)	0	0	0	0
12 121 907	Woodstove - Other Expenses	56	282	755	347	408	392	(363)	(48.07)	0	0	0	0
12 121 908	Woodstove - Workshops	57	0	0	0	0	0	0	0.00	0	0	0	0
12 121 990	Previous Year's Deficit	58	0	0	0	0	0	0	0.00	0	0	0	0
12 121 995	Operating Grants Provided	59	5,000	10,000	10,000	0	10,000	0	0.00	10,000	10,000	10,000	10,000
12 121 999	Contingencies	60	30,932	45,060	90,392	(45,332)	36,560	(8,500)	(18.86)	20,621	20,699	20,747	20,796
Total Expenditure			3,391,334	4,312,334	4,030,549	281,786	3,799,379	-512,955	-11.90	3,550,789	3,516,433	3,571,790	3,633,830
Surplus/(Deficit)			1,281,320		465,152								

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan



Property Tax Requisition		2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget	
2018 Actual	Description	Amount	%	Amount		Amount		Amount		Amount	
7,556	11 830 100 001 Fruitvale	7,571	3.0	7,919		8,100		7,935		7,935	
22,849	11 830 200 001 Grand Forks	22,139	8.8	23,157		23,685		23,204		23,203	
2,540	11 830 300 001 Greenwood	2,473	1.0	2,587		2,646		2,592		2,592	
3,887	11 830 400 001 Midway	3,863	1.5	4,041		4,133		4,049		4,049	
3,764	11 830 500 001 Montrose	3,880	1.5	4,058		4,151		4,066		4,066	
23,297	11 830 600 001 Rossland	24,592	9.8	25,722		26,309		25,774		25,774	
58,411	11 830 700 001 Trail	56,929	22.6	59,546		60,905		59,667		59,665	
5,794	11 830 800 001 Warfield	5,910	2.3	6,182		6,323		6,194		6,194	
22,741	11 830 901 001 Electoral Area 'A'	23,253	9.2	24,322		24,877		24,371		24,371	
13,097	11 830 902 001 EA 'B' / LOWER COLUMBIA/OLD C	12,801	5.1	13,389		13,695		13,416		13,416	
25,863	11 830 903 001 EA 'C' / CHRISTINA LAKE	24,919	9.9	26,064		26,659		26,117		26,117	
17,479	11 830 904 001 EA 'D' / RURAL GRAND FORKS	16,999	6.8	17,780		18,186		17,816		17,816	
44,120	11 830 905 001 EA 'E' / WEST BOUNDARY	46,180	18.4	48,302		49,405		48,400		48,399	
251,398	Sub	251,509	100.0	263,068		269,076		263,603		263,597	
	This Year Requisition	251,509		263,068		269,076		263,603		263,597	
	Total Requisition	251,509		263,068		269,076		263,603		263,597	

Notes: Allocations based on most recent property assessment values (2018 Completed Roll, Dec, 2017)

TOTAL						
671,553,474	Converted Assessment Base	829,879,333	829,879,333	829,879,333	829,879,333	829,879,333
0.08117	Cost per \$1,000	0.03031	0.03170	0.03242	0.03176	0.03176
\$ 16.23	Base cost for a home valued at \$200,000	\$ 6.06	\$ 6.34	\$ 6.48	\$ 6.35	\$ 6.35
BUILDING IMPROVEMENTS						
\$ 304,179	Additional Requisition over base of \$241M/\$350M	\$ 10,586	\$ (86,932)	\$ (80,924)	\$ (86,397)	\$ (86,403)
0.0453	Cost per \$1,000	0.0013	-0.0105	-0.0098	-0.0104	-0.0104
\$ 9.06	Cost for a home valued at \$200,000	\$ 0.26	\$ (2.10)	\$ (1.95)	\$ (2.08)	\$ (2.08)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Federal Grant In Lieu	2018	2019		2020		2021		2022		2023
Account No	11 210 100 001	Prior Yr	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Grants in Lieu	3,000	3,000	2.0%	3,060	2.0%	3,121	2.0%	3,184	2.0%	3,247
	Federal & Provincial Gov't - Properties										
	Annual Budget	3,000	3,000		3,060		3,121		3,184		3,247

Notes:

Previous Year Budget	3,000
Actual to December 31, 2018	883

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Rental - Trail Facilities	2018	2019		2020		2021		2022		2023
Account No	11 400 003 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Board Room Rentals	150	150	0.0%	150	0.0%	150	0.0%	150	0.0%	150
2											
Annual Budget		150	150		150		150		150		150

Notes: Previous Year Budget 150
 Actual to December 31, 2018 -
 Item #1 Estimate for User Group Charges collected for meeting rooms

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Rental GF Office - Planning	2018	2019		2020		2021		2022		2023
Account No	11 400 004 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Rental - Planning Dept	7,323	7,469	2.0%	7,619	2.0%	7,771	2.0%	7,927	2.0%	8,085
Annual Budget		7,323	7,469		7,619		7,771		7,927		8,085

Notes:

Previous Year Budget	7,323
Actual to December 31, 2018	7,323

Contribution from Planning Function for use of Grand Forks office space. Includes utilities, and maintenance.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Rental - GF Office - Building	2018	2019	2020	2021	2022	2023
Account No	11 400 005 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Rental - GF Office	22,680	22,680	22,680	22,680	22,680	22,680
Annual Budget		22,680	22,680	22,680	22,680	22,680	22,680

Notes: Previous Year Budget 22,680
 Actual to December 31, 2018 22,680
 Item #1 includes recovery of heating, electricity, water, bldg and ground mntc, janitorial, etc.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Interest Earned	2018	2019		2020		2021		2022		2023
Account No	11 550 100 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Interest earned	50,000	51,000	2.0%	52,020	2.0%	53,060	2.0%	54,122	2.0%	55,204
Annual Budget		50,000	51,000		52,020		53,060		54,122		55,204

Notes:	Previous Year Budget	50,000
	Actual to December 31, 2018	99,877

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Woodstove Exchange - BC Lung	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Account No	11 550 106 - 001										
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	BC Lung Association										
	2018 Funding from BC Lung Association										
	Basic Grants 10 x \$250 & 5 x \$400	4,500									
	Support for Administration Costs	1,500									
	Sub Total	6,000	-								
2	Remaining Funding from Prior Years										
	Basic Grant Portion (3 @ \$250)	750									
	Basic Grant Portion (-12 @ \$250)		3,000								
	Administration Portion	262	520								
	Annual Budget	7,012	3,520		-		-		-		-

Notes:	Previous Year Budget	7,012
	Actual to December 31, 2018	4,971

Item #1
Item #2

Name	Woodstove Exchange - Other Income
Account No	11 550 107 - 001

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	1,400
Top-up varies from zero to \$250 (average used for this estimate is 41 @ \$250)		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

[illegible]

Notes:		Previous Year Budget	7,897
		Actual to December 31, 2018	29,612
Item #2	No Contributions to Self Insurance Fund 2018-20; Reviewed Prior to 2021		

Name	Columbia Basin Trust (Revenue)
Account No	11 590 400 - 001

Name

Account No 11 590 400 - 001

2018
Prior Year

2019 Budget

2020 Budget

2021 Budget

2022 Budget

2023 Budget

Notes:	Previous Year Budget	17,748
	Actual to December 31, 2018	17,748
Item #1		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Recovery of Common Costs	2018	2019		2020		2021		2022		2023
Account No	11 590 990 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Use of Fleet Vehicles:										
005	Planning	12,875	12,875	2.0%	13,133	2.0%	13,395	2.0%	13,663	2.0%	13,936
010	Solid Waste	18,540	18,540	2.0%	18,911	2.0%	19,289	2.0%	19,675	2.0%	20,068
007	Economic Development	-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
002	Electoral Administration	20,085	20,085	2.0%	20,487	2.0%	20,896	2.0%	21,314	2.0%	21,741
	Sub-Total	51,500	51,500		52,530		53,581		54,652		55,745
2	Photocopiers:										
004	Building Inspection	2,034	2,034	2.0%	2,075	2.0%	2,116	2.0%	2,158	2.0%	2,202
005	Planning	9,494	9,494	2.0%	9,684	2.0%	9,878	2.0%	10,075	2.0%	10,277
010	Solid Waste	3,714	3,714	2.0%	3,788	2.0%	3,864	2.0%	3,941	2.0%	4,020
3	Heating: Sharing 39% of Total \$15,000	6,086	6,086	2.0%	6,208	2.0%	6,332	2.0%	6,459	2.0%	6,588
4	Power: Sharing 74% of Total \$46,000	35,519	35,519	2.0%	36,229	2.0%	36,954	2.0%	37,693	2.0%	38,447
	Annual Budget	108,347	108,347		110,514		112,724		114,979		117,278

Notes:	Previous Year Budget	108,347
	Actual to December 31, 2018	108,347

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Board Fee Revenue, Page 1 of 3**
Account No 11 592 001 - 001

		2018	2019		2020		2021		2022		2023
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
001	General Government - Carbon Offset	-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
002	Electoral Area Administration	18,865	19,553	2.0%	19,944	2.0%	20,343	2.0%	20,750	2.0%	21,165
003	Grants in Aid	9,086	9,453	2.0%	9,642	2.0%	9,835	2.0%	10,032	2.0%	10,232
004	Building & Plumbing Inspection	26,747	27,781	2.0%	28,337	2.0%	28,903	2.0%	29,481	2.0%	30,071
005	Planning and Development	45,317	46,972	2.0%	47,911	2.0%	48,870	2.0%	49,847	2.0%	50,844
006	Feasibility Studies	1,531	1,587	2.0%	1,619	2.0%	1,651	2.0%	1,684	2.0%	1,718
008	Boundary Economic Development	4,238	4,409	2.0%	4,497	2.0%	4,587	2.0%	4,679	2.0%	4,772
009	Police Based Victims' Services	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
010	Regionalized Waste Management	51,626	53,553	2.0%	54,624	2.0%	55,717	2.0%	56,831	2.0%	57,967
012	Emergency Preparedness	5,318	5,486	2.0%	5,596	2.0%	5,708	2.0%	5,822	2.0%	5,938
014	Parks & Trails - Area 'B'	11,776	12,202	2.0%	12,446	2.0%	12,695	2.0%	12,949	2.0%	13,208
015	9-1-1 Emergency Communications	16,502	17,102	2.0%	17,444	2.0%	17,793	2.0%	18,149	2.0%	18,512
017	East End Economic Development	4,074	4,238	2.0%	4,323	2.0%	4,409	2.0%	4,497	2.0%	4,587
018	Culture Arts & Recreation in the Lower Columbia	16,896	17,322	2.0%	17,668	2.0%	18,022	2.0%	18,382	2.0%	18,750
019	Parks & Trails - Beaver Valley	11,776	12,202	2.0%	12,446	2.0%	12,695	2.0%	12,949	2.0%	13,208
020-011	Recreation - Beaver Valley Arena	12,750	13,176	2.0%	13,440	2.0%	13,708	2.0%	13,982	2.0%	14,262
020-013	Recreation - Beaver Valley Recreation	11,776	12,202	2.0%	12,446	2.0%	12,695	2.0%	12,949	2.0%	13,208
021	Rec. Commission - Gd Fks , Area D	11,776	12,202	2.0%	12,446	2.0%	12,695	2.0%	12,949	2.0%	13,208
022	Rec. Commission Grnwd, Midway, Area E	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
Page 1 Total		262,810	272,308		277,754		283,309		288,975		294,755

Notes:

Actual to December 31, 2018	37,199
2019 Budget - Climate Change Initiatives	21,420
Included in above Board Fee	\$ 58,619

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Board Fee Revenue, Page 2 of 3**
Account No 11 592 001 - 001

		2018	2019		2020		2021		2022		2023
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
023	Rec. Commission - Christina Lake	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
024	Rec. Facilities - Christina Lake	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
027	Area C Regional Parks & Trails	7,499	7,753	2.0%	7,908	2.0%	8,066	2.0%	8,228	2.0%	8,392
030	Grand Forks Arena	11,434	11,860	2.0%	12,097	2.0%	12,339	2.0%	12,586	2.0%	12,838
031	Grand Forks Curling Rink	2,235	2,291	2.0%	2,337	2.0%	2,384	2.0%	2,431	2.0%	2,480
040	Grand Forks Aquatic Centre	15,560	15,986	2.0%	16,306	2.0%	16,632	2.0%	16,964	2.0%	17,304
045	Area 'D' Parks & Trails	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
047	Area 'D' Heritage Conservation	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
050	Fire Protection - East End	113,899	118,311	2.0%	120,677	2.0%	123,091	2.0%	125,553	2.0%	128,064
051	Fire Protection - Christina Lake	13,988	14,473	2.0%	14,762	2.0%	15,058	2.0%	15,359	2.0%	15,666
053	Fire Protection - Beaverdell	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
054	Fire Protection - Area E - Big White	13,177	13,662	2.0%	13,935	2.0%	14,214	2.0%	14,498	2.0%	14,788
056	Fire Protection - Rural Greenwood	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
057	Fire Protection - Rural Grand Forks	13,833	14,392	2.0%	14,680	2.0%	14,973	2.0%	15,273	2.0%	15,578
058	Fire Protection - Kettle Valley Fire	-	5,202	2.0%	5,306	2.0%	5,412	2.0%	5,520	2.0%	5,631
064	Refuse Disposal - Big White	5,344	5,556	2.0%	5,667	2.0%	5,780	2.0%	5,896	2.0%	6,014
065	Area 'E' Parks & Trails	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
070	Animal Control - East End	4,155	4,323	2.0%	4,409	2.0%	4,498	2.0%	4,588	2.0%	4,679
071	Animal Control - West End	4,155	4,323	2.0%	4,409	2.0%	4,498	2.0%	4,588	2.0%	4,679
074	Big White Security Services	4,665	4,833	2.0%	4,930	2.0%	5,028	2.0%	5,129	2.0%	5,231
	Page 2 Total	219,590	233,003		237,663		242,416		247,265		252,210

Notes: Actual to December 31, 2018

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Board Fee Revenue, Page 3 of 3**
Account No 11 592 001 - 001

		2018	2019		2020		2021		2022		2023
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
075	Big white Noise Control Services	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
077	Area 'C' Economic Development	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
080	Mosquito Control - GD Fks, Area D	3,175	3,278	2.0%	3,344	2.0%	3,410	2.0%	3,479	2.0%	3,548
081	Mosquito Control - Christina Lake	1,990	2,046	2.0%	2,087	2.0%	2,129	2.0%	2,171	2.0%	2,215
090	Noxious Weed Control - Area A	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
091	Christina Lake Milfoil	1,888	1,956	2.0%	1,995	2.0%	2,035	2.0%	2,076	2.0%	2,117
092	Noxious Weed - Area D & E	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
101	Street Lighting - Big White	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
140	Library - Grand Forks, Areas D & C	3,790	3,943	2.0%	4,022	2.0%	4,102	2.0%	4,184	2.0%	4,268
145	Greenwood, Area E' Cemetery Services	1,378	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
150	Cemeteries - East End	4,910	5,088	2.0%	5,190	2.0%	5,294	2.0%	5,399	2.0%	5,507
170	Boundary Integrated Watershed	-	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
500	Beaver Valley Water Supply	25,026	25,913	2.0%	26,431	2.0%	26,960	2.0%	27,499	2.0%	28,049
550	Christina Lake Water Supply Utility	7,620	7,923	2.0%	8,081	2.0%	8,243	2.0%	8,408	2.0%	8,576
600	Columbia Gardens Water Supply	2,139	2,222	2.0%	2,266	2.0%	2,312	2.0%	2,358	2.0%	2,405
650	Rivervale Water Supply Utility	7,619	7,920	2.0%	8,078	2.0%	8,240	2.0%	8,405	2.0%	8,573
700	East End Regionalized Sewer	45,476	47,141	2.0%	48,084	2.0%	49,045	2.0%	50,026	2.0%	51,027
800	Oasis/Rivervale Sewer	5,073	5,273	2.0%	5,378	2.0%	5,486	2.0%	5,596	2.0%	5,708
900	East End Transit	49,381	51,183	2.0%	52,207	2.0%	53,251	2.0%	54,316	2.0%	55,402
950	West End Transit	1,480	1,536	2.0%	1,567	2.0%	1,598	2.0%	1,630	2.0%	1,663
	Annual Budget	650,235	680,771		694,386		708,274		722,440		736,888

Notes:	667,173
Actual to December 31, 2018	667,173

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	160,000
	Actual to December 31, 2018	160,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Province of BC CARIP	2018	2019		2020		2021		2022		2023
Account No	11 621 150 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Province of BC	36,062	35,405	2.0%	36,113	2.0%	36,835	2.0%	37,572	2.0%	38,324
	Climate Action Revenue Incentive Program										
	Carbon Tax Refunds based on actual volumes										
Annual Budget		36,062	35,405		36,113		36,835		37,572		38,324

Notes:

Previous Year Budget	36,062
Actual to December 31, 2018	35,405

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Province of BC - Misc Revenue**
Account No **11 759 159 - 001**

		2018	2019		2020		2021		2022		2023
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
		-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
Annual Budget		-	-		-		-		-		-

Notes:	Previous Year Budget	1,652,224
	Actual to December 31, 2018	1,720,802

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	1,652,224
	Actual to December 31, 2018	1,720,802
Yr 2007 +	Enhanced funding model adopted by the province for Crown Corporations Grant In Lieu	
	Grant payments must be indexed annually based on year-over-year changes in	
	total municipal property tax revenue in the province.	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Previous Year's Surplus	2018	2019		2020		2021		2022		2023
Account No	11 911 100 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Surplus	742,779	465,152		-		-		-		-
	Annual Budget	742,779	465,152		-		-		-		-

Notes:	Previous Year Budget	1,281,320
	Actual to December 31, 2018	1,281,320

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Transfer From Reserve	2018	2019		2020		2021		2022		2023
Account No	11 921 205 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Admin vehicle 2013 Ford Escape G5				-						
2	Admin vehicle 2012 Subaru Impreza G6										
3	Admin vehicle 2009 Ford Escape G2	40,000									
4	Building Safety Code Updates										
5	Climate Action - dashboard update										
6											
	Annual Budget	40,000	-		-		-		-		-

Notes:	Previous Year Budget	40,000
	Actual to December 31, 2018	86,762
Item #4	OH&S Committee recommendations	
Item #2		

Name	Hospital District Contract
Account No	11 990 100 - 001

Notes:		Previous Year Budget	-
		Actual to December 31, 2018	-
Item #1	Debt Management for RHD - All obligations will be completed by June, 2014		
Item #2	Contract awarded to Central Kootenay Regional District January 1, 2010 (Five Years) Hospital wound up in 2015		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Directors Remuneration	2018	2019	2020	2021	2022	2023				
Account No	12 110 130 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget				
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Directors 13 x \$810 x 12 months (Basic Rate)	119,340	126,360	2.0%	128,887	2.0%	131,465	2.0%	134,094	2.0%	136,776
2	Board Chair \$2,064 x 12 months	23,391	24,768	2.0%	27,063	2.0%	29,405	2.0%	29,993	2.0%	30,593
3	Vice-Chair \$330 x 12 Months	4,019	4,320	2.0%	4,406	2.0%	4,495	2.0%	4,584	2.0%	4,676
4	Regular Board Meetings 13 Dir. x 22 MTG x \$90	24,213	25,740	2.0%	26,255	2.0%	26,780	2.0%	27,315	2.0%	27,862
5	Special Board Meetings (2 per year X 13 Dir X \$90	2,201	2,340	2.0%	2,387	2.0%	2,435	2.0%	2,483	2.0%	2,533
6	Technical Allowance 13 x \$216 x 12 Months	31,824	33,696	2.0%	34,370	2.0%	35,057	2.0%	35,758	2.0%	36,474
7	Tech/Hardware Allowance Rural Directors (5 * \$500/yr)	-	-		-		-		-		-
8	Tech Allowance Rural Director (5 x \$100 x 12 Mnth)	-	-		-		-		-		-
9	Cell Phone Allowance Rural (5 x \$75 x 12 Mnth)	-	-		-		-		-		-
	COMMITTEE MEETINGS REMUNERATION										
10	Committee Chair Remuneration @ \$120	10,190	10,800	2.0%	11,016	2.0%	11,236	2.0%	11,461	2.0%	11,690
11	Policy & Personnel	5,588	5,940	2.0%	6,059	2.0%	6,180	2.0%	6,304	2.0%	6,430
12	Finance - Liaison	600	650	2.0%	663	2.0%	676	2.0%	690	2.0%	704
13	Electoral Area Services Committee	5,080	5,400	2.0%	5,508	2.0%	5,618	2.0%	5,731	2.0%	5,845
14	Environmental Services - Liaison	600	650	2.0%	663	2.0%	676	2.0%	690	2.0%	704
15	Protective Services - Liaison	600	650	2.0%	663	2.0%	676	2.0%	690	2.0%	704
16	Other Authorized Board Committee Meetings	32,763	34,845	2.0%	35,542	2.0%	36,252	2.0%	36,978	2.0%	37,717
17	Meeting Travel Allow. Est. (\$53 & \$64 & \$79) MTG/TRV	15,000	15,000	2.0%	15,300	2.0%	15,606	2.0%	15,918	2.0%	16,236
18	Allowance for Absentee Director + Other Ad Hoc Meetings	5,000	5,000	2.0%	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412
19	Statutory Benefits @ 5.0%	13,418	13,418	2.0%	13,686	2.0%	13,960	2.0%	14,239	2.0%	14,524
20											
	Annual Budget	293,826	309,577		317,568		325,720		332,234		338,879

Notes: Previous Year Budget 293,826
 Actual to December 31, 2018 266,190
 CPI increase of 2% included in rates 2020 and beyond
 #7, #8 & #9 transferred to electoral area budget

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Director Travel	2018	2019		2020		2021		2022		2023
Account No	12 110 210 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Mileage Board & Committee Meetings	53,000	53,000	2.0%	54,060	2.0%	55,141	2.0%	56,244	2.0%	57,369
Annual Budget		53,000	53,000		54,060		55,141		56,244		57,369

Notes:

Previous Year Budget	53,000
Actual to December 31, 2018	50,620
Reimbursement rate established by Policy - Provincial Government Rate	
Covers mileage claims only for Directors to attend Board	
and committee meetings, workshops, seminars etc.	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Office Supplies - Directors	2018	2019		2020		2021		2022		2023
Account No	12 110 251 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Business purposes Vehicle Insurance Coverage	3,090	3,090	2.0%	3,152	2.0%	3,215	2.0%	3,279	2.0%	3,345
2	Allowance for satellite internet service where basic not av	3,090	3,090	2.0%	3,152	2.0%	3,215	2.0%	3,279	2.0%	3,345
Annual Budget		6,180	6,180		6,304		6,430		6,558		6,689

Notes:	Previous Year Budget	6,180
	Actual to December 31, 2018	3,294
Item #1	Extra cost for Business Use Vehicle Insurance coverage reimbursed	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account No		2018 Prior Year			2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget	
Salaries & Benefits 12 121 111 - 001		Amount	Hours	Rate	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Item No	Description	Amount	Hours	Rate	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
1	Chief Administrative Officer	159,104			161,058		167,671	0.0%	171,360	2.0%	174,787	2.0%	178,283	
2	General Manager - Finance	117,300		6 MID	120,209	2.0%	122,613	2.0%	125,065	2.0%	127,567	2.0%	130,118	
3	Financial Services Manager	93,330		4 MID	95,644	2.0%	97,557	2.0%	99,508	2.0%	101,499	2.0%	103,529	
4	Manager of Corporate Administration	97,997		4 MID	100,426	2.0%	102,435	2.0%	104,483	2.0%	106,573	2.0%	108,704	
5	Executive Assistant	66,810		1 MID	68,466	2.0%	69,836	2.0%	71,233	2.0%	72,657	2.0%	74,110	
6	Manager of Information Services	84,966		4 STEP 2	87,037	2.0%	88,777	2.0%	90,553	2.0%	92,364	2.0%	94,211	
7	Manager of Infrastructure and Sustainability	13,999	15.0%		14,347	2.0%	14,634	2.0%	14,926	2.0%	15,225	2.0%	15,529	
8	General Manager - Operations/Deputy CAO	55,835	70.0%		57,829	2.0%	59,752	2.0%	61,657	2.0%	63,547	2.0%	65,429	
9	Manager of Facilities & Recreation (Grand Forks)	4,666	5.0%		4,782	2.0%	4,878	2.0%	4,975	2.0%	5,075	2.0%	5,176	
10	Deputy Fire Chief's extra duties (Big White Fire)	1,698			1,732	2.0%	1,767	2.0%	1,802	2.0%	1,838	2.0%	1,875	
11	Allowance for Retirement, Orientation and Other Cost Press	32,158			32,801	2.0%	33,457	2.0%	34,126	2.0%	34,809	2.0%	35,505	
12	Manager of Facilities & Recreation (Greater Trail)	9,330	10.0%		9,564	2.0%	9,756	2.0%	9,951	2.0%	10,150	2.0%	10,353	
13	Corporate Communications Officer	43,101	54.0%		44,146	2.0%	45,191	2.0%	46,236	2.0%	47,281	2.0%	48,326	
14	Deputy CAO Remuneration	15,000			15,000	2.0%	15,300	2.0%	15,606	2.0%	15,918	2.0%	16,236	
15	Fortis BC Senior Energy Specialist				79,365		79,365							
	Subtotal	795,293			821,700	2.0%	848,145	2.0%	874,591	2.0%	899,817	2.0%	924,993	
	Benefits @	222,284.45		28%	257,615	28%	258,084	28%	261,068	28%	264,089	28%	267,110	
	Page 1 Total	1,017,578			1,079,315		1,106,228		1,135,658		1,163,906		1,192,103	

Notes:

Item #7

Item #11 Cost pressure allowance - management compensation review

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Salaries & Benefits, Continued	2018	2019		2019		2020		2021		2022		2023
Account No	12 121 111 - 001	Prior Year	Hours		Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Hours	Rate	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Financial Analyst	64,440	1,893	34.73	65,727	2.0%	67,041	2.0%	68,382	2.0%	69,750	2.0%	71,145
2	Financial Specialist	64,440	1,893	34.73	65,727	2.0%	67,041	2.0%	68,382	2.0%	69,750	2.0%	71,145
3	Accounting Clerk Receptionist	54,845	1,893	29.56	55,942	2.0%	57,061	2.0%	58,202	2.0%	59,366	2.0%	60,554
4	Clerk/Steno/Receptionist	53,425	1,893	28.79	54,485	2.0%	55,575	2.0%	56,686	2.0%	57,820	2.0%	58,976
5	Full Time IT support staff	57,343	1,893	30.91	58,497	2.0%	59,667	2.0%	60,860	2.0%	62,078	2.0%	63,319
6	Network Infrastructure Analyst	77,611	1,893	41.83	79,163	2.0%	80,747	2.0%	82,361	2.0%	84,009	2.0%	85,689
7	Engineering Technician (25% shared position)	16,744	1,893	36.10	17,080	2.0%	17,421	2.0%	17,770	2.0%	18,125	2.0%	18,488
8	Fleet Vehicle Servicing (Car Washer)	1,596			-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
9	Overtime allowance	10,000			10,000	2.0%	10,200	2.0%	10,404	2.0%	10,612	2.0%	10,824
10	Provision for unused Holidays (1wk/employee)	5,000	375	30.00	5,000	2.0%	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412
11	Finance Relief (Sick & Vacation Coverage)	9,417	325	29.56	9,607	2.0%	9,799	2.0%	9,995	2.0%	10,195	2.0%	10,399
12	Administration Casual staffing		1,508	28.79	43,415	2.0%	44,284	2.0%	45,169	2.0%	46,073	2.0%	46,994
13													
14													
15													
	Subtotal	414,861	15,456		464,643	2.0%	473,936	2.5%	483,415	3.0%	493,083	3.0%	502,945
	Benefits @	107,864		28.0%	129,868	27.5%	130,380	27.5%	132,987	27.5%	135,647	27.5%	138,360
	Page 2 Total	522,724			594,511		604,316		616,402		628,730		641,305
	Annual Budget	1,540,302			1,773,826		1,800,544		1,733,760		1,768,436		1,803,805

Notes:	Previous Year Budget	1,508,888
	Actual to December 31, 2018	1,411,919
Item #6	Liquid Waste 25%, Solid Waste 50%, Administration 25%	
Item #10	Benefits Updated for 1.95% Employer Health Tax In 2019 & End of MSP Premiums in 2020	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Labour Relations	2018	2019		2020		2021		2022		2023
Account No	12 121 190 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Labour Relations	3,000	3,000		3,000		3,000		3,000		3,000
2	Employee and family assistance program	5,610	5,722	2.0%	5,837	2.0%	5,953	2.0%	6,072	2.0%	6,194
Annual Budget		8,610	8,722		8,837		8,953		9,072		9,194

Notes:

Previous Year Budget	8,610
Actual to December 31, 2018	(695)

Item #1

Item #2 EFAP contract with Lifeworks (Capri Insurance) 170 ee @ 2.75/month

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	20,000
	Actual to December 31, 2018	18,429

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Staff Development	2018	2019	2020	2021	2022	2023
Account No	12 121 239 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
1	Municipal Officers Association:			%	Amount	%	Amount
	LGMA Dues (West Kootenay Chapter)	150	150	2.0%	153	2.0%	156
	LGMA Membership	900	900	2.0%	918	2.0%	936
	LGMA Annual Convention	1,020	1,020	2.0%	1,040	2.0%	1,061
	LGMA - Kootenay Boundary Chapter conferences	714	714	2.0%	728	2.0%	743
2	Financial Analyst CPA professional development	3,700	1,000		1,000		1,000
3	Accounting Clerk/Receptionist - payroll practitioner tra	2,250					
4	Prov for continuing education for work related applicat	7,500	7,500	2.0%	7,650	2.0%	7,803
5	VADIM Annual Conference	500	500	2.0%	510	2.0%	520
6	GFOABC Annual Dues	685	719	2.0%	734	2.0%	748
7	GFOABC Annual Conference	1,600	1,600	2.0%	1,632	2.0%	1,665
8	Staff software training	2,080	2,080	2.0%	2,122	2.0%	2,164
9	Payroll Association Workshops	1,000	1,000	2.0%	1,020	2.0%	1,040
10	OH&S Training	12,000	12,000		12,000		12,000
11	CPA dues	3,300	3,300		3,300		3,300
12	CIP/PIBC - APEG dues		2,000		2,000		2,000
13	Payroll Association Dues	200	200		200		200
14	Int Assoc for Public Participation	250	300		300		300
15	Int Assoc of Business Communicators	375	375		375		375
16	IAP2 Conference (Communication)	800	800		800		800
17	GFOABC - Bootcamp		2,500				
18	Social Media Certification		1,000				
	Annual Budget	39,024	39,658		36,482		36,812
							37,149
							37,492

Notes:	Previous Year Budget	39,024
	Actual to December 31, 2018	22,803

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Postage	2018	2019		2020		2021		2022		2023
Account No	12 121 212 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Postage	20,000	20,000	2.0%	20,400	2.0%	20,808	2.0%	21,224	2.0%	21,649
Annual Budget		20,000	20,000		20,400		20,808		21,224		21,649

Notes:

Previous Year Budget	20,000
Actual to December 31, 2018	9,962

1. Postage increase for basic letter to increase from .63 to \$1 on March 1st 2014

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Telephone	2018	2019		2020		2021		2022		2023
Account No	12 121 213 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Telephone call time charges	27,000	27,000	2.0%	27,540	2.0%	28,091	2.0%	28,653	2.0%	29,226
2	Cellular System air time	9,000	12,000	2.0%	12,240	2.0%	12,485	2.0%	12,734	2.0%	12,989
Annual Budget		36,000	39,000		39,780		40,576		41,387		42,215

Notes:	Previous Year Budget	36,000
	Actual to December 31, 2018	38,924

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **FCM Annual Dues**
Account No 12 121 214 - 001

		2018	2019		2020		2021		2022		2023
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Federation of Canadian Municipalities Annual Dues	5,747	6,763	2.0%	6,898	2.0%	7,036	2.0%	7,176	2.0%	7,320
2	Travel Fund	549	549	2.0%	560	2.0%	571	2.0%	583	2.0%	594
Annual Budget		6,296	7,312		7,458		7,607		7,759		7,914

Notes:	Previous Year Budget	6,296
	Actual to December 31, 2018	5,747

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Advertising	2018	2019		2020		2021		2022		2023
Account No	12 121 221 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Positions vacant	5,100	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412	2.0%	5,520
2	Promotional Items	5,000	5,000	2.0%	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412
3	Town Hall Meeting Costs	5,100	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412	2.0%	5,520
4	Contingency	3,000	3,000	2.0%	3,060	2.0%	3,121	2.0%	3,184	2.0%	3,247
5	CBT Advertising	4,000	4,000		4,000		4,000		4,000		4,000
Annual Budget		22,200	22,200		22,564		22,935		23,314		23,700

Notes:

Previous Year Budget	22,200
Actual to December 31, 2018	29,596

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Information Technology**
Account No 12 121 231 - 001

		2018 Prior Year	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	IT Summary	267,099	268,375	228,604	260,460	242,012	247,153
Annual Budget		267,099	268,375	228,604	260,460	242,012	247,153

Notes:	Previous Year Budget	267,099
	Actual to December 31, 2018	206,992
Capital Portion of Items Included Under Capital		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Office Equipment**
Account No 12 121 247 - 001

		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Contingency for Computer Failure	2,100	2,200		2,200		2,200		2,200		2,200
2	Allowance for Furnishings, Office Equipment	5,000	5,500		5,500		5,500		5,500		5,500
3	Filing Cabinets for Administration		3,000								
	Annual Budget	7,100	10,700		7,700		7,700		7,700		7,700

Notes:

Previous Year Budget	7,100
Actual to December 31, 2018	4,916

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Office Supplies**
Account No 12 121 251 - 001

		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Office supplies, printer/copier cartridges, photo copier										
	paper	30,000	37,000	2.0%	37,740	2.0%	38,495	2.0%	39,265	2.0%	40,050
	Annual Budget	30,000	37,000		37,740		38,495		39,265		40,050

Notes:

Previous Year Budget	30,000
Actual to December 31, 2018	33,038

Board policy of using recycled products when available

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Building Maintenance	2018	2019	2020	2021	2022	2023
Account No	12 121 252 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount
1	Contracted Janitorial/Maintenance	37,308	37,989	2.0%	38,749	2.0%	39,524
2	Snow clearing	3,060	3,060	2.0%	3,121	2.0%	3,184
3	Miscellaneous Maintenance Supplies & Repairs	24,560	24,560	2.0%	3,500	2.0%	3,570
4	Water & Sewer Utility	2,040	2,040	2.0%	2,081	2.0%	2,122
5	Bldg maint, electrical, mechanical, plumbing	4,080	4,080	2.0%	4,162	2.0%	4,245
6	Annual test of Fire alarm system	2,040	2,040	2.0%	2,081	2.0%	2,122
7	Canadian Waste - Pickup at Trail Office	2,040	2,040	2.0%	2,081	2.0%	2,122
8	Elevator Maintenance	1,122	1,122	2.0%	1,144	2.0%	1,167
9	Heating Costs - Gas (50% Recovered)	9,180	9,180	2.0%	9,364	2.0%	9,551
10	Power Costs - Electricity (74% Recovered)	46,920	46,920	2.0%	47,858	2.0%	48,816
11	Service HVAC	3,090	3,090	2.0%	3,152	2.0%	3,215
12	Alpine Disposal - Mixed Paper Recycle	1,600	1,600	2.0%	1,632	2.0%	1,665
13							
14	Liebert UPS System Annual Service	5,632	5,632	2.0%	5,745	2.0%	5,860
	Grand Forks Office Expenses:						
15	Utilities - Heating (gas)	4,080	4,080	2.0%	4,162	2.0%	4,245
16	Utilities - Power (electricity, water)	4,080	4,080	2.0%	4,162	2.0%	4,245
17	Building & Grounds Maintenance	3,570	3,570	2.0%	3,641	2.0%	3,714
18	Janitorial Services (Contract VAB Enterprises)	8,500	8,500		8,500		8,500
19	Exterior and Interior upgrades to Building	20,000	20,000		20,000		20,000
20	Counterforce Security Services	250	250		250		250
	Annual Budget	183,152	183,833		165,383		168,116
							170,903
							173,747

Notes: Actual to Decer
Previous Year Budget 183,152
Actual to December 31, 2017 136,896

Item #1	Contracted with GTCC Janitorial Staff
Item #3	Misc \$3060, additional cubicle for building inspection manager \$10,000, communication panel \$5,000, admin security gates \$6,500
Item #11	Western Canada Contract Annual Agreement \$1,942.78 plus tax

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

Notes:		Previous Year Budget	33,388
		Actual to December 31, 2018	29,706
Item #4	Excess Insurance Limit \$10,000,000 to "top-up" coverage of all employees and elected officials driving their own vehicles on Regional District business		
Item #5	Coded to Consultant Fees Prior to 2017 (1-2-121-233-001)		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Equipment Lease - Photocopier	2018	2019	2020	2021	2022	2023
Account No	12 121 261 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	IKON Service contract for Admin Photocopiers	2,100	2,100	2,100	2,100	2,100	2,100
2	IKON Service contract for ZGMIS component (above)	1,200	1,200	1,200	1,200	1,200	1,200
3	Maintenance Fees based on usage	20,000	20,000	20,000	20,000	20,000	20,000
4	Photocopier Replacement Plan (Administration)						
5							
Annual Budget		23,300	23,300	23,300	23,300	23,300	23,300

Notes:

	Previous Year Budget	23,300
	Actual to December 31, 2018	22,171

Item #1,#2 IKON Service agreement Shared between Admin 44%, BV Recreation, 21% and Building Inspection 35%

Item #4 MFA Five Year Lease @ 2% \$692.99 per month x 12 = \$8,316 Lease #9210 2012 - 2017

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

Notes:	Previous Year Budget	3,500
	Actual to December 31, 2018	3,297

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Bank Service Charges**
Account No 12 121 810 - 001

		2018	2019		2020		2021		2022		2023
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Account Service Fees @ \$470/month	5,640	5,640		5,640		5,640		5,640		5,640
2	Payroll Processing Fees @ \$150 x 12 months	1,836	1,836	2.0%	1,873	2.0%	1,910	2.0%	1,948	2.0%	1,987
3	Mechant Fees, Rental Interac	32,000	40,000	2.0%	40,800	2.0%	41,616	2.0%	42,448	2.0%	43,297
4	Other misc charges, incoming wire, NFS, Stop Pay	3,060	3,060	2.0%	3,121	2.0%	3,184	2.0%	3,247	2.0%	3,312
	Annual Budget	42,536	50,536		51,434		52,350		53,284		54,237

Notes: Previous Year Budget 42,536
Actual to December 31, 2018 55,223

Item #1 Banking Agreement monthly service charge all accounts

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Legal Fees	2018	2019		2020		2021		2022		2023
Account No	12 121 232 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Legal fees	70,000	70,000	2.0%	71,400	2.0%	72,828	2.0%	74,285	2.0%	75,770
	Annual Budget	70,000	70,000		71,400		72,828		74,285		75,770

Notes:	Previous Year Budget	70,000
	Actual to December 31, 2018	63,505

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account No		2018 Prior Year	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Consultants Fees 12 121 233 - 001							
Item No	Description	Amount	Amount	%	Amount	%	Amount
1	Miscellaneous	10,200	10,404	2.0%	10,612	2.0%	10,824
2	Post-Employment Benefit Calculation	2,400	3,000		3,000		3,000
3	Management Compensation Review				13,000		
4	Communication Plan						
5	Asset management plan consultant	60,000	60,000				
6	Community Energy Association Carbon Action Plan Support		12,000				
7	Development of RDKB area photo library		15,000				
8	Climate action - dashboard update						
9	Region Wide OH&S Program Development						
10	Carbon offset feasibility study (Commonsplace)						
11	Communication Brand Refresh	25,000					
12	Recruitment consultant - Operations GM/Environmental	30,000					
13	Psychological testing - Ops GM/Env GM recruitment	10,000					
14	Graphic design re communication	12,000					
15	Rural Development Institute - Selkirk College	20,000	20,000				
16	Board Strategic Plan Development		4,000				
17	Website Redesign		25,000				
Annual Budget		169,600	149,404		26,612		19,824
							14,041
							14,262

Notes: Previous Year Budget 169,600
Actual to December 31, 2018 100,365

Item #2 Audit Requirement: MERCER (CANADA) LTD (Every 3 years there is a detailed update to the annual calculations)

Item #5 Development of an asset management plan is scheduled for 2016. There may be funds available through UBCM to offset costs but not determinable at time of the budget.

Item #6 Project \$25,000 in 2015-to be completed in 2016

Item #9 Occupational Health & Safety Program (WCB requirement) Provides clerical support from Environmental Services

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

Notes:	Previous Year Budget	40,000
	Actual to December 31, 2018	35,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Liability Insurance	2018	2019		2020		2021		2022		2023
Account No	12 121 237 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No		Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Board Corporate Liability Insurance	54,882	48,655	2.0%	49,628	2.0%	50,621	2.0%	51,633	2.0%	52,666
1a	Experience Adjustment (Experience Factor Adjustment)	-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
2	Group Travel Insurance - Elected Officials	510	510	2.0%	520	2.0%	531	2.0%	541	2.0%	552

Notes:	Previous Year Budget	55,392
	Actual to December 31, 2018	55,707
Item #1a	Adjustment for our experience in relation to MIA "averages" MAX 30% of premium	
Yr 2017	Our Experience rating factor is a 0% surcharge. Last year the factor was 2.99%	
Yr 2019	Our Experience rating factor is a -10% surcharge. Last year the factor was 2.99%	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Property Insurance	2018	2019		2020		2021		2022		2023
Account No	12 121 238 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Building & Contents - Trail Office	5,432	6,080	2.0%	6,202	2.0%	6,326	2.0%	6,452	2.0%	6,581
2	Building & Contents - GF Building Inspection	1,609	1,798	2.0%	1,834	2.0%	1,871	2.0%	1,908	2.0%	1,946
3	Extra Expense, Acct Rec, Valuable Papers, Busines	1,904	2,094	2.0%	2,136	2.0%	2,179	2.0%	2,222	2.0%	2,267
4	Crime Insurance	3,500	3,500	2.0%	3,570	2.0%	3,641	2.0%	3,714	2.0%	3,789
5	Terrorism & Sabotage	2,565	2,738	2.0%	2,792	2.0%	2,848	2.0%	2,905	2.0%	2,963
6											
7	Comprehensive insurance appraisal	-			40,000		-		-		-
	Annual Budget	15,010	16,210		56,534		16,864		17,202		17,546

Notes:	Previous Year Budget	15,010
	Actual to December 31, 2018	15,010
Item #3	Included in Business Interruption (Item #8)	
Items #6-7	Comprehensive appraisal every five years	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:		Previous Year Budget	210,500
		Actual to December 31, 2018	191,402
Items #1-3	Decision to replace fleet vehicles based on mileage and general condition		
	All Vehicle purchases shown as net of trade-in values		

Name	Debt - Principal Payments
Account No	12 121 830 - 001

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Interest Short Term	2018	2019		2020		2021		2022		2023
Account No	12 121 811 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Interest charges on temporary borrowing	25,000	40,000		40,000		40,000		40,000		40,000
	Annual Budget	25,000	40,000		40,000		40,000		40,000		40,000

Notes:	Previous Year Budget	25,000
	Actual to December 31, 2018	39,590
Item #1	Cost of borrowing pending the receipt of tax requisition	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Contribution to Reserve	2018	2019	2020	2021	2022	2023
Account No	12 121 741 - 001	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount
1	Contribution to Reserve - Information Technology	25,000	25,000		25,000		25,000
2	Management Early Retirement Incentive Plan	1,968	3,045		3,045		3,045
3	Self Insurance Fund (ICBC Invoice)	-	-		-		-
4	Airport sale transfer to reserve						
5	Carbon offset contribution to reserve	35,000	35,000		35,000		35,000
6	Build reserves	946,000	88,000		206,000		224,000
7	CARIP Grant to Reserve (less staff component)	25,000	25,000		25,000		25,000
8	Audio Visual		100,000				
Annual Budget		1,032,968	276,045		269,045		287,045
							283,045
							371,045

Notes:		Previous Year Budget	1,032,968
		Actual to December 31, 2018	1,058,782
item #1	General Contribution for Building Upgrades		
Item #2	Andison \$1,795 (Previous \$718/\$538 004/\$539 005) & Lenardon \$1,250 = \$3,045		
Item #3	Recommend that future Fleet Vehicle purchases are financed from Self-Insurance Fund		
Item #3	No Contributions to Self Insurance Fund 2018-20; Reviewed Prior to 2021		
Item #5	Carbon offset		

\$ 4,089,963.92
\$ 490,051.13
\$ 130,789.82
\$ 216,347.92
\$ 21,427.09
\$ 235,319.03
\$ 1,301,215.14
\$ 123,874.39
\$ 1,570,939.40

Balance in Reserve Account December 31, 2018
Accounts 34 700 001 and 34 701 001
Self Insurance Fund (included in above)
Management ERIP Fund (included in above)
Carbon Offset Fund (included in above)
Education Committee (included in above)
Information Technology
Taxation Offset (Smoothing)
Climate Action Fund
Net Reserve (unrestricted)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Woodstove Exchange - Coordinator**
Account No 12 121 905 - 001

		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Coordinator's Fees	1,000	-		-		-		-		-
2	Carry Forward from Prior Year	8	128								
Annual Budget		1,008	128		-		-		-		-

Notes: Previous Year Budget 1,008
Actual to December 31, 2018 1,124
Item #1 BC Lung has extended the program to December 2018

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Woodstove Exchange - Rebates Paid**
Account No 12 121 906 - 001

		2018	2019		2020		2021		2022		2023
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Rebates Paid 25 @ \$250)	4,500	-		-		-		-		-
2	Top Ups provided by Local Government										
	Carry Forward from Prior Year (3 @ \$250.00)	750									
	Carry Forward from Prior Year (-1 @ \$250.00 & 5 @ \$400)		3,000								
	Annual Budget	5,250	3,000		-		-		-		-

Notes:		Previous Year Budget	5,250
		Actual to December 31, 2018	4,900
Item #1	BC Lung has extended the program to December 2015		
Item #2	Average top up \$100 each		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Woodstove Exchange - Other Expenses**
Account No 12 121 907 - 001

		2018	2019		2020		2021		2022		2023
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
	Other Expenses Include:	500	-		-		-		-		-
1	Telephones, Internet and Communication										
2	Advertising and Promotions										
3	Travel and Mileage										
4	Carry Forward from Prior Year	255	392								
	Annual Budget	755	392		-		-		-		-

Notes: Previous Year Budget 755
Actual to December 31, 2018 347

Item #1 BC Lung has extended the program to December 2015

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Woodstove Exchange - Workshops	2018	2019		2020	2021		2022		2023	
Account No	12 121 908 - 001	Prior Year	Budget		Budget	Budget		Budget		Budget	
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Woodstove Workshops, Public Education (includes wages)	-	-		-		-		-		-
			</								

Notes:		Previous Year Budget	-
		Actual to December 31, 2018	-
Item #1	BC Lung has extended the program to December 2015		
	Included in other expenses		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Previous Year's Deficit	2018	2019		2020		2021		2022		2023
Account No	12 121 990 - 001	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Deficit	-	-		-		-		-		-
	Annual Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	10,000
	Actual to December 31, 2018	10,000
Board motion 2014 to provide grant to Columbia Gardens Water Supply of up to \$10,000		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Contingencies/Miscellaneous**
Account No 12 121 999 - 001

		2018	2019		2020		2021		2022		2023
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Allowance for unforeseen events	3,060	3,060	2.0%	3,121	2.5%	3,199	1.5%	3,247	1.5%	3,296
2	Contirbution to regional marketing initiatives	5,000	5,000								
3	Contribution to AKBLG	2,000	2,000								
4	Contribution to SIBAC	5,000	5,000		5,000		5,000		5,000		5,000
5	Xmas party - Trail/Boundary	10,000	10,000		10,000		10,000		10,000		10,000
6	Community Energy Association Membership	2,500	2,500		2,500		2,500		2,500		2,500
7	Contribution to Fire for Exercise Equipment		3,000								
8	Travel/Moving expenses Ops GM/Env GM	15,000									
9	Tent - Communications events	2,500	2,500								
10	RDEK - Ktunaxa Kinbasket Treaty Advisory Committee		3,500								
	Annual Budget	45,060	36,560		20,621		20,699		20,747		20,796

Notes: Previous Year Budget 45,060
Actual to December 31, 2018 90,392
Item #2 Booth for UBCM/FCM promoting the Kootenays with CBT and other Kootenay RDs

13/02/2019

Committee Fees Structure 2019	1.000			DETAILS FOR DIRECTORS REMUNERATION			1
Meeting Attendance Rate - Basic		\$ 90.00	PAGE NUMBER 23				
Meeting Attendance Rate - Committee Chair		\$ 120.00					
	Line	Members	Frequency	Basic	Committee Chair	Cost	
Regular Board Meetings	4	13	22	\$ 25,740.00		\$ 25,740.00	
Special Board Meetings, Strategy Sessions	5	13	2	2,340.00		2,340.00	
				\$ 28,080.00	-	\$ 28,080.00	
Policy & Personnel	11	6	11	\$ 5,940.00	1,320.00	7,260.00	
Board - included under Regular Board		13		-	-	-	
Finance Liaison		1	10	650.00		650.00	
Environmental Services - COW		13	10	650.00		650.00	
Protective Services - COW		13	10	650.00		650.00	
Electoral Area Services Committee	11	5	12	5,400.00	1,440.00	6,840.00	
				\$ 13,290.00	\$ 2,760.00	\$ 16,050.00	
Beaver Valley Parks & Trails		3	12	3,240.00	1,440.00	4,680.00	
Boundary Agricultural Committee		1	4	360.00	480.00	840.00	
Boundary Community Development Committee		6	11	5,940.00	1,320.00	7,260.00	
Boundary Weed Management		2	4	720.00	480.00	1,200.00	
East End Services		7	11	6,930.00	1,320.00	8,250.00	
Education and Advisory Committee		3	4	1,080.00	480.00	1,560.00	
Greenwood Area 'E' Cemetery Committee		2	2	360.00	240.00	600.00	
Heritage Steering Committee				-	-	-	
Kettle River Study Stakeholder Committee		6	3	1,620.00	360.00	1,980.00	
Kettle River Study Steering Committee		6	3	1,620.00	360.00	1,980.00	
Utilities		6	10	5,400.00	1,200.00	6,600.00	
West Kootenay Transit Committee		3	3	810.00	360.00	1,170.00	
Area B Parks & Trails		1	9	810.00		810.00	
Columbia Basin Trust Water and Treaty Committee		2	12	2,160.00		2,160.00	
Okanagan Film Commission		1	9	810.00		810.00	
Public Hearings Attendance		1	24	2,160.00		2,160.00	
Reading Allowance (S.I.D.I.T) COM Rate		3	6	824.76		824.76	
	14			\$ 34,844.76	\$ 8,040.00	\$ 42,884.76	
				\$ 76,214.76	\$10,800.00	\$ 87,014.76	
					Line 10		

red cells are stuff that might be covered by individual services starting 2019?															
		2018	2018 actuals	2019	2020	2021	2022	2023	Notes						
Operational Expenses															
iCompass maintenance	\$	9,000.00	\$	7,848.45	\$	9,270.00	\$	9,548.10	\$	10,129.58	\$	10,433.47			
Vadim onsite training & support	\$	10,816.00	\$	-	\$	11,248.64	\$	11,698.59	\$	12,166.53	\$	12,653.19	\$	13,159.32	
Vadim iCity maintenance	\$	16,656.89	\$	16,971.79	\$	17,323.17	\$	18,016.09	\$	18,736.74	\$	19,486.20	\$	20,265.65	
Aerohive maintenance, Hive Manager Cloud maintenance	\$	1,560.00	\$	2,092.27	\$	2,200.00	\$	2,288.00	\$	2,379.52	\$	2,474.70	\$	2,573.69	
McAfee Endpoint Protection maintenance	\$	1,900.00	\$	3,113.90	\$	2,000.00	\$	2,000.00	\$	2,100.00	\$	2,200.00	\$	2,288.00	
Shoretel maintenance	\$	10,000.00	\$	6,026.34	\$	-	\$	-	\$	11,000.00	\$	-	\$	-	
workstation tech rollover for Admin staff	\$	8,000.00	\$	18,286.76	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	\$	15,000.00	
Check Point maintenance	\$	16,000.00	\$	14,975.86	\$	16,640.00	\$	17,305.60	\$	17,997.82	\$	18,717.74	\$	19,466.45	
VMWare maintenance (basic 12x5 support @ \$389/core x 12)	\$	13,412.39	\$	3,721.12	\$	13,949.53	\$	14,507.52	\$	15,088.24	\$	15,691.77	\$	16,319.44	
Nutanix maintenance	\$	29,468.34	\$	14,282.01	\$	15,000.00	\$	15,600.00	\$	16,224.00	\$	16,872.96	\$	17,547.88	
MISA membership maintenance	\$	350.00	\$	359.77	\$	350.00	\$	350.00	\$	350.00	\$	400.00	\$	400.00	
Laserfiche maintenance	\$	3,774.00	\$	3,317.40	\$	3,849.48	\$	3,926.47	\$	4,005.00	\$	4,085.10	\$	4,166.80	
CBBC fibre services subscription	\$	34,000.00	\$	25,231.42	\$	34,000.00	\$	34,000.00	\$	34,000.00	\$	34,000.00	\$	34,000.00	
server room hardware misc.	\$	5,000.00	\$	8,788.11	\$	5,000.00	\$	5,000.00	\$	5,000.00	\$	5,000.00	\$	5,000.00	
Veeam annual maintenance	\$	4,958.42	\$	1,722.92	\$	5,156.76	\$	5,363.03	\$	5,577.55	\$	5,800.65	\$	6,032.67	
Communications software maintenance	\$	5,500.00	\$	16,506.84	\$	18,000.00	\$	18,000.00	\$	18,000.00	\$	21,000.00	\$	21,000.00	
IT software	\$	10,000.00	\$	5,345.22	\$	8,000.00	\$	8,000.00	\$	8,000.00	\$	8,000.00	\$	8,000.00	
contingency	\$	7,000.00	\$	-	\$	5,000.00	\$	5,000.00	\$	5,000.00	\$	5,000.00	\$	5,000.00	
Training - IT Staff	\$	10,000.00	\$	1,206.42	\$	10,000.00	\$	10,000.00	\$	10,000.00	\$	11,000.00	\$	11,000.00	
DNN maintenance	\$	4,200.00	\$	-	\$	4,500.00	\$	4,500.00	\$	4,500.00	\$	5,000.00	\$	5,000.00	
consulting	\$	2,500.00	\$	-	\$	2,500.00	\$	2,500.00	\$	2,500.00	\$	3,000.00	\$	3,000.00	
Mobility devices replenishment for Admin staff	\$	3,000.00	\$	1,062.06	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	4,000.00	
Directors misc.	\$	2,600.00	\$	-	\$	2,000.00	\$	2,000.00	\$	2,000.00	\$	2,000.00	\$	2,000.00	
so on SQL Server 2014 (required)															
MFA lease on SQL Server 2012	\$	13,065.12	\$	9,651.06	\$	13,065.12	\$	-	\$	-	\$	-	\$	-	
MFA lease on Nutanix 4th node	\$	15,922.24	\$	11,704.14	\$	15,922.24	\$	-	\$	-	\$	-	\$	-	
Telus services subscription (mostly Exchange)	\$	8,000.00	\$	6,929.76	\$	8,000.00	\$	8,500.00	\$	8,500.00	\$	9,000.00	\$	9,000.00	
Shoretel gear	\$	3,500.00	\$	86.83	\$	3,500.00	\$	3,500.00	\$	3,500.00	\$	3,500.00	\$	3,500.00	
MS Office licensing expansion	\$	3,000.00	\$	-	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	
Aerohive hardware	\$	2,000.00	\$	-	\$	1,000.00	\$	1,000.00	\$	1,000.00	\$	1,000.00	\$	1,000.00	
Offsite replication service	\$	5,000.00	\$	-	\$	5,000.00	\$	5,000.00	\$	5,000.00	\$	5,000.00	\$	5,000.00	
directors endpoint devices	\$	-	\$	3,260.53	\$	15,000.00	\$	-	\$	17,000.00	\$	-	\$	-	
unreconciled	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Subtotal Operational Expenses	\$	257,084.40	\$	182,490.98	\$	268,375.33	\$	228,603.79	\$	260,459.94	\$	242,011.89	\$	247,153.37	
Capital Expenses															
main switch stack refresh	\$	-	\$	-	\$	-	\$	20,000.00	\$	-	\$	-	\$	-	core switching stack is due for replacement of 2012 vintage switches
GF fibre expansion	\$	-	\$	-	\$	8,000.00	\$	-	\$	-	\$	-	\$	-	-
Grand Forks A/V midsession enhancements	\$	7,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
GF A/V capital replace	\$	-	\$	-	\$	30,000.00	\$	-	\$	-	\$	-	\$	-	original GF A/V gear installed 2008 / 2012
Trail A/V capital replace	\$	-	\$	-	\$	30,000.00	\$	-	\$	-	\$	-	\$	-	original Trail A/V gear installed 2013
Checkpoint redundant gateway hardware?	\$	-	\$	-	\$	-	\$	15,000.00	\$	-	\$	-	\$	-	-
vCenter physical server	\$	6,500.00	\$	4,379.68	\$	6,500.00	\$	-	\$	-	\$	-	\$	-	-
ESXi host for GF Admin	\$	9,000.00	\$	7,492.05	\$	10,000.00	\$	-	\$	-	\$	10,000.00	\$	-	-
Veeam replication server	\$	35,000.00	\$	38,755.18	\$	-	\$	-	\$	-	\$	50,000.00	\$	-	replacement Veeam physical server
physical domain controller	\$	4,000.00	\$	2,963.03	\$	-	\$	-	\$	-	\$	4,000.00	\$	-	-
for expanded video conferencing capacity to external sites. One time, permanent purchase of licensing															
Scopia conferencing licenses	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	to expand use of Laserfiche into departmental operations. One time, permanent purchase of licensing
Laserfiche licensing expansion	\$	-	\$	-	\$	5,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	-	replace the SMART-210
Checkpoint management appliance	\$	-	\$	-	\$	-	\$	-	\$	20,000.00	\$	-	\$	-	\$8K in hardware, 5K in professional services for integration
phones & Shoregear 90 switch	\$	13,000.00	\$	8,490.39	\$	-	\$	-	\$	-	\$	15,000.00	\$	-	Cityview 2018 version upgrade from 1996 version
Cityview upgrade / professional services	\$	65,000.00	\$	71,165.70	\$	5,000.00	\$	-	\$	-	\$	-	\$	-	-
infrastructure misc.	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
SQL Server 2012 Standard	\$	-	\$	-	\$	-	\$	20,000.00	\$	-	\$	-	\$	-	-
6x 7YQ-00278 2-Core license @ \$3,257															
Office 2016	\$	-	\$	-	\$	-	\$	-	\$	35,000.00	\$	-	\$	-	one time, traditional purchase of newest version of Office
Office 2016 training	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	to train staff to use Office
Grand Forks 2140 Central Ave wrapup	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	odds and ends infrastructure wrapup @ 2140
mobile devices for directors	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
CBBC construction capital	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
Veeam licensing	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	new backup suite to replace aging BackupExec
Tangible Assets Module	\$	-	\$	-	\$	45,000.00	\$	-	\$	-	\$	-	\$	-	-
MFA lease	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
Finance Software upgrade	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
Multifunction Printer replacement	\$	30,000.00	\$	30,814.25	\$	18,000.00	\$	15,000.00	\$	-	\$	15,000.00	\$	-	top floor and basement in corp admin
Online engagement tool	\$	12,000.00	\$	-	\$	12,000.00	\$	-	\$	-	\$	-	\$	-	annual subscription for Bang the Table, moved up to 231
Total Capital	\$	159,000.00	\$	164,060.29	\$	169,500.00	\$	50,000.00	\$	58,000.00	\$	87,000.00	\$	-	-
balance	\$	-	\$	-	\$	5,060.29	\$	-	\$	-	\$	-	\$	-	-
Totals IT	\$	438,584.40	\$	346,551.27	\$	437,875.33	\$	313,603.79	\$	318,459.94	\$	339,011.89	\$	-	-



General Government Services (Administration)

2019 Work Plan



2019

Mark Andison,
Chief Administrative Officer



General Government Services (Administration)

2019 Work Plan

Service Name: General Government Services

Service Number: 001

Committee Having Jurisdiction: Board

General Manager/Manager Responsible:
Mark Andison, CAO

Description of Service:

This service provides legislative and administrative support to the Board.

The legislative of the service include:

1. Provision of broad legislative, legal and administrative support to the overall Board (001) and RDKB staff
2. Regional Districts must establish Statutory Officer positions (LGA 234 (1) (a)), including a position to manage legislative/corporate services
3. Corporate obligations are similar to those of a “clerk” and which are legislatively required for this position include the following powers, duties and functions:
 - a. ensure meeting agendas and minutes are prepared
 - b. keeping bylaws
 - c. acts as Commissioner for taking Oaths and Affidavits

- d. certifying documents and custody of the Corporate Seal
- e. processes and manages official documents related to land transactions and property transfers
- f. conflict of interest and ethics
- g. legal matters
- h. Freedom of Information Protection of Privacy Officer, and
- i. Paper and Electronic Records Management

This service also includes Finance, which is primarily responsible for compliance with the financial reporting requirements of various levels of government, including the budget and financial plan, the annual preparation of the audited Financial Statements, Statement of Financial Information Act and additional reporting required by the Ministry. Finance is also responsible for investments, risk management, insurance, asset management, payroll, accounts receivable, customer billings and supplier payments.

Also included is information technology which performs the primary functions of service desk, infrastructure, and mobile/wireless services for the organization.

The corporate communications function is also included under General Government Services, however the costs of corporate communications are shared between three services (General Government Services 55%; Electoral Area Services 35%; Emergency Preparedness 10%).

Other items included are legal support, liability insurance, consultant fees, etc.

Establishing Authority:

Local Government Act Sections 233, 234, 236, 263
RDKB Officer Establishment Bylaw No. 1050; 1999

Requisition Limit:

Not Applicable

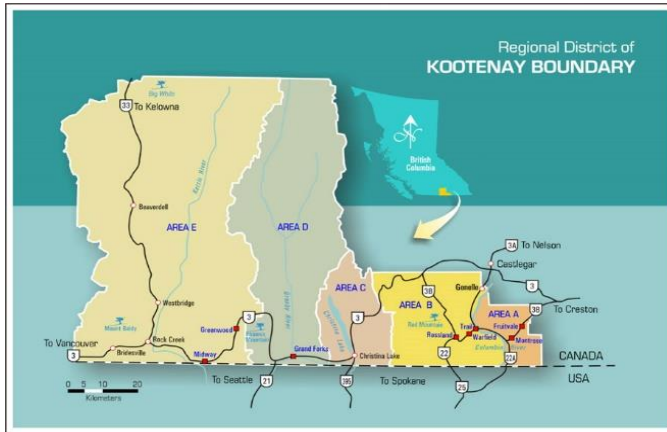
2018 Requisition / Budgeted Expenditures / Actual Expenditures:

\$251,398 /\$4,312,334 / TBD

Regulatory or Administrative Bylaws:

RDKB Procedure Bylaw No. 1616, 2016

Service Area Map



Service Area / Participants:

All Electoral Areas and Municipalities within the Regional District

Service Levels

1. Maintains Best Practices and protocols for Board and Committee meeting administration, keeping current with legislative changes that affect the RDKB
2. Committee and Board meeting scheduling and meeting notices (confirmation, cancellations etc.).
3. Committee and Board agendas.
4. Attends Committee and Board meetings as meeting/minutes recorder.
5. Voting rules.
6. Bylaws: Procedure Bylaw, Loan Authorization Bylaws, Member Municipality and RDKB Security Issuing Bylaws, Conversion Bylaws (from SLPs to Establishment), Service Establishment and Service Establishment Amendment Bylaws.
7. Administrative policies.
8. Freedom of Information and Protection of Privacy Officer.
9. Paper and electronic records management.
10. Manage RDKB contracts, agreements, leases etc.-signing authority.
11. Special projects (e.g. staff training (FOI, records management, electronic signatures, privacy impact assessments, records retention) and performs other duties as assigned in accordance with departmental and corporate objectives.
12. Advice, information-sharing, training and coaching and support to staff as well as oversees staff administrative procedures, RDKB events, internal health and wellness matters.
13. Management of the Regional District's administrative facilities.
14. Management of the RDKB sustainability program.

15. Undertaking the Regional District's obligations to develop and manage an organization-wide occupational health and safety program.
16. AKBLG and UBCM Resolutions.
17. Oversees, manages and is first point of contact for employees regarding the RDKB Employee and Family Assistance Program (EFAP).

Human Resources:

Administration:

- CAO
- General Manager, Operations / DCAO (70%)
- Manager of Corporate Administration
- Executive Assistant
- Clerk – Secretary/Receptionist
- Corporate Communications Officer (54%)
- Manager of Infrastructure and Sustainability (15%)
- Engineering Technician (25%)
- Manager of Facilities and Recreation (East End) (10%)
- Manager of Facilities and Recreation (Grand Forks) (5%)

Finance:

- General Manager of Finance
- Financial Services Manager
- Financial Analyst
- Financial Specialist
- Accounting Clerk/Receptionist

Information Technology:

- Manager of Information Services
- Network Infrastructure Analyst
- Web/Help Desk Analyst

2018 Accomplishments:

With the recruitment of a new Corporate Communications Officer in late 2017, as a new position to the organization, communications work in 2018 was targeted at pursuing the core communications objectives of the organization, including:

- Ongoing communications and media relations in support of day-to-day operations and emergency operations;

- Work toward the development of a the Corporate Communications Plan to provide a roadmap for communications activities over the coming years;
- Work with Information Services to redesign and rebuild the RDKB website;
- Work with Emergency Management staff to develop an emergency communications plan that includes a separate web presence tied to the new RDKB website;
- Work on the 2018 RDKB Brand Refresh Project intended to ensure consistent and intentional visual representation of the RDKB to staff, the public and stakeholders;
- Work toward increasing the RDKB's capacity for online communication and engagement, including the development of an online engagement platform and a social media presence;
- Support to the Board and staff with ongoing internal and external communications needs ranging from media monitoring and development of plain language content to communicate about Board decisions; the 2018 Local Government Elections and Referenda; departmental projects and initiatives; and doing so using formats/media/channels suitable for a wide range of audiences

Staff turnover in the Finance Department during early 2018, with three of the five positions in the department being filled by new staff to those positions, had a significant impact on the department due to the required recruitment efforts and training. It was a significant accomplishment for Finance Department staff to be able to maintain service levels to the organization, given the staffing disruptions experienced in 2018.

There was a significant increase in the number and complexity of Freedom of Information and Protection of Privacy Act requests from the public in 2018. The Manager of Corporate Administration and associated staff were able to respond to the requests, but additional casual employee hours were required due to the volume of requests received at the time that Administration staff were otherwise occupied with the local government elections and referenda, and other work priorities.

The Emergency Operations Centre (EOC) had a number of activations in 2018, the most significant of which was flooding in the Boundary Area. The activations resulted in a significant response of personnel and equipment to flooding and wildfire incidents within the RDKB and the Province of BC. Duration of EOC activations, number of staff deployed to the EOC and provincial staff deployments resulted in delays to projects and committee work in many departments. Recovery work associated with the 2018 Boundary flood event continues to consume a significant amount of staff resources.

Staff worked with the Policy and Personnel Committee to review and update several RDKB policies.

Continued support for the RDKB Occupational Health and Safety Program and the Joint Occupational Health and Safety Committee, consisting of four employer representatives and four worker representatives that steer the program, working together to identify and resolve potential health and safety risks in the workplace.

Significant Issues and Trends:

The cost of providing the administration service is distributed to services through a Board Fee. A review of the Board Fee is expected in the 2019 Budget cycle.

Access to information requests continue to increase which has a significant time and resource impact on all departments.

Increasing involvement and partnership agreements with other local governments, non-profit and local community groups.

More public consultation, outreach required for special projects and legislative changes to respond to growing customer expectations.

Ongoing improvement in efficiency and effectiveness of action items, tasks, duties, etc.

The trend of increasing EOC activations of longer duration and complexity has the potential for significant impacts on staff resources and Work Plans. Staff involvement in Emergency Management, EOC training and activations will continue to be a growing responsibility for Regional District staff.

There will be a significant amount of time required of all management staff relating to Asset Management. It is expected that the plan will need to be developed, reviewed, and revised continuously moving forward.

2019 Projects:

Project: Asset Management

Project Description:

Implementation of asset management including establishing a baseline database, documentation of current practices and establishment of a decision process, model lifecycle strategies as well as establishing an asset management investment plan.

Project Timelines and Milestones:

Consultant has been engaged in the process 2018 and is expected to be involved into 2019.

Project Risk Factors:

There will be a significant amount of time required of all management staff. Risk is staff being able to devote time required which could mean delays in completion of project and possibly additional cost. A second risk factor is the availability of information. Legislation was introduced in 2009 with respect to recording tangible capital assets on the financial statements. The depth of data that was available prior to this is limited meaning that the asset management plan may be based at times on best estimates. This is expected that the plan will continue to be reviewed and revised.

Internal Resource Requirements:

Estimated 30% of GM of Finance time to be devoted to this initiative.

Estimated Cost and Identified Financial Sources:

A budget of \$60,000 was allocated in the 2018 financial plan. Similar funding levels are proposed for 2019.

Relationship to Board Priorities:

Having better information on assets will enable the Board to make informed decisions relating to capital planning. Board goal – cost effective services.

Project: Big White Governance Review

Project Description:

At its July 26, 2018 meeting, the Board of Directors received a request from the Big White Community Development Association to the initiation of a municipal incorporation study for the Big White community. After reviewing subsequent staff reports on the issue and a meeting with Ministry of Municipal Affairs and Housing staff at the UBCM Convention, the Board passed a resolution stating:

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 written information and advice on how a governance review process might be designed for the community of Big White.

It is anticipated that the requested information, including example terms of reference for such a study, will be received in December 2018. If the Board decides to proceed with the study, the first step in the process will be to request that the Ministry approve funding for the work. Generally, such projects involve the local government managing funds provided by the Province to commission a consultant to undertake the Governance Review study. The work would be coordinated by RDKB Administration staff, but input would be sought from various stakeholders, including other Regional District staff, regarding the issues identified and to be addressed in the course of the study.

Project Timelines and Milestones:

Through 2019

Project Risk Factors:

The project will depend upon Provincial approval of funding to undertake the work.

Internal Resource Requirements:

Due to the number of services and stakeholders involved in the provision of Big White services, there will be a need for representation from several RDKB departments in the process of undertaking the Big White Governance Review Study.

Estimated Cost and Identified Financial Sources:

The cost of the project will consist primarily of staff time – primarily that of the Administrative staff, but also other staff will contribute to the project.

Relationship to Board Priorities:

This project advances a couple of the Board's strategic priorities: To review and measure service performance; and, To focus on good management and governance.

Project: Boundary Economic Development Service Review

Project Description:

In 2018, a service review was initiated for the Boundary Economic Development Service. An outcome of the service review has been a move to establish new local economic development services in the Boundary, while maintaining the current Boundary Economic Development Service to manage Boundary-wide economic development projects and initiatives. Under the proposed economic development service structure for the Boundary, two new economic development services would be established: one specific to Electoral Area 'E'/West Boundary; and another that would include Electoral Area 'D'/Rural Grand Forks and the City of Grand Forks as the service participants.

Project Timelines and Milestones:

The initiative to establish new local economic development services in the Boundary is anticipated to be complete by March 31, 2019.

Project Risk Factors:

The project will depend upon timely Provincial approval of the establishment bylaws and participant consent in relation to the bylaws in order for the services to be established before the March 31, 2019 deadline for adoption of the RDKB annual budget and five-year financial plan.

Internal Resource Requirements:

Considering that the service establishment process involves new service establishment bylaws and budgets for the proposed services, the process will entail continued involvement of the CAO, the Manager of Corporate Administration, and Finance staff during the service establishment process. Once the new services are established, it will be necessary for the budget to include provisions for either staff or contracted resources to manage the work generated by the new services, under the direction of the General Manager of Operations / Deputy CAO.

Estimated Cost and Identified Financial Sources:

The cost of the project will consist primarily of staff time – primarily that of the Administrative staff.

Relationship to Board Priorities:

This project advances a couple of the Board's strategic priorities: To review our internal processes to remove any barriers to economic growth; and to focus on good management and governance.

Project: Completion of Corporate Communications Plan

Project Description:

Beginning in early 2018, the RDKB embarked upon the development of a corporate communications plan to guide and prioritize the work of the new position. Work on this project is expected to be complete in the spring of 2019, with implementation of the plan ongoing through 2019.

Project Timelines and Milestones:

A draft plan was completed in late 2018 and presented to the Board. The plan will go to RDKB internal stakeholders next with a final draft completed Apr. 2019. Implementation of the plan is ongoing, with plan projects including the RDKB Brand Refresh Project and Website Redesign Project already underway. Numerous other sub-projects support the four focus areas of the communications plan: Clear Brand, Digital Presence, Internal Expertise and Engagement.

Project Risk Factors:

The scope and nature of the work that the Corporate Communications Officer undertakes will be contingent upon budget allocations for communications initiatives in 2019.

Internal Resource Requirements:

Due to the broad corporate nature of the communications work that the Corporate Communications Officer will be engaged in, there will be a need for representation from all RDKB departments in the process of developing the corporate communications plan.

Estimated Cost and Identified Financial Sources:

The cost of the project will consist primarily of staff time – primarily that of the Corporate Communications Officer, but also other staff will continue to contribute to the development of the plan.

Relationship to Board Priorities:

This project advances one of the Board's key strategic priorities: To improve and enhance communication, we will ensure the messages we are delivering within our region are clear and easily understood.

Project: Board Room Audiovisual Communications Technology Refresh

Project Description:

The audiovisual (AV) technology in the Grand Forks and Trail Board rooms is due for a capital refresh. Administration has assembled a focus group of stakeholder users of the AV systems in order to identify strengths and deficiencies of the existing systems with the objective of designing in any features the users would like to have as part of the capital refresh.

Project Timelines and Milestones:

September 2018 – July 2019

Project Risk Factors:

As always, RDKB has relatively limited access to technology integrators, which in turn limits viable technical options. Cost overruns are also always a possible consequence of the relative remoteness of RDKB facilities from larger markets.

Use of non-domestic Cloud based services, like a video conferencing subscription service, poses a risk with respect to FIPPA compliance, so any such use needs to be handled with some care and attention to mitigate the RDKB's exposure to that risk.

Use of non-domestic Cloud based services, like a video conferencing subscription service, poses a risk with respect to FIPPA compliance, so any such use needs to be handled with some care and attention to mitigate the RDKB's exposure to that risk.

Internal Resource Requirements:

Information Technology will be responsible for acquiring the services of an audio visual integrator, providing specifications and assisting the integration contractor with implementation details.

Estimated Cost and Identified Financial Sources:

Until the system requirements have been defined by the focus group, the cost of this project can't be clearly defined. However, some preliminary proposals that provide some industry standard functionality suggest this project will be somewhere in the \$140,000-190,000 range for both rooms.

Relationship to Board Priorities:

Improved communications capacity in the Boardrooms of course provides more options for conducting Board, staff and community group collaborative functions.

Project: Infrastructure Handoff

Project Description:

With the hiring of a dedicated Network Infrastructure Analyst (NIA) comes a period of several months during which responsibility for various sections of infrastructure will be incrementally handed off to the NIA. This project will be ongoing for most of 2019, but the current NIA is proving an adept learner and has significantly improved the capacity of Information Technology to bolster infrastructure. By the end of 2019, he will have touched virtually every IT subsystem the RDKB runs and will be almost entirely self-sufficient.

Project Timelines and Milestones:

September 2017 – December 2019

Project Risk Factors:

As infrastructure is handed off, any training deficiencies in the NIA will become clearer and can then be addressed in a training plan.

Internal Resource Requirements:

This is mostly an intra-departmental project but will involve all members of the Information Technology (IT) team. This change also somewhat affects primary services like GIS and Finance, who tend to have a closer technical relationship with IT.

Estimated Cost and Identified Financial Sources:

Minimal financial impact. If any, only some vendor training to bridge any training gaps for the NIA. Estimated training costs for 2018 are around \$3000, with perhaps slightly more planned for 2019 as the NIA's training requirements become more specialized.

Relationship to Board Priorities:

Handing off infrastructure to a dedicated NIA greatly improves the capacity of IT to deliver technological innovation in the primary services so that they operate more efficiently.

Project: Document Management System

Project Description:

Implementation of corporate document management strategy.

Project Timelines and Milestones:

The basic framework for a DMS is in place, so the next phase over 2019 is to establish a pilot project on a very limited scale to prove the concept.

Project Risk Factors:

As of this writing, the business problem hasn't been fully defined, which is a risk to any project. There's always a risk of scope creep and inconsistent buy in from stakeholders. Mitigating these risks is the function of the project champion. As always, there's also the risk of cost overruns and underestimation of IT cycles required for new software systems to succeed.

Internal Resource Requirements:

IT will work in close consultation with a primary service manager and their staff to define a DMS life cycle.

Estimated Cost and Identified Financial Sources:

The basic infrastructure for a corporate DMS is in place, so additional costs might include expanded licensing for software and possibly some consulting hours.

Relationship to Board Priorities:

DMS supports primary services allowing them to operate more efficiently.

Project: CityView Upgrade

Project Description:

Update of the 2006 era Building Inspection (BI) software called CityView with the latest version of CityView.

Project Timelines and Milestones:

Specifying and configuring a new BI software suite will encompass enterprise considerations, so may take much of 2019. At this time, the scope and schedule of the Building Inspection module replacement project has been defined such that a fully operational, modern Building Inspection service should be in place by Q2 of 2019. However, CityView 2018 is a full-featured municipal software suite, so implementing further modules for other administrative functions like bylaw enforcement and development permit management is the logical next phase of this project to more fully leverage the core investment and diversify costs.

Project Risk Factors:

There's always a risk of scope creep and inconsistent buy in from stakeholders. Mitigating these risks is the function of the project champion. As always, there's also the risk of cost overruns and underestimation of IT cycles required for new software systems to succeed.

Internal Resource Requirements:

IT will work in close consultation with Building Inspection staff and management to ensure implementation meets the needs of the department.

Relationship to Board Priorities:

New software will permit BI staff to operate more efficiently and mitigates the risk of running outdated software. As more CityView modules put into service, other Administration functions will operate more efficiently.

Project: Completion of rdkb.com Website Redesign

Project Description:

rdkb.com is being redesigned from the ground up with a modern version of the Content Management software.

Project Timelines and Milestones:

This work is ongoing and represents a significant effort on behalf of the Web Analyst and now also the Corporate Communications Officer (CCO). At this time, the CCO is hiring a contractor specializing in user experience (UX) design to develop a process to ensure staff, the Board and external website users are engaged in site design and navigation. As the contractor completes the engagement process and provides navigation and web page templates, the Web Analyst will execute the necessary changes. The contractor will also design a website evaluation and measurement process so the website can be adjusted and improved through 2019.

Project Risk Factors:

Delays due to spikes in workload of Web analyst who also provides Help Desk services.

Internal Resource Requirements:

IT and the CCO will work in close consultation with all internal RDKB stakeholders to ensure content on the new site is relevant and fresh.

Estimated Cost and Identified Financial Sources:

The services of consultants have been enlisted to help with branding and best practice principles, so far with minimal cost. Additional funding will be required in 2019 for further consulting services.

Relationship to Board Priorities:

Site redesign keeps rdkb.com fresh and relevant and better suited for mobile device use, thereby enhancing public communications.

Project: Emergency Communications Plan
(also included in 012 – Emergency Preparedness Service Workplan)

Project Description:

Many aspects of the response to the Rock Creek and Stickpin wildland interface fires of 2015 were very successful. However, one of the significant after action items that was recommended from these events was the development of an enhanced Emergency Communications Plan (ECP). Development of this plan would greatly assist RDKB staff in enabling best-management practices in regards to both internal and external communications during a major emergency event.

The development of an Emergency Communications Plan will also explore options for an Emergency Alerting System for residents and businesses such as is used in neighbouring regional districts.



Project Timelines and Milestones:

To be completed concurrently with #1 above, the review of the Regional Emergency Plan. The ECP would exist as a separate and stand-alone document from the Regional Emergency Plan itself.

Project Risk Factors:

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season). The amount of time that the Corporate Communications Officer can dedicate to this project could affect the timelines of this project.

Internal Resource Requirements:

This project will be a joint effort between the Manager of Emergency Programs and the Corporate Communications Officer. Effort will be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

Estimated Cost and Identified Financial Sources:

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

Project: Implementation of Online Engagement Platform - jointheconversation.rdkb.com

Project Description:

Fully integrate the RDKB's online engagement platform (standalone website) with the new RKDB website and incorporate this platform into all RDKB engagement processes in 2019

Project Timelines and Milestones:

In late 2018, the RDKB purchased an online engagement platform called EngagementHQ through provider Bangthetable Canada Ltd. The platform has been populated with RDKB content and two pilot engagement projects are now underway. The Corporate Communications Officer will continue to work with all RDKB departments to ensure other projects and initiatives take advantage of the new platform so that the RDKB can expand its online engagement processes toward engaging with more stakeholders in the region.

Project Risk Factors:

Workload of CCO and other staff and ability to produce adequate content for all projects. Possible increased workloads for CCO and some other staff as more and more stakeholders begin to engage online.

Internal Resource Requirements:

The CCO will work in close consultation with all internal RDKB stakeholders to ensure content on the new site is relevant and fresh. The CCO will include online engagement in any departmental communication plans developed in 2019.

Estimated Cost and Identified Financial Sources:

Cost of renewing the online engagement platform in 2019 is \$12,000, the same rate as 2018. Additional funding will be required in 2020 to pay for a third year of the platform subscription contracted at the same rate if renewed for a third year.

Relationship to Board Priorities:

Online engagement platform is pivotal to enhancing public communications and engagement.

Project: Electronic and Paper Records Management (RDKB Internal Filing Systems)

Project Description:

Records management is part of the RDKB's wide-ranging functions of governance, managing risk and compliance. At this time, this project concerns the filing of electronic records and electronic filing naming conventions only at the RDKB Trail office as well as reorganizing the Administration Department's paper file folders. The project is part of the broader RDKB "document management" work and also includes digitizing some of the RDKB's important historical paper files and creating a records retention schedule. Given the uniqueness of some of the RDKB's services, some departments may continue to file their paper records separately.

Project Timelines and Milestones:

This project will be work in progress for a few years and includes several elements. At this time, it is difficult to determine a date for completion.

Commences February 2019 and continues beyond 2019.

- February 2019 to September 2019 – Begin process to simplify and clean up Electronic Filing on the RDKB Trail office network.
- February 2019 to April 2019 - Reorganize and create additional space for the Administration Department's paper file folders.
- Fall 2019 and beyond: Begin to brainstorm filing naming convention(s).
- Fall 2019 and beyond: Where appropriate, look ahead to organizing other Trail office departmental paper files into the overall organizational file folder system and begin to identify which current historical paper records should be digitized.
- Research and review a Records Retention Schedule(s).

Project Risk Factors:

This project will require a fairly significant amount of time from Administration and Information Technology Staff. The timelines and milestones targeted for 2019 could possibly be delayed with unforeseen and or other emergent work that may arise.

Internal Resource Requirements:

Manager of Corporate Administration, Manager of Information Services, Executive Assistant and Clerk/Secretary/Receptionist (Administration).

Estimated Cost and Identified Financial Sources:

Approximately \$1,500-\$2,000 for 2 additional lateral filing cabinets for additional space and the reorganization of Administration's general paper file folders and those for all of the organizations' contracts, leases, agreements etc.

Relationship to Board Priorities:

- *RDKB Mission Statement: "...to provide a professional level of governance and advocacy both responsive and accountable to the needs of our regional community:*
 - Records management ensures the RDKB's records of critical historical, legal and fiscal value are organized, identified, easily accessible and preserved resulting in the Board having timely access to information and assisting the Board to be transparent, accountable and open with the public and government.
- *RDKB Strategic Objective: Continue to focus on organizational excellence:*
 - Records Management provides for more efficient and effective management of the organization's documents and reduces costs (e.g. for storage equipment and supplies etc.).

Project: Procedure Bylaw Amendments

Project Description:

The general procedures to be followed by Regional District Boards and Municipal Councils and their respective committees in conducting business must be established by a “procedure” bylaw (S. 225 LGA). The bylaw must specify the details for giving the elected officials and the public notices of meetings and must set out the general meeting procedures. Based on Board direction from 2016, the main objective of this project is to include additional elements to the current procedures and rules for RDKB electronic meetings and to amend the bylaw with some minor “housekeeping” changes. Staff would also like the Board consider other possible revisions to the current RDKB Procedure Bylaw No. 1616 that would make meeting procedures and requirements clearer and more organized.

Project Timelines and Milestones:

Commences February 2019 with completion targeted for fall 2019.

- February 2019 to April 2019 – Staff research bylaw compliance with provincial requirements, research other local government procedure bylaws, complete the “housekeeping” amendments and assemble example bylaws and background materials to present to the Policy and Personnel Committee’s review in March or April.
- May to August 2019 – Upon direction from the P&P Committee and after the Committee’s reviews and discussions, staff continue to work on and present a draft amended procedure bylaw to the Committee.
- September 2019: Final P&P Committee review with recommendation to distribute to Directors for comments.
- October 2019: Present revised Procedure Bylaw to the Board of Directors for First, Second and Third Readings and Adoption.

Project Risk Factors:

This project will require a significant amount of research and preparation from the Manager of Corporate Administration/Corporate Officer. The milestones and completion of the project will depend largely on the discussions and decisions of the Board. It is Staff’s goal to do what it takes to complete this project in 2019.

Internal Resource Requirements:

Manager of Corporate Administration

Estimated Cost and Identified Financial Sources:

- Administration human resources.
- At this time, it does not appear that any financial resources will required. ‘

Relationship to Board Priorities:

- In 2016, the Board directed staff to begin work on policies and procedures for electronic meetings and to provide the Board with options for developing a framework for in-person attendance at

Committee and Board meetings and participation by the public and applicants in electronic meetings.

- A local government procedure bylaw is a legislative requirement and as such, most of the revisions must comply with the *Local Government Act*. Those sections that are additional to the required content should be reviewed every few years to ensure they fit with the present Committee and Board meeting arrangements and procedures and RDKB policies.

Project: Freedom of Information and Protection of Privacy

Project Description:

In BC local governments, the Corporate Officer is usually the *Freedom of Information and Protection of Privacy Act (FOIPPA)* Head or Coordinator. The FOIPPA Head relies heavily on staff from other departments to search, locate and identify the records that are requested. The FOIPPA Head responded to 42 more requests for records in 2018 than in 2017. In 2017, approximately 34 requests for records were managed compared to approximately 76 requests in 2018 (an increase of approximately 124%). To provide better service to those requesting records and to reduce the amount of time for all RDKB staff with their contributions to the process, the RDKB FOIPPA Head needs to undertake some simple staff training that would include the creation of tips and tricks, instruction guides and a list of routinely released documents. The FOIPPA Head also needs to review the RDKB's current FOIPP Bylaw for possible updates and to ensure compliance with the *Act* as well as with RDKB policies.

Project Timelines and Milestones:

Commences March-April 2019 and may take to October-November 2019 and perhaps beyond.

- March-April 2019 create list of routinely released documents and distribute throughout organization.
- June to August 2019 – review and discuss possible necessity of onsite face-to-face staff training (Trail and Grand Forks).
- June to August 2019 Corporate Officer review the current RDKB FOIPPA Bylaw to ensure it fits with RDKB policies such as the *Use of Surveillance Cameras at RDKB Facilities Policy*. Consider presenting possible amendments to the RDKB Freedom of Information and Protection of Privacy Bylaw to the P&P Committee.

Project Risk Factors:

This project will require a significant amount of research and preparation from the Manager of Corporate Administration/Corporate Officer. Currently, with limited resources to assume and assist with other work, the 2019 project timelines and milestones may have to be adjusted.

Internal Resource Requirements:

- Manager of Corporate Administration and some time from the Manager of Information Services.

Estimated Cost and Identified Financial Sources:

- Corporate Officer (time/human resources).
- At this time, it does not appear financial resources will be required.

Relationship to Board Priorities:

1. Local governments have a duty to create, receive and use records as a normal part of conducting business. The manner in which the RDKB manages requests for records and ensures compliance

with the *Freedom of Information and Protection Privacy Act* directly affects the Board's ability to operate efficiently and to remain transparent.

2. RDKB Mission Statement: *"...to provide a professional level of governance and advocacy both responsive and accountable to the needs of our regional community:*

- Ensuring that the current RDKB FOIPP processes and practices provide timely access to requested information assists the Board to be transparent and open with the public.

Project: Continuation of Property Transfers – Grand Forks Rural Firehalls

Regulatory Bylaws and Regulations:

- Provincial Letters Patent-October 16, 1956
- Leases – Commencing November 25, 1978 and expiring November 24, 2077 (99 years)
Option to renew for additional 99 Years
- Order in Council No. 379-September 12, 2013-Revoking the Letters Patent
- RDKB Grand Forks Rural Fire Protection District Service Area Establishment Bylaw No. 1541, 2014

Staff:

Chief Administrative Officer

Manager of Corporate Administration

Clerk, Secretary, Receptionist (Administration)

The Grand Forks Rural Fire Protection District was incorporated by Letters Patent on October 16, 1956. An Order in Council, revoking the Letters Patent was issued to the RDKB on September 12, 2013 and the rights, property and assets of the Grand Forks Rural Fire Protection District were transferred to and vested in the RDKB. The RDKB also assumed the obligations of the Order in Council including Leases with the registered owners. RDKB Bylaw No. 1541 established the RDKB Grand Forks Rural Fire Protection District on January 30, 2014.

There are 4 rural firehalls within the service:

1. Station 1-George Evans Hall (Northfork Road/Grandby Road)
2. Station 2-Carson/Reservoir Road
3. Station 3 Big Y Hall Carson Road
4. Station 4 Nursery Starchuck Road

Work began in January 2017 and in 2019, Staff will continue to work with the RDKB Solicitor. It is difficult to determine when this work will be completed. However, Staff's work will continue throughout 2019.

The process includes entering into four separate Assignment and Landlord Consent Agreements between the RDKB (assignee), the City of Grand Forks (Assignor) and the current registered owners of the four properties (landlords).

Action Items:

GENERAL ADMINISTRATION			
Initiation Date	Action / Issue	Staff Resources	Comments
Mar. 2018	<u>RCMP:</u> That a meeting be scheduled with the new RCMP Regional Detachment Inspector	Administration Staff	Staff have been in discussion with RCMP representatives regarding a presentation of the new Regional Inspector to the Board of Directors. RCMP was asked to identify where within RDKB there is the greatest need for additional RCMP staff resources.
Dec. 2017	That new RCMP Regional Detachment Inspector be asked to clarify and identify where within the RDKB there is the greatest need for RCMP staffing.		
Mar. 2018	<u>Community Group Use of Fire Halls:</u> That the use of RDKB fire halls by external community groups be referred to the Policy and Personnel Committee for further discussion around the development of a policy that would set out guidelines for the use of the local halls by external community groups and the role of the Regional Fire Chief.	Administration Staff	
May 2018	<u>RDI Research Project:</u> That the RDKB Board of Directors approve the allocation of \$40,000 to the General Gov't/Administration (001) Budget over two years (\$20,000/yr) for the Columbia Basin Rural Development Institute (RDI) – RDI for Local Government Regional Research Project SUBJECT TO approval of equivalent funding commitments from the Regional Districts of Central Kootenay and East Kootenay in return for \$60,000 in direct research support (50% ROI) and joint access to \$25,000 strategic investment (SEED funding) and \$20,000 training and workforce development.	Administration Staff	Funds to be included in 2019 and 2020 budgets.

May 2018	<p><u>Town Hall Meetings:</u></p> <p>That the Regional District of Kootenay Boundary Board of Directors consider the following:</p> <p>To revisit the actual purpose and focus of the town hall meetings and determine that they are meeting organizational objectives of the Board of Directors and staff.</p> <p>To determine whether annual town halls are the right tactic for discussing topics in addition to the RDKB financial plan and budget, or whether another process may be required given time constraints of the town halls themselves.</p> <p>To continue to advertise an opportunity for residents to provide online and/or SMS text-based feedback of some kind in the lead up to and following the town halls.</p> <p>To continue using a standard financial . plan/budget presentation with interactive polling for all 2019 town halls, followed by a question and answer session provided audience members indicate a preference for this during live polling.</p> <p>To use topic tables in an open-house format at the outset and again at the end of each of the town halls that are expected to exceed 20 attendees.</p>	Administration Staff	
May 2018	<p><u>Town Hall Meetings:</u></p> <p>That the Corporate Communications Officer attend a future Electoral Area</p>		

	Services Committee meeting to discuss the Electoral Areas A-E Town Hall Meetings overall and to present further information on the global cafe style of town hall meeting that was used at 2018 Electoral Area C/Christina Lake. Further, that after review of this matter by the Electoral Area Services Committee, that it be referred to the overall Board of Directors for further discussion.		
Sept. 2018	<u>Future Delegation – First Nations Relations:</u> That as items for future meetings Audrey Repin, indigenous and Community Relations Lead, Columbia Power Corporation be invited to attend a future Board meeting to present information regarding First Nations awareness and Reconciliation.	Administration Staff	Staff have been in contact with Audrey and are in the process scheduling a date for a presentation in 2019.
Feb. 2016	<u>Reserve Policy:</u> That the Committee of the Whole (Finance) directs staff to develop an Organizational Reserve Policy in 2016 which encompasses both capital and operating/maintenance requirements. Further, that the policy be presented back to the COW (Finance) for review and then be referred to the Policy, Executive, and Personnel Committee.	Finance Staff	The policy is to be developed in conjunction with the development of the RDKB's Asset Management Plan which is currently in process.
July 2018	<u>CBT Community Initiatives Program Meetings:</u> That CBT CIP meetings be set up as early as possible in 2019.	Finance Staff	
Apr. 2017	<u>Board Room Technology and Related Policy:</u> Staff will draft a Terms of Reference necessary for completion of the work required to purchase and implement the appropriate technology, including licensing and application (eg. "app") options.	Administration Staff	

	<p>That staff draft a report with respect to clear and appropriate policies and procedures for electronic meetings that includes information and options for the development of a framework with respect to the in-person attendance of Committee and Board Chairs and Vice-Chairs. Further, that the report also include all possible options for public and applicant participation in electronic meetings. Further, that the report be presented back to the Committee (P&P) at a future meeting but not until the use of electronic meetings has been implemented and practiced for a period of time (from Jan 13/16 meeting).</p>		
Apr. 2017	<p><u>Meeting Agenda Distribution Procedures:</u></p> <p>That the Policy, Executive and Personnel Committee direct staff to prepare a policy with the following elements (all days calendar):</p> <ul style="list-style-type: none"> • That the current practice of delivering preliminary Board agendas six days prior to the scheduled day with the final agenda going out no later than two days prior to the meeting. • That the current practices of delivering committee agendas three days prior to the meeting be maintained. Further, that when the third business day falls on the a weekend or statutory holiday, that the agenda be delivered on the previous business day. • That the agendas for the future Committee of the Whole be delivered five days prior to the meeting. Further, that when the fifth business day falls on a weekend or a 	Administration Staff	<p>A re-write of the RDKB Procedure Bylaw will be presented to the P&P Committee that will include several new sections and other proposed revisions. The re-write will be presented to the P&P Committee sometime after the October 2018 elections and referenda. In addition to recommended new procedure bylaw items, the re-write will include agenda delivery timelines as well as several "housekeeping" updates. (T. Lenardon)</p>

	statutory holiday, that the agenda be delivered on the previous business day. That the Committee recommend that the above practices be adopted in the interim until a proper policy is in place. (P&P Committee)		
June 2017	<u>Succession Planning:</u> That Staff prepare a report on the RDKB's Succession Plan.	Administration Staff	
June 2017	<u>Tele-Conferencing Equipment/Software Costs:</u> That staff confirm the budget allocation amounts for teleconferencing software and licensing and forward this information to the members of the PEP Committee	Administration Staff	Having considered FIPPA implications of using a commercial Cloud video conferencing product, Dale Green was tasked with trialing AvayaLive which is a Cloud VC service offered by Avaya. After a successful trial , the RDKB has purchased licensing for AvayaLive and will be configuring it for trial use with a pilot group (Dec. 17)



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

EXHIBIT NO 004
BUILDING INSPECTION

PARTICIPANTS: Electoral Areas 'A','B','C','D' & 'E';
CONTRACTS: Grand Forks, Greenwood, Midway, Warfield,
Montrose, Fruitvale, Trail

		PAGE	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	(OVER) UNDER	2019 BUDGET	Increase(Decrease) between 2018 BUDGET and 2019 BUDGET		2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET
								\$	%				
REVENUE:													
	Tax Requisition - Municipalities	2	353,302	353,780	353,780	0	386,228	32,448	9.17	406,711	431,258	422,446	429,502
	Tax Requisition - Electoral Areas	3	478,749	529,580	529,581	(1)	569,886	40,305	7.61	600,109	636,328	623,326	633,737
11 210 100	Federal Grant In Lieu	4	2,106	1,500	2,176	(676)	1,500	0	0.00	1,500	1,500	1,500	1,500
11 517 100	Bldg and Plumbing Permits	5	1,675	2,500	1,692	808	2,500	0	0.00	2,500	2,500	2,500	2,500
11 590 159	Miscellaneous Revenue	6	1,255	500	22	478	500	0	0.00	513	520	528	536
11 921 205	Transfer from Reserve	7	0	42,000	34,947	7,053	42,000	0	0.00	42,000	0	0	0
11 911 100	Previous Year's Surplus	8	28,560	30,617	30,617	(0)	62,836	32,220	105.24	0	0	0	0
Total Revenue			865,647	960,477	952,815	7,662	1,065,450	104,973	10.93	1,053,332	1,072,106	1,050,300	1,067,775
EXPENDITURE:													
12 292 111	Salaries & Benefits	9	679,019	724,273	691,617	32,656	800,629	76,355	10.54	809,789	825,985	842,505	859,355
12 292 210	Travel Expense	10	12,923	16,535	10,904	5,631	23,635	7,100	42.94	24,127	24,629	25,141	25,665
12 292 213	Telephone	11	14,152	14,500	16,724	(2,224)	18,600	4,100	28.28	20,700	21,114	21,536	21,967
12 292 230	Board Fee	12	26,747	27,259	27,259	0	27,781	522	1.91	28,337	28,903	29,481	30,071
12 292 232	Legal	13	298	5,000	46	4,954	5,000	0	0.00	5,100	5,202	5,306	5,412
12 292 243	Building Expense	14	49,495	46,978	46,978	(0)	47,284	306	0.65	47,284	47,284	47,284	47,284
12 292 247	Office Equipment	15	12,365	22,260	14,207	8,053	48,860	26,600	119.50	28,197	28,541	28,892	29,250
12 292 251	Office Supplies	16	18,439	17,830	26,904	(9,074)	26,030	8,200	45.99	21,725	21,923	22,126	22,332
12 292 253	Vehicle Maintenance	17	19,804	20,073	19,853	220	22,131	2,058	10.25	22,574	23,025	24,529	22,940
12 292 262	Equipment Lease	18	0	3,500	0	3,500	3,500	0	0.00	3,500	3,500	3,500	3,500
12 292 610	Capital/Amortization	19	0	62,000	34,947	27,053	42,000	(20,000)	(32.26)	42,000	42,000	0	0
12 292 990	Previous Year's Deficit	20	0	0	0	0	0	0	0.00	0	0	0	0
12 292 741	Equipment Reserve	21	1,788	269	538	(269)	0	(269)	(100.00)	0	0	0	0
Total Expenditure			835,030	960,477	889,979	70,499	1,065,450	104,973	10.93	1,053,332	1,072,106	1,050,300	1,067,775
Surplus(Deficit)			30,617		62,836								

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Property Tax Requisition		2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget		
2018 Actual	Description	Amount	%	Amount	%	Amount	%	Amount	%	Amount		GRAND FORKS
38,057	11 830 100 004 Fruitvale	44,613		46,979		49,814		48,796		49,611		1,785
-	11 830 200 004 Grand Forks (Withdraw June 30)	-		-		-		-		-		-
12,021	11 830 300 004 Greenwood	13,388		14,098		14,949		14,643		14,888		629
16,031	11 830 400 004 Midway	20,300		21,377		22,667		22,204		22,574		1,010
19,430	11 830 500 004 Montrose	24,998		26,324		27,913		27,342		27,799		960
-	11 830 600 004 Rossland (Withdrew Aug 6, 200	-		-		-		-		-		-
240,001	11 830 700 004 Trail	249,723		262,967		278,838		273,141		277,703		14,208
28,240	11 830 800 004 Warfield	33,206		34,967		37,077		36,320		36,926		1,479
353,780	Sub Total	386,228		406,711		431,258		422,446		429,502		20,071
	This Year Requisition	386,228		406,711		431,258		422,446		429,502		20,071
	Total Requisition	386,228		406,711		431,258		422,446		429,502		20,071

Notes:

386,228	Municipalities	386,228	406,711	431,258	422,446	429,502
569,886	Electoral Areas	569,886	600,109	636,328	623,326	633,737
956,114	TOTAL	956,114	1,006,819	1,067,586	1,045,772	1,063,239

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Property Tax Requisition		2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
2018 Actual	Description	This Year	Amount	Amount	Amount	Amount
59,741	Electoral Area 'A'	106,795	112,459	119,247	116,810	118,761
36,296	EA 'B' / Lower Columbia/Old Glory	61,496	64,758	68,666	67,263	68,387
64,479	EA 'C' / Christina Lake	109,796	115,619	122,597	120,092	122,098
54,483	EA 'D' / Rural Grand Forks	90,500	95,300	101,052	98,987	100,640
109,413	EA 'E' / West Boundary	201,298	211,973	224,767	220,174	223,852
324,412	Sub Total	569,886	600,109	636,328	623,326	633,737
This Year Requisition		569,886	600,109	636,328	623,326	633,737
2019 Net						
"NET" REQUISITION						
43,850	11 830 901 004 Electoral Area 'A'					
26,844	11 830 902 004 EA 'B' / Lower Columbia/Old Glory					
42,341	11 830 903 004 EA 'C' / Christina Lake					
44,484	11 830 904 004 EA 'D' / Rural Grand Forks					
76,289	11 830 905 004 EA 'E' / West Boundary					
233,808						
Total Requisition		569,886	600,109	636,328	623,326	633,737

Notes:	A	B	C	D	E	TOTAL
SECTION 1 BASED ON POPULATION	12,755	9,727	9,018	21,753	14,536	67,789
SECTION 2 BASED ON ACTIVITY	25,028	13,778	26,821	18,297	49,706	133,630
SECTION 3 BASED ON THE BALANCE	69,012	37,992	73,956	50,450	137,056	368,467
TOTAL BEFORE REPATRIATION OF REVENUE	106,795	61,496	109,796	90,500	201,298	569,886
LESS: 2017 REVENUE RECOGNIZED IN 2019	(62,946)	(34,652)	(67,455)	(46,016)	(125,009)	(336,078)
TOTAL REQUISITION FROM MINISTRY 2019	43,850	26,844	42,341	44,484	76,289	233,808
NET REQUISITION IN 2018	59,741	36,296	64,479	54,483	109,413	324,412
CHANGE	(15,891)	(9,452)	(22,138)	(9,999)	(33,124)	(90,604)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Federal Grant In Lieu
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Account 11 210 100 004

2018
Prior Year

2019 Budget

**2020
Budget**

**2021
Budget**

**2022
Budget**

2023 Budget

Item No.	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Federal Grant In Lieu	1,500	1,500		1,500		1,500		1,500		1,500
	Current Year Budget	1,500	1,500		1,500		1,500		1,500		1,500

Notes:	Previous Year Budget	1,500
	Actual to December 31, 2018	2,176

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Permit Fees Account 11 517 100 004		2018 Prior Year	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Item No.	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Building permit fees - Electoral areas only	-	-	-	-	-	-
2	Search Fee for Municipalities	2,500	2,500	2,500	2,500	2,500	2,500
	Note: Revenue from Electoral Area Permit fees collected are used to decrease the amount of tax requisitioned from the Surveyor of Taxes.						
	Revenues not shown in this exhibit						
	Current Year Budget	2,500	2,500	2,500	2,500	2,500	2,500

Notes:	Previous Year Budget	2,500
	Actual to December 31, 2018	1,692

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Miscellaneous Revenue**

Account 11 590 159 004

		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No.	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Miscellaneous Revenue	500	500	2.5%	513	1.5%	520	1.5%	528	1.5%	536
Current Year Budget		500	500		513		520		528		536

Notes:	Previous Year Budget	500
	Actual to December 31, 2018	22

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Transfer from Reserve	2018	2019	2020	2021	2022	2023
Account	11 921 205 - 004	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No.	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Replace Building Official's vehicle	42,000	42,000	42,000	-		
2	Offset Impact of Withdrawal						
3	Transfer from Reserve - Operations Offset						
Current Year Budget		42,000	42,000	42,000	-	-	-

Notes:

Previous Year Budget	42,000
Actual to December 31, 2018	34,947

Item #1: Purchase 1 new vehicle for Building Dept.

Item #2 Reserves used to off-set impact of losing a participating member

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Previous Year's Surplus**
Account 11 911 100 004

		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Surplus	28,560	62,836		-		-		-		-
Current Year Budget		28,560	62,836		-		-		-		-

Notes:	Previous Year Budget	30,617
	Actual to December 31, 2018	30,617

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Salaries & Benefits	2018			2019		2020		2021		2022		2023
Account	12 292 111 004	Prior Year			Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Hours	Rate	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Planning/Building General Manager	17,595	MID6	122,613	18,392	2.0%	18,760	2.0%	19,135	2.0%	19,518	2.0%	19,908
2	Building Inspector Manager	62,220	MID4	95,644	95,644	2.0%	97,557	2.0%	99,508	2.0%	101,499	2.0%	103,529
3	Building Inspector III	-	1900.0	43.44	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
4	Building Inspector III (Don)	80,921	1900.0	43.44	82,536	2.0%	84,187	2.0%	85,870	2.0%	87,588	2.0%	89,340
5	Building Inspector III (Robert)	80,921	1900.0	43.44	82,536	2.0%	84,187	2.0%	85,870	2.0%	87,588	2.0%	89,340
6	Building Inspector III (Ken)	80,921	1900.0	43.44	82,536	2.0%	84,187	2.0%	85,870	2.0%	87,588	2.0%	89,340
7	Building Inspector III (Kevin)	71,155	1900.0	38.20	72,580	2.0%	74,032	2.0%	75,512	2.0%	77,022	2.0%	78,563
8	Building Inspector I (Brian Z.)	71,155	1900.0	38.20	72,580	2.0%	74,032	2.0%	75,512	2.0%	77,022	2.0%	78,563
9	Clerk Steno/Receptionist (GF)	53,637	1900.0	28.79	54,701	2.0%	55,795	2.0%	56,911	2.0%	58,049	2.0%	59,210
10	Clerk/Reception (Trail)	53,637	1900.0	28.79	54,701	2.0%	55,795	2.0%	56,911	2.0%	58,049	2.0%	59,210
11	Vac Relief for Receptionist (40 days @ 7.0 Hr) Grand	7,904	280.0	28.79	8,061	2.0%	8,222	2.0%	8,387	2.0%	8,555	2.0%	8,726
12	Vac Relief for Receptionist (40 days @ 7.0 Hr) Trail		280.0	28.79	8,061	2.0%	8,222	2.0%	8,387	2.0%	8,555	2.0%	8,726
13	Allotment for Overtime	5,100			5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412	2.0%	5,520
14	Provision for unused Holidays (1wk/employee)	4,800	160.0	30.00	4,800	2.0%	4,896	2.0%	4,994	2.0%	5,094	2.0%	5,196
15	Lead Hand premium	1,900	1900.0	1.00	1,900	2.0%	1,938	2.0%	1,977	2.0%	2,016	2.0%	2,057
16	Cost Pressures	1,800			1,800	2.0%	1,836	2.0%	1,873	2.0%	1,910	2.0%	1,948
17	Allowance for CUPE Contract Increase (2%)					2.0%							
	Subtotal	593,666	15920.0		645,929		658,847		672,024		685,465		699,174
	Benefits @	130,607		24%	154,700	22.9%	150,942	22.9%	153,961	22.9%	157,040	22.9%	160,181
	Current Year Budget	724,273			800,629		809,789		825,985		842,505		859,355

Notes:	Actual to December 31, 2018 evious Year Budget	724,273
	Actual to December 31, 2017	691,617
Item #1	Planning/Building Director's Salary Shared 15% Planning, 15% Building & 70% Administration	
Item #2	Building Inspector Manager - new position in 2018 budget for 8 months	
Item #12	Proposed - Vacation Relief Clerk Steno Receptionist Position for Trail Office	
	Benefits Updated for 1.95% Employer Health Tax In 2019 & End of MSP Premiums in 2020	

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Attachment # b.e)

Item #3:	Increase Training and Examinations by \$1,600 for Level 2 training courses and examinations - 2019
Item #5:	Regular Dues Increase Each Year by 2.5% until 2020, {Actual Dues in 2018 were \$422 per person x 5} In 2019 the Dues include 1 additional Person, Plus a 1 time \$200 fee per person, due on April 1, 2019.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Telephone**
Account 12 292 213 004

		2018	2019		2020		2021		2022		2023
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Other Building Inspection lines	2,500	5,000	2.0%	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412
2	Annual cost of six cellular phones	8,000	9,600	20.0%	11,520	2.0%	11,750	2.0%	11,985	2.0%	12,225
3	Online data communications GF and Trail Office	4,000	4,000	2.0%	4,080	2.0%	4,162	2.0%	4,245	2.0%	4,330
4		-	-		-		-		-		-
	Current Year Budget	14,500	18,600		20,700		21,114		21,536		21,967

Notes: Previous Year Budget 14,500
Actual to December 31, 2018 16,724

Item #2 One (1) Additional cell phone plan for new Building Services Manager

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Board Fee**
Account 12 292 230 004

		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Board Fee (2% increase for C.P.I.)	26,096	26,618	2.0%	27,150	2.0%	27,693	2.0%	28,247	2.0%	28,812
2	Carbon Offset & Climate Change Initiatives	1,163	1,163	2.0%	1,186	2.0%	1,210	2.0%	1,234	2.0%	1,259
Current Year Budget		27,259	27,781		28,337		28,903		29,481		30,071

Notes:	Previous Year Budget	27,259
	Actual to December 31, 2018	27,259

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Legal**
Account 12 292 232 004

		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Legal costs	5,000	5,000	2.0%	5,100	2.0%	5,202	2.0%	5,306	2.0%	5,412
Current Year Budget		5,000	5,000		5,100		5,202		5,306		5,412

Notes:	Previous Year Budget	5,000
	Actual to December 31, 2018	46

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Building Expense**
Account 12 292 243 004

		2018	2019		2020		2021		2022		2023
		Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Boundary Office in Grand Forks:										
	Utilities - Heating (gas)	3,800	3,800		3,800		3,800		3,800		3,800
	Utilities - Power (electricity, water)	3,800	3,800		3,800		3,800		3,800		3,800
	Building & Grounds Maintenance	3,280	3,280		3,280		3,280		3,280		3,280
	Janitorial Services (Contract VAB Enterprises)	7,200	7,200		7,200		7,200		7,200		7,200
	Provision for Minor Repairs & Maintenance	4,600	4,600		4,600		4,600		4,600		4,600
	Administration Recovery 11 400 004-001 Sub-Total	22,680	22,680		22,680		22,680		22,680		22,680
2	Trail Office:										
	Cost sharing for Inspection Office Space:										
	Heating - share of total cost	1,826	1,826		1,826		1,826		1,826		1,826
	Power - share of total cost	5,683	5,683		5,683		5,683		5,683		5,683
	Janitorial & Maintenance	16,789	17,095		17,095		17,095		17,095		17,095
	Sub-Total	24,298	24,604		24,604		24,604		24,604		24,604
	Current Year Budget	46,978	47,284		47,284		47,284		47,284		47,284

Notes:	Previous Year Budget	46,978
	Actual to December 31, 2018	46,978

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

[illegible]

Notes:	Previous Year Budget	22,260
	Actual to December 31, 2018	14,207

Item #1	Municipal Software (MUN030) CityView Annual Software Maintenance agreement
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Item #3	Cost shared with Building Inspection 27%, Adm 73% (ICO010)
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Item #7	Building Inspection share of Photocopy Use (Trail Office)
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Item #8	Increase computer replacement by \$1000 for the Mgr's Laptop, as the existing Manager's desktop tower will be sent to G F office to replace the old laptop being used by Michele for City View. The new City View Software Program is being introduced in the fall of 2018.
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Item #9	Grand Forks Office - Furniture & Storage Rack Replacement
---------	---

Item #10 May include digital cameras, printers, or other equipment

Item #11	Additional Technical Support & 3G Tablets for CV Inspection Program for 5 Users in 2019 {Actual TBD}		
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Item #12 Trail Office New Work Station & Furniture for Building Receptionist, as the current building inspector' work station will be moved into this space.

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Office Supplies
Mr. Smith	100
Mr. Jones	200
Mr. Brown	300
Mr. White	400
Mr. Black	500
Mr. Green	600
Mr. Grey	700
Mr. Yellow	800
Mr. Purple	900
Mr. Blue	1000

Account 12 292 251 004

2018
Prior Year

2019 Budget

2020 Budget

2021 Budget

**2022
Budget**

**2023
Budget**

Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Paper, pens, stationary, computer accessories	3,100	6,200	2.0%	6,324	2.0%	6,450	2.0%	6,579	2.0%	6,711
2	BCBC / CSA / ULC / NRC Resource Manuals 2018	3,000	7,500		3,000		3,000		3,000		3,000
3	Protective clothing and crestring; safety shoes, coveralls, uniform jackets and identifying crests	2,000	2,000	2.0%	2,040	2.0%	2,081	2.0%	2,122	2.0%	2,165
4	Safety equipment for vehicles	510	510	2.0%	520	2.0%	531	2.0%	541	2.0%	552
5	Environment Canada Climatic Data Values for five other locations within the RDKB.	1,020	1,020	2.0%	1,040	2.0%	1,061	2.0%	1,082	2.0%	1,104
6	Advertisements for Vacant Positions	1,000	1,000		1,000		1,000		1,000		1,000
7	LTSA Title Search Charges	7,200	7,800		7,800		7,800		7,800		7,800
	Current Year Budget	17,830	26,030		21,725		21,923		22,126		22,332

Notes:	Previous Year Budget	17,830
	Actual to December 31, 2018	26,904

Item #2	New 2018 BC Building & Plumbing Code Manuals and 2 online 5 yr subscriptions, plus support docs
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Item #2	Increase Budget for 2019 to \$7500, for new Building Code Binders for Both Offices - Trail & GF
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Item #7	Increase LTSA Title Search Charges Budget to 7800 per year to reflect higher LTSA service fee costs
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name Account	Vehicle Maintenance 12 292 253 004	2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description			%	Amount	%	Amount	%	Amount	%	Amount
1	Gas and oil, minor repairs for five vehicles	14,000	14,000	2.0%	14,280	2.0%	14,566	2.0%	14,857	2.0%	15,154
2	Insurance for five vehicles:										
761LFX	2009 Ford Escape HYBRID 4x4 (Kevin)	895	963	2.0%	982	2.0%	1,002	2.0%	1,022	2.0%	1,042
BT612C	2008 Ford Escape 4x4 (Rob)	895	963	2.0%	982	2.0%	1,002	2.0%	1,022	2.0%	1,042
239SJJ	2009 Ford Escape HYBRID 4x4 (Brian Z.)	944	1,012	2.0%	1,032	2.0%	1,053	2.0%	1,074	2.0%	1,095
HD646P	2009 Ford Escape HYBRID 4x4 (Trail)	895	963	2.0%	982	2.0%	1,002	2.0%	1,022	2.0%	1,042
HD645P	2008 Ford Escape 4x4 ()	944	944	2.0%	963	2.0%	982	2.0%	1,002	2.0%	1,022
HD639P	2018 Ford Escape 4x4 (Don)		1,786	2.0%	1,822	2.0%	1,858	2.0%	2,000	2.0%	1,000
3	Replacement all-season/winter tires as needed	1,000	1,000	2.0%	1,020	2.0%	1,040	2.0%	2,000	2.0%	1,000
4	Mileage for personal vehicles	500	500	2.0%	510	2.0%	520	2.0%	531	2.0%	541
Current Year Budget		20,073	22,131		22,574		23,025		24,529		22,940

Notes:

Previous Year Budget	20,073
Actual to December 31, 2018	19,853

Item #4 Includes insurance from personal to business use coverage (G.F.)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Equipment Lease**
Account 12 292 262 004

		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	IKON Copier Maintenance Agreement	3,500	3,500		3,500		3,500		3,500		3,500
Current Year Budget		3,500	3,500		3,500		3,500		3,500		3,500

Notes: Previous Year Budget 3,500
Actual to December 31, 2018 -
Item #1 Share of RICOH Maintenance Agreement

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Capital**
Account 12 292 610 004

		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
	Replace Vehicles as required:										
1	2009 Ford Escape HYBRID 4x4 (Mickey)										
2	2008 Ford Escape 4x4 (Rob.)	42,000									
3	2009 Ford Escape HYBRID 4x4 (Brian Z.)						42,000				
4	2009 Ford Escape HYBRID 4x4 (Don)				42,000						
5	2008 Ford Escape 4x4 (Ken)		42,000								
6	Cityview Software	20,000									
Current Year Budget		62,000	42,000		42,000		42,000		-		-

Notes:

Previous Year Budget	62,000
Actual to December 31, 2018	34,947

Item #1 Replacement cost shown at "net" of any trade-in allowance

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name **Previous Year's Deficit**
Account 12 292 990 004

		2018 Prior Year	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Deficit	-	-		-		-		-		-
Current Year Budget		-	-		-		-		-		-

Notes:

Previous Year Budget	-
Actual to December 31, 2018	-

Name	Contribution to Reserve
Account	12 292 741 004

2018
Prior Year

2019 Budget

2020
Budget

2021 Budget

2022 Budget

**2023
Budget**

Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Contribution to Reserve		-		-		-		-		-
2	Management Early Retirement Incentive Plan	269	-		-		-		-		-
	Current Year Budget	269	-		-		-		-		-

Actual to December 31, 2018	538
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\$	73,299.01
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Balance in Reserve December 31, 2018

Account Numbers 34 700 004 and 34 701 004

RDKB Regional Building Inspection Services Contract

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BUDGET YEAR - 2019**FORMULA USED FOR APPORTIONMENT OF BUILDING INSPECTION ANNUAL REQUISITION****NOTE: City of Rossland not participating in the services as of August 6, 2008**

SECTION 6	The annual cost attributed to the building and plumbing function of the Regional District including operation, maintenance, capital and debt charges, shall be apportioned among the participating member municipalities and electoral areas on the following formulae: <i>inspection</i>
SECTION 6.1 Population	- each member municipality and electoral area will pay a basic service fee based on per capita x Senior Building Inspector annual salary plus 40% loading factor.
SECTION 6.2 Activity	- each member municipality and electoral area will pay a further fee based on actual value of permits two years previously, using the following rates. The Building Inspection Department issues annual activity reports. RATES: - \$5.00/1000 of residential permit value - \$2.00/1000 of commercial permit value - \$1.00/1000 of industrial permit value - \$1.00/1000 of institutional permit value
SECTION 6.3 Assessed Values	Additional funding requirements will be apportioned on the basis of Hospital District Assessment amongst the participating municipalities and electoral areas.

SECTION 6.1 - each member municipality and electoral area will pay a basic service fee based on per Senior Building Inspector annual salary plus 40% loading factor, allocated by population statistics.

SR BLDG INSP SALARY	114,036
+ 40 % LOADING FACTOR	45,615
	<u>159,651</u>

MUNICIPALITY or AREA	POPULATION (2016 Census)	FACTOR	SERVICE FEE
FRUITVALE	1,920	0.081119	12,951
GRAND FORKS	0	0.000000	0
GREENWOOD	665	0.028096	4,486
MIDWAY	649	0.027420	4,378
MONTROSE	996	0.042080	6,718
ROSSLAND	0	0.000000	0
TRAIL	7,709	0.325700	51,998
WARFIELD	1,680	0.070979	11,332
13,619			\$ 91,862
AREA A	1,891	0.079894	12,755
AREA B / Lower Columt	1,442	0.060924	9,727
AREA C / Christina Lake	1,337	0.056487	9,018
AREA D / Rural Grand F	3,225	0.136254	21,753
AREA E / West Boundar	2,155	0.091047	14,536
10,050			\$ 67,789
	23,669	1.000000	\$ 159,651

159,651
Check

RDKB Regional Building Inspection Services Contract

SECTION 6.2 - each member municipality and electoral area will pay a further fee based on actual value of permits issued two years previously. (ie for 2017 use 2015):

- \$5.00/1000 of residential permit value
- \$2.00/1000 of commercial permit value
- \$1.00/1000 of industrial permit value
- \$1.00/1000 of institutional permit value

Building Permit Values 2017

**CALCULATIONS
SECTION 6.2**

MUNICIPALITY/AREA	TOTAL VALUE	Calculated Service Fee
VILLAGE OF FRUITVALE		Fees
S.F.D. (Residential)	1,450,000	7,250
Mobile Home	108,000	540
Addition/Renovation	209,700	1,049
Garage/Carport	44,680	223
Commercial	24,000	48
Industrial	0	0
Institutional	82,000	82
TOTALS	1,918,380	9,192

CITY OF GREENWOOD		Fees
S.F.D. (Residential)	0	0
Mobile Home	170,000	850
Addition/Renovation	20,000	100
Garage/Carport	104,500	523
Commercial	45,000	90
Industrial	0	0
Institutional	0	0
TOTALS	339,500	1,563

RDKB Regional Building Inspection Services Contract

VILLAGE OF MIDWAY		Fees
S.F.D. (Residential)	633,000	3,165
Mobile Home	145,000	725
Multiple Family Units	0	0
Addition/Renovation	110,500	553
Garage/Carport	1,200	6
Commercial	3,500	7
Industrial	0	0
Institutional	0	0
TOTALS	893,200	4,456

VILLAGE OF MONTROSE		Fees
S.F.D. (Residential)	1,030,688	5,153
Mobile Home	0	0
Addition/Renovation	285,287	1,426
Garage/Carport	36,940	185
Commercial	0	0
Industrial	0	0
Institutional	0	0
TOTALS	1,352,915	6,765

CITY OF TRAIL		Fees
S.F.D. (Residential)	760,000	3,800
Mobile Home	707,520	3,538
Addition/Renovation	1,573,752	7,869
Garage/Carport	90,520	453
Commercial	2,035,622	4,071
Industrial	8,140,000	8,140
Institutional	896,291	896
TOTALS	14,203,705	28,766

VILLAGE OF WARFIELD		Fees
S.F.D. (Residential)	493,155	2,466
Mobile Home	0	0
Addition/Renovation	304,362	1,522
Garage/Carport	32,000	160
Commercial	85,000	170
Industrial	0	0
Institutional	15,245	15
TOTALS	929,762	4,333

TOTAL MUNICIPALITIES	55,075
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RDKB Regional Building Inspection Services Contract

ELECTORAL AREA A

S.F.D. (Residential)	980,000	4,900
Mobile Home	826,609	4,133
Addition/Renovation	292,390	1,462
Garage/Carport	141,000	705
Commercial	60,000	120
Industrial	305,000	305
Institutional	0	0
TOTALS	2,604,999	11,625

ELECTORAL AREA B / Lower Columbia/Old Glory

S.F.D. (Residential)	450,000	2,250
Mobile Home	88,400	442
Addition/Renovation	234,200	1,171
Garage/Carport	81,000	405
Commercial	0	0
Industrial	7,000	7
Institutional	0	0
TOTALS	860,600	4,275

ELECTORAL AREA C / Christina Lake

S.F.D. (Residential)	2,365,000	11,825
Mobile Home	239,600	1,198
Addition/Renovation	571,700	2,859
Garage/Carport	418,600	2,093
Commercial	140,000	280
Industrial	0	0
Institutional	0	0
TOTALS	3,734,900	18,255

ELECTORAL AREA D / Rural Grand Forks

S.F.D. (Residential)	1,874,000	9,370
Mobile Home	1,038,900	5,195
Addition/Renovation	242,600	1,213
Garage/Carport	465,400	2,327
Commercial	15,000	30
Industrial	0	0
Institutional	0	0
TOTALS	3,635,900	18,135

ELECTORAL AREA E / West Boundary

S.F.D. (Residential)	2,302,000	11,510
Mobile Home	118,700	594
Addition/Renovation	75,000	375
Garage/Carport	410,600	2,053
Commercial	0	0
Industrial	150,000	150
Institutional	0	0
TOTALS	3,056,300	14,682

RDKB Regional Building Inspection Services Contract

BIG WHITE SKI RESORT (Electoral Area E / West Boundary)

S.F.D. (Residential)	2,310,000	11,550
Mobile Home	0	0
Multiple Family Units	8,662,000	43,310
Addition/Renovation	2,213,851	11,069
Garage/Carport	12,800	64
Commercial	108,000	216
Industrial	450,000	450
Institutional	0	0
TOTALS	13,756,651	66,659

	Fees	Electoral Revenue
TOTAL ELECTORAL AREAS	133,630	336,078

NUMBER WAS
(244,180-205,16
THIS SHOULD

	2019		Linked to Formulas
(1) ALLOCATE ELECTORAL AREAS ON ASSESSED VALUES:			Calculated
AREA A	25,028	76,725,518	25,028
AREA B / Lower Columt	13,778	42,237,925	13,778
AREA C / Christina Lake	26,821	82,222,326	26,821
AREA D / Rural Grand F	18,297	56,089,232	18,297
AREA E / West Boundai	49,706	152,375,069	49,706
	133,630	409,650,070	0.00032621
			133,630

	2019		Linked to Formulas
(2) ELECTORAL AREA REVENUE CREDIT			Calculated
AREA A	62,946	76,725,518	62,946
AREA B / Lower Columt	34,652	42,237,925	34,652
AREA C / Christina Lake	67,455	82,222,326	67,455
AREA D / Rural Grand F	46,016	56,089,232	46,016
AREA E / West Boundai	125,009	152,375,069	125,009
	336,078	409,650,070	0.00082040
			336,078
FINAL TOTAL - SECTION 6.2			188,705

Section 6.3 Follows...

RDKB Regional Building Inspection Services Contract

SECTION 6.3 Additional funding requirements will be apportioned on the basis of Hospital District Assessment amongst the participating municipalities and electoral areas.

		Municipalities	Electoral Areas
TOTAL REQUISITION	956,114		
LESS BLDG INSP + LOADED AMOUNT	159,651	91,862	67,789
	796,463		
AS PER CLAUSE 6.2 ABOVE	188,705	55,075	133,630
		146,937	201,419

BALANCE BASED ON ASSESSED VALUE **607,758** Linked to Total below for distribution

Municipality/Area	Completed Roll 2019 Calculated Amount	2019 Converted Values		2018
FRUITVALE	22,470	24,981,694		22,753,699
GRAND FORKS	0	0	Opted out July 2013	0
GREENWOOD	7,339	8,159,559		7,664,594
MIDWAY	11,466	12,747,936		11,800,411
MONTROSE	11,515	12,802,045		11,320,428
ROSSLAND	0	0	Opted out Aug 2008	0
TRAIL	168,959	187,843,307		176,143,550
WARFIELD	17,541	19,501,423		17,455,074
Total Municipalities		266,035,964		247,137,756
AREA A	69,012	76,725,518		68,155,825
AREA B / Lower Columt	37,992	42,237,925		39,552,762
AREA C / Christina Lake	73,956	82,222,326		78,016,875
AREA D / Rural Grand F	50,450	56,089,232		52,656,553
AREA E / West Boundar	137,056	152,375,069		133,107,228
Total Electoral Areas		409,650,070		371,489,243
From C323 Formula	607,758	675,686,034	0.00089947	618,626,999
Check	607,758			

RDKB Regional Building Inspection Services Contract

SUMMARY OF REQUISITIONS:

****These values are linked to the
requisitions and services page**

TOTAL REQUISITIONS

FRUITVALE	44,613
GRAND FORKS	
GREENWOOD	13,388
MIDWAY	20,300
MONTROSE	24,998
ROSSLAND	0
TRAIL	249,723
WARFIELD	33,206

Total Municipalities	386,228
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		EA Credit	Net EA Req
AREA A	106,795	62,946	43,850
AREA B / Lower Colum	61,496	34,652	26,844
AREA C / Christina Lake	109,796	67,455	42,341
AREA D / Rural Grand F	90,500	46,016	44,484
AREA E / West Bounda	201,298	125,009	76,289
Total Electoral Areas	569,886	336,078	233,808
		233,808	

Total Requisition	956,114
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Requisition Summary:

	Municipalities	Electoral Areas	Total
Section 6.1	91,862	67,789	159,651
Section 6.2	55,075	133,630	188,705
Section 6.3	239,291	368,467	607,758
Total	386,228	569,886	956,114

RDKB Regional Building Inspection Services Contract

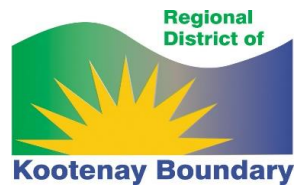
RDKB Regional Building Inspection Services Contract

RDKB Regional Building Inspection Services Contract

RDKB Regional Building Inspection Services Contract

RDKB Regional Building Inspection Services Contract

NOT UPDATED FOR 2018 BUDGET; S/B \$244,180; WILL HAVE EXTRA OF \$39,011
39) SITTING IN DEFERRED THAT WILL NEED TO BE ADDED IN 2019 PER BETH (02/05/2018)
BE THE AMOUNT DEFERRED IN THE PRIOR YEAR NOT TWO YEARS AGO



Building Inspection Services

2019 Work Plan



RDKB BUILDING INSPECTION DEPARTMENT

Brian Champlin, Manager of Building Inspection Services



Building Inspection Services

2019 Work Plan

Service Name: Building Inspection Services

Service Number: 004

Committee Having Jurisdiction: Committee of the Whole – Finance

General Manager/Manager Responsible:

J. Chandler, General Manager, Operations/DCAO / B. Champlin, Manager of Building Inspection Services

Description of Service:

Building Inspection Services provides building and plumbing inspection throughout all electoral areas. The service also provides building and plumbing inspection services to six municipalities on a contract basis.

Structure of Building Inspection Services

RDKB Building Inspection Services is considered to be an electoral area service. It was one of the RDKB's first services established upon incorporation, under Letters Patent. RDKB Bylaw No. 1, 1966 was the original regulatory building bylaw for the electoral areas. It has since been replaced by Bylaw No. 449, 1985 and amendments thereto, as the regulatory bylaw that currently applies to all of the electoral areas. The service was converted in 1989 to an extended service established by bylaw (Bylaw No. 619, 1989).

Municipal Contracts

Over the years, the RDKB established contracts with several member municipalities for the purpose of providing building inspection services to municipal partners. This contract arrangement recognizes the economies of scale associated with sharing building inspection service among the participating jurisdictions. The current contracts with the municipalities were originally developed in 1994. At that time each of the eight municipalities signed contracts for building inspection service. Since then, two municipalities have used the

termination provisions in the contract to withdraw from the contractual arrangement. The City of Rossland terminated its contract with the Regional District in 2008; but has since approached the Regional District to engage in a new contract to provide vacation relief services for the City of Rossland's Building and Plumbing Official. Discussions are underway, but the details of the contract have not been finalized. The City of Grand Forks terminated its contract in 2013.

The contracts with municipalities have been reviewed twice since they were originally signed in 1994 with no resulting changes to the structure of the service or the contracts themselves.

The contract outlines the elements of the building inspection service for which each party is responsible. Each participating municipality contributes to the costs of operating the service based upon a formula that is contained within the contract. The formula for determining each participant's financial contribution to the service utilizes three methods of apportionment:

1. Each participating member municipality and electoral area contributes a basic service fee determined by apportioning the costs of the Manager of Building Inspection Services salary plus a 40% administration fee among the participants, on the basis of population;
2. Based upon the actual value of permits issued two years previous, each member municipality and electoral area pays an additional fee as follows:
 - i. \$5.00/\$1,000 of residential permit value;
 - ii. \$2.00/\$1,000 of commercial permit value;
 - iii. \$1.00/\$1,000 of industrial permit value;
 - iv. \$1.00/\$1,000 of institutional permit value;
3. Additional funding requirements for the operation of the service after the above-described fees have been allocated are apportioned among the participating municipalities and electoral areas on the basis of Hospital District Assessment.

Under the terms of the contract, all building permit fees generated from within a municipality are returned to that municipality.

Because one of the apportionment considerations is the actual value of permits issued two years previous (i.e. apportionment in 2017 is based upon each participant's respective construction values in 2015), there has been some variability in the requisition paid by participating members from year to year. Significant requisition increases in any given year have generally been associated with increased construction values within that municipality, so building permit fee revenues returned to the municipality tend to offset requisition increases - to varying degrees.

Establishing Authority:

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, ch. 323)
Building and Plumbing Inspection Extended Service Establishment Bylaw No. 619, 1989

Requisition Limit: No requisition limit

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

\$883,361 / 960,477 /889,710

Regulatory or Administrative Bylaws:

RDKB Building and Plumbing Amendment Bylaw No. 449, 1985, and amendments thereto

Service Area / Participants:

Throughout all electoral areas; and the following municipalities, on a contract basis:

- City of Trail
- City of Greenwood
- Village of Fruitvale
- Village of Montrose
- Village of Warfield
- Village of Midway

Human Resources:

The Manager of Building Inspection Services is responsible for operational management of the Building Inspection Service, along with the other services within his mandate. The department is currently staffed with eight employees and 'one additional employee is being proposed'¹ for the Vacation Relief Clerk/Secretary/Receptionist position in the Trail office in the fall of 2018, to ensure we are meeting our strategic service goals within our regional building community. All employees report directly to the Manager of Building Inspection Services.

Staffing for the department is composed of:

- Three Level 3 Building and Plumbing Officials;
- Two Level 1 Building and Plumbing Officials;
- Two Clerk/Secretary/Receptionists; and
- Two Vacation Relief Clerk/Secretary/Receptionists¹

The Building Inspection Department's staff contingent is split between two work sites. In the Trail office, there are two Level 1 Building and Plumbing Officials, one Level 3 Building and Plumbing Official, one full time Clerk/Secretary/Receptionist, and one Vacation Relief Clerk/Secretary/Receptionist¹ that serve all of the Lower Columbia communities in Electoral areas A and B, except Rossland.

In the Grand Forks office there are two Level 3 Building and Plumbing Officials, one full-time Clerk/Secretary/Receptionist, and one Vacation Relief Clerk/Secretary/Receptionist serving Electoral Areas 'C' - Christina Lake, 'D' – Rural Grand Forks and 'E' – West Boundary.

2018 Accomplishments:

Building Permit Applications

The primary goal of the Building Inspection Service is to provide the most effective and efficient building inspection service possible on a day-to-day, operational basis to the communities and clients that the department serves, given the resources available. Accordingly, one of the goals of the 2018 departmental work plan was to: *“Continue to provide prompt and effective building and plumbing inspection services to property-owners and contractors throughout the RDKB.”* Comments from our industry stakeholders regarding our customer service, promptness of inspections and issuance of building permits has been very positive, as our building department staff are very conscious about customer service and meeting the needs of homeowners, contractor and other industry shareholders in the building community. Inspections are conducted on the day they are requested, unless the day is full, then they are conducted on the following day. Building Permits are issued within 10 working days once all the information has been submitted by the homeowner or contractor.

The operations of the department are largely reactive in nature, responding to applications for building projects with professional plan reviews, a series of inspections for each project, and required documentation.

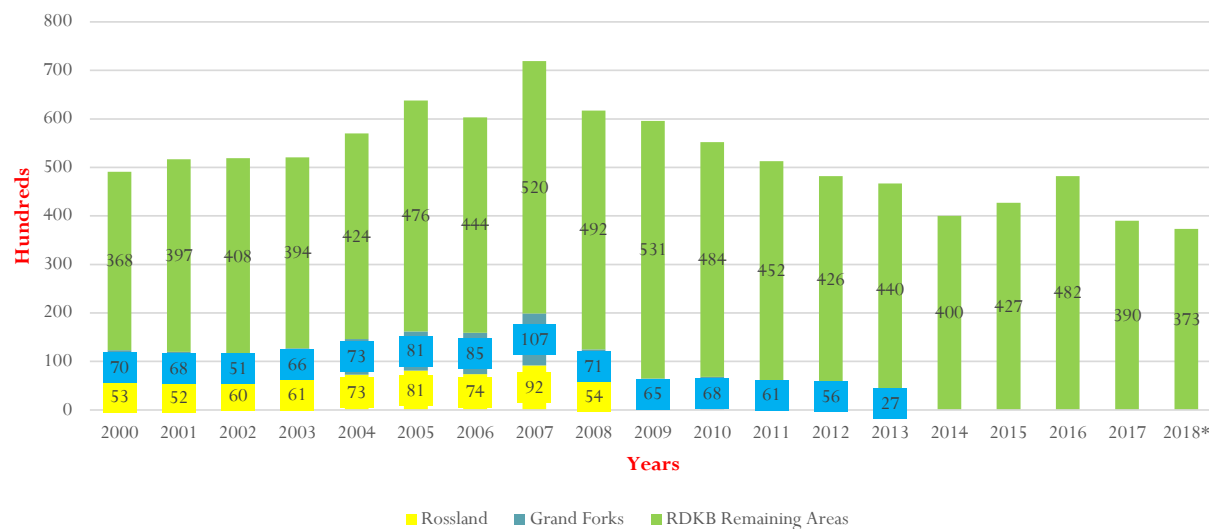
For 2018, the number of building permit applications processed by the department over the year was similar to the 2017 numbers. The total number of building permits issued by September 2018 decreased slightly by 0.9% to 373, from a total of 390 in 2017. While the number of building permits is down for 2018, the value of construction exceeded 2017 by approximately \$11,000,000. The detailed statistics, with building permit numbers and values to September 2017, broken down by electoral area and municipality, are shown in the tables at the end of this report.

Also included in this report are the following Bar Graphs showing the total combined number of Building Permits issued and the total combined Value of Construction for all the municipalities in all areas of the regional district, between the years 2000 to 2018.

The final year end numbers are in, as follows: **Total Permits in 2018 = 503** verses 520 in 2017.

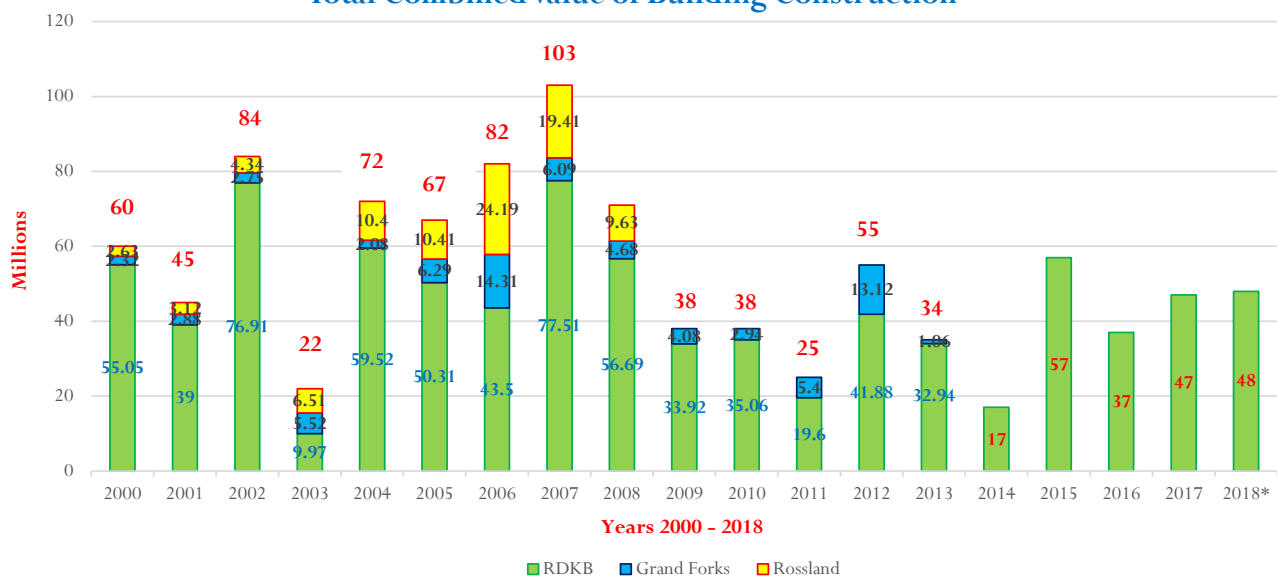
Revenue in 2018 = 57,840,286 verses 47,286,812 in 2017.

Number of Building Permits Issued by the Regional District of Kootenay Boundary 2000 to 2018



* Actual at the end of September

Total Combined Value of Building Construction



* End of September only

Property Management Software System

The Building Inspection Department was using outdated, unsupported version of CityView software to manage its building permitting system and documentation. The software has been replaced with a new version to avoid an inevitable software failure that could have a significant impact upon the department's productive capacity. Staff will be trained on this version in the second quarter of this year, once the final logistics have been worked out.

New Inspection Checklist Procedures

During 2017, the Building Inspection Department developed a series of detailed inspection checklists, as recommended by the Municipal Insurance Association, to ensure that each inspection on a project is conducted and documented uniformly and consistently with the requirements of the respective building bylaws.

One of the goals identified in the 2018 department work plan was to ensure that all building officials were consistently using the new building inspection checklist form that was developed in late 2017 for all inspections.

This process of conducting inspections using the checklist for each and every inspection was monitored during 2018 in order to assess whether or not compliance with this new procedure was taking place. During the course of the year it was identified that the inspection checklist was not being consistently used by all inspectors and this requirement was discussed with staff regarding the need for consistency which is imperative to reduce our risk of liability. Moving forward, our goal for 2019 is 100% compliance which is achievable once we move to an electronic inspection software program, such as Cityview mobile, which includes a checklist that each building inspector must complete in full before they can file the inspection report.

The benefits of electronic inspection software in addition to being simple and easy to use, is the consistency that is automatically achieved when a user enters data into the inspection program; leaving no room for complacency. In addition to this, once the report is filed, a copy of the inspection is automatically sent to the Contractor, Owner or both, and Building Department along with any photographs of deficiencies that were taken during the inspection.

Building Bylaw Review

Another goal identified in the 2018 departmental work plan was to review and develop a new building bylaw as the next phase of the new building Act regulations were implemented in December 2017 thus opening the door for the Municipal Insurance Association of BC to develop a new core building bylaw to correspond to the new provincial Building Act requirements. In addition to these new regulations, some additional limited components of the regulation are being implemented in a graduated manner as they come into force.

The Building Inspection Department is in the process of reviewing the current building bylaw that applies to the electoral areas (Bylaw 449, 1985) as the Municipal Insurance Association of BC has now produced an updated "Core Building Bylaw" for local governments to use as a model bylaw to minimize their liability exposures. It was expected that the new building bylaw would be ready for adoption by the Board in late

February or early March of 2019; however, we have chosen to delay adoption of this bylaw until the province has introduced some additional legislation into the to the BC Building Code that may affect our proposed building bylaw.

Asbestos Exposure Control Safe Work Procedure Implementation

Another goal identified in the 2018 departmental work plan was to monitor the process for the recent implementation of the new Asbestos Exposure Control Safe Work Procedures program, developed in late 2016 to ensure that all workers were following these regulations on a day to day basis to ensure employee safety. A new safe work procedure was established through the RDKB's Occupational Health and Safety Committee in late 2016 which has impacted upon the operation of the service. Based on a September 2016 WorkSafe BC inspection and a subsequent requirement imposed by WorkSafe BC, the RDKB has developed a new Asbestos Exposure Control Plan and some safe work procedures associated with that plan. One of the safe work procedures relates directly to the work of Building and Plumbing Officials. The new procedure applies to renovation and demolition work on pre-1990 buildings. It requires owners or contractors to retain a qualified person to perform a hazardous materials survey prior to conducting work where hazardous materials may be disturbed. The inspection report and any abatement requirements must be posted at the site. Any required abatement must be undertaken by qualified hazardous materials abatement workers. Witten confirmation that any required abatement has been completed must be provided before any work on the building commences. While these are generally considered to be WorkSafe BC regulatory requirements, the RDKB Building Inspection Department has been enforcing these requirements through the new safe work procedure to protect RDKB inspection staff from potential exposure to hazardous materials in the course of their inspection work. There have been a number of impacts associated with the new safe work procedure. For those owners and contractors who previously had not been retaining qualified persons to perform hazardous materials surveys, this additional requirement has added to the cost of projects. Based upon staff's discussions with prospective applicants about the newly imposed requirements, the new requirements had an impact on property-owners decisions as to whether they will begin a new project. The new requirements have very likely resulted in an increase in the number of projects that proceed without a required building permit, to avoid the additional costs associated with having a hazardous materials survey completed and any subsequent abatement work. The ultimate benefit of the new procedure is greater assurance that RDKB inspection staff, construction workers, and others workers that may be exposed to hazardous materials downstream (eg: landfill site workers) are better protected from exposure to hazardous materials. Our review throughout the year has revealed that all of our employees are in compliance with the hazardous materials regulations.

Enforcement

"Continued enforcement of the various building bylaws administered by the department throughout the RDKB" was also a goal of the 2018 work plan and will continue to be a departmental goal from year-to-year. Staff reports to the Board recommending enforcement action against property-owners in contravention of the Building Bylaw were prepared and acted upon throughout the year relating to rural properties. Similar reports

were prepared and sent to municipal staff for properties located within the participating municipalities for Council consideration. Our ultimate goal for 2019 and future years is 100% voluntary compliance.

Significant Issues and Trends:

Staffing

The Building Inspection Services department faced a major staffing issue in 2017 that points to a longer term issue that will initially impact the department moving forward for the next couple of years, as the department lost a Level 3 Building and Plumbing Official due to retirement and the department was only able to recruit a Level 1 replacement. In addition to this, at the end of December 2018 our Senior Level 3 Building and Plumbing Official in the Grand Forks office retired and his position is currently being filled on an interim basis by one of our other Level 3 Building Officials. His responsibilities will be split between Area E and Big white and the Trail office as and when required.

It is important to note, that all of our Level 3 Building and Plumbing Officials currently live in Grand Forks.

With the new statutory regime that has been enacted by the provincial government relating to Building Inspection, there will be mandatory qualification requirements applying to local government building inspection staff which takes effect on February 28, 2021. It will be necessary at that time for any work undertaken by a local government on complex buildings (commercial, industrial, multi-family residential, etc.) to be processed by a building inspector that has achieved Level 3 status.

The challenges faced by local governments across the province recruiting qualified building officials will become significant over the next few years in light of the new regulatory requirements.

Building Activity

It appears, from the increased building activity over the past couple of years, economic projections, and local anecdotal information, that building activity in 2019 will continue to be strong.

2019 Projects:

Project: Building Bylaw Implementation

Project Description:

Develop a new Building Bylaw to regulate building and plumbing inspection in the electoral areas, based upon the proposed "Revised Core Building Bylaw" which has been produced by the Municipal Insurance Association following the enactment of the *Building Act* and associated regulations.

Project Timelines and Milestones:

The proposed new Building Bylaw is currently underway, as a new version of the "Core Building Bylaw" was

recently released by Municipal Insurance Association of BC in the fall of 2018 and Board Adoption is expected in June of 2019.

Project Risk Factors:

Timeline dependent upon review and updating the new core bylaw to address specific requirements within the RDKB, prior to adoption by the board.

Internal Resource Requirements:

The project will be administered by the Building Inspection Department without resource requirements from other departments.

Estimated Cost and Identified Financial Sources:

Minimal. Approximately \$2,000 for legal review.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance".

Project: **Develop a Mentorship Program for RDKB Building Officials to achieve Level 3 Certification**

Project Description:

This program is for all RDKB Building Officials who currently do not meet all of the requirements for Provincial Qualification or BOABC Certification; as the new statutory requirements enacted by the provincial government related to building inspection come into force on February 28, 2021. After this date, Building Officials will only be able to conduct plan reviews and building inspections for the level of inspection they have qualified for, such as level 1 – "Houses and Duplexes", level 2 – "Small Commercial Buildings, plus level 1 buildings" or level 3 – All buildings.

The program consists of in house Building Inspection Training Modules and inter-departmental work experience in the planning and mapping, environmental services, administration and Public Safety departments, supplemented by online Building Code courses from BCIT and examinations from ICC/BOABC and has a program duration of one year.

Project Timelines and Milestones:

Beginning in mid February 2019 with completion in March of 2020.

Project Risk Factors:

There is a significant risk to the ability of the department to conduct plan reviews and building inspection after February 28, 2021 if these goals are not achieved.

Internal Resource Requirements:

The project will be administered by the Building Inspection Department and an interdepartmental training component of shared work experience resources will be the only requirement from other departments. No monetary resources will be required from other departments.

Estimated Cost and Identified Financial Sources:

The primary source of funding would be the annual tax requisition; however, it is anticipated that less than \$7,100 of additional revenue will be required over and above those resources previously allocated in 2018, as much of this training will be in-house. This training allowance is taken from Budget tab #10 "Travel Expenses" and includes Technical Seminars, Technical Conferences, and Training and Examinations.

Relationship to Board Priorities:

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

Project: **Asset Management Planning**

Project Description:

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones:

Throughout 2018/2019.

Project Risk Factors:

Departmental work will be guided by external sources (Corporate/Board plans for completion of Asset Management Plan)

Internal Resource Requirements:

The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

Estimated Cost and Identified Financial Sources: N/A

Relationship to Board Priorities:

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

Project: Point of Sale System Research and Integration for the Grand Forks Office

Project Description: Research and implement an electronic “Point of Sale System” in the Grand Forks office for processing sales and accepting payments, tracking inventory and reducing labor costs.

Project Timelines and Milestones:

A realistic timeline to conduct research with other municipalities that have both iCity (Vadim accounting software) and CityView building department software platforms will be during the second quarter of 2019.

Risk Factors:

The Building Inspection Department in Grand Forks is currently operating a manual point of sale system where all business transactions for payment of goods and services are processed manually and receipts written by hand for cash payments and interact is used for digital payments. Once the payment has been received, all transactions are recorded in a log book and manually entered onto a spreadsheet in the computer, which is then emailed to the finance department in the Trail Head Office where this data is once again manually entered; only this time by our Finance Analyst into iCity (Vadim) our current financial software database.

Manually transferring information from many handwritten sources onto a computer spreadsheet leaves the door open for mistakes, which can lead to many hours of extra work trying to find the source of the mistakes with manual entry processes. Alternately, once data is entered onto a computer spreadsheet the first time it doesn't have to be handled again which in the long run reduces mistakes and saves both time and money by reducing labor costs. This is the goal we are trying to achieve for the Grand Forks Building Department in 2019.

Internal Resource Requirements:

The finance department will take the lead on conducting research with other municipalities using both Cityview and iCity software programs to develop the Matrix for integration between the two software systems. It is believed that the necessary infrastructure to support data transmission is currently in place in the Grand Forks office to support this proposed system, along with a cash drawer, debit machine, printer and computer to support the software program.

Estimated Cost and Identified Financial Sources:

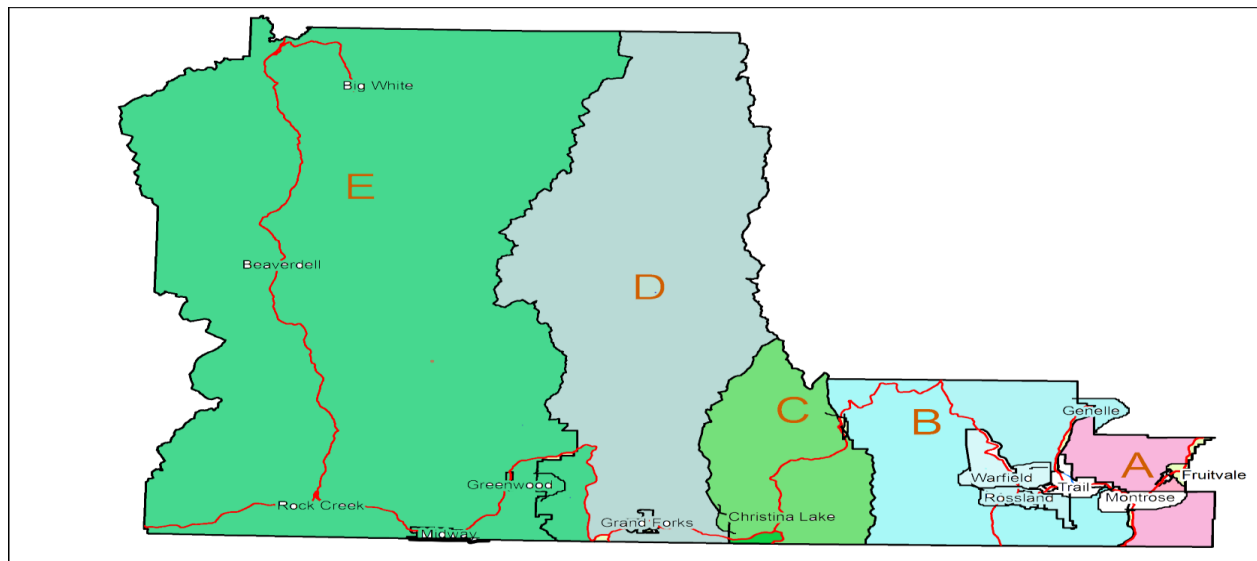
A Point of Sale System typically includes software, a tablet or touchscreen, a card reader, a cash drawer and a receipt printer. Actual cost of this system is unknown at this time; however, as most of the basic infrastructure is currently in place, actual expenses for this system may only require an additional “Licence from ‘iCity’ - Vadim” and purchasing the additional software module.

The primary source of funding would be the annual tax requisition; however, it is estimated that the actual cost of the licensing and equipment will be less than \$10,000.

It is also important to note that this is a one time purchase, apart from the annual licencing and additional technical support fees.

Relationship to Board Priorities:

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



COMPARISON BUILDING REPORT FOR 2017 AND 2018 (TO THE END OF SEPTEMBER, 2018)

AREA	# PERMITS	# UNITS	TOTAL VALUE
FRUITVALE			
Year Ending 2018	20	4	\$1,014,710
Year Ending 2017	20	3	\$773,380
GREENWOOD			
Year Ending 2018	9	0	\$65,250
Year Ending 2017	6	1	\$319,500
MIDWAY			
Year Ending 2018	5	1	\$197,000
Year Ending 2017	8	4	\$794,000
MONTROSE			
Year Ending 2018	16	1	\$548,737
Year Ending 2017	13	1	\$523,970
TRAIL			
Year Ending 2018	124	3	\$17,775,976
Year Ending 2017	140	7	\$12,748,471
WARFIELD			
Year Ending 2018	19	0	\$1,099,614
Year Ending 2017	24	2	\$804,135
AREA 'A'			
Year Ending 2018	14	0	\$386,500
Year Ending 2017	22	5	\$2,454,999
AREA 'B'			
Year Ending 2018	21	10	\$3,044,800
Year Ending 2017	12	2	\$313,950
AREA 'C'			
Year Ending 2018	50	4	\$3,743,300
Year Ending 2017	53	9	\$2,547,900
AREA 'D'			
Year Ending 2018	55	5	\$3,278,400
Year Ending 2017	44	8	\$2,707,900
AREA 'E'			
Year Ending 2018	23	5	\$1,759,200
Year Ending 2017	25	8	\$2,314,300
AREA 'BIG WHITE'			
Year Ending 2018	17	13	\$15,555,000
Year Ending 2017	23	51	\$10,899,800
TOTAL YEAR ENDING 2018	373	51	\$48,468,487
TOTAL YEAR ENDING 2017	390	98	\$37,202,305



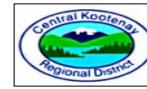
Thank you for the opportunity to submit this work plan for 2019



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

EXHIBIT NO 015
9-1-1 EMERGENCY COMMUNICATIONS

911



PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'

		PAGE	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	(OVER) UNDER	2019 BUDGET	Increase(Decrease) between 2018 BUDGET and 2019 BUDGET	
								\$	%
REVENUE									
	Property Tax Requisition - RDKB	2	309,977	419,210	419,210	0	308,447	(110,763)	(26.42)
11 590 161	Contract Revenue - RDCK	3	337,489	95,774	100,634	(4,860)	0	(95,774)	(100.00)
11 210 100	Federal Grant In Lieu/Misc Income	4	1,234	750	505	245	750	0	0.00
11 921 205	Transfer From Reserves	5	16,250	182,774	182,774	(0)	0	(182,774)	(100.00)
11 911 100	Previous Year's Surplus	6	33,404	7,617	7,617	-1	60,494	52,877	694.23
	Total Revenue		698,354	706,125	710,740	(4,615)	369,691	(336,434)	(47.65)
EXPENDITURE									
12 255 111	Salaries & Benefits	7	367,856	139,543	139,543	(0)	42,467	(97,076)	(69.57)
12 255 213	Telephone	8	102,782	42,240	42,240	0	16,900	(25,340)	(59.99)
12 255 215	Communications Equipment R&M	9	81,980	72,456	72,456	0	49,801	(22,655)	(31.27)
12 255 216	Equipment Replacement Reserve	10	0	0	0	0	0	0	0.00
12 255 221	Advertising	11	0	750	0	750	750	0	0.00
12 255 230	Board Fee	12	16,502	16,799	16,799	0	17,102	303	1.80
12 255 233	Consultant Fees	13	6,450	20,000	15,925	4,075	10,000	(10,000)	(50.00)
12 255 234	Staff Development	14	0	1,000	250	750	1,000	0	0.00
12 255 237	Insurance	15	176	173	173	0	370	197	113.87
12 255 242	Operating Contracts	16	102,512	184,177	171,473	12,704	201,301	17,124	9.30
12 255 247	Office Equipment & Furniture	17	0	0	0	0	0	0	0.00
12 255 251	Office Supplies	18	0	0	0	0	0	0	0.00
12 255 610	Capital/Amortization	19	12,479	137,600	100,000	37,600	30,000	(107,600)	(78.20)
12 255 990	Previous Year's Deficit	20	0	0	0	0	0	0	0.00
12 255 999	Contingencies	21	0	91,387	91,387	-0	0	(91,387)	(100.00)
	Total Expenditure		690,737	706,125	650,246	55,879	369,691	(336,434)	(47.65)
	Surplus(Deficit)		7,617		60,494				

2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET
342,942	352,989	361,807	367,833
0	0	0	0
750	750	750	750
0	0	0	0
0	0	0	0
343,692	353,739	362,557	368,583
43,245	44,326	45,434	46,570
17,400	17,900	18,400	18,900
40,343	40,896	41,460	42,035
0	0	0	0
750	750	750	750
17,444	17,793	18,149	18,512
0	0	0	0
1,000	1,000	1,000	1,000
377	385	393	400
213,133	220,689	226,972	230,416
0	0	0	0
0	0	0	0
10,000	10,000	10,000	10,000
0	0	0	0
0	0	0	0
343,692	353,739	362,557	368,583

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Property Tax Requisition - RDKB						
2018		2019	2020	2021	2022	2023
Actual	Description	Budget	Budget	Budget	Budget	Budget
		Amount	Amount	Amount	Amount	Amount
12,599	11 830 100 015 Fruitvale	9,285	10,324	10,626	10,891	11,073
38,101	11 830 200 015 Grand Forks	27,151	30,188	31,072	31,848	32,379
4,235	11 830 300 015 Greenwood	3,033	3,372	3,471	3,557	3,617
6,481	11 830 400 015 Midway	4,738	5,268	5,422	5,558	5,650
6,276	11 830 500 015 Montrose	4,758	5,290	5,445	5,581	5,674
38,849	11 830 600 015 Rossland	30,159	33,532	34,514	35,376	35,966
97,403	11 830 700 015 Trail	69,817	77,625	79,899	81,895	83,259
9,661	11 830 800 015 Warfield	7,248	8,059	8,295	8,502	8,644
37,920	11 830 901 015 Electoral Area 'A'	28,517	31,706	32,635	33,450	34,008
21,840	11 830 902 015 EA 'B' / Lower Columbia/Old Glory	15,699	17,455	17,966	18,415	18,721
43,127	11 830 903 015 EA 'C' / Christina Lake	30,560	33,978	34,973	35,847	36,444
29,147	11 830 904 015 EA 'D' / Rural Grand Forks	20,847	23,179	23,858	24,454	24,861
73,571	11 830 905 015 EA 'E' / West Boundary	56,634	62,968	64,813	66,432	67,538
419,210	Sub Total	308,447	342,942	352,989	361,807	367,833
	Annual Requisition	308,447	342,942	352,989	361,807	367,833
	Total Requisition	308,447	342,942	352,989	361,807	367,833

Notes:

Total Requisition Before Sharing Formula:	308,447	342,942	352,989	361,807	367,833
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APPORTIONMENT BETWEEN RD's IS BASED ON COMPLETED ROLL EACH YEAR

Apportionment for RDKB participants is based on the REVISED roll

December 2016

Completed
2016
Hospital Purpose Net Taxable Values
20,083,024
65,026,014
7,164,863
11,187,989
11,171,080
62,163,145
160,066,256
16,539,852
65,436,484
38,080,741
72,711,073
48,915,081
115,059,329
693,604,931

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Contract Revenue - RDCK	COMPLETED	2019	2020	2021	2022	2023
Account	11 590 161 015	2016	Budget	Budget	Budget	Budget	Budget
Item No	Description	Hospital Purpose Net Taxable Values	Amount	Amount	Amount	Amount	Amount
1	City of Castlegar	Non Participant					
2	City of Nelson	Non Participant					
3	Town of Creston	77,439,683					
4	Village of Kaslo	15,433,127					
5	Village of New Denver	8,064,059					
6	Village of Nakusp	21,757,624					
7	Village of Salmo	10,998,128					
8	Village of Silverton	4,683,998					
9	Village of Slocan	3,883,445					
10	Electoral Area 'A' RDCK RD # 06	70,311,246					
11	Electoral Area 'B'	78,419,372					
12	Electoral Area 'C'	35,310,925					
13	Electoral Area 'D'	32,744,112					
14	Electoral Area 'E'	83,653,753					
15	Electoral Area 'F'	77,121,995					
16	Electoral Area 'G'	34,417,103					
17	Electoral Area 'H'	74,112,425					
18	Electoral Area 'I'	38,315,081					
19	Electoral Area 'J'	53,342,189					
20	Electoral Area 'K'	35,159,072					
	Total	755,167,337					
Total Contract Amount Due			-	-	-	-	-

Notes:

APPORTIONMENT BETWEEN RD's IS BASED ON COMPLETED ROLL EACH YEAR
City of Castlegar and City of Nelson not included in assessment base for Central Kootenay RD
Village of New Dever included in Budget Year 2007 (RDCK Bylaw #1860, 2007)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Federal Grant In Lieu	2018	2019	2020	2021	2022	2023
Account	11 210 100 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Federal Grant In Lieu	750	750	750	750	750	750
Current Year Budget		750	750	750	750	750	750

Notes:	Previous Year Budget	750
	Actual to December 31, 2018	505

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Transfer From Reserves	2018	2019	2020	2021	2022	2023
Account	11 921 205 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Allowance for Equipment Upgrades/Repairs	182,774					
	For Fire Dispatch, Consulting Fees for Transition and						
	New Repeater for Grand Forks Fire Rescue						
Current Year Budget		182,774	-	-	-	-	-

Notes:		Previous Year Budget	182,774
		Actual to December 31, 2018	182,774
Item #1	For unanticipated equipment failures funded from Reserves		
See page 19 for specific details			

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Previous Year's Surplus	2018	2019	2020	2021	2022	2023
Account	11 911 100 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Surplus	7,617	60,494	-	-	-	-
Current Year Budget		7,617	60,494	-	-	-	-

Notes:	Previous Year Budget	7,617
	Actual to December 31, 2018	7,617

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Attachment # 6.1)

Previous Year Budget	139,543
Actual to December 31, 2018	139,543

Item #2	50% - Regional Fire Services, 25% - Emergency Preparedness, & 25% - 911 Communications
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Item #4	Benefits Updated for 1.95% Employer Health Tax In 2019 & End of MSP Premiums in 2020
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REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Telephone	2018	2019		2020		2021		2022		2023
Account	12 255 213 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Telus link to KFD - Beaverdell, Midway & Greenwood	24,376	3,500		3,600		3,700		3,800		3,900
	Cell backup to KFD - Beaverdell, Midway & Greenwood	9,064	2,000		2,100		2,200		2,300		2,400
2	VOIP Agreement Grand Forks, Christina Lake & KBRF	6,400	4,000		4,000		4,000		4,000		4,000
3	Grand Forks fibre costs for Grand Forks & Christina lake		3,000		3,100		3,200		3,300		3,400
	CBBC Internet		2,400		2,500		2,600		2,700		2,800
4	Telephone Interconnect backup BW, GF, CL & KBRFR		2,000		2,100		2,200		2,300		2,400
5	Cell Phone Back-up - Beaverdell, Midway, & Greenwood	2,400									
Current Year Budget		42,240	16,900		17,400		17,900		18,400		18,900

Notes: Previous Year Budget 42,240
Actual to December 31, 2018 42,240

Item #2 VOIP Agreement with RDEK
 Item #5 Cell Phone Back-up - Beaverdell, Midway, & Greenwood - added to line 2
 Big White Fibre - no cost part of their Telus Business Connect package

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

[illegible]

Notes:	Previous Year Budget	72,456
	Actual to December 31, 2018	72,456

Item #3	Lease Agreements for: Big White, Midway SBA Tower, Roderick Dhu, Observation Mtn., Santa Rosa, Granite Mtn, and Blizzard Mtn.
Item #4	Radio Licensing Fees for the 9-1-1 Back Bone Equipment which provides connectivity to all RDKB Fire Halls
Item #5	Estimated amount for the repair and maintenance of all 9-1-1 radio equipment
Item #6	Included in item #3 - see Repeater Site Summary document (f drive, kelowna fire dispatch, repeater sites)

Industry canada 2017 \$7,498 (RDCK \$4,860 - RDKB \$2,638)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Equipment Replacement Reserve	2018	2019	2020	2021	2022	2023
Account	12 255 216 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Equipment Replacement Reserve						
2							
Current Year Budget		-	-	-	-	-	-

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-
Item #1	Required to meet all technological, hardware, and software changes	
	Upgrading to accept future digital communications	

\$ 1,569.88

Balance in Reserve December 31, 2018
Account Number 34 700 015

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Advertising	2018	2019	2020	2021	2022	2023
Account	12 255 221 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Public Awareness	750	750	750	750	750	750
Current Year Budget		750	750	750	750	750	750

Notes:

Previous Year Budget	750
Actual to December 31, 2018	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Board Fee	2018	2019		2020		2021		2022		2023
Account	12 255 230 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Board Fee (2% increase for C.P.I.)	15,167	15,470	2.0%	15,779	2.0%	16,095	2.0%	16,417	2.0%	16,745
2	Carbon Offset & Climate Change Initiatives	1,632	1,632	2.0%	1,665	2.0%	1,698	2.0%	1,732	2.0%	1,767
Current Year Budget		16,799	17,102		17,444		17,793		18,149		18,512

Notes:

	Previous Year Budget	16,799
	Actual to December 31, 2018	16,799

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Consultant Fees	2018	2019	2020	2021	2022	2023
Account	12 255 233 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Consulting services fire dispatch network radio coverage assessment.	20,000	10,000				
Current Year Budget		20,000	10,000	-	-	-	-

Notes:

	Previous Year Budget	20,000
	Actual to December 31, 2018	15,925

Item #1 Consultant to Provided Program to Extract Statistical Information from FDM (One time expense)

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Staff Development	2018	2019		2020		2021		2022		2023
Account	12 255 234 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Training for Fire Dispatch	-									
2	Provincial 911 Users Group Meeting	1,000	1,000		1,000		1,000		1,000		1,000
Current Year Budget		1,000	1,000		1,000		1,000		1,000		1,000

Notes:	Previous Year Budget	1,000
	Actual to December 31, 2018	250
Item #1	Continuation of CAD and RMS Training	

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Insurance	2018	2019		2020		2021		2022		2023
Account	12 255 237 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Insurance - Property	173	370	2.0%	377	2.0%	385	2.0%	393	2.0%	400
2	Insurance - Liability (in General Government Exhibit)	-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
Current Year Budget		173	370		377		385		393		400

Notes:		Previous Year Budget	173
		Actual to December 31, 2018	173
Item #1	Insurance on repeater sites		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Operating Contracts	2018	2019		2020		2021		2022		2023
Account	12 255 242 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Central Okanagan RD - PSAP Services										
1 (a)	Kootenay Boundary Regional District	61,607	56,365		64,824		68,922		71,661		75,105
1 (b)	Central Kootenay Regional District										
2	9-1-1 Operations Committee										
3	RDKB Regional Fire Services										
4	Shared Equipment										
5	Kelowna Fire Dispatch Operating	122,570	144,936		148,309		151,767		155,311		155,311
	Current Year Budget	184,177	201,301		213,133		220,689		226,972		230,416

Notes:	Previous Year Budget	184,177
	Actual to December 31, 2018	171,473

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Office Equipment & Furniture	2018	2019		2020		2021		2022		2023
Account	12 255 247 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Office Equipment & Furniture	-	-		-		-		-		-
Current Year Budget		-	-		-		-		-		-

Notes:

Previous Year Budget	-
Actual to December 31, 2018	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Office Supplies	2018	2019		2020		2021		2022		2023
Account	12 255 251 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Office Supplies	-	-	2.0%	-	2.0%	-	2.0%	-	2.0%	-
Current Year Budget		-	-		-		-		-		-

Notes:

Previous Year Budget	-
Actual to December 31, 2018	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Capital	2018	2019	2020	2021	2022	2023				
Account	12 255 610 015	Prior Year	Budget	Budget	Budget	Budget	Budget				
Item No	Description	Amount	Amount	%	Amount	%	Amount	%	Amount	%	Amount
1	Allowance for Equipment Upgrades/Repairs										
	For Fire Dispatch										
2	Installation of new repeater at Roderick Dhu for										
	Grand Forks Fire Rescue										
3	Repeater Site - Upgrades		30,000		10,000		10,000		10,000		10,000
4	Kelowna Fire Dispatch - Capital Transition Costs										
	Interconnection	97,600									
	Contingency	10,000									
	Telus - 9-1-1 ESZ Updates	30,000									
	</										

Notes:	Previous Year Budget	137,600
	Actual to December 31, 2018	100,000

Item #1	**For unanticipated equipment upgrades and replacements funded from the Equipment Replacement Reserves.
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****Only used if necessary (see page 5)**

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Previous Year's Deficit	2018	2019	2020	2021	2022	2023
Account	12 255 990 015	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Deficit	-	-	-	-	-	-
Current Year Budget		-	-	-	-	-	-

Notes:

Previous Year Budget	-
Actual to December 31, 2018	-

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

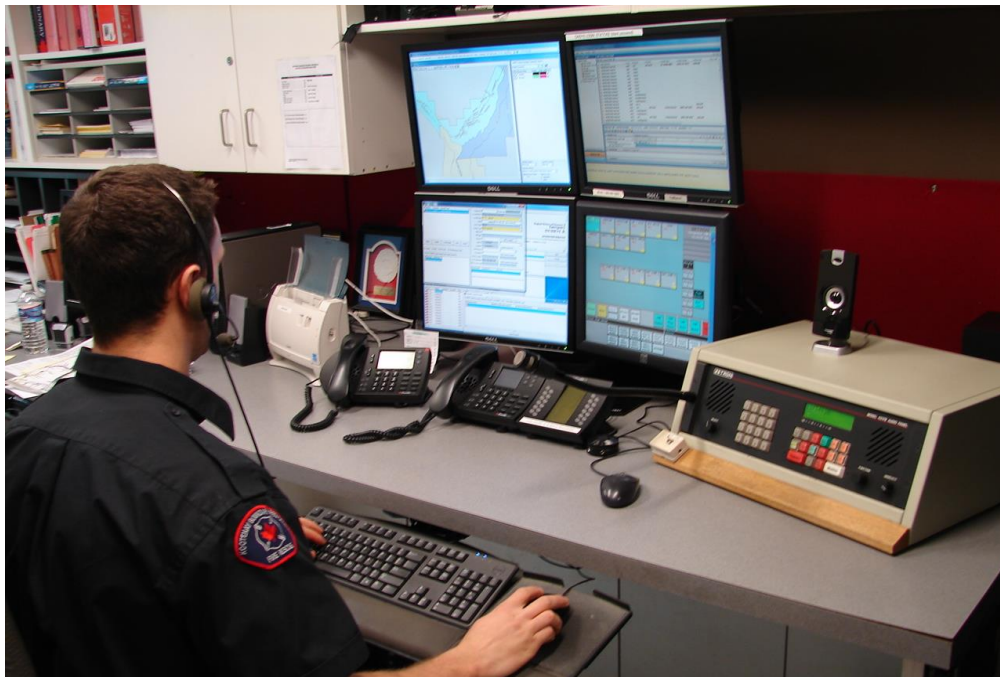
Name	Contingencies	2018	2019		2020		2021		2022		2023
Account	12 255 999 015	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Contingencies	-	-		-		-		-		-
2	RDCK Portion of Reserve (50%)	91,387									
	Current Year Budget	91,387	-		-		-		-		-

Notes:	Previous Year Budget	91,387
	Actual to December 31, 2018	91,387



9-1-1 Emergency Communications Service

2019 Work Plan



9-1-1 EMERGENCY COMMUNICATIONS SERVICE

Dan Derby, Regional Fire Chief/Fire Dispatch Manager
Service Number 015
As of January 23, 2019



9-1-1 Emergency Communications Service

2019 Work Plan

Service Name: 9-1-1 Emergency Communications Service

Service Number: 015

Committee Having Jurisdiction: Board of Directors – Protective Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager Operations / Deputy CAO
Dan Derby, Regional Fire Chief / Fire Dispatch Manager

Description of Service:

The RDKB's 9-1-1 Emergency Communications service provides both public safety answering point (PSAP) and secondary service answer point services. Our PSAP service is provided by E-Comm 9-1-1 in Vancouver. They provide PSAP services for 25 regional districts and communities across British Columbia. A PSAP call center is responsible for answering calls to an emergency telephone number (9-1-1) for police, fire and ambulance services, where they are transferred to the requested agency. Our secondary service answering point services are provided by Kelowna Fire Dispatch, under contract between the City of Kelowna and the Regional District Kootenay Boundary. Their dispatchers are supported by a computer aided dispatch system that allows for swift and easy access to a wide range of information critical to efficient dispatch of fire services.

Establishing Authority:

Section 332, *Local Government Act, RSBC 2015* (formerly Section 796, LGA, RSBC 1996, ch. 323)

Bylaw No. 1152 adopted 26th day of July, 2001

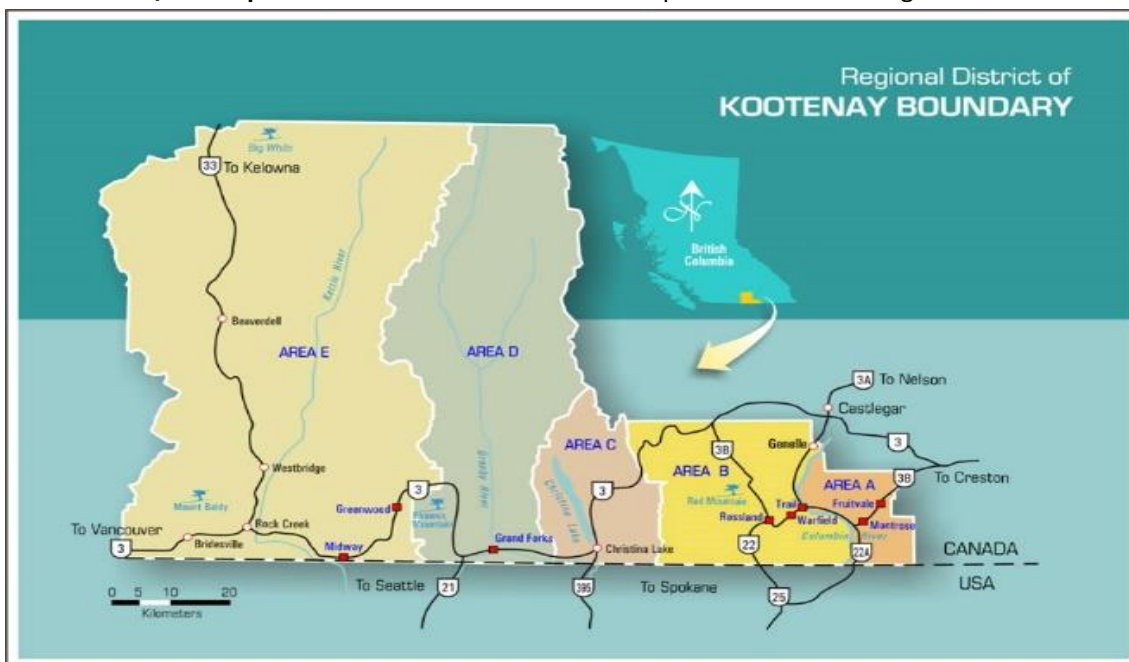
Requisition Limit: N/A

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

\$514,985 (\$419,210 RDKB & 95,774 RDCK) / \$706,125 / (pending further review year end 2018)

Regulatory or Administrative Bylaws: Not Applicable

Service Area / Participants: All Electoral Areas and Municipalities within the Regional District.



Service Levels: E-COMM 9-1-1(public-safety answering point) and Kelowna Fire Dispatch (secondary safety answering point)

Human Resources:

- General Manager Operations / Deputy CAO
- Regional Fire Chief / Fire Dispatch Manager
 - 1 – Fire & Emergency Services Administrative Assistant
- Kelowna Fire Dispatch
 - Deputy Chief, Communications and Emergency Management
 - Fire Dispatch Supervisor
 - 12 Fire Dispatchers (minimum staffing of 2 at all times)

2018 Accomplishments:

In May 2018, Trail Fire Dispatch was closed and fire dispatch services were transitioned to the City of Kelowna's Fire Dispatch, under our new 5-year contract. Four of the seven departments serviced by our dispatch network were upgraded to a fibre network connection through the transition process. The other three will be upgraded to a fibre connection when fibre is available. Repeater site and network agreements have been renewed to ensure the long-term reliability of our fire dispatch network.

Preventative maintenance and repairs has been completed at all repeater sites. A new repeater site was established at Roderick Dhu to assist Grand Forks Fire Rescue in improving communications in the North Fork valley and west of Grand Forks. Staff are currently investigating to see if this location would assist Greenwood and Midway in areas that currently experience poor radio coverage.

Significant Issues and Trends:

The transition to Kelowna Fire Dispatch has taken far longer than forecasted by the City of Kelowna in their proposal. This is a result of their underestimating the scope and complexity of the services provided by Trail Fire Dispatch and management staffing changes within the Kelowna Fire Department. Transition projects are on schedule to be completed by the first quarter of 2019. Additionally, the time and effort to address operational issues with the dispatch services has continued to utilise department staff time in excess of the anticipated level of effort and this is assumed to continue into early 2019, effecting staff resource and time for other work plan projects.

Upgrades to our repeater site radio network and to Next Gen911 in dispatch centres (2022) will provide significant cost pressures moving forward.

2019 Projects:

Project #1: Fire Dispatch Network Radio Coverage Assessment

Project Description:

A comprehensive review of repeater site locations and equipment to determine communications coverage requirements for future improvements.

Project Timelines and Milestones:

Based on communications consultants availability and site access the project is anticipated to take four months with completion in time for the 2020 budget cycle.

Project Risk Factors:

The project timeline could be affected by external factors that include contractor availability and access to repeater sites during wildfire season.

Internal Resource Requirements: N/A**Preliminary Cost and Identified Financial Sources:**

The 2019 budget includes \$10,000 for consulting services to coordinate the technical and operational requirements of our fire dispatch repeater site network.

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

Project #2: Asset Management Planning**Project Description:**

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones: Throughout 2019.

Project Risk Factors:

Departmental work will be guided by external sources (Corporate/Board plans for completion of Asset Management Plan)

Internal Resource Requirements:

Asset management planning work will require significant input, direction and assistance from RDKB administrative staff, particularly considering that the Kettle Valley Fire Protection Service is operated on a contract basis. The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

Estimated Cost and Identified Financial Sources: N/A

Relationship to Board Priorities:

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

Remaining Board Action Items:

EMERGENCY COMMUNICATIONS SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Jan 2017	<u>Greenwood Area Communication Gaps:</u> With the installation of a new repeater tower in the Roderrick Dhu Mountain Area of Grand Forks, Staff will follow-up regarding communication coverage to include the Greenwood communication gaps from the North Boundary Road.	Emergency Communications Staff	



Emergency Preparedness Service

2019 Work Plan



EMERGENCY PREPAREDNESS SERVICE

Chris Marsh, Manager of Emergency Programs
Service Number 012
As of February 7th, 2019



Emergency Preparedness Service

2019 Work Plan

Service Name: Emergency Preparedness

Service Number: 012

Committee Having Jurisdiction: Board of Directors – Protective Services Committee

General Manager/Manager Responsible:

James Chandler, General Manager Operations / DCAO

Chris Marsh, Manager of Emergency Programs reporting to Dan Derby, Regional Fire Chief

Description of Service:

The Emergency Preparedness Service has been established to provide an integrated and effective approach to emergency preparedness, response, recovery and mitigation within all municipalities and electoral areas of the Regional District of Kootenay Boundary (RDKB). An Emergency Management Program Agreement has been implemented to facilitate the cooperation between the Regional District and participating municipalities. The Agreement outlines the process by which resources are shared and how joint or regional Emergency Operation Centers are established. Under the agreement, everyone adheres to one Regional Emergency Plan (the Plan).

The Plan provides the policies and procedures as the framework to guide Regional District activities before, during and after an emergency event. The Plan is based on the BC Emergency Management System and is intended to meet the requirements of all applicable provincial legislation and regulations. The RDKB works cooperatively with other internal and external emergency plan holders, agency partners and emergency responders to ensure a state of readiness should an emergency or disaster occur. In addition to reviewing the Plan and its policies and procedures on an on-going basis, staff participate in annual training and exercises to further advance the ability of the RDKB and partner municipalities to effectively coordinate response to any emergency or disaster that occurs

within the Region. Additionally, individuals and families within the Regional District must also take the necessary steps to prepare for emergencies and disasters.

A strong, well-resourced and well-supported Emergency Preparedness Service will ensure that the RDKB's response to, resiliency during, and recovery from emergency events within the District will be greatly enhanced.

Establishing Authority:

Section 332, Local Government Act, RSBC 2015 (formerly Section 796, LGA, RSBC 1996, ch. 323)

Bylaw No. 1256 Electoral Areas 'A', 'B', 'C', 'D' & 'E' for the purpose of establishing an Emergency Response and Recovery Plan(s) for the RDKB, adopted January 27, 2005.

Bylaw No. 1286 amending Bylaw No. 1256 to include all municipalities within the RDKB, adopted November 24, 2005.

Bylaw No. 1613 RDKB Emergency Planning Service Establishment Amendment Bylaw approving the City of Rossland's re-entry to the service as a participant.

Requisition Limit: Not Applicable

2018 Requisition / Budgeted Expenditures / Actual Expenditures:

\$236,613/ \$1,576,855 / \$ TBD (high because of flood response costs)

Regulatory or Administrative Bylaws:

Bylaw No. 1312 A bylaw to regulate the RDKB Emergency Management Organization as a service of the RDKB, adopted May 4, 2006.

Service Area / Participants: All Electoral Areas and Municipalities within the Regional District.



Service Levels

Emergency planning, response, mitigation and recovery services.

Human Resources:

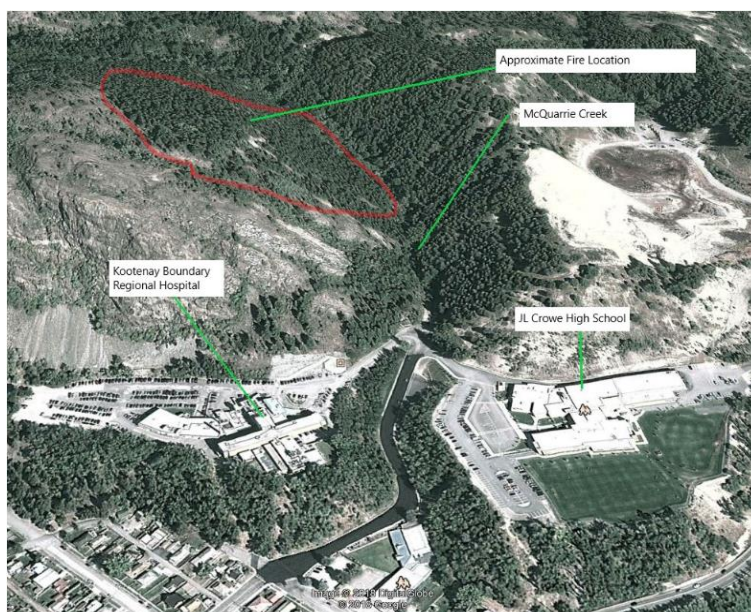
- General Manager, Operations / DCAO
- Manager of Emergency Programs
- Regional Fire Chief / Fire Dispatch Manager
- Fire & Emergency Services Administrative Assistant

2018 Events:

The Boundary flooding of 2018 was the worst flooding in the history of the province of BC. Over 3200 residents were evacuated from their homes, seeking shelter from floodwaters that ranged from 1 in 200 to 1 in 500 year levels. Direct response costs total well over \$20 Million and recovery costs are expected to exceed \$60 Million dollars. Ongoing recovery efforts include a team of 10 individuals delivering all aspects of recovery operations, from repairs to critical infrastructure to supporting individuals suffering from flood-related mental illness. It goes without saying that all available resources have been applied in 2018 to the response and recovery from this event. Despite the Boundary flooding event, there were other significant EOC responses as well. Other significant 2018 events included:

- Riverside Drive Landslide – Trail, April 2018
- Langford and Sayward Creek Flooding - Columbia Gardens, March – May 2018
- Trail and Gorge Creek Flooding – April 2018
- China Creek Road Flooding – Genelle – April 2018

- Fruitvale – Kelly and Beaver Creek Flooding – May 2018
- Boundary Flooding – Grand Forks, Christina Lake, Greenwood, Midway, Rock Creek, Westbridge, Beavertown, Carmi - May – June 2018
- Santa Rosa Wildfire 1 – July 2018
- Lynch Creek, Toronto Creek and Santa Rosa 2 Wildfires – August 2018
- McQuarrie Creek Wildfire – September 2018



Location of McQuarrie Creek Fire, Trail, BC (September 2018)



Trail Creek Flooding, Warfield (April 2018)



Downtown Grand Forks (May 2018)

Significant Issues and Trends:

In general, disasters of increasing frequency and magnitude are impacting BC communities. Two significant flooding seasons concurrent with the two worst wildfire seasons on record have highlighted the need for significant application of resources to emergency management functions within local government.

The hiring of a full time staff member dedicated to the Emergency Preparedness Service (completed in September of 2017) provided much needed support during the EOC activations this past year. However, it is clear, that if that resource is used primarily for responding to events and the associated recovery, there will be no ability to grow and design the emergency program in any sustainable fashion. Recent events have clearly demonstrated that there are two streams of emergency management that the RDKB needs to develop – the policy stream and the operational stream. Where policy indicates a need for program development and documentation, the operational stream relates strictly to response and recovery functions related to emergency events.

With the events that were experienced in 2018, being both flooding and fires, very little advancement was made on the following work plan projects. Due to the impacts of flood recovery planning and resources to our Emergency Preparedness Services, the Manager of Emergency Services is temporarily seconded to the Recovery Management Team. A recruitment to backfill the position and provide essential resource is underway. (This is supported through EMBC and does not impact the RDKB budget). Until such time a successful candidate is hired the projects as presented below will have limited progression. A status update is included with each of the projects and majority of all projects continues to 2019.

Considering the priorities and urgency of key projects and activities preparing for the freshet season in 2019 the following is a list of objectivities that are considered to take precedent and priority over all other tasks until completed:

- Completion of hiring for new full time temporary support position
- Flood Response Plan
- Communication Plan including Emergency Alerting System
- Public education and Community Outreach
- Pet and Livestock Plan
- Regional Emergency Plan Update
-

It is anticipated that the above listed work will utilise 100% capacity of our existing emergency management staff and including the pending recruitment of the backfill position.

2019 Projects:**Project #1: Emergency Communications Plan****Project Description:**

Many aspects of the response to the Rock Creek and Stickpin wildland interface fires of 2015 were very successful. However, one of the significant after action items that was recommended from these events was the development of an enhanced Emergency Communications Plan (ECP). Development of this plan would greatly assist RDKB staff in enabling best-management practices in regards to both internal and external communications during a major emergency event.

The development of an Emergency Communications Plan will also explore options for an Emergency Alerting System for residents and businesses such as is used in neighbouring regional districts.

**Project Timelines and Milestones:**

To be completed concurrently with #1 above, the review of the Regional Emergency Plan. The ECP would exist as a separate and stand-alone document from the Regional Emergency Plan itself.

Project Risk Factors:

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season). The amount of time that the new Corporate Communications Officer can dedicate to this project could affect the timelines of this project.

Internal Resource Requirements:

This project will be a joint effort between the Manager of Emergency Programs and the Corporate Communications Officer. Effort will be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

Estimated Cost and Identified Financial Sources:

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on

good management and governance” & “We will ensure the messages we are delivering within our region are clear and easily understood.”

November 2018 update: Significant work was undertaken to identify an appropriate vendor to supply an emergency notification system. This portion of the above project is ready for delivery with Board approval. Other aspects of the communications plan have been developed, or will be developed as a result of Flood Response Plan work that will be undertaken in advance of freshet 2019.

Project #2: Pet & Livestock Plan**Project Description:**

A further recommendation that resulted from the Rock Creek and Stickpin wildland interface fires in 2015 was the need to continue the development of a well-defined Pet and Livestock Plan (PLP). Managing pets and livestock during large and complex emergency events is made simpler if plans and relationships are already in place. As well, it is helpful to undertake preplanning such as the identification of suitable livestock and pet reception facilities, agencies which can assist, and resources that are available.

Project Timelines and Milestones:

To be completed concurrently with #1 above, the review of the Regional Emergency Plan. However, the PLP will exist as a separate and stand-alone document from the Regional Emergency Plan itself.

Project Risk Factors:

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season).

This project will build upon existing relationships with various stake holders involved in animal welfare (such as the Ministry of Agriculture), and their availability to provide feedback and to engage in a plan review process could impact the project.

Internal Resource Requirements:

The bulk of the effort needed to complete this project will be provided by the Manager of Emergency Programs. Some staff time may be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

Estimated Cost and Identified Financial Sources:

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

November 2018 update: Very little progress was made on this project in 2018. Through the Boundary flooding event in spring of 2018, resources and documentation have been identified that should see this project be much easier, and it is likely to be completed in 2019 with appropriate resources.

Project #3: Build Community / Agency Relationships**Project Description:**

The addition of a new dedicated Manager of Emergency Programs (as of September 2017) provides an opportunity to further enhance relationships between the Emergency Preparedness Service and a variety of stakeholders. As well, relationship building is an on-going priority aspect of any successful emergency management program. Time spent enhancing interagency relationships is returned ten-fold when those interactions are tested during an emergency event.

Having robust and resilient pre-existing relationships between agencies and organizations, who will need to work together during complex emergency events, will lead to better outcomes for area residents in the event of a major emergency disaster within the RDKB.

Project Timelines and Milestones:

Ongoing throughout the year.

Project Risk Factors:

Lack of community and agency outreach leads to missed opportunities and liabilities during emergency events, so not pursuing these opportunities may negatively impact the long term success of the Emergency Preparedness Service.

Internal Resource Requirements:

Staff time by the Manager of Emergency Programs, the Corporate Communications Officer and the Kootenay Boundary Regional Fire Rescue Fire Chief.

Estimated Cost and Identified Financial Sources:

No costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

November 2018 update: Significant progress was made on this project in 2018. Emergency Services Committee meetings were held in the spring of 2018 in both Trail and Grand Forks. New committee members were identified and an email group list was developed. Through numerous activations, the EOC developed strong working relationships with many other levels of government, utilities, stakeholders, NGO's, public safety agencies and all manner of local community support organizations.

The emergency service participated in several exercises and debriefs and at each opportunity, critical relationships were developed.

Project #4: Public Education and Community Outreach**Project Description:**

This project seeks to define the level of engagement and outreach that the community and the RDKB wish to have in regards to public education and community outreach.

The Emergency Preparedness Service would benefit from Board consideration of a desired strategic direction, and the expected level and type of outreach which would best benefit the residents of the RDKB. To that end, the Manager of Emergency Programs will develop a report with options and recommendations for public education and outreach within the RDKB.

Public outreach and education can include, but is not limited to:

- Open houses, seminars and town hall meetings;
- Outreach via pamphlets, letters and other printed materials, either mailed or available for pick-up;
- Various forms of social media interactions;
- Public alerting systems, via text, email or other, that alert residents to significant situations or events that are underway or anticipated.

Project Timelines and Milestones:

This project will be initiated in 2018 with the scoping design phases, and continue through 2019 and beyond as an ongoing service to RDKB residents.

	2018												2019					
Month	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Project Scoping																		
Create Options Report																		
Board Review of Options Report and Path Forward																		

Outreach Program Start																				
Funding Delivery																				

Project Risk Factors:

Undertaking an appropriate community outreach and education program will help increase the resiliency and recovery ability of residents and businesses within the RDKB. However, there are many ways to undertake community outreach, each with different advantages, costs and potential outcomes.

Previous outreach attempts have, at times, seen relatively little uptake by area residents.

Internal Resource Requirements:

The bulk of effort will be undertaken by the Manager of Emergency Programs. Assistance from the Corporate Communications Officer and the Fire & Emergency Services Administrative Assistant will help ensure the success of the project.

Estimated Cost and Identified Financial Sources:

Initially, there will be no costs other than RDKB staff time and possible use of RDKB vehicles for meetings.

Should there be a desire to proceed with producing outreach materials, hosting open houses, or to pursue a public messaging system, there would be costs associated with those projects. Once a strategic direction is determined, more defined costs and deliverables around program delivery can be identified.

Relationship to Board Priorities:

It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance", "We will ensure we are proactive and responsible in funding our services", and "We will ensure the messages we are delivering within our region are clear and easily understood."

November 2018 update: Very little progress was made on this project in 2018. The service did participate in meetings, workshops and conferences related primarily to flooding. That being said, significant outreach work will need to happen in the future to help guide;

- Wildfire awareness and FireSmart principals
- Flood awareness and avenues to protect homes
- General emergency preparedness.

Project 5: Asset Management Planning**Project Description:**

Participation in the corporate-wide asset management planning process.

Project Timelines and Milestones: Throughout 2018.

Project Risk Factors:

Departmental work will be guided by external sources (Corporate/Board plans for completion of Asset Management Plan)

Internal Resource Requirements:

Asset management planning work will require significant input, direction and assistance from RDKB administrative staff. The corporate asset management plan is being led by the Finance Department, with participation by all other departments.

Estimated Cost and Identified Financial Sources: N/A

Relationship to Board Priorities:

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

There is no consideration or planned work for this project with current resources in 2019.

Project #6: Update Regional Emergency Plan**Project Description:**

The last major revision of the Regional District of Kootenay Boundary Emergency Management Plan was undertaken in 2012, with the original plan being written in 2006. Since that time, there have been several activations of the plan and the Regional Emergency Operations Centre (REOC). Significant wildland interface fires in 2015 within the Regional District were an excellent opportunity to activate the plan and REOC. These activations demonstrated the effectiveness of the plan. However, these activations were also an excellent opportunity to identify opportunities for the enhancement of the Plan. Hazard identification, section enhancement, and an overall review would be advantageous as the Emergency Preparedness Service evolves. It is recommended that a careful and systematic review be undertaken to ensure that the Plan remains capable of handling any and all potential hazards that the Regional District of Kootenay Boundary may face. It is also recommended that enhancements that are introduced during the review are carefully tested through continued training, exercises, and other feedback mechanisms.

Project Timelines and Milestones:

	2018										
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov
Project Scoping											
Literature and Policy Review											
Consultation and Feedback											
Plan Outline											
Plan Revisions											
Peer Review											
Plan Approval and Adoption											

Project Risk Factors:

The project timeline is dependent upon the workload of the Manager of Emergency Programs (such as through the spring freshet season) as well as the availability of feedback providers, peer reviewers and others who will have input and / or workload associated with the Plan.

Internal Resource Requirements:

Some assistance may be required to notify internal and external emergency plan holders, agency partners and emergency responders with notification of the updated plan. Effort will be required by the Fire & Emergency Services Administrative Assistant to help format, reproduce and disseminate the updated plan.

Estimated Cost and Identified Financial Sources:

Costs will include RDKB staff time and possible use of RDKB vehicles for meetings.

Relationship to Board Priorities: It meets the strategic priorities of the RDKB's strategic plan which is "We will continue to focus on good management and governance" & "We will ensure the messages we are delivering within our region are clear and easily understood."

November 2018 update: overall the emergency plan worked well during major events in 2018. This may not be our most critical project. No progress was made on this project in 2018.

Additional Identified Potential Projects:

As the above mentioned projects evolve and are completed, additional projects may be initiated. It is not anticipated that these projects will be able to be undertaken without additional resources in 2019, even with the backfill of the Emergency Manager position. These projects, if the above work plan can't be completed in 2019, will be considered for the 2020 work plan. Some of these may include the following, as per Board direction and program need:

- RDKB First Responder Radio Communications System Evaluation
- Flood Fighting Trailer Grant Request
- Update flood plain mapping for entire RDKB
- Have address points placed on actual home locations in RDKB GIS property layer
- Analysis and recommendation of best practices re: emergency evacuations
- Analysis of emergency evacuation routes and alternatives
- Development of an RDKB – wide community wildfire risk and prevention plan
- Development of an RDKB-specific FireSmart for homeowners plan
- Analysis of the rapid damage assessment process used in 2018, identify best practices
- Development of a stand-alone EOC for Grand Forks
- Pre-positioning emergency management supplies across the Boundary region
- Development of a common IT operating platform for EOC operations

Remaining Board Action Items:

EMERGENCY PREPAREDNESS SERVICE			
Initiation Date	Action / Issue	Staff Resources	Comments
Jan 2017	<p><u>Project Funding:</u> Any available surplus funds should be allocated towards undone projects which include the completion of a review and update of the Regional Emergency Plan, an Emergency Communications Plan, a Pet and Livestock Plan, and an update to the emergency planning manuals and documentation.</p> <p>Staff will investigate all options and opportunities in dedicating available surplus funds towards the unfinished projects and to prepare a report being presented to the COW – Protective Services at a future meeting before any funds are spent.</p>	Emergency Management Staff	These projects are included in the 2019 Work Plan for the service. Staff will be considering options for completion of these projects as part of the annual budget development process (contracting project vs. completing projects in-house).
Apr. 2017	A discussion regarding the development of a guideline or policy on the role of the RDKB during community disaster recovery will be referred to the COW-Protective Services.	Emergency Management Staff	



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

EXHIBIT NO 006
FEASIBILITY STUDIES

PARTICIPANTS: Grand Forks, Greenwood, Rossland, Trail, Fruitvale,
Midway, Montrose, Warfield, Electoral Areas 'A','B','C','D' & 'E'

	PAGE	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	(OVER) UNDER	2019 BUDGET	Increase(Decrease) between 2018 BUDGET and 2019 BUDGET	
							\$	%
REVENUE								
Property Tax Requisition	2	6,622	46,673	46,673	(0)	8,867	(37,805)	(81)
11 210 100 Federal Grant In Lieu	3	23	100	143	(43)	100	0	0.00
11 590 159 Miscellaneous Revenue	4	5,000	40,000	7,000	33,000	35,000	(5,000)	(12.50)
11 911 100 Previous Year's Surplus	5	39,809	14,786	14,786	0	57,620	42,833	289.68
Total Revenue		51,454	101,559	68,602	32,957	101,587	28	0.03
EXPENDITURE								
12 821 230 Board Fee	6	1,531	1,559	1,559	0	1,587	28	1.80
12 821 999 Contingencies	7	35,136	100,000	9,424	90,577	100,000	0	0.00
12 821 990 Prior Year Deficit	8	0	0	0	0	0	0	0.00
Total Expenditure		36,667	101,559	10,983	90,577	101,587	28	0.03
Surplus (Deficit)		14,786		57,620				

2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET
41,519	41,551	41,584	41,618
100	100	100	100
0	0	0	0
0	0	0	0
41,619	41,651	41,684	41,718
1,619	1,651	1,684	1,718
40,000	40,000	40,000	40,000
0	0	0	0
41,619	41,651	41,684	41,718

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Property Tax Requisition		2019	2020	2021	2022	2023
		Budget	Budget	Budget	Budget	Budget
2018						
Actual	Description	Amount	Amount	Amount	Amount	Amount
1,403	11 830 100 006 Fruitvale	267	1,250	1,251	1,251	1,253
4,242	11 830 200 006 Grand Forks	781	3,655	3,658	3,658	3,663
472	11 830 300 006 Greenwood	87	408	409	409	409
722	11 830 400 006 Midway	136	638	638	638	639
699	11 830 500 006 Montrose	137	640	641	641	642
4,325	11 830 600 006 Rossland	867	4,060	4,063	4,063	4,069
10,843	11 830 700 006 Trail	2,007	9,398	9,405	9,405	9,420
1,076	11 830 800 006 Warfield	208	976	976	976	978
4,222	11 830 901 006 Electoral Area 'A'	820	3,839	3,842	3,842	3,848
2,432	11 830 902 006 EA 'B' / Lower Columbia/Old Glory	451	2,113	2,115	2,115	2,118
4,801	11 830 903 006 EA 'C' / Christina Lake	879	4,114	4,117	4,117	4,123
3,245	11 830 904 006 EA 'D' / Rural Grand Forks	599	2,806	2,808	2,808	2,813
8,191	11 830 905 006 EA 'E' / West Boundary	1,628	7,623	7,629	7,629	7,641
46,673						
	This Year Requisition	8,867	41,519	41,551	41,584	41,618
	Total Requisition	8,867	41,519	41,551	41,584	41,618

Notes:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Federal Grant In Lieu	2018	2019	2020	2021	2022	2023
Account	11 210 100 006	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Federal Grant In Lieu	100	100	100	100	100	100
Current Year Budget		100	100	100	100	100	100

Notes:	Previous Year Budget	100
	Actual to December 31, 2018	143

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Miscellaneous Revenue	2018	2019	2020	2021	2022	2023
Account	11 590 159 006	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Recoveries from past studies		-	-	-	-	-
2	Provincial Planning Grant	40,000	35,000				
Current Year Budget		40,000	35,000	-	-	-	-

Notes:	Previous Year Budget	40,000
	Actual to December 31, 2018	7,000
1 Reimbursement from Christina Waterworks - service established in 2017		
2 Grant for Oasis and Deer Ridge, Grand Forks Irrigation and Bridesville transition studies		

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Previous Year's Surplus	2018	2019	2020	2021	2022	2023
Account	11 911 100 006	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Previous Year's Surplus	14,786	57,620				
Current Year Budget		14,786	57,620	-	-	-	-
Notes:		Previous Year Budget	14,786				
		Actual to December 31, 2018	14,786				

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Board Fee	2018	2019		2020		2021		2022		2023
Account	12 821 230 006	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Board Fee (2% increase for C.P.I.)	1,406	1,434	2.0%	1,463	2.0%	1,492	2.0%	1,522	2.0%	1,552
2	Carbon Offset & Climate Change Initiatives	153	153	2.0%	156	2.0%	159	2.0%	162	2.0%	166
Current Year Budget		1,559	1,587		1,619		1,651		1,684		1,718

Notes:	Previous Year Budget	1,559
	Actual to December 31, 2018	1,559

REGIONAL DISTRICT OF KOOTENAY BOUNDARY
Five Year Financial Plan

Name	Contingencies	2018	2019	2020	2021	2022	2023
Account	12 821 999 006	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Miscellaneous studies	40,000	40,000	40,000	40,000	40,000	40,000
2	Big White Community Centre Feasibility Study						
3	Oasis, Deer Ridge and Grand Forks Irrigation	45,000					
4	Bridesville Irrigation	15,000	15,000				
5	Covert, Nursery, Deer Ridge		45,000				
Current Year Budget			100,000	40,000	40,000	40,000	40,000

Notes:

Previous Year Budget	100,000
Actual to December 31, 2018	9,424

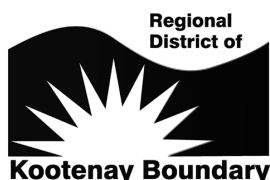
2. Big White Community Centre Feasibility Study \$30k

3. Studies for Oasis, Deer Ridge and Grand Forks Irrigation \$45,000

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Name	Previous Year's Deficit	2018	2019		2020		2021		2022		2023
Account	12 821 990 006	Prior Year	Budget		Budget		Budget		Budget		Budget
Item No	Description	Amount	Amount		Amount		Amount		Amount		Amount
1	Previous Year's Deficit	-	-								
	Current Year Budget	-	-		-		-		-		-

Notes:	Previous Year Budget	-
	Actual to December 31, 2018	-



Staff Report

Date:	February 14, 2019	File #:	
To:	Chair Russell and Members of the Board		
From:	Frances Maika, Corporate Communications Officer		
RE:	RDKB Communications Update		

ISSUE INTRODUCTION

In addition to daily tasks and smaller projects, RDKB Communications is working on two major projects in the coming months: Completion of the Brand Refresh Project by March 31, 2019, and initiation of the Website Redesign Project on February 14, 2019 with a planned beta release of the new website on April 30, 2019. The RDKB has contracted with Pathwise Solutions Inc. to carry out the Website Redesign Project.

HISTORY / BACKGROUND FACTORS

The RDKB website is long overdue for an update. It's difficult to navigate, cluttered and needs a thorough redesign. To address these problems, RDKB Communications in concert with Information Services initiated the Website Redesign Project to improve our digital presence and make our website more accessible and useful to local residents and the other audiences we serve.

In fall 2018, Corporate Communications Officer Frances Maika completed an Expression of Interest process with four web design firms who specialize in user experience (UX). Those consultants provided sample budgets and work plans based on website redesign criteria provided by the RDKB. Results from that process led RDKB Communications to establish a project budget and to initiate a Request for Proposal process in December, 2018. In January 2019, two web design companies submitted proposals to the RDKB and a successful proponent, Pathwise Solutions Inc. was selected.

CURRENT SITUATION

Brand Refresh Project

All completed collateral will be shared with the Board and staff in the coming weeks once final elements of the Brand Refresh Guide are completed. The guide will provide information on proper application of the logo and other brand standards.

Deliverables for the project now completed include:

- A refreshed logo including full colour, reverse and colour version for dark backgrounds
- Brand architecture - co-branding map
- A standard email signature for all staff and the board of directors
- Ad templates
- RDKB letterhead
- Board highlights template
- Sample public outreach documents (post card and informational handout)
- Business cards

Final deliverables to complete are:

- Brand Refresh Guide
- An RDKB display unit for use at events or trade shows.
- An RDKB corporate banner and banners for each of five electoral areas for use outdoors and indoors at events or trade shows (6 banners total).

In addition, two out-of-scope deliverables will be completed if budget permits:

- An RDKB PowerPoint template (out-of-scope)
- Photo guidelines (out-of-scope)

Website Redesign Project

A project kickoff meeting with Pathwise Solutions Inc. is being held on February 14, 2019. Staff, the Board and members of the public will be engaged to provide input on the website redesign in the coming months.

ATTACHMENTS:

PathwiseSolutionsInc._bio_team_samples



City of Trail

Office of the Mayor

File # 0450-31

7 February 2019

Regional District of Kootenay Boundary
 Attention: Board of Directors
 #202 - 843 Rossland Avenue
 Trail, B.C. V1R 4S8

Dear Chair Russell and Board Members:

RE: REQUEST FOR WAIVER OF TIPPING FEES

I am writing on behalf of Trail City Council to seek the consideration of the RDKB to waive the tipping fees related to the deposit of the City of Trail's street sweeping materials at the McKelvey Creek Landfill.

The material collected through our seasonal street sweeping operations generally consists of sand and gravel. As such, it is the City's understanding that it could subsequently be used by the RDKB for cover material at the landfill. The City estimates that we collect approximately 2500 tonnes of material annually. Because the material can be readily repurposed and utilized to the benefit of the landfill's operations, we are hopeful that you will look favourably on our request for a waiver of the tipping fees.

If you have any questions with respect to this request, please contact the City's Director of Public Works, Chris McIsaac at cmcisaac@trail.ca or at (250) 364-0842. We appreciate your consideration of this request and look forward to your reply.

Regards,

Lisa Pasin
 Mayor

cc: Councillor Cacchioni
 Chris McIsaac, Director of Public Works



City Hall ♦ 1394 Pine Avenue, Trail, BC, Canada V1R 4E6 ♦ Telephone: (250) 364-1262 ♦ Fax: (250) 364-0830
 Public Works ♦ Telephone: (250) 364-0840 ♦ Fax: (250) 364-0831
www.trail.ca ♦ eMail: info@trail.ca

Regional District of Kootenay Boundary
Cheque Register Summary for month of January 2019

Cheq Date	Supplier	Supplier Name	Amount
2019-01-25	547839	547839 BC LTD. DBA HUGHES CONTRACTING	\$1,260.00
2019-01-25	ACE010	A.C.E. COURIER SERVICES	\$536.71
2019-01-11	ACE010	A.C.E. COURIER SERVICES	\$185.50
2019-01-04	ABE030	ABELL PEST CONTROL	\$1,955.28
2019-01-17	ACC050	ACCURA ALARMS SECURITY SERVICE	\$315.00
2019-01-11	ACK020	ACKLANDS-GRAINGER INC.	\$123.54
2019-01-11	ADK010	ADKIN, DANIEL	\$956.00
2019-01-04	AFD001	AFD PETROLEUM LTD.	\$2,182.47
2019-01-17	AFD001	AFD PETROLEUM LTD.	\$1,486.48
2019-01-11	ALD010	ALDERSON, CLAYTON G	\$240.00
2019-01-25	ALL007	ALLANS HOSE N'ALL	\$83.80
2019-01-25	ALP030	ALPINE DISPOSAL & RECYCLING	\$11,968.12
2019-01-17	ALP030	ALPINE DISPOSAL & RECYCLING	\$70,775.12
2019-01-17	ALP002	ALPINE SIGNS & GRAPHICS	\$100.80
2019-01-11	AMF010	AM FORD	\$1,015.41
2019-01-25	AND040	ANDREW SHERET LTD.	\$236.62
2019-01-17	ANN030	ANNUVA SOLUTIONS	\$180.31
2019-01-04	ANN030	ANNUVA SOLUTIONS	\$836.84
2019-01-25	ATS001	AT SOURCE RECYCLING SYSTEMS CORP.	\$761.60
2019-01-25	AUS020	AUSTIN ENGINEERING LTD	\$489.63
2019-01-04	AUS020	AUSTIN ENGINEERING LTD	\$1,793.54
2019-01-25	AVO020	AVON SECURITY PRODUCTS	\$187.95
2019-01-17	BCF020	B.C. FIRE TRAINING OFFICERS ASSOCIATION	\$157.50
2019-01-04	BCI010	B.C. INSTITUTE OF AGROLOGISTS	\$475.00
2019-01-11	BCI010	B.C. INSTITUTE OF AGROLOGISTS	\$475.00
2019-01-04	BCM020	B.C. MUNICIPAL SAFETY ASSOCIATION	\$73.50
2019-01-04	BAB020	BA BENSON & SONS	\$333.04
2019-01-11	BAB020	BA BENSON & SONS	\$956.77
2019-01-25	BAL020	BALDY BOBCAT SERVICES	\$879.38
2019-01-17	BAR150	BARTLETT EXCAVATING	\$14,981.33
2019-01-11	BAU020	BAULNE CHELAN	\$240.00
2019-01-25	BCT030	BC TRANSIT	\$137,354.20
2019-01-25	BEA048	BEACHCOMBER HOME LEISURE LTD	\$3,447.65
2019-01-25	BEA055	BEAVER VALLEY DYNAMIC AGING SOCIETY	\$1,488.88
2019-01-17	BEA055	BEAVER VALLEY DYNAMIC AGING SOCIETY	\$8,000.00
2019-01-04	BEA130	BEAVER VALLEY LIBRARY	\$16,331.00
2019-01-04	BEA640	BEAVER VALLEY MANOR SOCIETY	\$35,000.00
2019-01-17	BEA220	BEAVER VALLEY SKATING CLUB	\$157.50
2019-01-11	BEL070	BELL MEDIA RADIO GP	\$1,932.00
2019-01-25	BEL110	BELL MOBILITY INC.	\$224.39
2019-01-04	BEL020	BELLA TIRE SERVICE CENTRE LTD.	\$668.27
2019-01-17	BEN015	BENEFITS BY DESIGN	\$1,983.40

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Cheq Date	Supplier	Supplier Name	Amount
2019-01-25	BES005	BEST WESTERN PLUS COLUMBIA RIVER HOTEL	\$316.38
2019-01-11	BIP010	BI PURE WATER	\$2,002.01
2019-01-17	BIG050	BIG WHITE CENTRAL RESERVATIONS LTD.	\$247.80
2019-01-25	BIG010	BIG WHITE FIRE DEPT. SOCIAL CLUB	\$893.00
2019-01-25	BIG060	BIG WHITE SKI RESORT LTD.	\$3,637.20
2019-01-04	BIG060	BIG WHITE SKI RESORT LTD.	\$1,008.00
2019-01-25	BIG025	BIG WHITE UTILITIES	\$12,260.44
2019-01-17	BLA170	BLACK DIAMOND BAR & GRILL	\$3,198.00
2019-01-25	BLA050	BLACK PRESS GROUP LTD.	\$1,611.31
2019-01-17	BLA050	BLACK PRESS GROUP LTD.	\$264.33
2019-01-17	BOR010	BORSATO, ANDREW	\$90.00
2019-01-17	BOU039	BOUNDARY COUNTRY HEATING & COOLING	\$5,082.00
2019-01-11	BOU010	BOUNDARY ELECTRIC(1985) LTD.	\$539.52
2019-01-25	BOU017	BOUNDARY INVASIVE SPECIES SOCIETY	\$2,125.34
2019-01-11	BOU560	BOUNDARY YOUTH SOCCER ASSOCIATION	\$2,000.00
2019-01-11	BOU320	BOUTIN, KYLE	\$240.00
2019-01-25	BRE020	BRENNTAG CANADA INC.	\$4,680.16
2019-01-25	BRI001	BRINK'S CANADA LIMITED	\$381.84
2019-01-17	BRI001	BRINK'S CANADA LIMITED	\$477.30
2019-01-25	BUI020	BUILDING OFFICIAL'S ASSOC. OF BC	\$404.25
2019-01-25	BUI020	BUILDING OFFICIAL'S ASSOC. OF BC	\$404.25
2019-01-25	BUI020	BUILDING OFFICIAL'S ASSOC. OF BC	\$404.25
2019-01-25	BUI020	BUILDING OFFICIAL'S ASSOC. OF BC	\$452.30
2019-01-25	BVC001	BV COMMUNICATIONS LTD.	\$1,544.95
2019-01-11	BVC001	BV COMMUNICATIONS LTD.	\$590.24
2019-01-04	BVC001	BV COMMUNICATIONS LTD.	\$11,267.20
2019-01-17	BVT010	BV TOOL RENTALS (2011) LTD.	\$225.37
2019-01-11	CAN055	CANADA MATS	\$223.99
2019-01-17	CAN170	CANADA POST CORP	\$315.40
2019-01-25	CAN560	CANADIAN LINEN AND UNIFORM SERVICE	\$143.04
2019-01-11	CAN560	CANADIAN LINEN AND UNIFORM SERVICE	\$133.48
2019-01-11	CAN680	CANADIAN RED CROSS	\$215.67
2019-01-25	CAN049	CANADIAN SAFETY SUPPLIES	\$284.87
2019-01-17	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	\$62.53
2019-01-25	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	\$135.38
2019-01-11	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	\$190.11
2019-01-04	CAN150	CANADIAN TIRE ASSOCIATE STORE #665	\$88.57
2019-01-25	CAN130	CANADIAN UNION OF PUBLIC EMPLOYEES - LOCAL 2254	\$4,671.70
2019-01-25	CAR012	CARO ANALYTICAL SERVICES	\$2,845.58
2019-01-17	CAR015	CARVELLO LAW CORPORATION	\$620.46
2019-01-11	CAR015	CARVELLO LAW CORPORATION	\$1,779.13
2019-01-25	CAS240	CASCADE PRO ELECTRIC INC.	\$24,574.78

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Cheq Date	Supplier	Supplier Name	Amount
2019-01-25	CAS016	CASCADES RECOVERY INC.	\$5,063.57
2019-01-17	CAS016	CASCADES RECOVERY INC.	\$429.96
2019-01-04	CHA030	CHALLENGER AUTO DETAILING	\$194.25
2019-01-11	CHA020	CHAMPION CHEVROLET	\$455.94
2019-01-25	CHA020	CHAMPION CHEVROLET	\$83.56
2019-01-25	CHA230	CHANDLER, JAMES	\$108.00
2019-01-25	CHM010	CHMECHANICAL	\$1,956.24
2019-01-11	CHM010	CHMECHANICAL	\$2,668.01
2019-01-17	CHR440	CHRISTINA GATEWAY DEVELOPMENT ASSOCIATION	\$18,750.00
2019-01-25	CHR010	CHRISTINA LAKE COMMUNITY ASSOCIATION	\$2,732.34
2019-01-11	CHR010	CHRISTINA LAKE COMMUNITY ASSOCIATION	\$225.00
2019-01-25	CHR040	CHRISTINA LAKE MARINA	\$556.91
2019-01-17	CHR003	CHRISTMAN, MARTIN RUSSELL	\$1,188.00
2019-01-25	CHR003	CHRISTMAN, MARTIN RUSSELL	\$474.60
2019-01-11	CIE020	CI EXCAVATING	\$2,833.95
2019-01-11	CIB010	CIBC VISA	\$12,551.79
2019-01-11	CIN001	CINTAS THE UNIFORM PEOPLE	\$56.52
2019-01-11	GRA010	CITY OF GRAND FORKS	\$30,428.97
2019-01-25	GRA010	CITY OF GRAND FORKS	\$2,253.52
2019-01-25	KEL030	CITY OF KELOWNA	\$9,713.55
2019-01-17	CIV040	CIVIC LEGAL LLP	\$562.81
2019-01-11	CIV020	CIVICINFO BC	\$892.50
2019-01-25	CLE001	CLEMENS, CHUCK	\$319.99
2019-01-17	COL004	COLLEGE OF THE ROCKIES	\$1,000.00
2019-01-25	COL390	COLUMBIA BASIN BROADBAND CORPORATION	\$3,875.20
2019-01-11	COL006	COLUMBIA BASIN TRUST	\$1,797.60
2019-01-04	COL240	COLUMBIA FILTER LTD.	\$474.57
2019-01-25	COL026	COLUMBIA WIRELESS INC.	\$610.40
2019-01-25	COM020	COMMISSIONAIRES BRITISH COLUMBIA	\$9,668.94
2019-01-11	COM055	COMMUNITY CONSULTATIVE GROUP (WEST BOUNDARY)	\$500.00
2019-01-17	COM070	COMMUNITY FUTURES DEVELOPMENT CORP. - BOUNDARY	\$7,175.00
2019-01-11	COM014	COMO, DAVID K	\$240.00
2019-01-11	COM060	COMPLETE CLIMATE CONTROL INC.	\$2,227.55
2019-01-11	COM009	COMPLETE MAILING SOLUTIONS	\$246.40
2019-01-11	OLS050	CORRINE OLSEN	\$200.00
2019-01-04	COU020	COULING, ERIKA	\$200.00
2019-01-11	CRE030	CREATIVE CUSTOM EMBROIDERY	\$497.22
2019-01-04	CRE040	CREM HOLDINGS LTD	\$1,050.00
2019-01-11	CRO030	CROCKER EQUIPMENT CO LTD	\$1,877.26
2019-01-25	CRO030	CROCKER EQUIPMENT CO LTD	\$99.96
2019-01-17	CRO030	CROCKER EQUIPMENT CO LTD	\$1,514.38
2019-01-17	DAI001	DAINES, MARK	\$60.00

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Cheq Date	Supplier	Supplier Name	Amount
2019-01-25	DAL070	DALEY CHRISTOPHER	\$208.91
2019-01-25	DAV003	DAVIES, RICK	\$75.00
2019-01-17	DEL080	DE LAGE LANDEN FINANCIAL SERVICES CANADA INC.	\$682.85
2019-01-25	DEA030	DEADMARSH, FRANCES	\$77.90
2019-01-25	DEA090	DEAN, MICHELE	\$81.01
2019-01-11	DEL070	DELL CANADA INC	\$521.65
2019-01-11	DEP020	DEPELLEGRIN, LEE	\$240.00
2019-01-25	DES020	DESIGN GROUP MARKETING (CANADA) LTD.	\$114.81
2019-01-25	STA007	DESJARDINS CARD SERVICES	\$150.06
2019-01-25	DOB020	DOBSON ENGINEERING LTD	\$13,080.06
2019-01-04	DOR030	DORMAR CONSTRUCTION MANAGEMENT	\$3,211.95
2019-01-11	DUP060	DUPUIS, JESSEY	\$68.38
2019-01-25	EAR020	EARTH MANAGEMENT LTD.	\$3,000.62
2019-01-11	HEL010	EDMISON, HELENA	\$597.03
2019-01-25	FAI030	FAIRBANK ARCHITECTS LTD	\$6,172.95
2019-01-11	FAR040	FAR & WIDE MARKETING INC	\$1,525.23
2019-01-11	FER003	FERRABY, GREG	\$240.00
2019-01-11	FER001	FERRARO FOODS	\$84.42
2019-01-25	FIN030	FINNING (CANADA) CREDIT DEPT.	\$366.11
2019-01-17	FIR080	FIRE CHIEFS' ASSOCIATION OF BRITISH COLUMBIA	\$1,755.00
2019-01-11	FIR080	FIRE CHIEFS' ASSOCIATION OF BRITISH COLUMBIA	\$2,840.71
2019-01-11	FIR060	FIRE PREVENTION OFFICERS ASSOCIATION OF BC	\$78.75
2019-01-25	FIR060	FIRE PREVENTION OFFICERS ASSOCIATION OF BC	\$120.75
2019-01-25	FIV050	FIVE STAR UNIFORMS	\$11,274.69
2019-01-11	FLE015	FLEETCOR CANADA MASTERCARD	\$3,465.88
2019-01-11	FLE015	FLEETCOR CANADA MASTERCARD	\$13.60
2019-01-25	FON010	FONTAINE, DARCY	\$550.28
2019-01-17	FOR040	FORTIS BC - NATURAL GAS	\$7,724.97
2019-01-25	FOR040	FORTIS BC - NATURAL GAS	\$1,137.83
2019-01-11	FOR040	FORTIS BC - NATURAL GAS	\$10,558.64
2019-01-04	FOR040	FORTIS BC - NATURAL GAS	\$1,012.27
2019-01-04	FOR010	FORTISBC - ELECTRICITY	\$928.18
2019-01-25	FOR010	FORTISBC - ELECTRICITY	\$1,719.44
2019-01-11	FOR010	FORTISBC - ELECTRICITY	\$22,499.34
2019-01-17	FOR010	FORTISBC - ELECTRICITY	\$3,460.45
2019-01-17	FOU080	FOUR STAR COMMUNICATIONS INC.	\$211.74
2019-01-17	FRI040	FRIENDS OF THE BEAVER VALLEY PUBLIC LIBRARY	\$1,500.00
2019-01-17	FRI025	FRIENDS OF THE ROSSLAND RANGE SOCIETY	\$10,000.00
2019-01-04	FRI100	FRITO LAY CANADA	\$191.85
2019-01-11	FRU020	FRUITVALE CO-OP	\$198.00
2019-01-11	FRU070	FRUITVALE FIRE DEPT	\$442.00
2019-01-25	FYF010	FYFFE, BART	\$153.21

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Cheq Date	Supplier	Supplier Name	Amount
2019-01-11	GAB010	GABRIELLA'S RESTAURANTS LTD.	\$5,692.80
2019-01-11	GAI010	GAIA PRINCIPLES IPM SERVICES	\$52.50
2019-01-11	GAL020	GALLAMORE, GLEN	\$240.00
2019-01-25	GAN050	GANZINI, BRITTANY-"IN TRUST"	\$231.35
2019-01-11	GEN040	GENELLE VOLUNTEER FIRE DEPT	\$442.00
2019-01-17	GEO050	GEORGE HARRIS COLLABORATIVE INC	\$2,703.75
2019-01-25	GEO020	GEOTRAC SYSTEMS INC.	\$2,572.64
2019-01-25	GES010	GESCAN - Division of Sonepar	\$392.74
2019-01-11	GOB010	GOBEIL, KENNETH	\$559.00
2019-01-11	GFO010	GOVERNMENT FINANCE OFFICERS ASSOC. OF BC	\$755.21
2019-01-04	GRA170	GRAND FORKS & DISTRICT PUBLIC LIBRARY	\$97,960.00
2019-01-25	GRA030	GRAND FORKS CURLING CLUB	\$393.75
2019-01-11	GRA030	GRAND FORKS CURLING CLUB	\$695.73
2019-01-25	GRA050	GRAND FORKS HOME HARDWARE	\$30.06
2019-01-04	GRA050	GRAND FORKS HOME HARDWARE	\$115.12
2019-01-11	GRA050	GRAND FORKS HOME HARDWARE	\$120.29
2019-01-25	GRA055	GRAND FORKS RENOVATION CENTRE	\$87.97
2019-01-25	GRA140	GRANTON MOTORS LTD	\$907.20
2019-01-11	GRA013	GRAYSON, RANDY	\$157.49
2019-01-25	GRE055	GREATER TRAIL HOSPICE SOCIETY	\$3,389.80
2019-01-25	GRE111	GREYSTONE PROMOTIONAL PRODUCTS INC	\$953.69
2019-01-25	GUA010	GUARANTEED AUTOMOTIVE	\$1,027.50
2019-01-25	GUI001	GUILLEVIN INTERNATIONAL INC.	\$703.48
2019-01-04	GUI001	GUILLEVIN INTERNATIONAL INC.	\$226.72
2019-01-25	HAC020	HACH SALES AND SERVICE CANADA LP	\$2,046.95
2019-01-25	HAL010	HALL PRINTING	\$24.64
2019-01-11	HAR010	HARLAN FAIRBANKS	\$586.01
2019-01-17	HEW010	HEWER, FLORENCE ELLEN	\$457.92
2019-01-11	HIL030	HIL-TECH CONTRACTING LTD.	\$4,578.00
2019-01-04	HIR010	HIRAM, JANICE	\$217.00
2019-01-25	HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	\$634.84
2019-01-17	HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	\$865.13
2019-01-11	HUB020	HUB FIRE ENGINES & EQUIPMENT LTD.	\$365.58
2019-01-04	ICO010	ICOMPASS TECHNOLOGIES INC.	\$8,607.20
2019-01-11	IMP100	IMPERIAL DATA SUPPLY CORP.	\$131.04
2019-01-17	ING030	IN-GEAR MECHANICAL SERVICES LTD	\$1,814.54
2019-01-11	INL070	INLAND ALLCARE	\$3,210.22
2019-01-25	INL070	INLAND ALLCARE	\$2,906.21
2019-01-11	INL090	INLAND KENWORTH CASTLEGAR	\$8,724.61
2019-01-07	INS010	INSURANCE CORPORATION OF BC	\$1,314.00
2019-01-04	INT017	INTERSTATE ALL BATTERY CENTER	\$33.47
2019-01-11	IRI010	IRIDIA MEDICAL INC.	\$105.00

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Cheq Date	Supplier	Supplier Name	Amount
2019-01-25	IRL020	IRL INTERNATIONAL TRUCK CENTRES LTD.	\$145.24
2019-01-17	JJH010	J.J.H. ENTERPRISES	\$40.00
2019-01-25	JAM035	JAMIESON, DAN	\$372.19
2019-01-25	JES001	JESSE JAMES BOBCAT & LANDSCAPING	\$572.25
2019-01-04	JUS030	JIBC SCHOOL OF HEALTH SCIENCES	\$1,890.00
2019-01-25	JOH160	JOHN BOSOVICH TRUCKING	\$656.25
2019-01-17	JOH310	JOHNSON, ROSANNE, IN TRUST	\$97.51
2019-01-11	JUS010	JUSTICE INSTITUTE OF B.C.	\$918.75
2019-01-04	JUS010	JUSTICE INSTITUTE OF B.C.	\$507.19
2019-01-04	KEY010	KATE HARRISON WHITESIDE DBA KEY ADVICE	\$420.00
2019-01-17	KET010	KETTLE RIVER SENIORS ASSOC. (ECHO)	\$120.00
2019-01-11	KIM020	KIMCO CONTROLS LTD.	\$3,163.59
2019-01-17	KOK020	KOKIW, DAVID	\$60.00
2019-01-17	KON001	KONE INC.	\$672.81
2019-01-25	KOO043	KOOTCHIN, PETER	\$136.50
2019-01-11	KOO034	KOOTENAY CAR CARE INC.	\$2,080.08
2019-01-25	KOO200	KOOTENAY COFFEE COMPANY	\$40.00
2019-01-04	KOO200	KOOTENAY COFFEE COMPANY	\$1,314.00
2019-01-11	KOO160	KOOTENAY COLUMBIA EDUCATIONAL HERITAGE SOCIETY	\$934.94
2019-01-17	KOO160	KOOTENAY COLUMBIA EDUCATIONAL HERITAGE SOCIETY	\$139.30
2019-01-04	KOO210	KOOTENAY VALLEY WATER CO.	\$15.90
2019-01-11	KOO210	KOOTENAY VALLEY WATER CO.	\$302.95
2019-01-25	KOO210	KOOTENAY VALLEY WATER CO.	\$178.46
2019-01-11	KOT015	KOTYK, PAM	\$95.00
2019-01-11	KOV010	KOVACS, MARGARET A.	\$108.73
2019-01-17	KRA090	KRAJINOVIC, JENNA	\$451.01
2019-01-17	KUC040	KUCHER, MARK	\$90.00
2019-01-17	LAK050	LAKETIME SERVICES	\$229.60
2019-01-11	LAN003	LANGMAN, JASON	\$240.00
2019-01-11	LAR040	LARMOUR, MATTHEW	\$240.00
2019-01-25	LAZ020	LAZY FD RANCHES	\$6,481.50
2019-01-17	LEA001	LEAVITT, LEO	\$60.00
2019-01-04	LEM001	LEMIEUX, CURTIS	\$98.76
2019-01-11	LEN010	LENARDUZZI, MIKE	\$240.00
2019-01-11	LIB010	LIBERTY FOOD STORES	\$775.93
2019-01-11	LIF040	LIFELY, SUSAN JEANNE	\$828.57
2019-01-25	LIF040	LIFELY, SUSAN JEANNE	\$828.57
2019-01-25	LIF010	LIFESAVING SOCIETY	\$120.00
2019-01-17	LIG010	LIGHTSHIP WORKS INC.	\$14,364.00
2019-01-09	LOG040	LOGICALDOC SRL	\$4,768.20
2019-01-11	LOR010	LORDCO PARTS LTD.	\$246.41
2019-01-04	LOR010	LORDCO PARTS LTD.	\$449.67

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2019-01-25	LOR010	LORDCO PARTS LTD.	\$1,397.91
2019-01-17	LOR010	LORDCO PARTS LTD.	\$31.31
2019-01-25	MAG040	MAGLIO BUILDING CENTRE (TRAIL) LTD.	\$176.56
2019-01-04	MAG040	MAGLIO BUILDING CENTRE (TRAIL) LTD.	\$47.93
2019-01-11	MAG040	MAGLIO BUILDING CENTRE (TRAIL) LTD.	\$1,489.60
2019-01-17	MAG040	MAGLIO BUILDING CENTRE (TRAIL) LTD.	\$20.16
2019-01-17	RAM003	MAHAL ENTERPRISES INC. DBA RAMADA GRAND FORKS	\$15,155.90
2019-01-25	MAI120	MAIKA, FRANCES	\$20.00
2019-01-11	MAI120	MAIKA, FRANCES	\$95.00
2019-01-04	MAL001	MALLACH, ANDY	\$115.00
2019-01-11	MAR006	MARINO WHOLESALE LTD.	\$49.20
2019-01-17	MAR006	MARINO WHOLESALE LTD.	\$481.96
2019-01-04	MAR006	MARINO WHOLESALE LTD.	\$556.50
2019-01-25	MAR006	MARINO WHOLESALE LTD.	\$227.60
2019-01-17	MCF010	MCFADDEN, STEPHEN K.	\$90.00
2019-01-25	MCG010	MCGREGOR ROBERT "IN TRUST"	\$82.29
2019-01-17	MCG002	MCGREGOR, GRACE	\$482.32
2019-01-25	MER120	MERIDIAN ONECAP CREDIT CORP	\$485.56
2019-01-25	MET001	METTLER-TOLEDO INC.	\$32,898.88
2019-01-11	MID015	MIDWAY LADIES HOCKEY	\$1,500.00
2019-01-25	MIL160	MILLS OFFICE PRODUCTIVITY	\$705.03
2019-01-17	MIL160	MILLS OFFICE PRODUCTIVITY	\$377.57
2019-01-11	MIL160	MILLS OFFICE PRODUCTIVITY	\$1,898.26
2019-01-04	MIL160	MILLS OFFICE PRODUCTIVITY	\$403.53
2019-01-11	MIL150	MILLWORKS MFG. LTD.	\$955.50
2019-01-11	MIL030	MILNE, JASON	\$240.00
2019-01-17	MIN030	MINISTER OF FINANCE	\$5,625.00
2019-01-17	MIN040	MINISTER OF FINANCE	\$738.20
2019-01-04	MIN040	MINISTER OF FINANCE	\$257.67
2019-01-04	MIN120	MINISTER OF FINANCE	\$5,372.33
2019-01-25	MIN040	MINISTER OF FINANCE	\$1,302.34
2019-01-25	MIN190	MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRAT	\$613.24
2019-01-04	MIR030	MIRCOM TECHNOLOGIES LIMITED	\$160.65
2019-01-11	MON040	MONTROSE FIRE DEPARTMENT	\$442.00
2019-01-11	MOR020	MORRIS, RICHARD	\$240.00
2019-01-25	MOU210	MOUNTAIN STATION CONSULTANTS INC	\$19,044.12
2019-01-11	MOU130	MOUNTAIN YOGA	\$420.00
2019-01-17	MUN050	MUNICIPAL INSURANCE ASSOC. OF B. C.	\$46,634.18
2019-01-09	NAT110	NATIONAL FIRE PROTECTION ASSOCIATION	\$142.31
2019-01-11	NED010	NEDERMAN CANADA LTD.	\$1,491.73
2019-01-04	OKT010	OK TIRE STORE	\$94.08
2019-01-25	OKT010	OK TIRE STORE	\$2,822.40

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2019-01-17	OKA210	OKANAGAN NATION ALLIANCE	\$4,000.00
2019-01-11	OKA080	OKANAGAN VALLEY NEWSPAPER GROUP	\$4,727.32
2019-01-04	OLD010	OLD DUTCH FOODS	\$57.60
2019-01-04	OME040	OMEGA COMMUNICATIONS LTD.	\$1,676.64
2019-01-25	OME040	OMEGA COMMUNICATIONS LTD.	\$100.80
2019-01-11	OPU010	OPUS INTERNATIONAL CONSULTANTS (CANADA) LTD.	\$92,096.90
2019-01-25	OVE020	OVERLAND FREIGHT & COURIER	\$958.38
2019-01-04	PAC020	PACIFIC BLUE CROSS	\$26,053.96
2019-01-11	PAC210	PACIFIC FIRST AID TRAINING & SUPPLIES	\$238.47
2019-01-17	PAC006	PACIFIC TIER SOLUTIONS INCORPORATED	\$2,042.77
2019-01-25	PAR050	PARSLOW LOCK & SAFE	\$377.07
2019-01-11	PAR055	PARSONS, W. MICHAEL	\$240.00
2019-01-11	PEA010	PEAK SNOW REMOVAL AND LANDSCAPING	\$1,008.00
2019-01-04	PEN015	PENNEY, JENNIFER	\$70.00
2019-01-17	PET010	PETRO CANADA	\$4,124.66
2019-01-11	PHA010	PHARMASAVE NO 106	\$12.58
2019-01-25	PIE010	PIER SOLUTIONS	\$2,925.76
2019-01-25	PJS010	PJS SYSTEMS INC.	\$1,933.64
2019-01-11	PLA100	PLANET CLEAN	\$17.54
2019-01-17	PLA020	PLANNING INSTITUTE OF BC	\$559.00
2019-01-11	PRA040	PRAXAIR DISTRIBUTION	\$204.20
2019-01-17	PRA040	PRAXAIR DISTRIBUTION	\$84.38
2019-01-04	PRA040	PRAXAIR DISTRIBUTION	\$148.19
2019-01-11	PRE020	PRESTIGE MOUNTAIN RESORT	\$483.72
2019-01-25	PRO020	PROCON SYSTEMS INC.	\$336.00
2019-01-25	PUL001	PULVERMACHER, MELVIN	\$2,261.14
2019-01-25	PUR020	PUROLATOR INC.	\$270.64
2019-01-17	PUR020	PUROLATOR INC.	\$123.56
2019-01-11	QUI010	QUICKSCRIBE SERVICES LTD.	\$234.15
2019-01-11	RAM010	RAMCO ELECTRIC	\$94.50
2019-01-11	RAM010	RAMCO ELECTRIC	\$149.55
2019-01-25	RAT015	RATCLIFFE, SARAH	\$230.85
2019-01-25	REC010	RECEIVER GENERAL FOR CANADA	\$95,190.18
2019-01-11	REC010	RECEIVER GENERAL FOR CANADA	\$103,721.03
2019-01-17	REC080	RECYCLING COUNCIL OF B.C.	\$943.00
2019-01-17	RED190	RED DRAGON CONSULTING	\$11,355.73
2019-01-04	RED060	RED MOUNTAIN RACERS	\$11,675.00
2019-01-04	REI003	REILLY, BRIANNA	\$115.00
2019-01-17	RID010	RIDGETOP MEAT PIES	\$8,439.99
2019-01-11	RIE025	RIEBERGER, LORI	\$34.77
2019-01-17	RJA010	RJAMES MANAGEMENT GROUP	\$239.03
2019-01-17	ROC240	ROCHESTER MIDLAND LTD.	\$921.27

Regional District of Kootenay Boundary
Cheque Register Summary for month of January 2019

Cheq Date	Supplier	Supplier Name	Amount
2019-01-17	ROC100	ROCK CREEK & BOUNDARY FAIR ASSOC.	\$341.25
2019-01-17	ROC190	ROCK CREEK COMMUNITY MEDICAL SOCIETY	\$280.00
2019-01-04	ROC012	ROCK CREEK FARMERS INSTITUTE-C/O ED FOSSEN	\$272.57
2019-01-11	ROC002	ROCK ISLAND RV	\$200.04
2019-01-25	ROC050	ROCKY MOUNTAIN ENERGY	\$2,403.49
2019-01-11	ROC030	ROCKY MOUNTAIN PHOENIX	\$9,647.13
2019-01-11	ROM030	ROMAINE INDUSTRIES LTD.	\$15,036.61
2019-01-11	ROS140	ROSSLAND FIRE DEPT.	\$442.00
2019-01-04	ROS350	ROSSLAND MOUNTAIN BIKING SOCIETY	\$551.44
2019-01-17	ROS090	ROSSLAND PUBLIC LIBRARY	\$2,950.00
2019-01-17	ROS018	ROSSLAND SOCIETY FOR ENVIRONMENTAL ACTION	\$860.00
2019-01-17	ROS400	ROSSLAND WINTER CARNIVAL SOCIETY	\$1,000.00
2019-01-11	RUS020	RUSSELL, B. LUKE	\$240.00
2019-01-11	SAV010	SAVAGE PLUMBING & HEATING	\$5,037.04
2019-01-17	SAV010	SAVAGE PLUMBING & HEATING	\$320.14
2019-01-11	SAV040	SAVE-ON-FOODS	\$82.12
2019-01-25	SAV040	SAVE-ON-FOODS	\$32.28
2019-01-04	SAV030	SAVOY EQUIPMENT LTD KELOWNA	\$181.78
2019-01-04	SEC030	SECURE BY DESIGN	\$46.57
2019-01-11	SEL010	SELECT OFFICE PRODUCTS	\$120.91
2019-01-17	SEL010	SELECT OFFICE PRODUCTS	\$359.47
2019-01-25	SEL040	SELKIRK COLLEGE (CASTLEGAR)	\$7,182.00
2019-01-11	SEL080	SELKIRK COLLEGE (TRAIL)	\$125.00
2019-01-25	SEL160	SELKIRK SECURITY SERVICE LTD	\$123.53
2019-01-17	SEL160	SELKIRK SECURITY SERVICE LTD	\$1,219.46
2019-01-04	SEL160	SELKIRK SECURITY SERVICE LTD	\$35.70
2019-01-11	SEN050	SENIOR CITIZEN'S ASSOC. #44	\$170.00
2019-01-17	SHA030	SHAW CABLE	\$502.73
2019-01-04	SHA030	SHAW CABLE	\$83.32
2019-01-25	SHA030	SHAW CABLE	\$347.26
2019-01-17	SIL003	SILVA, ROBERT	\$200.00
2019-01-17	SIM070	SIMM, LARRY	\$90.00
2019-01-11	SMY001	SMYTH, RYAN	\$240.00
2019-01-04	SPC010	SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS	\$7,437.00
2019-01-17	SOF020	SOFTCHOICE LP	\$2,824.64
2019-01-11	SPE030	SPEEDPRO SIGNS PLUS	\$168.00
2019-01-04	SPE030	SPEEDPRO SIGNS PLUS	\$351.05
2019-01-25	STA025	STAJDUHAR, JESSICA	\$50.48
2019-01-25	STA090	STAR AUTOMOTIVE INC.	\$246.18
2019-01-17	STE130	STERICYCLE COMMUNICATION SOLUTIONS ULC	\$865.79
2019-01-25	STO030	STOKES INTERNATIONAL	\$334.90
2019-01-11	STR050	STRIKER INDUSTRIES	\$348.28

Regional District of Kootenay Boundary
Cheque Register Summary for month of January 2019

Cheq Date	Supplier	Supplier Name	Amount
2019-01-25	SUP170	SUPER SAVE DISPOSAL INC.	\$13,808.26
2019-01-04	SYM030	SYMPHONY TOURISM SERVICES	\$2,625.00
2019-01-17	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	\$388.46
2019-01-25	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	\$114.65
2019-01-11	TEL001	TELUS COMMUNICATIONS (B.C.) INC.	\$12,704.62
2019-01-17	TEL050	TELUS COMMUNICATIONS CO. C/O TELUS SERVICES INC.	\$1,184.45
2019-01-04	TEL002	TELUS MOBILITY	\$4,421.97
2019-01-25	TEL002	TELUS MOBILITY	\$5,231.07
2019-01-25	TET010	TETRA TECH CANADA INC.	\$2,316.38
2019-01-17	ARL010	THE ARLINGTON HOTEL	\$349.75
2019-01-11	ARL010	THE ARLINGTON HOTEL	\$368.45
2019-01-25	ROS010	THE CITY OF ROSSLAND	\$359.90
2019-01-25	TRA010	THE CITY OF TRAIL	\$6,387.56
2019-01-11	TRA010	THE CITY OF TRAIL	\$1,289.87
2019-01-25	PAS060	THE PASTRY SHOP	\$263.00
2019-01-11	FRU010	THE VILLAGE OF FRUITVALE	\$131,666.40
2019-01-17	FRU010	THE VILLAGE OF FRUITVALE	\$1,675.00
2019-01-04	TOY010	TOYO TIRE CANADA INC	\$697.35
2019-01-11	TRA020	TRAIL CLEANERS & LAUNDRY LTD.	\$272.41
2019-01-11	TRA029	TRAIL COFFEE & TEA COMPANY	\$314.49
2019-01-11	TRA029	TRAIL COFFEE & TEA COMPANY	\$100.00
2019-01-25	FIR040	TRAIL FIREFIGHTER ASSOCIATION LOCAL 941	\$3,983.90
2019-01-25	TRA240	TRAIL HOME HARDWARE BUILDING CENTRE	\$18.08
2019-01-11	TRA240	TRAIL HOME HARDWARE BUILDING CENTRE	\$83.88
2019-01-25	TRO040	TROPHY DEN & GIFT SHOP	\$177.79
2019-01-25	TRO070	TROY LIFE & FIRE SAFETY LTD.	\$509.25
2019-01-17	TRO070	TROY LIFE & FIRE SAFETY LTD.	\$247.80
2019-01-04	TRO070	TROY LIFE & FIRE SAFETY LTD.	\$535.50
2019-01-04	TWI020	TWIN RIVERS CONTROLS	\$2,282.53
2019-01-11	TWI070	TWISTED FORKS CATERING	\$2,520.00
2019-01-11	TYS010	TYSON, GRANT	\$240.00
2019-01-25	UNI050	UNION TRACTOR LTD.	\$1,754.57
2019-01-25	URB010	URBAN SYSTEMS	\$10,005.43
2019-01-25	VAL130	VALLEN	\$2,040.94
2019-01-25	VAL050	VALLEY FILTER LTD.	\$153.93
2019-01-04	VAN060	VAN KAM FREIGHTWAYS LTD.	\$187.49
2019-01-11	VEN010	VENTURE MECHANICAL SYSTEMS LTD	\$8,337.00
2019-01-11	VIC007	VICOM DESIGN INC.	\$420.00
2019-01-17	MID010	VILLAGE OF MIDWAY	\$15,638.42
2019-01-11	MON010	VILLAGE OF MONTROSE	\$750.00
2019-01-04	VIS015	VISIONS FOR SMALL SCHOOLS SOCIETY	\$832.74
2019-01-17	VIS050	VISTA RADIO LTD.	\$741.88

Regional District of Kootenay Boundary
Cheque Register Summary for month of January 2019

Cheq Date	Supplier	Supplier Name	Amount
2019-01-11	VIS050	VISTA RADIO LTD.	\$735.00
2019-01-11	VIV001	VIVID CONSULTING	\$7,256.33
2019-01-11	VMS020	VMS COMFORT PLUS INC	\$372.14
2019-01-25	VMS020	VMS COMFORT PLUS INC	\$2,485.50
2019-01-17	VOL010	VOLUNTEER FIREFIGHTER'S ASSOC	\$340.00
2019-01-04	VON015	VON DIEBITSCH, RAYMOND	\$98.76
2019-01-17	WDS010	W.D. SHEETMETAL LTD.	\$465.15
2019-01-25	WAN008	WANETA EQUIPMENT REPAIR	\$308.00
2019-01-11	WAR040	WARFIELD FIRE DEPT. SOCIAL CLUB	\$442.00
2019-01-17	WAS010	WASTE MANAGEMENT	\$3,833.29
2019-01-25	WAS010	WASTE MANAGEMENT	\$791.38
2019-01-11	WEB070	WEBB, STANLEY	\$50.00
2019-01-04	WER010	WERT, DONALD	\$161.90
2019-01-04	WES100	WESCO DISTRIBUTION CANADA LP	\$101.50
2019-01-04	WES135	WEST KOOTENAY MINOR LACROSSE ASSOCIATION	\$654.00
2019-01-11	WES016	WESTBRIDGE RECREATION SOCIETY	\$30,637.30
2019-01-25	WES810	WESTCANA ELECTRIC INC	\$2,011.97
2019-01-25	WES025	WESTEK CONTROLS LTD.	\$2,881.20
2019-01-17	WOL002	WOLFE, DEREK	\$90.00
2019-01-17	WOR010	WORKER'S COMPENSATION BOARD OF BC	\$46,410.03
2019-01-04	WSP010	WSP CANADA INC.	\$9,894.68
2019-01-25	WSP010	WSP CANADA INC.	\$113,201.26
2019-01-17	XER010	XEROX CANADA LTD.	\$521.92
2019-01-11	YRW010	Y & R WATER SALES & SERVICE INC.	\$4.07
2019-01-25	YOU080	YOUR DOLLAR STORE WITH MORE 180	\$14.11
Total Accounts Paid			\$1,909,112.26

NB: No payments greater than \$100,000 related to emergency programs (service 012).



LWMP Stage 3 Steering Committee Meeting

Minutes

Wednesday, February 6, 2019-3:00 pm

The Regional District of Kootenay Boundary Boardroom, Trail BC

Committee Members Present:

Director R. Cacchioni-Chair
Director L. Worley, Vice-Chair
Director A. Morel
Director D. Langman

Staff Members Present:

J. Dougall, General Manager of Environmental Services
G. Denkovski, Manager of Infrastructure and Sustainability
S. Surinak, Secretary/Clerk/Receptionist/Recording Secretary

Others Present:

A Gibb, WSP
R Warren, WSP
A. Bennett, WSP

CALL TO ORDER

The Chair called the meeting to order at 3:00 p.m.

CLOSED (IN CAMERA) SESSION

Proceed to a Closed Meeting Pursuant to Section 90 (1) (k) of the Community Charter.

Moved: Director Worley Seconded: Director Morel

That the Liquid Waste Management Plan Stage 3 Steering Committee proceed to a closed meeting (time: 3:00 pm).

Carried

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the February 6, 2019 Liquid Waste Management Plan Stage 3 Steering Committee meeting was presented.

Moved: Director Langman Seconded: Director Worley

That the agenda for the February 6, 2019 Liquid Waste Management Plan Stage 3 Steering Committee meeting be adopted as presented.

Carried.

ADOPTION OF MINUTES

The minutes for the December 6, 2018 Liquid Waste Management Plan Stage 3 Steering Committee meeting were presented.

Moved: Director Morel Seconded: Director Worley

That the minutes of the Liquid Waste Management Plan Stage 3 Steering Committee December 6, 2018 meeting be adopted as presented.

Carried.

UNFINISHED BUSINESS

G. Denkovski

Re: CPCC Upgrade Detailed Design Update

A Staff Report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the CPCC upgrade detailed design update report was presented.

Moved: Director Langman Seconded: Director Worley

That the CPCC Upgrade and LWMP Stage 3 Steering Committee receive the detailed design update Staff Report.

Carried.

NEW BUSINESS**A. Gibb****Re: CPCC Upgrade 90% Design Review Overview**

A verbal overview from A. Gibb, Project Director for WSP on the CPCC Upgrade 90% Design. The WSP design team will provided a PowerPoint presentation that covered the following based on the 90% design:

- Updated site plan and architectural renderings
- Summarize 90% design review to be held with staff (scheduled for February 7, 2019)
- Status of grant application
- Action items

The Committee requested that Goran Denkovski, Manager of Infrastructure and Sustainability, send copies of Mr. Gibb's presentation, minus the in camera items, to the Directors so that they may share that information with their councils and constituents.

Moved: Director Worley Seconded: Director Morel

That the verbal overview from A. Gibb, Project Director for WSP on the CPCC Upgrade 90% Design be received.

Carried.

G. Denkovski**Re: Liquid Waste Management Plan Stage 3 Draft Report**

A report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the Liquid Waste Management Plan Stage 3 draft report was presented.

Moved: Director Langman Seconded: Director Morel

That the Steering Committee receive the Draft Liquid Waste Management Plan Stage 3 report and refer the report to the Liquid Waste Management Plan Stage 3 Joint Local/Technical Advisory Committee for comment.

Carried.

G. Denkovski

Re: Liquid Waste Management Plan Stage 3 Public Consultation Package

A report from Goran Denkovski, Manager of Infrastructure and Sustainability regarding the LWMP Stage 3 public consultation posters was presented.

Moved: Director Worley Seconded: Director Langman

That the Steering Committee refer the public consultation posters to the LWMP Stage 3 Joint Local/Technical Advisory Committee for comment.

Carried.

Moved: Director Morel Seconded: Director Worley

That the revised public consultation posters be sent to the Directors for use with their councils and members of the public.

Carried.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

The Committee decided to invite the area Federal and Provincial Representatives to attend the next Liquid Waste Management Plan Stage 3 Steering Committee Meeting to be held sometime during the period of February 19-22, 2019

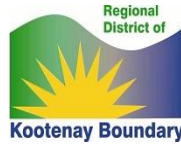
Moved: Director Langman Seconded: Director Worley

That Member of Parliament, Richard Canning and Member of Legislative Assembly, Katrine Conroy be invited to attend the next Liquid Waste Management Plan Stage 3 Steering Committee Meeting.

Carried.

ADJOURNMENT

The Chair adjourned the meeting at 4:50 p.m.



**Boundary Community Development Committee
Minutes
Monday, January 21, 2019
RDKB Board Room, Grand Forks, BC**

Committee members present:

Director G. McGregor, Chair
Director R. Russell
Director B. Taylor (left meeting at 1:08)
Director V. Gee
Director R. Dunsdon

Staff and others present:

J. Chandler, General Manager of Operations/Deputy CAO
M. Forster, Executive Assistant/Recording Secretary
B. Burget, General Manager of Finance
D. Dean, Manager of Planning and Development
J. Wetmore, Community Futures Boundary

CALL TO ORDER

The Chair called the meeting to order at 10:05 am.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the January 21, 2019 Boundary Community Development Committee/Boundary Economic Development Service Review meeting was presented.

The agenda was amended by an addition of the following items:

1. Discussion of community forests
2. Agriculture/food processing
3. Housing in Grand Forks

The order of the agenda was amended by discussion of New Business items first.

Moved: Director Dunsdon Seconded: Director Taylor

That the agenda for the January 21, 2019 Boundary Community Development Committee/Boundary Economic Development Service Review meeting be adopted as amended.

Carried

ADOPTION OF MINUTES

The minutes of the November 26, 2018 Boundary Economic Development Service Review meeting were presented.

Moved: Director Russell Seconded: Director Taylor

That the minutes of the November 26, 2018 Boundary Economic Development Service Review meeting be adopted as presented.

Carried

GENERAL DELEGATIONS

J. Wetmore, Community Futures Boundary (CFB)

Jennifer Wetmore, Community Futures Boundary, attended the Committee meeting to provide the Directors with an overview of CFB's current activities which highlighted funding and outreach. The following items were addressed:

1. TOTA Open Pool Marketing
2. Boundary region meat sector RFPs
3. Boundary transit
4. Imagine Kootenay
5. Boundary flood recovery
6. Rural dividend funding
7. Community centre program

J. Wetmore left the meeting at 10:30 am.

NEW BUSINESS**J. Chandler, General Manager of Operations/Deputy CAO****Re: Draft Boundary Economic Development Service Financial Plan (008) - 2019-2023**

Discussion ensued and amendments were made to the draft Boundary Economic Development Service (008) budget. Consensus was reached for Electoral Area 'C'/Christina Lake to come back into the Service. Staff will make changes and amendment to Service Establishment Bylaw No. 1389, 2008 with Bylaw No. 1699. Electoral Area 'D'/Rural Grand Forks and the City of Grand Forks have agreed in principle to initiate their own Service through Establishment Bylaw No. 1698, 2018. Electoral Area 'E'/West Boundary will initiate its own Service through Establishment Bylaw No. 1697.

Moved: Director Russell Seconded: Director Gee

That the Boundary Community Development Committee discuss the proposed Boundary Economic Development Service (008) Five Year Financial Plan, provide direction to staff as to any changes to be made or issues to be investigated and refer it to a future meeting for further review.

Carried

Moved: Director Gee Seconded: Director Taylor

That the Boundary Community Development Committee will give notice to Community Futures to end its contract with the RDKB as of April 30, 2019.

Carried

OLD BUSINESS**D. Dean, Manager of Planning and Development****Re: Draft Boundary Integrated Watershed Service Financial Plan (170) 2019-2023**

Moved: Director Russell Seconded: Director Dunsdon

That the Boundary Community Development Committee discuss the proposed Boundary Integrated Watershed Service (170) Five Year Financial Plan, provide direction to staff as to any changes to be made or issues to be investigated and refer it to a future meeting for further review.

Carried

D. Dean, Manager of Planning and Development
Re: Boundary Integrated Watershed Service - Governance Structure

D. Dean, Manager of Planning and Development, provided the Committee members with a staff report which focused on the role of the Committee, delegation of authority, membership and appointment and the name of the Committee in regards to the Kettle River Watershed Authority Committee (most recent name).

Concurrently with the model in place, staff would explore options on how a community advisory group could have a voice independent of the RDKB. An advisory group that would be taken into consideration would be a community advisory group rather than a technical advisory group.

A fulsome discussion will be scheduled for a future meeting.

LATE (EMERGENT) ITEMS

Community Forests - Discussion

Director McGregor urged the Committee members to take the necessary steps to move forward with establishing a community forest which would involve a feasibility study.

Moved: Director Russell Seconded: Director Taylor

That the Boundary Community Development Committee directs staff to provide a staff report with some detail on a recommended defined path for a feasibility study and what it would look like for community forests.

Carried

Agriculture/Food Processing - Discussion

Director Gee spoke to the food processing work being done in Rock Creek as a Boundary initiative. The Committee was informed that Magnum Meats has been awarded 3 grants

and Director Gee would like further discussion around the RDKB taking on parts of the grant administration. She also asked to have this project added to the BEDS workplan.

Housing in Grand Forks - Discussion

Director Taylor raised the issue of the current housing crisis in Grand Forks. He informed the Committee that the biggest impediment is that there was no one taking responsibility for planning. He also informed the Committee that it would a benefit to the whole Boundary area to have a Boundary Housing Society that could manage BC housing projects and to provide some forward thinking.

DISCUSSION OF ITEMS FOR FUTURE AGENDAS

Boundary Integrated Watershed Service

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 1:15 pm.



East End Services Committee

Minutes Tuesday, January 22, 2019 Trail Board Room

Committee members present:

Director A. Grieve - Chair
Director L. Worley
Director S. Morissette
Director R. Cacchioni
Director M. Walsh
Director A. Morel
Alternate Director A. Parkinson (by teleconference)

Staff and others present:

M. Andison, Chief Administrative Officer
M. Forster, Executive Assistant
J. Chandler, General Manager of Operations/Deputy CAO
D. Derby, Regional Fire Chief
Alternate Director L. Pasin (left meeting at 6:00 pm)
Alternate Director B. Edwards (left meeting at 6:54 pm)
Alternate Director K. Moore
Alternate Director B. Wenman
Alternate Director D. Berriault

Call to Order

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

Director Cacchioni asked for a point of clarification regarding sharing closed meeting information with Alternate Directors. M. Andison, CAO, clarified that the decision to determine what information gets released and to whom was up to the Board of Directors or the Committee. When there is information to be released following a closed meeting, the Board of Directors or Committee determines which of those items should be released to the public and passes a motion to that effect. M. Andison also informed the Committee that the meetings are closed to those who are excluded from the

meeting by the Committee or the Board of Directors however the Board of Directors or Committee can decide to include alternates as they have done for this East End Services Committee meeting. A motion must be passed at the end of the meeting to provide direction for what information is released and to whom.

Moved: Director Cacchioni Seconded: Director Morissette

That the East End Services Committee meeting receive all agenda items as presented.

Carried

Acceptance of the Agenda (additions/deletions)

The agenda for the January 22, 2019 East End Services Committee meeting was presented.

Moved: Director Cacchioni Seconded: Director Morel

That the agenda for the January 22, 2019 East End Services Committee meeting be adopted as presented.

Carried

Minutes

There are no minutes for this meeting.

Delegations

There were no delegations present.

Unfinished Business

There was no old business for discussion.

New Business

D. Derby, Regional Fire Chief

Re: KBRFR - Service Overview - Power point presentation

D. Derby provided a presentation that covered some of the following items:

1. Response boundaries

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East End Services Committee
January 22, 2019*

2. Resources
3. Manpower
4. Service provided
5. Training
6. Emergency responses and
7. Challenges

KBRFR - Fire Service Review, Mitchel Report - February 2014

D. Derby, Regional Fire Chief, presented the Mitchel Report for information.

Playbook - May 2015

D. Derby, Regional Fire Chief, presented the Playbook for information.

Training Officer Business Case, May 2015

D. Derby, Regional Fire Chief, presented the Training Officer Business Case for information.

Fire Departments Service Level Policy, April 2017

D. Derby, Regional Fire Chief, presented the Fire Department's Service Level Policy for information.

D. Derby, Regional Fire Chief

Re: Fire Underwriters Survey - NFPA/Worksafe Presentation

D. Derby, Regional Fire Chief, provided the Committee with a power point presentation on this agenda item.

Trail Fire Dispatch Discussion

- a) 2016 - RDCK Notice of Termination
- b) June 29, 2017 - New Contract with Kelowna
- c) May 23, 2018 - Trail Fire Dispatch closes
- d) IAFF 2015-2019 Contract

D. Derby, Regional Fire Chief, presented the Committee with information on the transition of Trail Fire Dispatch to Kelowna.

D. Derby, Regional Fire Chief

*Page 3 of 4
East End Services Committee
January 22, 2019*

KBRFR Overtime Analysis Staff Report - February 1, 2018

D. Derby, Regional Fire Chief, provided a staff report on an analysis of KBRFR overtime for information.

Draft KBRFR 2019-2023 Five Year Financial Plan

The Committee reviewed the KBRFR 2019-2023 Five Year Financial Plan.

KBRFR Work Plan

The KBRFR 2019 Work Plan was presented for information.

Late (Emergent) Items

There were no late (emergent) items for discussion.

Discussion of items for future agendas

A discussion of items for future agendas was not required.

Question Period for Public and Media

A question period for public and media was not required.

Closed (In camera) Session

Moved: Director Worley Seconded: Alternate Director Parkinson

That the East End Services Committee proceed to the Closed Meeting pursuant to Section 90 (1) (c) of the *Community Charter* at 6:54 pm.

Carried

The East End Services Committee reconvened to the open meeting at 7:54 pm.

Adjournment

The open meeting was adjourned at 7:54 pm.



**Beaver Valley Regional Parks, Trails and Recreation Committee
Minutes
Tuesday, January 8, 2019
RDKB Committee Room, Trail, BC**

Committee members present:

Director A. Grieve, Chair
Director M. Walsh
Director S. Morissette

Staff present:

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

CALL TO ORDER

The Chair called the meeting to order at 12:00 pm.

ACCEPTANCE OF THE AGENDA (additions/deletions)

The agenda for the January 8, 2019 Beaver Valley Regional Parks, Trails and Recreation Committee meeting was presented.

Moved: Director Walsh Seconded: Director Morissette

That the agenda for the January 8, 2019 Beaver Valley Regional Parks, Trails and Recreation Committee meeting be adopted as presented.

Carried

ADOPTION OF MINUTES

The minutes of the Beaver Valley Regional Parks, Trails and Recreation Committee meeting held on December 11, 2018 were presented.

Moved: Director Morissette Seconded: Director Walsh

That the minutes of the Beaver Valley Regional Parks, Trails and Recreation Committee meeting held on December 11, 2018 be adopted as presented.

Carried

DELEGATIONS

There were no delegations present.

UNFINISHED BUSINESS

**M. Daines, Manager of Facilities and Recreation
Re: 2019 Five Year Financial Plans**

A staff report from Mark Daines, Manager of Facilities and Recreation regarding a 3rd draft of the Beaver Valley Recreation provisional budgets was presented. The purpose of the report was to present the Beaver Valley Recreation 2019 Budgets and Five-Year Financial Plan. A summary of these services include operations of the following: The Beaver Valley Arena, Beaver Valley Family Park, Park Siding School House, Mazzochi Park, Pend Oriole Cemetery, Beaver Valley Skatepark, First Nations Arbour, Recreation programs, and capital projects.

Moved: Director Walsh Seconded: Director Morissette

That the Beaver Valley Regional Parks, Trails and Recreation Committee discuss the proposed Beaver Valley Recreation Five Year Financial Plans, provide direction to staff as to any changes to be made or issues to be investigated and refer them to a future meeting for further review.

Carried

**A. Grieve
Re: First Nations Arbour - Update**

Director Grieve updated the Committee members on the progress of the First Nations Arbour. The Committee was informed that CBT provided \$20,000 and gas tax funding of \$15,000 will be provided by Electoral Area 'A'.

There were no resolutions arising.

M. Daines**Re: Arena Parking - Discussion**

M. Daines, Manager of Facilities and Recreation, provided the Committee members with an update on the Beaver Valley Arena parking. Staff is reviewing options with Village of Fruitvale staff to improve parking options.

There were no resolutions arising.

NEW BUSINESS**A. Grieve****Re: Webster Road Trail - Discussions**

Discussion ensued on the ongoing maintenance of the trails in the Beaver Valley. S. Spooner will be invited to a future meeting.

There were no resolutions arising.

M. Daines, Manager of Facilities and Recreation**Re: Agenda Items for Council Meeting**

A staff report from Mark Daines, Manager of Facilities and Recreation regarding a proposed agenda for the Beaver Valley Recreation Committee and Council meeting with the Village of Montrose, the Village of Fruitvale and Area A was presented.

With the newly elected Mayors and Council it will be necessary to hold an information session on Beaver Valley Recreation so that all participants can understand the history, mandate, governance and operations of the service. In addition, the Beaver Valley Recreation Committee will be presenting a proposal to the Councils to increase the requisition limit by 25%. This increase will allow the committee to operate as needed well into the future, as these funds may not be needed until later budget years.

Director Morissette requested that the idea of exploring opportunities for potential areas of sharing services be added to the proposed agenda.

Moved: Director Morissette Seconded: Director Walsh

That the Beaver Valley Recreation Committee receive the background information provided in the staff reports for the upcoming council meeting on January 28, 2019.

Carried

Discussion

Re: Newsletter Submission - Standing Item

The Committee members were asked to provide M. Daines, Manager of Facilities and Recreation with ideas for topics to be included in future newsletter submissions.

There were no resolutions arising.

M. Daines, Manager of Facilities and Recreation

RE: BVR Amalgamation Study

A Staff Report from Mark Daines, Manager of Facilities and Recreation regarding the Recreation Agreement between the City of Trail and the Beaver Valley Recreation Service, and further shared a previous Beaver Valley Amalgamation study from Neilson-Welch that was conducted in 2011 was presented.

Moved: Director Walsh Seconded: Director Morissette

That the Beaver Valley Regional Parks, Trails and Recreation Committee receive the reports as presented.

Carried

M.Daines

Re: Requisition Limit for Beaver Valley Recreation Services

A Staff Report from Mark Daines, Manager of Facilities and Recreation regarding a proposal to increase the requisition limit for the Beaver Valley Recreation, Beaver Valley Arena and Beaver Valley Parks and Trails 2019-2023 Financial Plan was presented.

Moved: Director Morissette Seconded: Director Walsh

That the Regional District of Kootenay Boundary Board of Directors approve an amendment to RDKB Bylaw No. 1393, 2008 to increase the requisition limit from \$1,400,000 to \$1,750,000.

Carried

LATE (EMERGENT) ITEMS

There were no late (emergent) items for discussion.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

1. Ingrid Mayer was seeding help with registration and administrative support from Beaver Valley Recreation.

QUESTION PERIOD FOR PUBLIC AND MEDIA

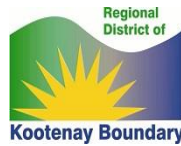
A question period for public and media was not required.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not required.

ADJOURNMENT

The meeting was adjourned at 1:10 pm.



Utilities Committee

Minutes

Wednesday, January 9, 2019

RDKB Board Room, 843 Rossland Ave., Trail, BC

Committee members present:

Director R. Cacchioni, Chair-via teleconference
Director L. Worley, Vice Chair
Director A. Grieve
Director G. McGregor
Director V. Gee
Director S. Morissette
Director D. Langman
Director A. Morel

Staff present:

M. Andison, Chief Administrative Officer
B. Burget, General Manager of Finance
J. Dougall, General Manager of Environmental Services
G. Denkovski, Manager of Infrastructure and Sustainability
S. Surinak, Secretary/Clerk/Receptionist/Recording Secretary

Others present:

R. Russell, RDKB Board Chair & Area Director
L. Pasin-Mayor of Trail & Alternate Director
Five Members of the Public

CALL TO ORDER

The meeting was called to order at 5:00 pm

ELECTION OF VICE-CHAIR

In the absence of Committee Chair Cacchioni, Goran Denkovski, the Manger of Infrastructure and Sustainability called a first time for nominations for the position of Vice-Chair of the Utilities Committee.

Moved: Director Langman

That Director Worley be nominated as Vice Chair of the Utilities Committee for the year 2019.

Carried.

Director Worley accepted the nomination.

G. Denkovski called a second time for nominations for the position of Vice Chair of the Utilities Committee for the year 2019.

G. Denkovski called a third time for nominations for the position of Vice Chair of the Utilities Committee for the year 2019.

Hearing no further nominations, Director Worley was declared, by acclamation, Vice Chair of the Utilities Committee for the year 2019.

Director Worley then chaired the meeting, as Chair Cacchioni, was away and attended the meeting via teleconference.

ADOPTION OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the January 9, 2019 Utilities Committee meeting was presented.

Moved: Director McGregor Seconded: Director Grieve

That the agenda for the January 9, 2019 Utilities Committee meeting be adopted as presented.

Carried.

ADOPTION OF MINUTES

The minutes of the Utilities Committee meeting held on October 10, 2018 were adopted as presented.

Moved: Director McGregor Seconded: Director Langman

That the minutes of the Utilities Committee meeting held on October 10, 2018 be adopted as presented.

Carried.

GENERAL DELEGATIONS

There were no general delegations to this meeting.

UNFINISHED BUSINESS

Utilities Committee Action Item List - as of January 4, 2019

The Utilities Committee Action Item List as of January 4, 2019 was presented.

Goran Denkovski, Manager of Infrastructure and Sustainability will schedule a meeting with Director Grieve regarding the Columbia Gardens Water System.

Director Cacchioni inquired whether there would be any fees charged to the Municipalities and Electoral Areas in relation to the Sole Benefiting Sewer Authority that is being operated by the Municipalities starting in 2019.

Goran Denkovski replied that there could be some Fortis charges if the account was not transferred to the Municipalities on time.

Moved: Director Langman Seconded: Director Cacchioni

That the Utilities Committee Action Item List as of January 4, 2019 be received as presented.

Carried.

G. Denkovski

Re: Grant Opportunity Tracking

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

Director Cacchioni requested that any grant that applies to Liquid Waste be attached to the next LWMP Stage 3 Committee Meeting.

Moved: Director Langman Seconded: Director Cacchioni

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

Carried.

NEW BUSINESS

G. Denkovski

**Re: Draft 2019 - 2023 Budget and Five Year Financial Plans and Workplans
Big White Street Lighting (101) and Beavercell Street Lighting (103) Services**

The 2019 - 2023 Budget and Five Year Financial Plans and associated Workplans for the Big White Street Lighting (101) and Beavercell Street Lighting (103) Services were presented.

Moved: Director Gee Seconded: Director McGregor

That the Utilities Committee discuss the proposed Big White Street Lighting Service (101) and Beavercell Street Lighting Service (103) 2019-2023 Budget and Five-Year Financial Plans and associated Workplans, provide direction to Staff as to any changes to be made or issue investigated and refer it to a future meeting for further review

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Draft Beaver Valley Water Service (500) 2019-2023 Five Year Financial Plan and Workplan

Director Grieve and Director Morissette requested a meeting with Goran Denkovski and the Fruitvale staff this week to discuss the Draft Beaver Valley Water Service Five Year Financial Plan and Workplan.

Moved: Director Grieve Seconded: Director Gee

That the Utilities Committee discuss the draft Beaver Valley Water Service (500) 2019 - 2023 Five Year Financial Plan and Workplan, provide direction to staff as to any changes to be made or issues to be investigated and refer to a future meeting.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Draft Christina Lake Water Utility (550) 2019-2023 Five Year Financial Plan and Workplan

Moved: Director McGregor Seconded: Director Langman

That the Utilities Committee discuss the draft Christina Lake Water Utility Service (550) 2019 - 2023 Five Year Financial Plan and Workplan, provide direction to staff as to any changes to be made or issues to be investigated and refer to a future meeting.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Draft Columbia Gardens Industrial Water Supply Utility (600) 2019-2023 Five Year Financial Plan and Workplan

A newsletter to be sent to the Columbia Gardens water supply users explaining the reasons for the 56% cost increase.

Moved: Director Grieve Seconded: Director McGregor

That the Utilities Committee discuss the draft Columbia Gardens Industrial Water Supply Utility Service (600) 2019 - 2023 Five Year Financial Plan and Workplan, provide direction to staff as to any changes to be made or issues to be investigated and refer to a future meeting.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Draft Rivervale Streetlighting and Water Utility Service (650) 2019-2023 Five Year Financial Plan and Workplan

Moved: Director McGregor Seconded: Director Morel

That the Utilities Committee discuss the draft Rivervale Streetlighting and Water Utility Service (650) 2019 - 2023 Five Year Financial Plan and Workplan, provide direction to staff as to any changes to be made or issues to be investigated and refer to a future meeting.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability
Re: Draft East End Regionalized Sewer Utility (700) 2019-2023 Five Year Financial Plan and Workplan

Director Cacchioni requested a meeting with Goran Denkovski and Director Morel to discuss the whole budget and the workplans.

Moved: Director Cacchioni Seconded: Director Morel

That the Utilities Committee discuss the draft East End Regionalized Sewer Service (700) 2019 - 2023 Five Year Financial Plan and Workplan, provide direction to staff as to any changes to be made or issues to be investigated and refer to a future meeting.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability

Re: Draft East End Regionalized Sewer City of Trail Sole Benefiting (700-101), City of Rossland Sole Benefiting (700-102) and Rossland Warfield Dual Benefiting (700-102) Services 2019-2023 Five Year Financial Plan

Goran Denkovski to have a discussion with the Finance Department regarding insurance paid for the Sole Benefiting Service.

Moved: Director Cacchioni

Seconded: Director Morel

That the Utilities Committee discuss the draft East End Regionalized Sewer City of Trail Sole Benefiting (700-101), City of Rossland Sole Benefiting (700-102) and Rossland Warfield Dual Benefiting (700-103) services 2019 - 2023 Five Year Financial Plans and Workplans, provide direction to staff as to any changes to be made or issues to be investigated and refer to a future meeting.

Carried.

G. Denkovski, Manager of Infrastructure and Sustainability

Re: Draft Rivervale and Oasis Sewer Service Utility (800) 2019-2023 Five Year Financial Plan and Workplan

Moved: Director McGregor

Seconded: Director Langman

That the Utilities Committee discuss the draft Rivervale and Oasis Sewer Utility Service (800) 2019 - 2023 Five Year Financial Plan and Workplan, provide direction to staff as to any changes to be made or issues to be investigated and refer to a future meeting.

Carried.

Jeff Paakkunainen

Re: CPCC Sanitary Sewer Monthly Report September to November 2018

A staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for September to November 2018, was presented.

Moved: Director Gee

Seconded: Director McGregor

That the staff report by Jeff Paakkunainen, Chief Utilities Operator, regarding the Sanitary Sewer Monthly report for September to November 2018, be received.

Carried.

G. Denkovski

Re: Flow Meter Report for Volume Data Collected for September to November 2018

Flow meter report summarizing volume data collected for the months September to November 2018 was presented.

The budget will be adjusted to include the December 2018 Flow Metre Data.

Moved: Director Cacchioni Seconded: Director Morel

The Flow meter report summarizing volume data collected for the months September to November 2018 is presented.

Carried.

G. Denkovski

Re: Christina Lake Water August to October 2018 Monthly Report

A staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water August to October 2018 Monthly report was presented.

Moved: Director McGregor Seconded: Director Cacchioni

That the staff report from Goran Denkovski, Manager of Infrastructure and Sustainability, regarding the Christina Lake Water Utility August to October 2018 Monthly report, be received.

Carried.

J. Paakkunainen

Re: Warfield, Columbia Gardens and Rivervale Water Monthly Report - September to November 2018

A staff report from Jeff Paakkunainen, Chief Utilities Operator, regarding the Water Monthly report for September to November 2018, was presented.

Moved: Director Grieve Seconded: Director Langman

That the staff report from Jeff Paakkunainen, Chief Utility Operator, regarding the Water Monthly report for September to October 2018, be received.

Carried.

G. Denkovski

Re: Water Conservation Plans for Rivervale Streetlighting and Water Service (650) and Christina Lake Water Utility Service (550)

Water conservation measures are being added to the Rivervale and Christina Lake Water Services. This is mandatory for grant applications.

Goran Denkovski asked the Committee to read the Water Conversation Plans and approve them at a future meeting.

The RDKB will send newsletters to Rivervale and Christina Lake residents explaining the water conservation measures, once they are approved.

Moved: Director Morel Seconded: Director Morissette

That the Draft Water Conservation Plans for the Rivervale Streetlighting and Water Service and the Christina Lake Water Utility Service be received.

Carried.

LATE (EMERGENT) ITEMS

There were no late (emergent) items.

DISCUSSION OF ITEMS FOR FUTURE MEETINGS

Chair Cacchioni stated that the City of Trail uses videoconferencing and that it works very well. He suggested that the Regional District of Kootenay Boundary explore the possibility of using it as well.

QUESTION PERIOD FOR PUBLIC AND MEDIA

There were no questions from the media or the public.

CLOSED (IN CAMERA) SESSION

A closed (in camera) session was not necessary for this meeting.

ADJOURNMENT

The meeting was adjourned at 5:52 pm.



**Liquid Waste Management Plan – Stage 3
Joint Technical/Local Advisory Committee
Minutes
Monday, February 5, 2018 – 5:30 pm
RDKB Boardroom, Trail BC**

Committee members present:

Trevor Greene, Chair – City of Rossland
Elise Pare – City of Rossland
Scott Wallace – City of Trail
Chris McIsaac – City of Trail
Darrin Albo – City of Rossland
Jackie Patridge – Village of Warfield
Warren Proulx – City of Trail
Clayton Jolly – Village of Warfield
Alastair Champion – City of Rossland
Alberto Gonzalez – City of Trail

Staff and others present:

G. Denkovski, Manager of Infrastructure and Sustainability
M. Zahn, Recording Secretary
A. Bennet, OPUS (telecom)
A. Gibb, OPUS (telecom)

CALL TO ORDER

The meeting was called to order at 5:34 pm.

ACCEPTANCE OF AGENDA (ADDITIONS/DELETIONS)

The agenda for the February 5, 2018 Joint Technical/Local Advisory Committee meeting was approved as presented.

MINUTES

The minutes for the Joint Technical/Local Advisory Committee January 15th, 2018 meeting were approved as presented.

UNFINISHED BUSINESS

CPCC Upgrade to Secondary Treatment Process Pre-Design Report Questions and Answers

G. Denkovski, Manager of Infrastructure and Sustainability provided a recap from the last meeting. The committee took turns asking any further questions of OPUS and providing additional comments on the Pre-Design Report. A roundtable discussion ensued and participants indicated their readiness to choose the secondary treatment process to be included in the CPCC upgrade;

Option 1 – MBBR-DAF/capital cost estimate/O&M cost estimate; OR

Option 2 – Activated Sludge/Secondary Clarifier/capital cost estimate/O&M Cost Estimate.

Additional comments included:

- Continued clarification on the main metals of concern and do they mostly report to the precipitated solids (question 29). Staff were asked to provide details regarding what happens to the leachate.
- OPUS indicated that ammonia was not identified as a concern
- Excess capacity clarification
- MBBR process is able to adjust to toxic situations better than Activated Sludge
- If ozone process to be added, it should come at the tail end of the process
- MBBR will have a smaller footprint
- Activated Sludge is an easier process to operate that is highly used in our area
- The difference in the capital costs can be balanced by available grants; however, the higher operating costs of approximately \$75,000 annually are a big point to consider
- As both processes are equal technically, the decision is to be made on aesthetics, i.e. smell
- Is the committee making a political decision based on who lives nearby the Plant.
- Activated Sludge has a larger risk of odour (resulting from the coarse screening part of process)
- Industrial loads were not taken into consideration in this analysis
- MBBR is more easily adjusted should additional industry emerge in the area
- There is more space on the site utilizing the MBBR improvements
- Timeline is estimated at five years until the Plant is constructed
- The MBBR process seems to be more easily operated due to "less babysitting of biology"/more to be looked after

- Fixed growth MBBR fair better
- MBBR more easily adjusted for a decrease in population as well (should, for example TECK close)
- Either process is most likely workable

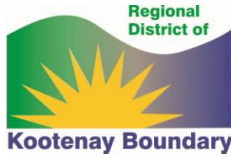
Attendees choices were polled and consensus was reached for the following:

Recommendation: That the Joint Technical/Local Advisory Committee receive the answers from OPUS on CPCC Upgrade to Secondary Treatment Process Pre-Design Report and **FURTHER** that the Joint Technical/Local Advisory committee recommends with consensus option B1, MBBR-DAF. Option B1, new primary tanks and MBBR-DAF has been selected as the preferred option for the following reasons:

1. Smaller overall footprint, which better suits the chosen site and provides more space for future additions if treatment/discharge regulations change
2. Provides better ability to control impact on surrounding land uses (visual impacts and odours), since most of the process will be enclosed within buildings
3. Greater operational flexibility to adjust to fluctuation in population and flows; both expansion and retraction
4. Ease of operability to maintain consistent level of treatment.

Adjournment

The meeting was adjourned at 6:34 pm.



**Electoral Area "C" Parks & Recreation Commission
Regular Meeting
Wednesday, January 9, 2019
Welcome Centre
8:00 AM**

AGENDA

1. CALL TO ORDER

2. ELECTION OF OFFICERS

- The Commission at its first meet in each year shall elect a Chair and Vice Chair person as per attached bylaw No. 1429 & No. 1307-**Pgs 1-4**

3. ACCEPTANCE OF THE AGENDA (ADDITIONS/DELETIONS)

- The agenda for the January 9, 2019 Christina Lake Parks & Recreation Commission meeting is presented.

Recommendation: That the agenda for the January 9, 2019 Christina Lake Parks & Recreation Commission meeting be adopted as presented.

4. ADOPTION OF MINUTES

- The minutes of the Christina Lake Parks & Recreation Commission meeting held on November 14, 2018 are presented. **Pgs 5-7**

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

5. CORRESPONDENCE-Letter from RDKB-Area C Director Grant -In-Aid

- Approval for The purchase of a Drone for Trail Maintenance **Pg 8**

6. OLD BUSINESS

- Cascade Cemetery-Paul Beattie Follow Up Report
- Christina Lake Community and Nature Park-Discussion (Section 11-Application)
- Pedestrian Bridge-Discussion (Grant Application)
- Kettle River Walk Trail- Discussion (OIB to provide cost for their involvement)

7. NEW BUSINESS-Fitness-Brenda Auge- Study Information & Request **Pg. 9**

8. INFORMATIONAL ITEMS

A. Financial Plan

- 2019 Work Plan **Pgs 10-33**
- 2018 – RDKB Financial Statement – October 2018 **Pgs 34-36**

B. Correspondence-N/A

C. Project Updates

- **Kettle River Walk Trail**-(Moved to Old Business)
- **Trail Development from Cove Bay to Brown Rd-N/A**
- **Pickleball Court Expansion-N/A**

D. Sub Committee Report

- **COP Update- Dave Beattie-**
- **Trails – Josh Strzelec-**

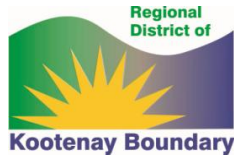
E. Staff Monthly Report/Community Events Report

- **Recreation Program –**
 - **January Flyer- Pgs 37-38**
- **Park Maintenance –N/A**
- **Community Coordinator Report – Update**

9. LATE EMERGENT ITEMS

10.DISCUSSION OF ITEMS FOR FUTURE MEETINGS

11. ADJOURNMENT



**Electoral Area "C" Parks & Recreation Commission
Regular Meeting
Wednesday, January 9, 2019
Christina Lake Welcome Centre
8:00 AM**

MINUTES

Recreation Commission Members present:

Present

Adam Moore
Brenda Auge
Dianne Wales
Ericka McCluney
Joe Sioga
Josh Strzelec
Liz Stewart
Paul Beattie
Randy Gniewotta
Tara Bobocel

Absent

Area Director

Grace McGregor

Alternate Area Director

Donna Wilchynski

Staff and others present:

RDKB Staff

Tom Sprado/Lilly Bryant

1. CALL TO ORDER-

- The acting Chair called the meeting to order at 8:02am

2. ACCEPTANCE OF THE AGENDA (ADDITIONS/DELETIONS)

The agenda for the January 9, 2019 Christina Lake Recreation Commission meeting is presented.

Addition: #9 Late Emergent Item;

- Swimming Dock at Christina Lake Provincial Park (Public Beach)

01-19 Moved: Joe Sioga

Seconded: Liz Stewart

That the agenda for the January 9, ²⁰¹⁹ Christina Lake Recreation Commission meeting be adopted as amended.

Carried

3. ADOPTION OF MINUTES

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

02-19 Moved: Dianne Wales

Seconded: Randy Gniewotta

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

Carried

4. ELECTION OF OFFICERS

- The Commission at its first meet in each year shall elect a Chair and Vice Chair person as per attached bylaw No. 1429 & No. 1307.

There were no nominations from the floor; Grace McGregor accepted the 2019 term as chairperson and Donna Wilchynski as Vice Chairperson for the Christina Lake Parks & Recreation Commission.

Adam Moore, Ericka McCluney, Tara Bobocel were welcomed as new members to the Christina Lake Parks & Recreation Commission.

5. CORRESPONDENCE-Letter from RDKB-Area C Director Grant -In-Aid

- Approval for The purchase of a Drone for Trail Maintenance –Received for Information

6. OLD BUSINESS

- **Cascade Cemetery-Paul Beattie Follow Up Report**
 - Boundary Wood Carvers Group would be interested in constructing a Kiosk for the Cascade Cemetery which would include past history for the town of Cascade B.C.
 - Grace has suggested the group apply for Grant-In-Aid from Area C Director to move forward with the project.
 - Grace will be applying to have the Cascade Cemetery site deemed a Heritage Site for future grant opportunities.
- **Christina Lake Community and Nature Park-Discussion**
- Verbal discussion- We submitted a Section 11 Change Approval under the Water Sustainability Act to the province with the request to extend out 75 feet with a viewing deck.
- **Pedestrian Bridge-Discussion (Grant Application)**
 - Grant application has been sent in for approval- Deadline for submission is January 23, 2019
- **Kettle River Walk Trail- Discussion (OIB to provide cost for their involvement)**
 - Waiting for proposal from the OIB

7. NEW BUSINESS-Fitness Request from Brenda Auge

- Brenda presented a gazette article regarding fall preventions and staying strong as we age.
- Brenda Auge will contact the Christina Lake Community Association to offer a sponsorship opportunity by waiving the Hall rental in order to offer free Fitness classes.
- Brenda and Recreation Service Supervisor will meet to discuss options for free classes and to promote Christina Lake Fitness Programs.

8. INFORMATIONAL ITEMS**A. Financial Plan**

- 2019 Work Plan –Reviewed
- November 2018 – RDKB Financial Statement – Received for Information

B. Project Updates

- Kettle River Walk Trail-(Moved to Old Business)
- Trail Development from Cove Bay to Brown Rd-
 - Randy Gniewotta will work on the project with Josh Strzelec assistance
- Pickleball Court Expansion-N/A

D. Sub Committee Report

- COP Update-To contact Dave Beattie for a new contact person
- Trails – Josh Strzelec- N/A

E. Staff Monthly Report/Community Events Report

- **Recreation Program –**
 - January Flyer- Reviewed Flyer
 - Pharmasave Christina Lake Triathlon will be scheduled Sunday, June 23rd
- **Park Maintenance –N/A**
- **Community Coordinator Report – Update**
 - Welcome Centre grand opening
 - Gateway has completed another step in regards to the branding application for Christina Lake to become the Pickleball Capital of Canada
 - Hired new assistant
 - Park Permit received for Homecoming (now a 10 year renewal)

9. LATE EMERGENT ITEMS

- Gateway submitted a letter requesting a swim dock at Christina Lake Provincial Park(Public Beach)

That the Regional District of Kootenay Boundary Board of Directors forward a formal request to BC Parks on the feasibility of placing a swim dock at the public beach located at the Christina Lake Provincial Park.

03-19 Moved: Randy Gniewotta

Seconded: Brenda Auge

Carried

10.DISCUSSION OF ITEMS FOR FUTURE MEETINGS

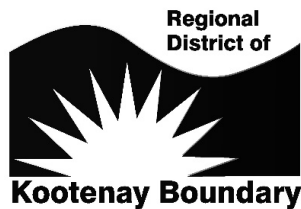
11. ADJOURNMENT

That the meeting be adjourned at 9:25am

04-19 Moved: Brenda Auge

Lilly Bryant, Recording Secretary

Grace McGregor, Chairperson



ELECTORAL AREA 'C'/CHRISTINA LAKE
ADVISORY PLANNING COMMISSION
MINUTES

Tuesday, February 5, 2019 at the Christina Lake Fire Hall, commencing at 7:00 p.m.

PRESENT: Peter Darbyshire, Phil Mody, Terry Mooney, Butch Bisaro, Ken Stewart, Annie Rioux, Jeff Olsen, David Durand, Jason Patrick Taylor

ABSENT: Jessica Coleman, Jennifer Horahan, Dave Bartlett

RDKB DIRECTOR: Grace McGregor, Donna Wilchynski

RDKB STAFF:

GUESTS:

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the February 5, 2019 Electoral Area 'C'/Christina Lake Advisory Planning Commission Agenda be adopted. Ken/Phil

3. ADOPTION OF MINUTES

Recommendation: That the January 8, 2019 Electoral Area 'C'/Christina Lake Advisory Planning Commission Minutes be adopted. Butch/Jason

4. DELEGATIONS

5. UPDATES TO APPLICATIONS AND REFERRALS

Cannabis Legalization – Zoning Bylaw Considerations
RDKB File: C-56

Donna Dean provided the information requested providing ALC definitions of “Farm operation” and “farm use”. Dave asked if anyone felt that it is necessary to make the changes/additions, which will require having another public meeting. Grace asked if it presents a big problem to applicants that our Regional District definitions differ from ALC definitions. Jason says that it’s not an ideal situation, but not insurmountable.

APC is not in agreement with the language that ALC is requesting, but will recommend that the bylaws sit indefinitely. Motion was made by Ken and Peter seconded. Passed.

BC TIMBER SALES

Ken Gobeil is arranging a meeting with BC Timber Sales and that we have that meeting with Regional District C, D & E APC’s.

6. NEW BUSINESS

A. Patrick & Sharon Walls

RE: Development Permit

3173 East Lake Drive
RDKB File: C-3063s-07038.000

Recommendation:

It was moved, seconded and resolved that the APC recommend to the Regional District that the staff recommendations be supported.

B. Patrick & Sharon Walls

RE: Floodplain Exemption

3173 East Lake Drive
RDKB File: C-3063s-07038.000

Recommendation:

It was moved, seconded and resolved that the APC recommend to the Regional District that the staff recommendations be supported.

C. Doug and Caroline Shannon

RE: Front Counter BC – License of Occupation - Roadway

Crown Land

RDKB File: C-3046-07025.000

Recommendation:

It was moved, seconded and resolved that the APC recommend to the Regional District that the staff recommendations be supported.

D. China Creek Internet Service

RE: Front Counter BC – License of Occupation – Communications

RDKB File: C-29

Recommendation:

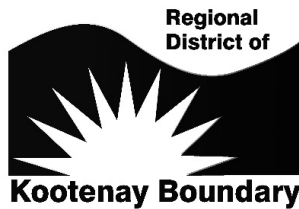
It was moved, seconded and resolved that the APC recommend to the Regional District that the staff recommendations be supported.

7. DISCUSSION

8. FOR INFORMATION

9. ADJOURNMENT

It was moved and seconded that the meeting be adjourned at 8:00 p.m.



ELECTORAL AREA 'D'/RURAL GRAND FORKS
ADVISORY PLANNING COMMISSION
MINUTES

Tuesday, February 5, 2019 at the RDKB Office – Grand Forks, commencing at 7:00 p.m.

PRESENT: Kathy Hutton, Rod Zielinski, Brian Noble, Della Mallette, Lynn Bleiler

ABSENT:

RDKB DIRECTOR:

RDKB STAFF: Donna Dean via conference call

GUESTS: Edith MacAllister

1. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Moved: Noble; **seconded:** Hutton that the February 5, 2019 Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission Agenda be adopted as presented. **Carried.**

3. ADOPTION OF MINUTES

Moved: Hutton; **seconded:** Mallette that the January 8, 2019 Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission Minutes be adopted as presented. **Carried.**

4. DELEGATIONS - None

Electoral Area 'D' APC Minutes
February 5, 2019
Page 1 of 2

5. OLD BUSINESS /UPDATES TO APPLICATIONS AND REFRRALS

a) Revised Zoning Bylaw

b) OCP amendment bylaw in conjunction with Zoning Bylaw

Donna Dean was in attendance via conference call to discuss

Moved: Noble; **seconded:** Bleiler That the 2019 Electoral Area 'D'/Rural Grand Forks Advisory Planning Commission recommends that the Draft #8 Zoning Bylaw 1612, with revisions as discussed with Donna Dean, be forwarded to the Electoral Area Service Committee for their consideration. **Carried.**

6. NEW BUSINESS

A. Woldemar Dahl

RE: MOTI Subdivision

4850 Hardy Mountain Road

RDKB File: D-4850-04884.000

Moved: Hutton; **seconded:** Mallette that the APC recommends to the Regional District that the application be supported. **Carried.**

B. China Creek Internet Service – Two locations

Front Counter Licence of Occupation – Communications

RDKB File: D-6

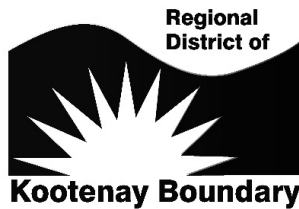
Moved: Bleiler; **seconded:** Hutton that the APC recommends to the Regional District that the application be supported. **Carried.**

7. FOR INFORMATION

Lynn Bleiler updated the group of Grand Forks resident Jennifer Houghton's efforts to engage the community in a plan for action on forestry practices in the province. This may be a group that we will be watching for possible interaction with on forestry issues in order to better inform the Board of area concerns on this topic.

8. ADJOURNMENT

Bleiler **moved** that the meeting be adjourned at **8:20 p.m.**



ELECTORAL AREA 'E'/WEST BOUNDARY
ADVISORY PLANNING COMMISSION
MINUTES

Monday, February 4, 2019 at the Rock Creek Medical Centre, 100 Cut Off Rd, commencing at 6 PM.

PRESENT: Jamie Haynes, Florence Hower, Fred Marshall, Randy Trerise, Lynne Storm.

ABSENT with notification: Frank Van Oyen

Absent without notification: Michael Fenwick-Wilson, Grant Harfman

RDKB DIRECTOR: Vicki Gee

RDKB STAFF: None

GUEST: None

1. CALL TO ORDER

The meeting was called to order at 6 PM.

2. ADOPTION OF AGENDA

Recommendation: That the February 4, 2019 Electoral Area 'E'/West Boundary Planning Commission Agenda be adopted as presented. Moved by Lyn seconded by Jamie. Motion carried.

3. ADOPTION OF MINUTES

Recommendation: That the January 7, 2019 Electoral Area 'E'/West Boundary Planning Commission Minutes be adopted as presented. Moved by Flo seconded by Lyn. Motion carried.

4. DELEGATIONS – none

Electoral Area E' APC Minutes
 February 4, 2019
 Page 1 of 2

5. UPDATES TO APPLICATIONS AND REFERRALS –

In their motion at the Jan 31st Board meeting, the Board expressed concern about illegal trespass on crown land and road right of ways, in regard to an application for road closure from the last APC meeting.

6. NEW BUSINESS**A. Rosegarden Holdings Ltd****RE: ALC Subdivision**

3635 Fiva Creek Road

RDKB File: E-534s-04832.010

Discussion/Observations:

The application by Rosegarden Holdings was discussed a length

Recommendation:

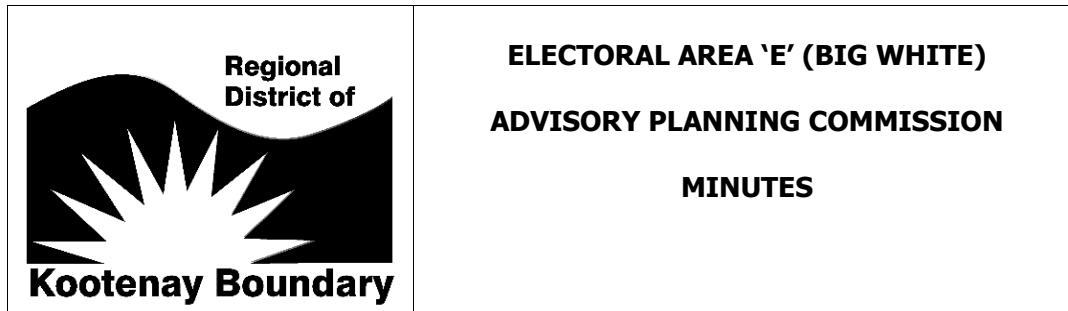
It was moved, seconded and resolved that the APC recommend to the Regional District that the application be:

Not Supported (with stated reasons below):

The APC did not support this application for the following reasons:

1. The lot is in the ALR and subdivision does not improve the agricultural potential of the land.
2. The proposed parcels are relatively small and once improvements are added there will be less room for viable farming.
3. The portion of the lot that is currently not farmed could be farmed and irrigated from the existing farm.
4. The land could be leased for market gardening and/or orchard production.

7. FOR INFORMATION - none**8. FOR DISCUSSION - none****9. ADJOURNMENT – the meeting was adjourned at 6:25 PM.**



Tuesday, February 5, 2019 at Big White Fire Hall - Big White Ski Resort, commencing at 4:00 p.m.

Minutes taken by: John LeBrun

PRESENT:	John LeBrun, Gerry Molyneaux, Deb Hopkinson, Rachelle Marcinkoski and Cat Schierer quorum
ABSENT:	Paul Sulyma
RDKD DIR:	Vicki Gee
RDKB STAFF:	None
GUESTS:	Jeremy Hopkinson and Trevor Hanna

1. CALL TO ORDER

- The meeting was called to order at 4 p.m.

2. ADOPTION OF AGENDA (Additions/Deletions)

Recommendation: That the February 5, 2019 Electoral Area 'E' (Big White) Advisory Planning Commission Agenda be adopted.

3. ADOPTION OF MINUTES

Recommendation: That the January 8, 2019 Electoral Area 'E' (Big White) Advisory Planning Commission Minutes be adopted.

4. DELEGATIONS

Jeremy Hopkinson and Trevor Hanna representing Big White.

5. UPDATED APPLICATIONS AND REFERRALS

N/A

6. **NEW BUSINESS**

Monashee Mountain Cannabis
RE: Non-Medical Cannabis Store
 5315 Big White Road
 RDKB File: BW-4109s-10293.275

Discussion/Observations:

The proposed location of the store in the Village Centre Mall is acceptable as the security of that facility, (alarmed and manned), is very good.

Noise should not be a problem for this location.

The hours of operation for the facility would be the same as the Visitor Center Mall.

A question was raised regarding the regulations on proximity to the daycare. This was not seen as a problem, as the retail area is all close.

Recommendation:

It was moved, seconded and resolved that the APC recommends to the Regional District that the Application **be supported**.

7. **FOR DISCUSSION**

To leave in the minutes and maintain on the agenda the request for examples and documentation regarding changes to other OCP's uniformity on buildings/residences. Donna Dean was/is to provide examples of minor changes that could be made to the Big White OCP.

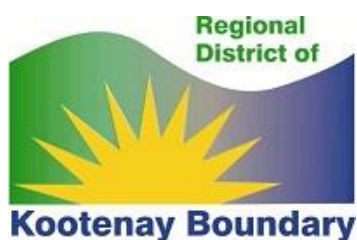
Discussion on fallen trees left on building sites and who has responsibility to ensure that they are removed. Example was the stack of fallen trees piled at the lower level of Feather Tops and across from Copper Kettle. Vicki was to check with RDKB.

Maintain in the discussion our hope that the Intensive Residential Development in the OCP to allow building inspectors to maintain design criteria.

8. **FOR INFORMATION**

9. **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned at 4:30.



STAFF REPORT

Date: 10 Feb 2019 **File**

To: **Chair Russell, Finance Liaison
Director Cacchioni and Members
of the Board**

From: Beth Burget, General Manager of
Finance

Re: Finance Plan Comparison/Requisition
Summary by Stakeholder/Reserve
Balance Projections

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, presenting the Financial Plan Comparison, Requisition Summary by Stakeholder and Reserve Balance Projections.

History/Background Factors

The Financial Plan Comparison Report compares the current version of the 2019 Budget with the 2018 Budget and provides explanations of major differences in budget and/or requisition levels. The 2019 Budget will continue to change with the input from Committees and with more accurate 2018 year-end data. Most of the year-end entries have now been completed. This means the 2018 surplus/deficit numbers can now be reviewed as close to final.

At this time there is an estimated increase of approximately \$1 million in the tax requisition - 5.09%. Services with an increase in requisition of greater than \$100k are as follows:

- 012 - Emergency Preparedness - \$127,978 - 2018 included higher prior year surplus - also changes in staffing allocations between Fire and additional staffing
- 019 - Beaver Valley Parks and Trails - \$127,321 - prior year's requisition was offset by \$172k in combined reserve transfer and prior year surplus

- 040 - Grand Forks Aquatic Center - \$139,858 - \$600k capital project for deck resurfacing
- 050 - Kootenay Boundary Regional Fire Rescue - \$101,209 - contributors include capital equipment, financing costs, Deputy Fire Chief position
- 054 - Big White Fire - \$120,567 - ladder truck planned for 2019
- 057 - Grand Forks Rural Fire Protection - \$120,587 - \$1.8 million planned for hall renovations
- 170 - Boundary Integrated Watershed - \$140,835 - new service in 2019

There are several outstanding decisions that impact multiple services such as the distribution of the Hydro Grant between General Admin and Regional Fire, distribution of Service 050 Regional Fire Salaries for Chief and Administrative Assistant between Fire, Emergency Preparedness and Emergency Communications, additional positions such as Deputy Fire Chief, Emergency Preparedness staffing, Bylaw Enforcement, etc. The Landfill Liability for Closure/Post Closure adjustment for 2018 is also outstanding. A consultant is currently determining the amounts which has the potential to impact the Regional Waste Management Service.

The Requisition Summary by Stakeholder provides details of tax requisition by service showing the distribution of taxation based on the current service budgets. These amounts will continue to fluctuate as the individual service budgets continue to be updated.

The Reserve Balance Projections reflect the estimated 2018 Reserve Balance as well as the 2019 redemptions, contributions and estimated 2019 Closing Balance. The 2018 Reserve Balance is not yet finalized and the 2019 redemptions and contributions will also fluctuate as the individual service budgets continue to be updated.

Implications

Reports provide a view of the organization as a whole which can be useful when considering additions/further changes to budgets.

Advancement of Strategic Planning Goals

Budget preparation and review is a component of good governance.

Background Information Provided

None

Alternatives

None

Recommendation(s)

That the Board of Directors receive the staff report from Beth Burget, General Manager of Finance, regarding the Financial Plan Comparision, Requisition Summary by Stakeholder and Reserve Balance Projection.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FINANCIAL PLAN COMPARISON with PRIOR YEAR
ANNUAL BUDGET and REQUISITION Listed by COMMITTEE

		BUDGET					REQUISITION		
DESCRIPTION	Number	2018	2019	Change	Comments	2018	2019	Change	
Finance Committee									
					Budget decrease due to Fortis Waneta Project Grant in Lieu related to 2018 and prior years which is partially used for staffing changes and reserve contribution				
General Government Services	001	\$ 4,312,334	\$ 3,799,379	\$ (512,955)		\$ 251,398	\$ 251,509	\$ 111	
MFA Debenture Debt	001 MFA	\$ 2,474,576	\$ 2,432,518	\$ (42,057)	Cash Flow(in/out) for Municipal Debt	\$ -	\$ -	\$ -	
					Budget increase due to Building Inspection Manager for full year - budgeted for 8 months in 2018; 2019 also includes capital for Vehicle \$42k				
Building & Plumbing Inspection	004	\$ 960,477	\$ 1,065,450	\$ 104,973		\$ 678,192	\$ 620,036	\$ (58,157)	
Reserve for Feasibility Studies	006	\$ 101,559	\$ 101,587	\$ 28		\$ 46,673	\$ 8,867	\$ (37,805)	
TOTAL FINANCE COMMITTEE		\$ 7,848,946	\$ 7,398,934	\$ (450,012)		\$ 976,263	\$ 880,412	\$ (95,851)	
Beaver Valley Recreation									
Beaver Valley Arena	020-011	\$ 594,239	\$ 612,413	\$ 18,174		\$ 424,750	\$ 442,924	\$ 18,174	
Beaver Valley Recreation	020-013	\$ 251,101	\$ 276,324	\$ 25,223		\$ 218,711	\$ 237,934	\$ 19,223	
					2018 budget included \$145k for WAX Legacy Arbour as well as several capital projects; 2018 Requisition was offset by reserve transfer of \$100k plus prior year surplus of \$72k				
Beaver Valley Parks & Trails	019	\$ 1,090,443	\$ 935,745	\$ (154,698)		\$ 726,796	\$ 854,117	\$ 127,321	
TOTAL BEAVER VALLEY RECREATION		\$ 1,935,784	\$ 1,824,482	\$ (111,302)		\$ 1,370,257	\$ 1,534,975	\$ 164,718	
East End Services									
Police Based Victims' Assistance	009	\$ 134,699	\$ 154,116	\$ 19,417		\$ 65,790	\$ 71,974	\$ 6,184	
East End Economic Development	017	\$ 111,117	\$ 118,498	\$ 7,381		\$ 109,909	\$ 118,498	\$ 8,589	
					Decrease in 2019 budget due transfer of Theater operations to TDAC (\$245k) as well as fewer capital projects - Roofing project budgeted in 2018 (\$250k) not completed and not budgeted for 2019. Theater Fly System \$150k included in 2019.				
Culture Arts & Rec in the Lower Columbia	018	\$ 2,078,947	\$ 1,697,072	\$ (381,875)		\$ 715,910	\$ 729,716	\$ 13,806	
					2019 Budget increase mostly due to capital equipment; SCBA \$551k, Engine 4 and Engine 3 replacement \$1M; 2019 budget also includes addition of Deputy Fire Chief for partial year as well as redistribution of Fire Chief's salary between Fire and Emerg Preparedness. In addition Hydro grant retained at \$300; vehicle financing also increased by \$391k due to capital additions.				
Kootenay Boundary Regional Fire Rescue	050	\$ 4,095,067	\$ 6,217,582	\$ 2,122,515		\$ 3,490,903	\$ 3,592,112	\$ 101,209	
Cemeteries - East End	150	\$ 595,898	\$ 537,397	\$ (58,501)		\$ 470,004	\$ 434,269	\$ (35,735)	
					Transit provides budget requirements - costs expected to be lower				
East End Transit	900	\$ 1,726,809	\$ 1,613,730	\$ (113,079)		\$ 1,158,464	\$ 1,140,674	\$ (17,790)	
TOTAL EAST END STAKEHOLDERS		\$ 8,742,537	\$ 10,338,395	\$ 1,595,858		\$ 6,010,980	\$ 6,087,244	\$ 76,264	
Environmental Services									
					2019 budget decrease due to lower prior year deficit being brought forward - which is as planned				
Regionalized Waste Management	010	\$ 6,260,389	\$ 4,688,822	\$ (1,571,567)		\$ 1,255,447	\$ 1,313,822	\$ 58,375	
Refuse Disposal - Big White	064	\$ 261,376	\$ 286,201	\$ 24,825		\$ 255,853	\$ 267,786	\$ 11,933	



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FINANCIAL PLAN COMPARISON with PRIOR YEAR
ANNUAL BUDGET and REQUISITION Listed by COMMITTEE

Kootenay Boundary		BUDGET			REQUISITION			
DESCRIPTION	Number	2018	2019	Change	Comments	2018	2019	Change
TOTAL ENVIRONMENTAL SERVICES		\$ 6,521,765	\$ 4,975,023	\$ (1,546,741)		\$ 1,511,300	\$ 1,581,608	\$ 70,308
Boundary Community Development Committee								
Boundary Economic Development	008	\$ 273,823	\$ 252,409	\$ (21,414)		\$ 158,322	\$ 111,555	\$ (46,767)
Recreation - Grand Forks & Area 'D'	021	\$ 534,504	\$ 561,231	\$ 26,728		\$ 460,901	\$ 488,711	\$ 27,810
Recreation - Greenwood, Midway , 'E'	022	\$ 67,016	\$ 67,044	\$ 28		\$ 66,623	\$ 66,816	\$ 192
Boundary Museum Service	026	\$ 30,000	\$ 30,000	\$ -		\$ 29,960	\$ 29,963	\$ 3
Grand Forks Arena	030	\$ 669,127	\$ 632,975	\$ (36,152)		\$ 444,318	\$ 466,380	\$ 22,062
Grand Forks Curling Rink	031	\$ 60,280	\$ 59,087	\$ (1,193)		\$ 43,750	\$ 43,750	\$ -
					2019 budget includes \$600k for the deck resurfacing project; increase in requisition due to lower user fees due to pool shutdown; increase reserve transfer, better budgeting of wages, etc.			
Grand Forks Aquatic Centre	040	\$ 821,067	\$ 1,517,516	\$ 696,449			\$ 623,975	\$ 763,833
Midway & Beaverdell E.R. Service	055	\$ -	\$ 0	\$ 0		\$ (10,605)	\$ 0	\$ 10,605
Animal Control - Boundary	071	\$ 145,661	\$ 143,856	\$ (1,805)		\$ 133,424	\$ 131,022	\$ (2,402)
Mosquito - Grand Forks, Area 'D'	080	\$ 86,172	\$ 71,038	\$ (15,134)		\$ 55,143	\$ 60,000	\$ 4,857
Library - Grand Forks, Area 'C' & 'D'	140	\$ 395,706	\$ 411,588	\$ 15,882		\$ 394,635	\$ 410,368	\$ 15,734
Greenwood, Area 'E' Cemetery Service	145	\$ 53,406	\$ 16,044	\$ (37,362)		\$ 14,599	\$ 16,044	\$ 1,445
Boundary Integrated Watershed	170	\$ -	\$ 140,835	\$ 140,835	new service in 2019	\$ -	\$ 140,835	\$ 140,835
Boundary Transit	950	\$ 82,991	\$ 86,343	\$ 3,352			\$ 50,000	\$ 50,000
TOTAL BOUNDARY AREA		\$ 3,219,754	\$ 3,989,967	\$ 770,212		\$ 2,465,045	\$ 2,779,277	\$ 314,232
Sewerage Committee								
East End Regionalized Sewer Utility	700	\$ 3,523,876	\$ 2,290,234	\$ (1,233,642)	2018 less \$ budgeted for capital projects (LWMP)	\$ 1,539,829	\$ 1,589,343	\$ 49,513
East End Regionalized Sewer Utility - Trail	700-101	\$ 47,219	\$ 33,885	\$ (13,334)		\$ 26,683	\$ 26,684	\$ 0
East End Regionalized Sewer Utility - Rossland	700-102	\$ 14,490	\$ 6,649	\$ (7,841)		\$ 6,649	\$ 6,649	\$ 0
East End Reg Sewer Utility - Rossland/Warfield	700-103	\$ 12,815	\$ 13,418	\$ 603		\$ 11,266	\$ 13,418	\$ 2,151
Oasis-Rivervale Sewer Utility	800	\$ 209,845	\$ 73,674	\$ (136,171)	2018 included capital project	\$ 30,534	\$ 30,534	\$ 0
TOTAL SEWERAGE COMMITTEE		\$ 3,808,245	\$ 2,417,859	\$ (1,390,385)			\$ 1,614,961	\$ 1,666,627
Protective Services								
Emergency Preparedness	012	\$ 608,304	\$ 590,704	\$ (17,600)	2018 included prior year surplus of \$193k transition to Kelowna for dispatch services	\$ 236,613	\$ 364,591	\$ 127,978
911 Emergency Communications	015	\$ 706,125	\$ 369,691	\$ (336,434)		\$ 419,210	\$ 308,447	\$ (110,763)
TOTAL PROTECTIVE SERVICES COMMITTEE		\$ 1,314,429	\$ 960,395	\$ (354,034)		\$ 655,823	\$ 673,038	\$ 17,215
Utilities Committee								
Street Lighting - Big White	101	\$ 26,445	\$ 32,374	\$ 5,929		\$ 26,445	\$ 26,444	\$ (0)
Street Lighting - Beaverdell	103	\$ 11,300	\$ 3,351	\$ (7,949)		\$ 2,854	\$ 2,853	\$ (0)
Beaver Valley Water Supply	500	\$ 1,116,193	\$ 925,579	\$ (190,614)	More capital projects in 2018	\$ 479,250	\$ 479,250	\$ -
Christina Lake Water Supply Utility	550	\$ 963,572	\$ 439,208	\$ (524,364)	More capital projects in 2018	\$ 201,250	\$ 201,250	\$ -
Columbia Gardens Water Supply Utility	600	\$ 68,893	\$ 69,520	\$ 627		\$ 19,752	\$ 19,751	\$ (0)
Rivervale Water & Street Lighting Utility	650	\$ 209,864	\$ 208,384	\$ (1,480)		\$ 0	\$ 0	\$ 0
TOTAL UTILITIES COMMITTEE		\$ 2,396,266	\$ 1,678,415	\$ (717,851)		\$ 729,550	\$ 729,549	\$ (1)



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FINANCIAL PLAN COMPARISON with PRIOR YEAR
ANNUAL BUDGET and REQUISITION Listed by COMMITTEE

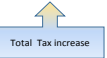
Kootenay Boundary		BUDGET			REQUISITION			
DESCRIPTION	Number	2018	2019	Change	Comments	2018	2019	Change
Electoral Area Services								
Electoral Area Administration	002	\$ 633,035	\$ 599,606	\$ (33,429)	New position - bylaw officer in 2019	\$ 205,146	\$ 263,447	\$ 58,302
Electoral Grant - in - Aid	003	\$ 310,557	\$ 330,799	\$ 20,242		\$ 240,168	\$ 240,353	\$ 185
Planning & Development	005	\$ 822,179	\$ 855,942	\$ 33,763		\$ 746,771	\$ 788,468	\$ 41,698
Parks & Trails - Electoral Area 'B'	014	\$ 357,055	\$ 335,701	\$ (21,354)		\$ 231,759	\$ 231,010	\$ (750)
Recreation - Christina Lake	023	\$ 80,719	\$ 77,898	\$ (2,820)		\$ 53,328	\$ 50,510	\$ (2,818)
Recreation Facilities - Christina Lake	024	\$ 48,406	\$ 50,540	\$ 2,134		\$ 40,000	\$ 40,000	\$ -
Area 'C' Regional Parks & Trails	027	\$ 1,642,897	\$ 486,851	\$ (1,156,046)	2018 included pedestrian bridge - moved to 2020	\$ 298,780	\$ 298,630	\$ (150)
Beaverdell Community Club Service	028	\$ 19,950	\$ 19,950	\$ -		\$ 19,950	\$ 19,950	\$ -
Area 'D' Regional Parks & Trails	045	\$ 307,603	\$ 259,087	\$ (48,516)	upgrades to Saddle Lake Dam	\$ 45,779	\$ 45,779	\$ (0)
Heritage Conservation - Area 'D'	047	\$ 21,760	\$ 10,146	\$ (11,614)		\$ 6,309	\$ 9,192	\$ 2,883
Fire Protection - Christina Lake	051	\$ 412,478	\$ 537,446	\$ 124,968		\$ 354,329	\$ 385,410	\$ 31,081
Fire Protection - Beaverdell	053	\$ 78,998	\$ 74,463	\$ (4,535)		\$ 53,021	\$ 58,614	\$ 5,593
Big White Fire - Specified Area	054	\$ 1,250,386	\$ 2,353,926	\$ 1,103,540	Ladder truck in 2019	\$ 1,023,219	\$ 1,145,972	\$ 122,753
Rural Greenwood Fire Service	056	\$ 23,406	\$ 23,434	\$ 28		\$ 23,406	\$ 23,434	\$ 28
Fire Protection - Grand Forks Rural	057	\$ 2,229,311	\$ 2,330,550	\$ 101,239	2018/19 \$1.8 million for hall renovations	\$ 364,360	\$ 484,926	\$ 120,567
Kettle Valley Fire Protection	058	\$ 510,120	\$ 138,377	\$ (371,743)	New Service for 2017	\$ 100,960	\$ 102,675	\$ 1,715
Area 'E' Regional Parks & Trails	065	\$ 81,406	\$ 81,434	\$ 28		\$ 81,393	\$ 81,433	\$ 40
Animal Control - East End	070	\$ 98,784	\$ 95,327	\$ (3,457)		\$ 91,861	\$ 89,776	\$ (2,085)
Big White Security Services	074	\$ 204,772	\$ 204,857	\$ 85		\$ 181,458	\$ 201,357	\$ 19,899
Big White Noise Control Service	075	\$ 16,406	\$ 1,434	\$ (14,972)		\$ 1,406	\$ 1,434	\$ 28
Area 'C' Economic Development	077	\$ 148,406	\$ 130,434	\$ (17,972)		\$ 108,050	\$ 120,090	\$ 12,040
Mosquito Control - Christina Lake	081	\$ 34,359	\$ 24,691	\$ (9,668)		\$ 18,835	\$ 19,082	\$ 247
Weed Control - 'A' - Columbia Gardens	090	\$ 43,014	\$ 26,019	\$ (16,995)		\$ 21,789	\$ 22,256	\$ 467
Weed Control - Christina Lake Milfoil	091	\$ 327,504	\$ 309,234	\$ (18,270)		\$ 288,324	\$ 294,299	\$ 5,975
Noxious Weed Control - Area 'D' & 'E'	092	\$ 248,265	\$ 252,302	\$ 4,037		\$ 76,002	\$ 79,117	\$ 3,115
House Numbering - Areas 'A' & 'C'	120	\$ 6,000	\$ 6,000	\$ -		\$ 5,987	\$ 5,987	\$ (0)
House Numbering - Area 'D'	121	\$ 3,000	\$ 3,000	\$ -		\$ 2,999	\$ 3,000	\$ 0
House Numbering - Area 'B'	122	\$ 3,000	\$ 3,000	\$ -		\$ 2,996	\$ 2,996	\$ 0
House Numbering - Area 'E'	123	\$ 3,000	\$ 3,000	\$ -		\$ 2,999	\$ 2,999	\$ 0
Library - Specified Area 'E'	141	\$ 3,500	\$ 3,500	\$ -		\$ 3,500	\$ 3,500	\$ -
Mill Road Sewer Collection Services	710	\$ -	\$ -	\$ -		\$ (1)	\$ (1)	\$ -
TOTAL ELECTORAL AREA SERVICES		\$ 9,970,275	\$ 9,628,947	\$ (341,329)		\$ 4,694,882	\$ 5,115,695	\$ 420,813
TOTAL BUDGET		\$ 45,758,001	\$ 43,212,418	\$ (2,545,583)		\$ 20,029,062	\$ 21,048,425	\$ 1,019,362

-5.56%



Total Budget decrease

5.09%



Total Tax increase

Building & Plumbing Inspection 004 Requisition amount adjusted for prior year building permit fees which are used to reduce taxation

Regional District of Kootenay Boundary		Requisition Summary by Stakeholder																	Specified Area A	Specified Area B	Specified Area C	Specified Area E	Total
		2018 Budget	2018 Requisition	2019 Budget	2019 Requisition	Fruitvale	Grand Forks	Greenwood	Midway	Montrose	Rossland	Trail	Warfield	Area A	Area B	Area C	Area D	Area E					
001	General Government Services	4,312,334	251,398	3,799,379	251,509	7,571	22,139	2,473	3,863	3,880	24,592	56,929	5,910	23,253	12,801	24,919	16,999	46,180					251,509
001 MFA	MFA Debenture Debt	2,474,576	-	2,432,518	-	-	-	-	-	-	-	-	-	-	-	-	-	-					-
002	Electoral Area Administration	633,035	205,146	599,606	263,447									49,342	27,163	52,877	36,071	97,993					263,447
003	Grants - in - Aid	310,557	240,168	330,799	240,353									31,540	22,797	60,687	38,515	86,814					240,353
004	Building & Plumbing Inspection	960,477	547,283	1,065,450	620,036	44,613	-	13,388	20,300	24,998	-	249,723	33,206	43,850	26,844	42,341	44,484	76,289					620,036
005	Planning & Development	822,179	746,771	855,942	788,468	7,054	18,889	1,916	2,994	4,059	20,849	46,181	5,593	127,535	70,209	136,672	93,233	253,282					788,468
006	Reserve for Feasibility Studies	101,559	46,673	101,587	8,867	267	781	87	136	137	867	2,007	208	820	451	879	599	1,628					8,867
008	Boundary Economic Development	273,823	158,322	252,409	111,555		21,186	2,366	3,697								23,846	16,267	44,192				111,555
009	Police Based Victims' Assistance	134,699	65,790	154,116	71,974	4,038				2,070	13,117	30,366	3,152	12,403	6,828								71,974
010	Regionalized Waste Management	6,260,389	1,255,447	4,688,822	1,313,822	39,550	115,649	12,918	20,182	20,268	128,462	297,384	30,874	121,468	66,869	130,170	88,798	241,232					1,313,822
012	Emergency Preparedness	608,304	236,613	590,704	364,591									33,708	18,556	36,123	24,642	66,943					364,591
014	Parks & Trails - Electoral Area 'E'	357,055	231,759	335,701	231,010																		231,010
015	9-1-1 Emergency Communications	706,125	419,210	369,691	308,447	9,285	27,151	3,033	4,738					28,517	15,699	30,560	20,847	56,634					308,447
017	East End Economic Development	111,117	109,909	118,498	118,498					4,758	30,159	69,817	7,248	5,894	37,357	-	8,978	35,323	19,445				118,498
018	Culture Arts & Rec in the Lower Columbia	2,078,947	715,910	1,697,072	729,716	40,944				20,982	132,989	307,865	31,962	125,749	69,226								729,716
019	Beaver Valley Parks & Trails	1,090,443	726,796	935,745	854,117					95,490													854,117
020-011	Beaver Valley Arena	594,239	424,750	612,413	442,924	96,630				49,519													442,924
020-013	Beaver Valley Recreation	251,101	218,711	276,324	237,934	51,908				26,601													237,934
021	Recreation - Grand Forks & Area 'D'	534,504	460,901	561,231	488,711		276,449	8,587	13,416								212,262						488,711
022	Recreation - Greenwood, Midway, 'E'	67,016	66,623	67,044	66,816																44,812		66,816
023	Recreation Commission - Christina Lake	80,719	53,328	77,898	50,510												50,510						50,510
024	Recreation Facilities - Christina Lake	48,406	40,000	50,540	40,000																		40,000
025	Grand Forks Community Centre	-	-	-	-																40,000		-
026	Boundary Museum Service	30,000	29,960	30,000	29,963												9,988	19,975					29,963
027	Area 'C' Regional Parks & Trails	1,642,897	298,780	486,851	298,630												298,630						298,630
028	Beaverdell Community Club Service	19,950	19,950	19,950	19,950																19,950		19,950
030	Grand Forks Arena	669,127	444,318	632,975	466,380		317,138																466,380
031	Grand Forks Curling Rink	60,280	43,750	59,087	43,750												17,019	11,610	43,750				43,750
040	Grand Forks Aquatic Centre	821,067	623,975	1,517,516	763,833		432,077											331,756					763,833
045	Area 'D' Regional Parks & Trails	307,603	45,779	259,087	45,779													45,779					45,779
047	Heritage Conservation - Area D	21,760	6,309	10,146	9,192													9,192					9,192
050	Kootenay Boundary Regional Fire Rescue	4,095,067	3,490,903	6,217,582	3,592,112	201,550				103,286	654,655	1,515,501	157,336	619,014	340,771								3,592,112
051	Fire Protection - Christina Lake	412,478	354,329	537,446	385,410																385,410		385,410
053	Fire Protection - Beaverdell	78,998	53,021	74,463	58,614																385,410	58,614	58,614
054	Big White Fire - Specified Area	1,250,386	1,023,219	2,353,926	1,145,972																		1,145,972
055	Midway & Beaverdell Emergency Response	-	10,605	0	0													0					0
056	Rural Greenwood Fire Service	23,406	23,406	23,434	23,434			0	0														23,434
057	Grand Forks Rural Fire Service	2,229,311	364,360	2,330,550	484,926												484,926						484,926
058	Kettle Valley Fire Protection	510,120	100,960	138,377	102,675																		102,675
064	Refuse Disposal - Big White	261,376	255,853	286,201	267,786																		267,786
065	Area 'E' Regional Parks & Trails	81,406	81,393	81,434	81,433																		81,433
070	Animal Control - East End	98,784	91,861	95,327	89,776	13,092				3,741		50,499		14,475	7,969			81,433					89,776
071	Animal Control - Boundary	145,661	133,424	143,856	131,022		43,600	4,870									49,075	33,477					131,022
074	Big White Security Services	204,772	181,458	204,857	201,357																		201,357
075	Big White Noise Control Service	16,406	1,406	1,434	1,434																		1,434
077	Area 'C' Economic Development	148,406	108,050	130,434	120,090												120,090						120,090
080	Mosquito Control - Grand Forks, Area 'D'	86,172	55,143	71,038	60,000		33,529											26,471					60,000
081	Mosquito Control - Christina Lake	34,359	18,835	24,691	19,082																		19,082
090	Weed Control - 'A' - Columbia Gardens	43,014	21,789	26,019	22,256																22,256		22,256
091	Weed Control - Christina Lake Millifol	327,504	288,324	309,234	294,299												294,299						294,299
092	Weed Control - Area 'D' & 'E'	248,265	76,002	252,302	79,117													21,287	57,830				79,117
101	Street Lighting - Big White	26,445	26,445	32,374	26,444																		26,444
103	Beaverdell Street Lighting Service	11,300	2,854	3,351	2,853																		2,853
120	House Numbering - Areas 'A' & 'C'	6,000	5,987	6,000	5,987																		5,987
121	House Numbering - Area 'D'	3,000	2,999	3,000	3,000										2,890		3,097						3,000
122	House Numbering - Area 'B'	3,000	2,996	3,000	2,996											2,996							2,996
123	House Numbering - Area 'E'	3,000	2,999	3,000	2,999													3,000					2,999
140	Library - Grand Forks, Area 'C' & 'D'	395,706	394,635	411,588	410,368		141,830										159,638	108,900					410,368
141	Library - Specified Area 'E'	3,500	3,500	3,500	3,500																		3,500
145	Greenwood, Area 'E' Cemetery Service	53,406	53,406	16,044	16,044			1,859															16,044
150	Cemeteries - East End	595,898	470,004	537,397	434,269	24,366				12,487	79,145	183,217	19,021	74,836	41,198								434,269
170	Boundary Integrated Watershed	-	-	140,835	140,835		26,747	2,988	4,668								30,105	20,537	55,791				140,835

	2018 Budget	2018 Requisition	2019 Budget	2019 Requisition	Fruitvale	Grand Forks	Greenwood	Midway	Montrose	Rossland	Trail	Warfield	Area A	Area B	Area C	Area D	Area E	Specified Area A	Specified Area B	Specified Area C	Specified Area E	Total
Total General Government Services	37,781,435	16,374,476	37,451,795	17,490,872	749,682	1,524,379	58,070	79,595	383,791	1,157,840	2,892,015	312,056	2,373,215	980,833	1,571,524	1,858,868	1,169,242	22,256		444,492	1,913,016	17,490,872
500 Beaver Valley Water Supply	1,116,193	479,250	925,579	479,250	342,000													137,250				479,250
550 Christina Lake Water Supply Utility	963,572	201,250	439,208	201,250																201,250		201,250
600a Gardens Water Supply Utility	68,893	19,752	69,520	19,751														19,751				19,751
650 Rivervale Water & Street Lighting	209,864	0	208,384	0															0			0
700 East End Regionalized Sewer Utility	3,523,876	1,539,829	2,290,234	1,589,343						337,894	1,057,866	193,582										1,589,343
700-101 East End Regionalized Sewer Utility - Trail	47,219	26,683	33,885	26,684							26,684											26,684
700-102 East End Regionalized Sewer - Rossland	14,490	6,649	6,649	6,649						6,649												6,649
700-103 East End Reg Sewer - Rossland/Warfield	12,815	11,266	13,418	13,418						8,614		4,803										13,418
710 Mill Road Sewer Collection Services	-	1	-	1															1			1
800 Oasis-Rivervale Sewer Utility	209,845	30,534	73,674	30,534									30,534									30,534
900 East End Transit	1,726,809	1,158,464	1,613,730	1,140,674	64,002				32,798	207,885	481,247	49,962	196,568	108,212								1,140,674
950 Boundary Transit	82,991	50,000	86,343	50,000		23,692	2,646									18,191					5,471	50,000
TOTAL ANNUAL BUDGET	45,758,001	19,898,153	43,212,418	21,048,425	1,155,684	1,548,071	60,717	79,595	416,590	1,718,882	4,457,812	560,403	2,569,782	1,119,579	1,571,524	1,877,059	1,169,242	179,257	0	645,742	1,918,487	21,048,424
2018 Requisition - Before Prior Year Final Roll Adj		20,029,064			1,112,546	1,426,224	56,319	70,966	381,946	1,600,614	4,495,131	523,158	2,409,255	1,130,865	1,532,390	1,662,880	1,098,107	178,791	-	595,579	1,754,293	

Regional District of Kootenay Boundary 2019 Requisition Summary by Stakeholder

	<u>2019</u>	<u>2018</u>	<u>Change</u>
Fruitvale	\$ 1,155,684	1,112,546	\$ 43,138
Grand Forks	1,548,071	1,426,224	121,847
Greenwood	60,717	56,319	4,398
Midway	79,595	70,966	8,629
Montrose	416,590	381,946	34,644
Rossland	1,718,882	1,600,614	118,268
Trail	4,457,812	4,495,131	- 37,319
Warfield	560,403	523,158	37,245
Area A	2,569,782	2,409,255	160,527
Area B	1,119,579	1,130,865	- 11,286
Area C	1,571,524	1,532,390	39,134
Area D	1,877,059	1,662,880	214,179
Area E	1,169,242	1,098,107	71,135
Specified			
Area A	179,257	178,791	466
Specified			
Area C	645,742	595,579	50,163
Specified			
Area E	1,918,487	1,754,293	164,194
	<u>\$ 21,048,424</u>	<u>\$ 20,029,064</u>	<u>\$ 1,019,360</u>

Regional District Of Kootenay Boundary
Reserve Balance Projections

<u>Service</u>	<u>Service Name</u>	<u>Balance</u>	<u>2019 Projected Reserves</u>		
		<u>Dec 31, 2018</u>	<u>Redemption</u>	<u>Contribution</u>	<u>Closing Bal</u>
001	General Government Services	\$ 4,089,964	\$ -	\$ 276,045	\$ 4,366,009
002	Electoral Area Administration	\$ 41,650	10,000	-	31,650
004	Building Inspection	\$ 73,299	42,000	-	31,299
005	Planning & Development	\$ 20,777	-	5,000	25,777
008	Boundary Economic Development	\$ 25,577	20,000	-	5,577
009	Police Based Victims Services	\$ 48,690	-	-	48,690
010	Regional Waste Management	\$ 2,123,369	560,000	22,000	1,585,369
012	Emergency Preparedness	\$ 208,238	-	-	208,238
014	Area 'B' Parks & Trails	\$ 128,174	-	-	128,174
015	9-1-1 Emergency Communications	\$ 1,570	-	-	1,570
017	East End Economic Development	\$ 8,520	-	-	8,520
018	Culture Arts & Recreation Lower Columbia	\$ 360,006	-	-	360,006
019	Beaver Valley Parks & Trails	\$ 75,170	-	12,000	87,170
020-011	Beaver Valley Arena	\$ 19,600	-	-	19,600
021	Recreation Commission Grand Forks	\$ 2,239	-	-	2,239
023	Christina Lake Recreation	\$ 18,488	-	4,983	23,471
024	Recreation Facilities Christina Lake	\$ 33,420	-	8,500	41,920
027	Area 'C' Regional Parks & Trails	\$ 196,357	65,000	20,000	151,357
030	Grand Forks Arena	\$ 179,357	10,000	32,000	201,357
031	Grand Forks Curling Rink	\$ 12,854	12,700	-	154
040	Grand Forks Aquatic Centre	\$ 132,423	150,000	20,000	2,423
045	Area 'D' Regional Parks & Trails	\$ 62,825	-	2,371	65,196
047	Hardy Mountain Historic Site	\$ -	-	-	-
050	KBRD Regional Fire Rescue	\$ 935,505	703,367	71,000	303,137
051	Christina Lake Fire Services	\$ 178,671	-	115,000	293,671
053	Beaverdell Fire Services	\$ 30,320	-	5,000	35,320
054	Big White Fire Services	\$ 219,646	-	80,000	299,646
056	Greenwood Rural Fire Service	\$ 9,401	-	-	9,401
057	Grand Forks Rural Fire Service	\$ 592,879	-	65,000	657,879
058	Kettle Valley Fire Protection	\$ 18,225	-	8,000	26,225
064	Refuse Disposal Specified Area - Big White	\$ -	-	-	-
065	Area 'E' Parks & Trails	\$ 129,007	-	60,000	189,007
075	Big White Noise Control	\$ 62,573	-	-	62,573
077	Economic Development - Area 'C'	\$ 22,466	-	-	22,466
080	Mosquito Control Area 'D' & Grand Forks	\$ 55,883	10,581	-	45,302
081	Mosquito Control Area 'C' Specified Area	\$ 10,091	2,000	-	8,091
091	Christina Lake Milfoil Control	\$ 65,417	-	5,000	70,417
092	Noxious Weed Control D & E	\$ 10,091	2,000	-	8,091
101	Street Lighting - Big White	\$ 27,140	-	10,940	38,080
103	Beaverdell Street Lighting	\$ 4,840	-	1,551	6,391
145	Greenwood Area 'E' Cemetery Service	\$ 38,232	-	-	38,232
150	Cemeteries - East End	\$ 202,861	-	-	202,861
170	Boundary Integrated Watershed	\$ -	-	-	-
500	Beaver Valley Water Supply Utility	\$ 457,933	-	119,973	577,906
550	Christina Lake Water Supply Utility	\$ 701,668	14,033	47,409	735,045
600	Columbia Gardens Water Utility	\$ 16,920	12,298	-	4,622
650	Rivervale Water Supply Utility	\$ 147,073	-	29,914	176,987
700	East End Regional Sewer Utility	\$ 432,549	200,000	-	232,549
700-103	East End Regional Sewer Utility - Rossland & War	\$ 1,520	-	2,000	3,520
800	Oasis/Rivervale Sewer Utility	\$ 27,514	-	14,270	41,784
900	East End Transit	\$ 505,528	-	-	505,528
950	Boundary Area Transit	\$ 35	-	-	35
		<u>\$ 12,766,553</u>	<u>\$ 1,813,979</u>	<u>\$ 1,037,956</u>	<u>\$ 11,990,530</u>

NOTE: Management ERIP Transfers flow through General Government Services (001)

Attachment # 7.AF)



Federal/Provincial Gas Tax Funding Application

Application Date

Project Title

Applicant Contact Information:

Name of Organization	Silver City Trap Club		
Address	#7000, Highway No 22 Castlegar, BC		
Phone No.	250 365 0343	Fax No.	
Email Address	LBChapman@shaw.ca		

Director(s) in Support
Of Project

Area

Amount Required

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

Land Ownership – Please check one of the following:

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

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

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

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

Registered Owners of Land	Legal Description of land(s)
Silver City Trap Club	Part of Lot 2, Plan 14292 DL 7196, Kootenay

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



Application Contents – must include all of the following:

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

1. Eligible Project Description including timeline:

The Silver City Trap Club has been a fixture of the Kootenay Boundary area since the early 1960s. The Club and facilities were built with volunteer time and donations from the community. The Club, clubhouse and grounds have historically been used for a wide variety of community events including weddings, funerals, company picnics, youth events and others. In 2017 the ranges on the club were closed because of changes in the way that shooting ranges are managed in Canada. A temporary trap venue was designed and approved which allowed the club to resume functioning in a limited capacity as of spring 2018. However, for long term approval, a complete redesign and restructuring of the facility was required. This entailed extensive earthworks that involved moving several tens of thousands of cubic metres of material. This work was largely undertaken in 2018 but some minor work is still required in 2019. The completed work was enabled by donations of time, equipment and money from club members, Impact Equipment, Regional District of Kootenay Boundary, Columbia Basin Trust, CANTAC Machine, Gwil Crane Services, Hinterland Surveying, Mitchell's Supply, Chuck and Guy Madrigga, Hank Ravestein of United Rentals, West K Concrete and White Contracting.

Thanks to the efforts in 2018 the new skeet venue was given approval by the Chief Firearms Officer in November 2018. This was a major milestone as the skeet venue is the most complex of the new facilities. The earthworks for two trap venues were largely completed in 2018 but there was not sufficient time to finish them for a 2018 inspection. They will be completed in early spring 2019 as will a number of sporting clay venues (the sporting clay venues are relatively minor developments). The Range Inspector was very impressed by the quality of the design and construction and based on that and the approval of the skeet range, we are in a position to consider running permanent electrical power to the new venues.

Currently the skeet venue is being run by two generators which compared to grid power are inefficient and produce greenhouse gases. Ultimately, power is required to run two skeet machines, two trap machines and an assortment of sporting clay machines. In addition, because many of our members are senior members of the community, we have plans to put in a warming house which will allow activities to continue through the winter.

We have had the cost of the work estimated by an electrical contractor and he or someone similar would supervise and undertake the work under the direction of Rick Miller, President of the Silver City Trap Club. The cost of the work was estimated to be \$15,000 it involves running a line from the closest pole to the new venues and then installing sub-lines and fixtures at each venue. Work would be completed by late spring, 2019, depending on weather.

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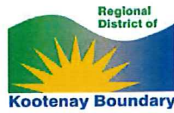


1.1 Project Impact:

Currently the club is using two generators to run the skeet facility and these are energy inefficient as well as being sources of carbon dioxide. When all the new venues are complete at least two more generators are required and most likely another generator would be needed for the warming house. Alternatively a very large generator could be installed with wiring to the various venues. In either case, these designs constitute a very inefficient use of equipment and energy as well as a major source of greenhouse gases. Connecting the facility to the grid will allow it to use clean, renewable hydroelectricity and would allow the club to forgo investing in more generators, which have a limited life expectancy and require ongoing maintenance, with associated risks of fuel and lubricant spills and fire hazard.

Clean reliable energy will return the Silver City Trap Club to an all season venue with facilities that would enable participation from a wide range of ages and physical abilities. The club had previously achieved that condition through a combination of long term community and volunteer contributions. The club has a very long history of being a stable, well managed asset to the community and all of that was undone by the stroke of pen. Assisting the club to return to its former functionality will ensure that none of the hard won benefits of this long term community asset will be lost.

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1.2 Project Outcomes:

The electrical mains will be extended from the closest distribution line to the new construction which is approximately 200 metres away.

Power will be distributed by underground cable to two trap houses, two skeet houses and a warming hut. Yard access points to power will be installed.

As per Code requirements, all panels, sub panels and fixtures will be installed.

The design will be conducted a per specifications of an electrical engineer and so will be certified to meet all Electrical Code requirements.

Work will be completed by late spring 2019.

Attachment # 7.AF)

1.3 Project Team and Qualifications:

The work will be administrated by Rick Miller, President, Silver City Trap Club and such officers and club members who may be available to assist him. The club includes members with decades of experience in the contracting industry and wide variety of professional and trades skills. Our budget is based upon an estimate generated by a professional electrical contractor and while it is probable that the work will be undertaken by that contractor, the club will continue to explore ways to have the work done as economically as possible.

2. Project Budget:

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

Items	Details	Cost (\$)
Installation	Professional fees for design and approval	20,886,28
Total		\$20,886.28

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Additional Budget Information

The costs of construction do not account for a considerable component of volunteer time and equipment which the club will contribute. For example, to date the club has been able to undertake considerable excavation work with donated machinery and operator time. There is a strong possibility that that sort of contribution will be possible in this phase of the project. The costs do not include salaries, overheads or any payments in any form to the Club.

3. Accountability Framework:

The Eligible Recipient will ensure the following:

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


Schedule of Payments

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

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

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

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

Signature	Name	Date
	Bill Chapman	December 31, 2018

SCHEDULE B- Eligible Costs for Eligible Recipients

1. Eligible Costs for Eligible Recipients

1.1 Project Costs

Eligible Costs, as specified in this Agreement, will be all direct costs that are in the Parties' opinion properly and reasonably incurred, and paid by an Eligible Recipient under a contract for goods and services necessary for the implementation of an Eligible Project. Eligible Costs may include only the following:

- a) the capital costs of acquiring, constructing or renovating a tangible capital asset and any debt financing charges related thereto;
- b) the fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a project infrastructure asset, and related facilities and structures;
- c) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
 - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 - ii. training directly related to asset management planning; and,
 - iii. long-term infrastructure plans.

1.1.1 Employee and Equipment Costs

Employee or equipment may be included under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- c) the arrangement is approved in advance and in writing by UBCM.

2. Ineligible Costs for Eligible Recipients

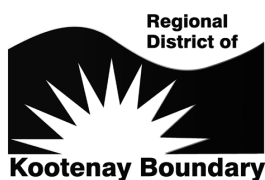
Costs related to the following items are ineligible costs:

- a) Eligible Project costs incurred before April 1, 2005;
- b) services or works that, in the opinion of the RDKB, are normally provided by the Eligible Recipient or a related party;
- c) salaries and other employment benefits of any employees of the Eligible Recipient, except as indicated in Section 1.1
- d) an Eligible Recipient's overhead costs, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its applicant's staff

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

- e) costs of feasibility and planning studies for individual Eligible Projects;
- f) taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates;
- g) costs of land or any interest therein, and related costs;
- h) cost of leasing of equipment by the recipient, except as indicated in section 1.1 above;
- i) routine repair and maintenance costs;
- j) legal fees;
- k) audit and evaluation costs.

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STAFF REPORT

RE:	Site Specific Exemption from the Floodplain Bylaw - Walls		
Date:	February 21, 2019	File #:	C-3063s-07038.000
To:	Chair Russell and members of the Board of Directors		
From:	Ken Gobeil, Senior Planner		

ISSUE INTRODUCTION

We have received an application for a Site Specific Exemption to the Floodplain Bylaw for a proposed house in Electoral Area 'C'/Christina Lake (see Site Location Map).

Property Information	
Owner(s):	Sharon Walls
Agent	DJM Contracting Ltd.
Location:	3173 East Lake Drive
Electoral Area:	Electoral Area 'C' / Christina Lake
Legal Description(s):	Lot 3, Plan KAP10615, DL 3063s, SDYD
Area:	±769m ² (0.19 acres)
Existing Use:	Vacant
Land Use Bylaws	
OCP Bylaw No. 1250	Waterfront Residential
Development Permit Area	Environmentally Sensitive Waterfront Development Permit Area
Service Area	NA
Zoning Bylaw No. 1300	Waterfront Residential 2 (R2)
Minimum Parcel Size	10 hectares
Other	
ALR	NA
Floodplain	Christina Lake

Page 1 of 4

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HISTORY / BACKGROUND INFORMATION

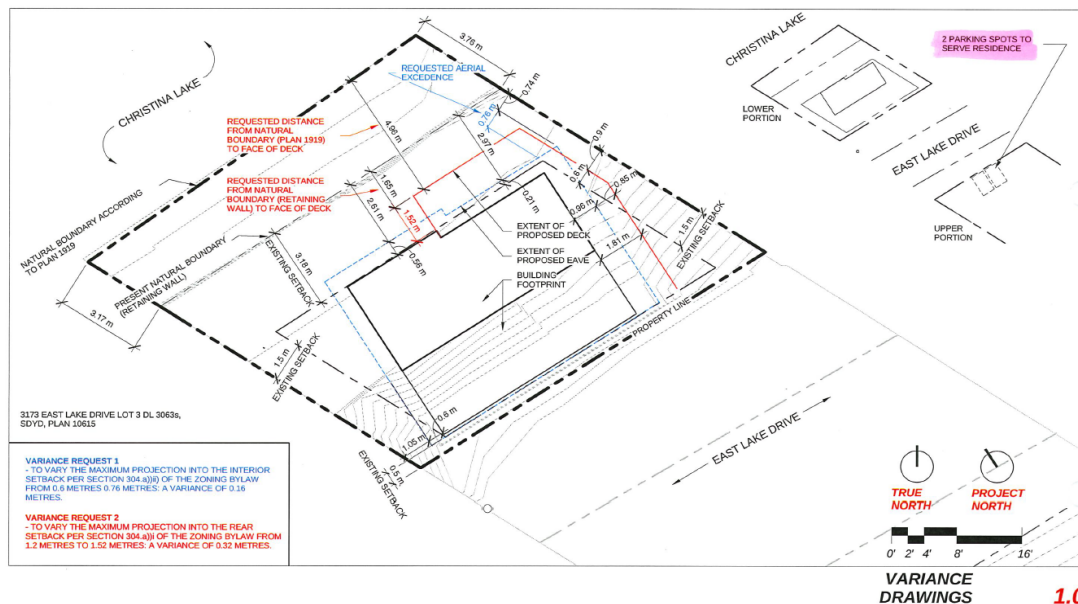
The property abuts Christina Lake, north of English Point. The lot is divided by East Lake Drive with the portion between the lake and East Lake Drive being considerably smaller than the portion east of East Lake Drive. Both portions of property are sloped.

The portion of the subject property between East Lake Drive and Christina Lake is located entirely within the 200-year floodplain. As per the RDKB Floodplain Bylaw, any habitable floor must be a minimum elevation of 448.2 metres ASL and be at least 7.5 metres from the natural boundary of Christina Lake.

There currently is a retaining wall installed along the lakefront portion of the property. This retaining wall was identified as the current natural boundary of Christina Lake in 2011.

Other Permits

In August 2018 and January 2019 Development Variance Permits 597-18V and 606-19V were issued for the placement of a single-family dwelling on the lakefront portion of Christina Lake and for a projection of a roof and deck into the rear and interior side yard setbacks as shown in the pictures below:



DEMITRI
LESNIEWICZ
DESIGN

PROJECT **WALLS RESIDENCE**
ADDRESS 3173 EAST LAKE DRIVE
STATUS FOR VARIANCE



SCALE	As indicated
PROJECT NUMBER	D18-21-WAL
START DATE	OCT 2018
DRAWN BY	DL
DRAWN DATE	2018-12-14 12:42:09 PM
REVISION	H

All ideas, designs, arrangements, and plans indicated or represented by these drawings are owned by, and are property of Demitri Lesniewicz Design. The documents presented were created, evolved and developed for the sole purpose of use on and within the specified project. None of such ideas, designs, arrangements or plans shall be used by or disclosed to any person, firm, or corporation for any purpose whatsoever without the written permission of Demitri Lesniewicz Design.

The property is also within the Environmentally Sensitive Development Permit Area (100 metres from the natural boundary of Christina Lake or a tributary). In February 2019 Development Permit No. 605-19D was issued.

PROPOSAL

The applicant is applying for a Siting Exemption from the Floodplain Bylaw for construction of a house within 7.5 metres of the natural boundary of Christina Lake as required in the RDKB Floodplain Bylaw No. 677. The applicant requests to reduce the required setback from the natural boundary of Christina Lake from 7.5m to 3.175m – a variance of 4.325m (see Applicant Submission).

The applicant has submitted a report by Norman Deverney, P.Eng., FEC of Deverney Engineering Services Ltd. (see applicant submission) that summarizes a flood hazard assessment and sets recommendations for approval of a site specific exemption.

IMPLICATIONS

In considering applications for siting exemption from the floodplain, an engineer's report needs to be evaluated to determine if the Board agrees that the risks of the floodplain are addressed. The Board is also able to add any additional conditions that are deemed necessary.

The Deverney Engineering Services Report identifies the importance of the retaining wall on the property and protection of erosion for the rest of the property. The report recommends a covenant be registered against the subject property that will ensure the concrete wall, or a similar structure be present and maintained to provide a similar level of protection as the current wall (see applicant submission).

The applicant is responsible for drafting the covenant for the RDKB's approval and signature before registering the covenant on title. The registration of a covenant would be a condition of granting the exemption.

The proposed dwelling will be above the flood construction level defined in the Floodplain Bylaw for this property (448.2m above sea level (ASL)). The Deverney Engineering Services Ltd. report identified the highest recorded water level on Christina Lake was 446.8m ASL May, 29th 1948. A survey of the maximum height on water in the at three points on Christina Lake showed water levels at 447.18m ASL. the spring 2018 levels surpassed the previous highest recorded level by 0.38m, the 2018 water levels were still approximately 1m below the RDKB flood construction level.

ADVISORY PLANNING COMMISSION (APC)

The APC supported the application during their February 5th meeting.

ELECTORAL AREA SERVICES (EAS) COMMITTEE

During the February 14, 2019 EAS meeting the following resolution was made:

That the application for a Site Specific Exemption to the Floodplain Management Bylaw submitted by Justin Tanguay of DJM Contracting on behalf of Sharon Walls, in order to construct a single family dwelling on the property legally defined as Lot 3, Plan KAP10615, DL 3063s, SDYD, Electoral Area 'C'/Christina Lake be presented to the Regional District of Kootenay Boundary Board of Directors with a recommendation of approval, subject to:

- *Adherence to all of the recommendations included in the Geotechnical Assessment Report by Norman L. Deverney, P.Eng., FEC of Deverney Engineering Services Ltd.; and*
- *The owner registering a new standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary.*

RECOMMENDATION

That the Regional District of Kootenay Boundary Board of Directors approves the application for a Site Specific Exemption to the Floodplain Management Bylaw submitted by Justin Tanguay of DJM Contracting on behalf of Sharon Walls, in order to construct a single family dwelling on the property legally described as Lot 3, Plan KAP10615, DL 3063s, SDYD, Electoral Area 'C'/Christina Lake, subject to:

- Adherence to all the recommendations included in the Site Specific Exemption From Floodplain Bylaw Report by Norman L. Deverney, P.Eng, FEC, of Deverney Engineering Services Ltd.; and
- The owner registering a new standard floodplain covenant on title in favour of the Regional District of Kootenay Boundary.

ATTACHMENTS

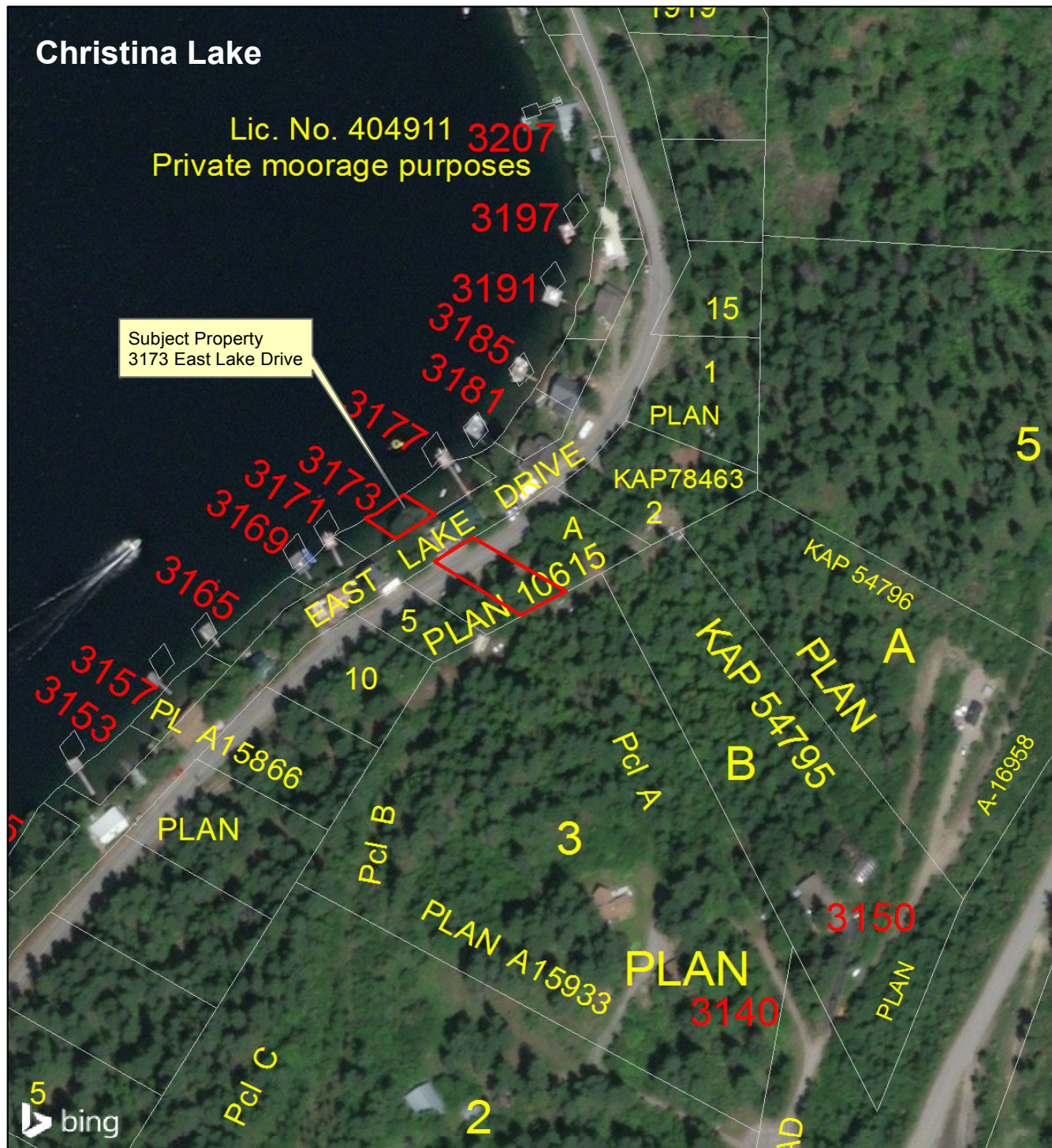
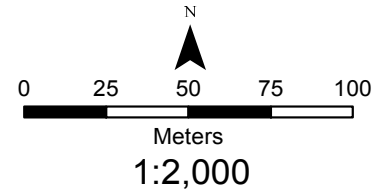
Site Location Map
Subject Property Map
Applicant Submission



Date: 8/13/2018

Site Location Map

Lot 3, Plan KAP10615
District Lot 3063S
Similkameen Div of Yale Land District



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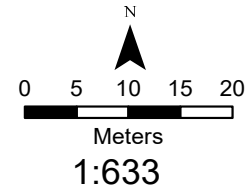
Date: 2018-08-13

Subject Property Map

Lot 3, Plan KAP10615

District Lot 3063S

Similkameen Div of Yale Land District



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Applicant Submission



DJM Contracting Ltd.
PO Box 1989
Rossland, BC
V0G 1Y0

Date: January 11, 2019
File: DE18-1765

Attn: Mr. Justin Tanguay

Re: Site Specific Exemption from Floodplain Bylaw,
Wall Residence, 3173 East Lake Drive, Christina Lake, BC

Dear Sir,

This letter-report presents a summary of findings of a Flood Hazard assessment of the site of a proposed residential structure at 3173 East Lake Drive, Christina Lake, BC. See the attached Location Plan Map.

Legal description of the property is:

Lot 3, District Lot 3063s, Similkameen Division Yale District, Plan 10615.

Authorization to proceed with the work was received from Mr. Justin Tanguay of DJM Contracting Ltd. on behalf of the property owners.

Figure 1 is a site plan map of the subject property showing the proposed residential development in relation to property boundaries, including the Natural Boundary according to Plan 1919 and the Present Natural Boundary co-incident with a concrete and stone retaining wall. The Plan also shows East Lake Drive and the upper portion of the subject property south of East Lake Drive.

1.0 BYLAWS AND REGULATION

RDKB Bylaw No. 677.

This report is prepared in accordance with requirements of **Section 7** of the Regional District of Kootenay Boundary Bylaw No. 677; a Bylaw to designate certain lands within the Regional District of Kootenay Boundary as floodplain and to set flood levels and floodplain setbacks pursuant to Section 910 of the Local Government Act.

7. Site-Specific Exemptions

****Applications by property owners to the Regional District of Kootenay Boundary for site-specific exemptions pursuant to Section 910(5) of the Local Government Act shall be in writing and be submitted to the office of the Regional District on the appropriate form, which is provided for that purpose by the Regional District.****

Mailing address: 4711 Robertson Road, Nelson, BC V1L 6N4
Business Telephone: 250-825-4347
Email: deverney.engineering@shawcable.com

Local Government Act (Section 524) – Flood Plain Bylaw Exemption

Requirements for a site-specific exemption are described in the Local Government Act (Section 524) – Flood Plain Bylaw Exemption as follows:

With reference to subsection (7) Subject to the Provincial regulations and a plan or program as local government has developed under those regulations, the local government may exempt a person from the application of subsection (6), or a bylaw under subsection (3), in relation to a specific parcel of land or a use, building, or other structure on the parcel of land, if the government considers it advisable and either

- (a) considers that the exemption is consistent with the Provincial guidelines, or*
- (b) has received a report that the land may be safely used for the use intended, which report is certified by a person who is*
 - (i) a professional engineer or geoscientist and experienced in geotechnical engineering, or*
 - (ii) a person in a class prescribed by the environment minister under subsection (9)*

Such a report may recommend requirements for measures, that may include, but is not limited to items such as erosion / scour protection, special foundation design to address reduced soil bearing capacity under flooding conditions, and limits to use of portions of the building for electrical and mechanical installations.

Under the Local Government Act, a covenant may be placed on the property title that limits the Owner's eligibility for Provincial Floodplain relief.

Professional Practice Guidelines

Reference has been made to Engineers and Geoscientists BC, Professional Practice Guidelines for Legislated Flood Assessments in a Changing Climate in BC, V 2.1 – August 28, 2018.

2.0 LIMITATIONS OF REPORT

Deverney Engineering Services Ltd. (DESL) has prepared this report for and at the expense of the property owners. The material in it reflects the judgement of DESL in light of the information available to DESL at the time of report preparation.

Findings and recommendations presented in this report are intended to support application for a Site Specific Exemption from the Floodplain Bylaw and can be used by the Owner and the Development Approval agencies to adjudicate the proposed development.

Any use that other third parties make of this report, or any reliance on decisions to be based on it is the responsibility of such third parties. DESL accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

3.0 CONFIDENTIALITY AND DISCLOSURE

With reference to Professional Practice Guidelines for Legislated Flood Assessments in a Changing Climate in BC (V 2.1 – August 28, 2018):

“Subject to the following, the Qualified Professional (QP) will keep confidential all information, including documents, correspondence, reports and opinions, unless disclosure is authorized in writing by the client. However, in keeping with Engineers and Geoscientists BC’s Code of Ethics, if the QP discovers or determines that there is a material risk to the environment or the safety, health, and welfare of the public or worker safety, the QP shall notify the client as soon as practicable of this information and the need that it be disclosed to the appropriate parties. If the client does not take the necessary steps to notify the appropriate parties in a reasonable amount of time, the QP shall have the right to disclose that information to fulfill his/her ethical duties, and the client hereby agrees to that disclosure.”

4.0 SITE INVESTIGATION

The site field investigation was conducted by the writer on January 8, 2019. The investigation included a reconnaissance assessment of the prospective building site on the subject property as well as nearby areas including lake shoreline conditions. No sub-surface investigation of the subject property was conducted.

Reference was made to observations of surficial soils at adjacent properties, to regional soils reports, aerial images, and topographic maps. A list of references follows the signature page.

5.0 SITE DESCRIPTION

The subject property is situated on a steeply sloping north-facing (Project North on the Site Plan Map) property on the shore of Christina Lake. The subject property is bounded on the south by East Lake Drive and on the east and west by residential properties.

The owners are proposing to construct a new residential structure on the subject property.

The Variance request is to reduce the Setback Distance (from the Natural Boundary) to 3.175m as indicated on the Site Plan Map. The change is proposed to resolve hardship of construction due to the small available footprint.

The owners propose to otherwise conform to the elevation requirements of the Floodplain Bylaw with respect to subsection 6 (a)

(i) the underside of any floor system, or the top of any pad supporting any space or room, including a manufactured home, that is used for dwelling purposes, business or the storage of goods which are susceptible to damage by floodwater shall be above the specified level

The Designated Flood Construction Level for Christina Lake is the projected 200 - Year Return Period flood water level of **448.2m** (GSC Datum) that includes a Freeboard Allowance of 0.6m.

6.0 SHORELINE CONDITIONS AND STRUCTURES

6.1 Lake Characteristics

The drainage area of Christina Lake is 492 km² with major tributaries including Sutherland Creek, McRae Creek, Texas Creek and Sandner Creek.

Maximum lake water levels occur in the period from April to June, associated with snowmelt conditions. The maximum-recorded daily lake level of 446.8m (GSC Datum) occurred on May 29, 1948.

Annual peak lake levels over the period of record from 1948 to 1979 ranged from a high of 446.8 (1948) to 445.71m (1977).

A 1:200 year flood level (including freeboard) of 448.2m was adopted in April 1975, and retained on the basis of the 1990 Mapping Study (see references "**A Design Brief on the Floodplain Mapping Study, Christina Lake**").

In the 1990 study, the freeboard allowance of 0.6m was confirmed as being appropriate to consider wind setup (estimated to be in the order of less than 0.1m) and wave height of approximately 0.5m based on a sustained wind speed of 50 km / hr.

Predominant wave direction in Christina Lake is inferred to be in the north / south direction, following the general alignment of the valley. The estimated wind setup of less than 0.1m described in the 1990 study would be based on a total fetch distance of approximately 18.5m.

The maximum fetch distance at the subject property is approximately 3.5m (to the northwest) at a direction skewed from the predominant wave direction, sheltered by the Texas Creek alluvial fan.

Similarly, the shoreline at the subject property is sheltered on the north side by the Texas Creek alluvial fan and on the south by the McRae Creek alluvial fan.

Accordingly, the generalized lake-wide maximum wave setup and wave height estimates for the lake are conservative for the subject property, i.e. over estimate the wind and wave impacts.

6.2 Beach

The shoreline of Christina Lake at the subject property is a gently sloping sand or sand, gravel, and cobble beach below the Present Natural Boundary. Photos 1 and 2 (attached) show the present beach conditions.

Gravel, cobbles and small boulder size rocks are present overlying the sand at the east side of the property, and appear as a groin structure parallel to the west property boundary. It is inferred that the sandy section of this beach has previously been "cleaned" by removal / sorting of the coarser materials, leaving a relatively uniform sand substrate.

6.3 Concrete Walls

Landward of the sand and gravel beach, an approximately 1.1m high cast in place concrete wall with a facing of mortared stone veneer is present providing grade separation between the lower level beach and a gently sloping benched area above. A cast in place concrete stairway descends from the upper bench to the sand and gravel beach below.

This concrete wall forms the "Present Natural Boundary" as indicated on the Site Plan. The proposed house will be constructed on the gently sloping bench area above the wall.

The age of the wall and depth of footings are not known, however there are no indications of erosion or related distress at the lake-ward face.

Linear stains visible on the wall face (see photos) indicate a history of occurrences of static lake water levels at those elevations.

The front face of the concrete wall is aligned parallel with (and approximately 0.3m landward) of similar concrete walls present on the two adjacent properties to the east. Those walls are somewhat higher, with wall crests approximately 1.8m above the beach.

Similar height (1.1m tall) concrete walls are present at the lakeward side of properties to the west. The wall face at the neighbouring property immediately to the west is approximately 2m further lakeward than the wall on the subject property.

There are no reference elevation markers present, however, it is our understanding that the top of the wall is below the 2018 maximum water level in Christina Lake.

All of the concrete walls are in relatively good condition and appear to be sturdily constructed. Drain tiles visible at the wall face are effective to relieve groundwater pressures from behind the wall. Wall faces remain vertical or gently battered (leaning away from the lake). There are no indications of erosion or related distress at the wall bases or wall crests (see photos).

6.4 Vegetation

There are no trees, shrubs or perennial plants on the beach area.

A single Cottonwood tree of approximately 0.4m diameter is present in the central part of the subject property, approximately 2.5 m landward of the concrete wall crest. It is our understanding that this tree will be removed to accommodate house construction.

The only occurrence of natural vegetation at beach level is visible (Photo 1) at a property three lots further east where there is no concrete wall present. That vegetation consists of scattered shrubs and mixed deciduous trees.

7.0 EROSION HAZARDS

7.1 Beaches

The native beach materials across the subject property are mixed gravel sand and cobble sizes.

The existing beach at the subject property comprises a disturbed / modified shoreline that appears relatively stable. Seasonal changes in sand surface levels in the range of a few centimetres may occur as beach materials are eroded and recycled with variations in lake water levels.

Such erosion impacts would be limited to loss of surface fines (small gravel, sand, and silt sizes), resulting in the exposure of underlying coarser materials (gravel and cobble sizes) to form a coarse pavement.

7.2 Erosion Protection - Concrete Walls

The concrete wall at the lake-ward side of the subject property provides effective protection against wave erosion during periods of moderate to high lake water levels.

In consideration of the wave and erosion protection it affords, and because of the retaining function that supports grade level walk in / walk out access to the base level of the proposed house, it is expected that the concrete wall will be maintained in good condition commensurate with the high property values.

7.3 Native Soils Above Concrete Walls

Existing native surficial soil materials exposed above the concrete wall may be subject to erosion from storm waves and / or from wake-generated waves from passing watercraft during periods of very high lake water levels. Minor surface erosion may occur.

The top of wall elevation represents the maximum depth of scour possible.

Building foundations on the lakeward side of the building will be below the top of wall height as a requirement for frost protection. As such, they are protected by the concrete wall from exposure by wave erosion without any requirement for additional erosion protection.

Being central to neighbouring properties with continuous walls of similar or greater heights, the east and west sides of the subject property are similarly protected against wave erosion.

Damaging effects of waves may be detrimental to landscape features, plantings, and improvements that are not part of the residential structure.

7.4 Flood Hazards

Flooding hazards associated with high lake water levels will be effectively addressed by construction elevations in conformation with the designated Flood Construction Level (FCL) that provides protection against flooding up to the 200 year return period.

7.5 Climate Change Considerations

Effects of climate change on erosion hazards are associated with possible occurrence of high lake water levels at a higher frequency compared to the probability model employed during the floodplain mapping.

This can occur as increased frequency of occurrence of water levels at the magnitude of the 200-year return period, and possible occurrence of water levels that exceed the 200-year return period.

Higher frequency of occurrence may be expressed as increased requirements for remedial repairs or maintenance.

Increased event magnitude, i.e. flood levels that exceed the estimated 200 year return period elevations are addressed in part by the 0.6m freeboard allowance. Effects may be expressed as increased requirements for remedial repairs or maintenance.

In both instances, the concrete wall will be effective to protect building footings against scour.

8.0 CONCLUSIONS

Landward regression of shoreline at the subject property is prevented by the presence of the concrete walls. There is no expectation of landward regression of the lake shoreline under lake water level conditions up to and including the 200 year return period maximum lake level.

Building foundations constructed at depth below grade to meet the recommended frost protection requirements will establish those footings below the Flood Construction Level and below the concrete wall crest.

Accordingly, there is no expectation of scour due to wave erosion that will expose, degrade, or otherwise damage building foundations under lake water level conditions up to and including the 200 year return period maximum lake level.

Where the 200 year return period is generally accepted as a tolerable level of risk, then the proposed site-specific exemption is consistent with that accepted risk level.

Whereas one objective of the floodplain setback is to reduce the potential for erosion of soil under structural footings events up to a 1 in 200 year flood event, the existing shoreline materials and the concrete wall at the lakeward side of the property will be effective to protect building foundations against erosion. Reduction of the setback distance to 3.175m, as proposed will not increase the likelihood of damage due to flooding in Christina Lake above that frequency of occurrence.

9.0 RECOMMENDATIONS – EXEMPTION APPROVAL

It is recommended that consideration be given to approval of the requested Exemption from the Floodplain Bylaw for the proposed building construction on the subject property as follows:

9.1 Floodplain Setback

The proposed relaxed setback distance is **3.175m** from the Natural Boundary.

9.2 Flood Construction Level

Proposed building elevations will be above the FCL and are compliant.

9.2 Restrictive Covenant

The concrete wall at the lakeward side of the subject property provides effective and sufficient protection of proposed building foundations against damaging effects of high water levels and waves in Christina Lake.

Degradation, damage, or removal of the concrete wall may expose building foundations to damage under lake water levels at or below the 200-year return period.

It is recommended that a Covenant be registered on the subject property that will ensure that the concrete wall or a placement structure be present and maintained to provide a similar level of protection as the current wall.

10.0 RECOMMENDATIONS – SITE WORKS AND CONSTRUCTION

10.1 Erosion Protection

There are no recommendations for additional (new) erosion protection measures.

10.1 Building Design and Construction

Building foundations will be affected by high groundwater levels during seasonal high lake water levels. It is recommended that building foundations design include consideration of high groundwater table conditions and associated reduction of soil bearing resistance.

Such considerations include wider than normal footings to reduce bearing pressures and coincidentally to increase soil bearing resistance, and / or to specify footings at some depth below the floor slab base or finished ground level to increase confining soil pressure on all sides of the footings.

In conformance with the Floodplain Bylaw, it is recommended that building design consider measures to mitigate possible damage to buildings and contents, including electrical and mechanical installations during periods of high lake water levels up to and including the designated Flood Construction Level of 448.2 m.

Applicant Submission

10.3 Supervision

The implementation of foundation recommendations, including verification of site native soils, and the excavation, preparation, and construction of building foundation sites are to be conducted under the direction or supervision of a suitably qualified Professional Engineer to meet the intent and requirement of Schedule B under the BC Building Code.

It is recommended that verification of building elevations and foundation locations with respect to Flood Construction Levels and the Relaxed Setback Distance be conducted by a BCLS or other Qualified Registered Professional (QRP).

11.0 SAFE FOR INTENDED PURPOSE

Reference is to be made to the attached Statement prepared in conformance with EGBC's **Professional Practice Guidelines for Legislated Flood Assessments in a Changing Climate in BC** for statements regarding suitability of the property, as being **safe for the purpose intended**, under conditions where the Site-Specific exemption is granted.

12.0 CLOSURE

This report is prepared in accordance with generally accepted engineering practices in this area. No other warranty, express or implied is made.

Variability is inherent in geological features, and actual ground conditions in some parts of the site may differ from those inferred. Subsurface soil conditions have been inferred from the observed exposures. Changes to design details, work procedures and other project considerations may be warranted on the basis of site conditions encountered.

Respectfully submitted

DEVERNEY ENGINEERING SERVICES LTD.

A circular professional engineer stamp for Norman L. Deverney, registration number #21563, in the Province of British Columbia. The stamp is pink and includes the text 'PROFESSIONAL ENGINEER', 'N. L. DEVERNEY', '#21563', and 'C. BRITISH COLUMBIA'. A handwritten signature 'Norman L. Deverney' is written across the stamp, and the date 'Jan 11, 2019' is handwritten at the bottom.

Norman L. Deverney, P.Eng., FEC

Applicant Submission

References

Air Photos Google Earth Images

Soil Survey of the Kettle River Valley in the Boundary District of British Columbia, Report No. 9 of the British Columbia Soil Survey, British Columbia Department of Agriculture and Research Branch, Canada Department of Agriculture, Sprout, P.N. and C.C. Kelley, 1964.

A Design Brief on the Floodplain Mapping study, Christina Lake, R.W. Nichols Senior Hydraulic Engineer, Special Projects Section, Victoria, BC prepared under the Canada – British Columbia Floodplain Mapping Agreement, November 1990.

Floodplain Mapping, Kettle and Granby Rivers, Design Brief, prepared under the Canada – British Columbia Floodplain Mapping Agreement, prepared by Acres International Ltd., Design Brief dated December 1991.

Floodplain Mapping – Christina Lake, Drawing No. 89-1-5, Sheet 5 of 5, Environment Canada Inland Waters, BC Ministry of Environment, Canada British Columbia Floodplain Mapping Agreement, Map dated September 30, 1991.

Province of BC. **Flood Hazard Area Land Use Management Guidelines, Victoria, BC: Province of BC**, 2004

Naval Facilities Engineering Command, **Soil Mechanics Design Manual**, 7.01, 2005

Canadian Geotechnical Society, **Canadian Foundation Engineering Manual, 4th Edition, 2006.**

Engineers and Geoscientists BC, **Professional Practice Guidelines for Legislated Flood Assessments in a Changing Climate in BC**, V 2.1 – August 28, 2018

Province of BC, **Amendment Section 3.5 and 3.6 – Flood Hazard Area Land Use Management Guidelines**, January 1, 2018)

Applicant Submission

Site Photos (January 8, 2019)**Photo 1 Shoreline of Subject Property Looking West**

Walls on adjacent properties are the same height.

**Photo 2 Shoreline of Subject Property Looking East**

The person is standing at the proposed setback. Walls on adjacent properties are higher. The cottonwood tree will be removed.

January 2019
File: DE18-1765**DEVERNEY ENGINEERING SERVICES LTD.**

11

Site – Specific Exemption from Floodplain Bylaw
3173 East Lake Drive, Christina Lake, BC
DJM Contracting Ltd.

Applicant Submission

FLOOD ASSURANCE STATEMENT

Note: This statement is to be read and completed in conjunction with the current Engineers and Geoscientists BC *Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC* ("the guidelines") and is to be provided for flood assessments for the purposes of the *Land Title Act*, *Community Charter*, or the *Local Government Act*. Defined terms are capitalized; see the Defined Terms section of the guidelines for definitions.

To: The Approving Authority

Date: January 11, 2019Regional District of Kootenay Boundary843 Rossland Avenue, Trail, BC, V1R 4S8

Jurisdiction and address

With reference to (CHECK ONE):

- ☐ Land Title Act (Section 86) – Subdivision Approval
- ☐ Local Government Act (Part 14, Division 7) – Development Permit
- ☐ Community Charter (Section 56) – Building Permit
- ☐ Local Government Act (Section 524) – Flood Plain Bylaw Variance
- ☒ Local Government Act (Section 524) – Flood Plain Bylaw Exemption

For the following property ("the Property"):

Lot 3, District Lot 3063s, Similkameen Division Yale District, Plan 10615**3173 East Lake Drive, Christina Lake, BC**

Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a Qualified Professional and is a Professional Engineer or Professional Geoscientist who fulfils the education, training, and experience requirements as outlined in the guidelines.

I have signed, sealed, and dated, and thereby certified, the attached Flood Assessment Report on the Property in accordance with the guidelines. That report and this statement must be read in conjunction with each other. In preparing that Flood Assessment Report I have:

[CHECK TO THE LEFT OF APPLICABLE ITEMS]

- ☐ 1. Consulted with representatives of the following government organizations:
- ☒ 2. Collected and reviewed appropriate background information
- ☒ 3. Reviewed the Proposed Development on the Property
- ☐ 4. Investigated the presence of Covenants on the Property, and reported any relevant information
- ☒ 5. Conducted field work on and, if required, beyond the Property
- ☒ 6. Reported on the results of the field work on and, if required, beyond the Property
- ☒ 7. Considered any changed conditions on and, if required, beyond the Property
- 8. For a Flood Hazard analysis I have:
 - ☒ 8.1 Reviewed and characterized, if appropriate, Flood Hazard that may affect the Property
 - ☒ 8.2 Estimated the Flood Hazard on the Property
 - ☒ 8.3 Considered (if appropriate) the effects of climate change and land use change
 - ☒ 8.4 Relied on a previous Flood Hazard Assessment (FHA) by others
 - ☐ 8.5 Identified any potential hazards that are not addressed by the Flood Assessment Report

**PROFESSIONAL PRACTICE GUIDELINES
LEGISLATED FLOOD ASSESSMENTS IN A CHANGING CLIMATE IN BC – V2.1**

Applicant Submission

FLOOD ASSURANCE STATEMENT

9. For a Flood Risk analysis I have:

- ☐ 9.1 Estimated the Flood Risk on the Property
- ☐ 9.2 Identified existing and anticipated future Elements at Risk on and, if required, beyond the Property
- ☐ 9.3 Estimated the Consequences to those Elements at Risk

10. In order to mitigate the estimated Flood Hazard for the Property, the following approach is taken:

- ☒ 10.1 A standard-based approach
- ☐ 10.2 A Risk-based approach
- ☐ 10.3 The approach outlined in the guidelines, Appendix F: Flood Assessment Considerations for Development Approvals
- ☐ 10.4 No mitigation is required because the completed flood assessment determined that the site is not subject to a Flood Hazard

10. Where the Approving Authority has adopted a specific level of Flood Hazard or Flood Risk tolerance, I have:

- ☐ 11.1 Made a finding on the level of Flood Hazard or Flood Risk on the Property
- ☐ 11.2 Compared the level of Flood Hazard or Flood Risk tolerance adopted by the Approving Authority with my findings
- ☐ 11.3 Made recommendations to reduce the Flood Hazard or Flood Risk on the Property

12. Where the Approving Authority has not adopted a level of Flood Hazard or Flood Risk tolerance, I have:

- ☒ 12.1 Described the method of Flood Hazard analysis or Flood Risk analysis used
- ☒ 12.2 Referred to an appropriate and identified provincial or national guideline for level of Flood Hazard or Flood Risk
- ☒ 12.3 Made a finding on the level of Flood Hazard or Flood Risk tolerance on the Property
- ☒ 12.4 Compared the guidelines with the findings of my flood assessment
- ☒ 12.5 Made recommendations to reduce the Flood Hazard or Flood Risk
- ☒ 13. Considered the potential for transfer of Flood Risk and the potential impacts to adjacent properties.
- ☒ 14. Reported on the requirements for implementation of the mitigation recommendations, including the need for subsequent professional certifications and future inspections.

Applicant Submission

FLOOD ASSURANCE STATEMENT

Based on my comparison between:

[CHECK ONE]

- ☐ The findings from the flood assessment and the adopted level of Flood Hazard or Flood Risk tolerance (item 11.2 above)
- ☒ The findings from the flood assessment and the appropriate and identified provincial or national guideline for level of Flood Hazard or Flood Risk tolerance (item 12.4 above)

I hereby give my assurance that, based on the conditions contained in the attached Flood Assessment Report:

[CHECK ONE]

- ☐ For subdivision approval, as required by the *Land Title Act* (Section 86), "that the land may be used safely for the use intended":

[CHECK ONE]

- ☐ With one or more recommended registered Covenants.
- ☐ Without any registered Covenant.
- ☐ For a development permit, as required by the *Local Government Act* (Part 14, Division 7), my Flood Assessment Report will "assist the local government in determining what conditions or requirements it will impose under subsection (2) of this section [Section 491 (4)]".

- ☒ For a building permit, as required by the Community Charter (Section 56), "the land may be used safely for the use intended":

[CHECK ONE]

- ☒ With one or more recommended registered Covenants.
- ☐ Without any registered Covenant.

- ☐ For flood plain bylaw variance, as required by the *Flood Hazard Area Land Use Management Guidelines* and the *Amendment Section 3.5 and 3.6* associated with the *Local Government Act* (Section 524), "the development may occur safely".

- ☒ For flood plain bylaw exemption, as required by the *Local Government Act* (Section 524), "the land may be used safely for the use intended".

Applicant Submission

FLOOD ASSURANCE STATEMENT

I certify that I am a Qualified Professional as defined below.

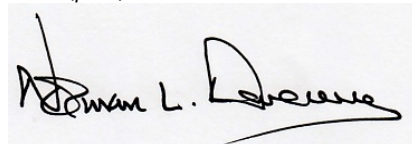
January 11, 2018

Date

Prepared by

Norman L. Deverney, P.Eng., FEC

Name (print)



Signature

Reviewed by

Darin Lindsay, P.Eng., Vast Resource Solutions

Name (print)



Signature

Deverney Engineering Services Ltd.

4711 Robertson Road

Nelson, BC, V1L 6N4

Address

250-825-4347

Telephone

deverney.engineering@shawcable.com

Email



(Affix PROFESSIONAL SEAL here)

If the Qualified Professional is a member of a firm, complete the following:

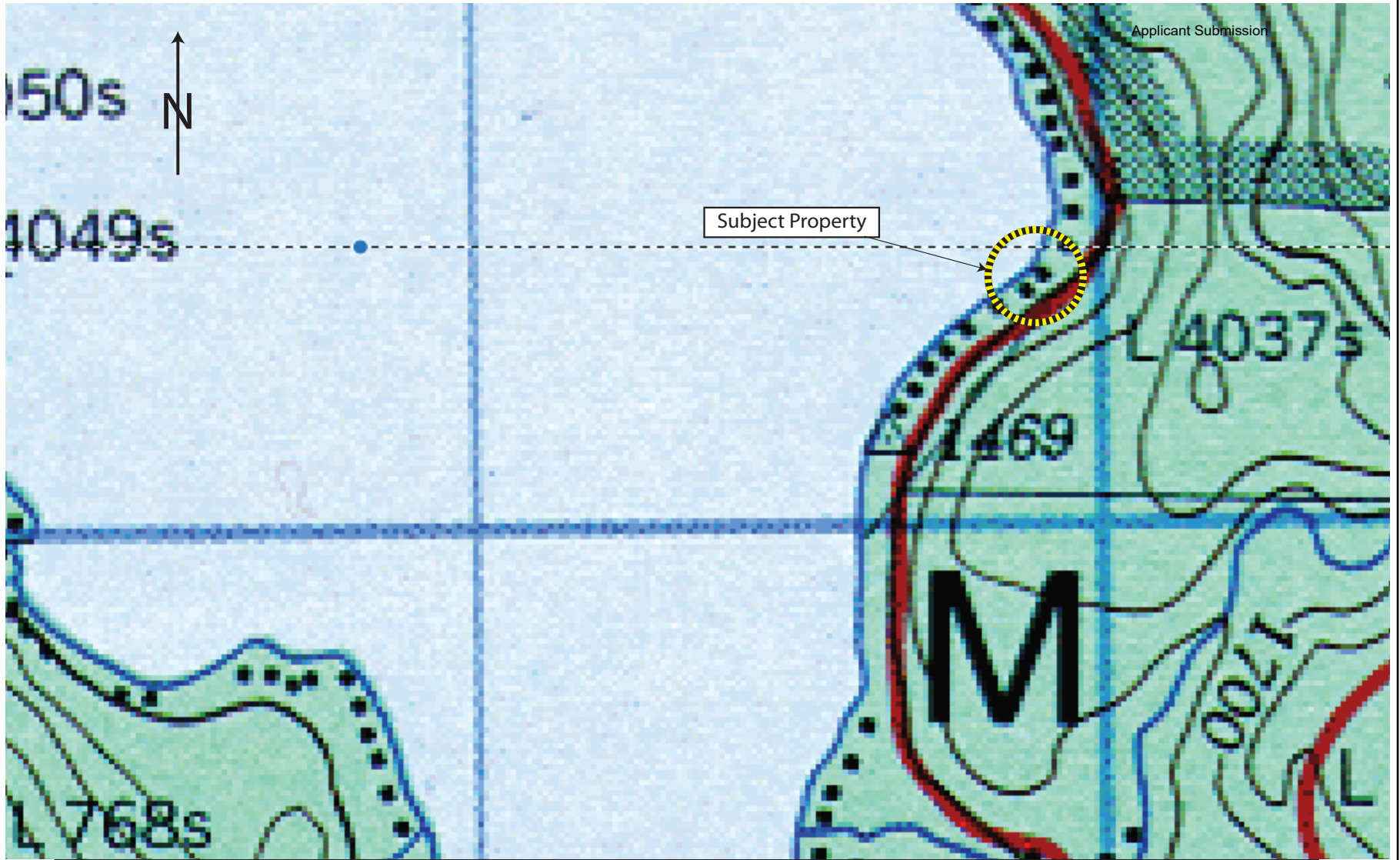
I am a member of the firm

and I sign this letter on behalf of the firm.

Deverney Engineering Services Ltd.

(Name of firm)

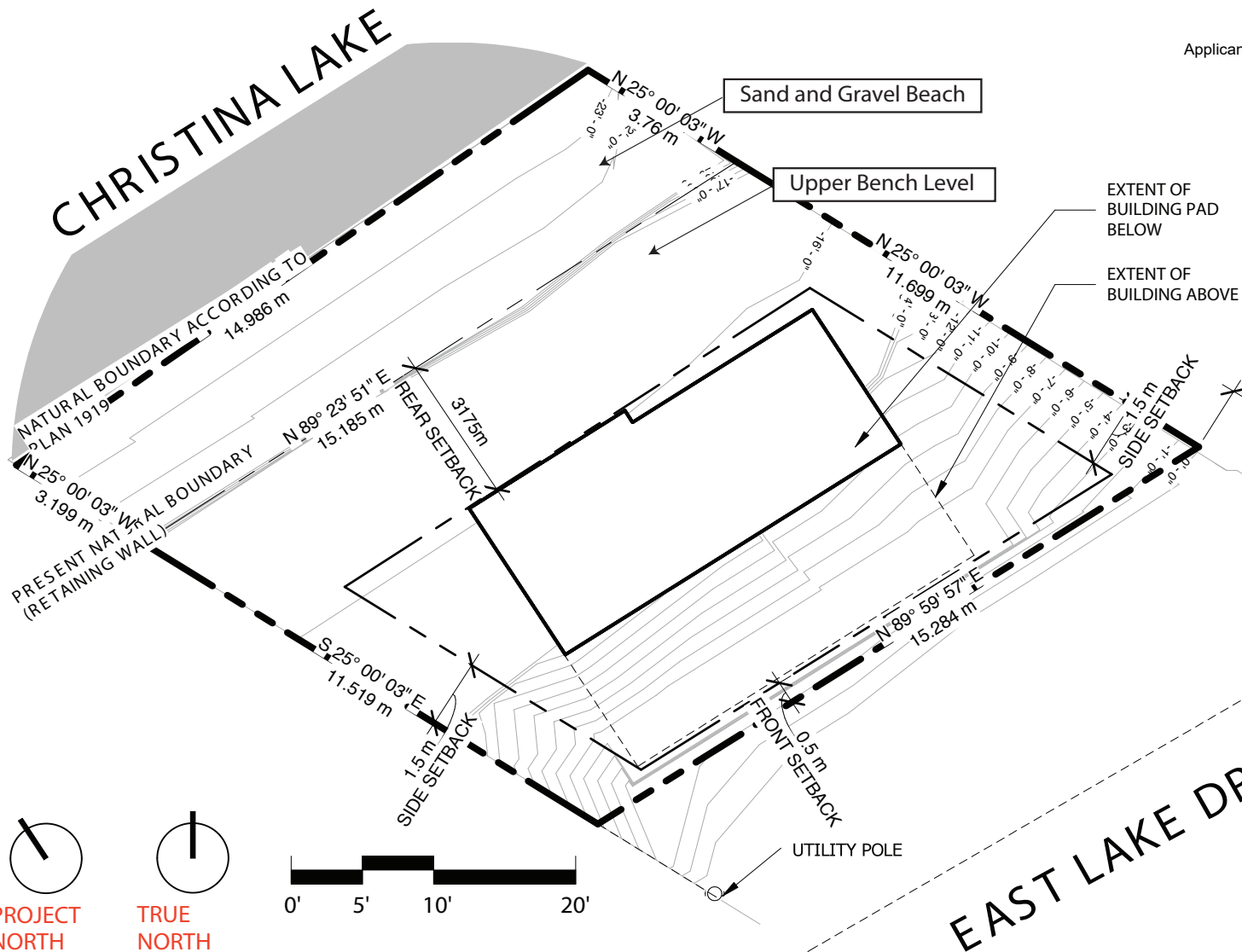
**PROFESSIONAL PRACTICE GUIDELINES
LEGISLATED FLOOD ASSESSMENTS IN A CHANGING CLIMATE IN BC – V2.1**



DEVERNEY
ENGINEERING SERVICES LTD.

Location Plan Map
Site-Specific Exemption From Floodplain Bylaw
Walls Residence
3173 East Lake Drive, Christina Lake, BC
DJM Contracting Ltd.

Reference:	Date: January 2019	Designed by: NLD	Drawn by: JCD	Scale: 1 : 50,000	Job number: DE18-1765
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Applicant Submission

PROJECT
NORTH

TRUE
NORTH

0' 5' 10' 20'

DEVERNEY
ENGINEERING SERVICES LTD.

Reference:

Date: January 2019

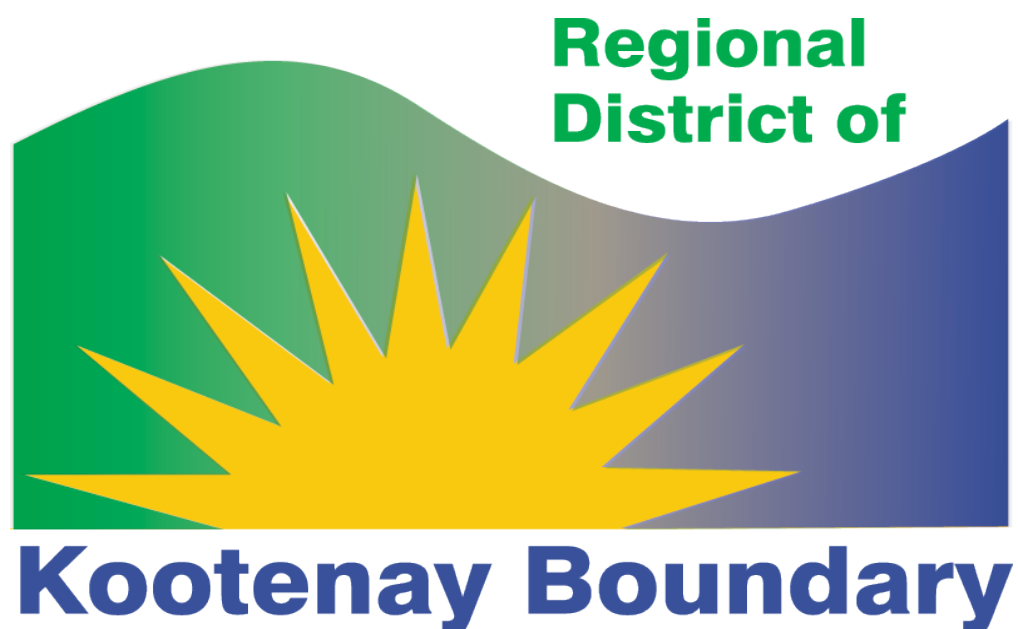
Designed by: NLD

Drawn by: JCD

Scale 1" = 20' (1:240)

Job number: DE18-1765

Site Plan Map
Site-Specific Exemption From Floodplain Bylaw
Walls Residence
3173 East Lake Drive, Christina Lake, BC
DJM Contracting Ltd.



**CHRISTINA LAKE WATER UTILITY
WATER CONSERVATION PLAN
2019 - 2021**

January 2019

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1.0 Executive Summary

The goal of water conservation is to reduce overall demand on the water supply. The benefits of reducing water demand for a water utility include:

- reduced maintenance, treatment, and operation costs,
- longer life to infrastructure,
- better adaptation to water source changes due to climate change.

Previous water conservation efforts have been minimal for the Christina Lake Water Utility. The RDKB has set a goal to reduce overall water demand in the Christina Lake Water Utility by 10% from 2017 water demand levels by the year 2021, or in 3 years time. This would bring the average daily per capita demand from 670 Litres/Capita/Day (L/C/D) to 603 L/C/D. While a 10% reduction in water demand from 2017 levels would result in water demand levels that are higher than the average of the Columbia Basin, it would start the conversation of water conservation in the community and perhaps lead the way for more progressive water conservation measures.

The RDKB expects to achieve the goal of 10% reduction in water demand over 2017 levels by implementing the recommendations from this water conservation plan.

Christina Lake Water Utility consists of approximately 466 service connections. A majority of these connections service residential properties (443 residential connections and 23 commercial connections). From conversations with the Operators, the water demand from the commercial connections is minimal.

Christina Lake experiences a large population increase in the summer. The actual amount of people that come to the area in the summer is unknown. For this report, it is assumed that population is consistent throughout the year.

This report examines summer and winter demand and attempts to determine how much water is being used for indoor and outdoor purposes. This is done by comparing the amount of water demand during winter months, where it is assumed most water is being used for indoor purposes, and summer months where outdoor water demand it at its maximum for the year.

The following review of the water demand data and the resulting recommendations are based on the best available data and assumptions. While the Christina Lake Water Utility is not in the Columbia Basin Trust area, it is near the area and will be used for comparison.

This examination of water demand for Christina Lake Water Utility does not take into account water leakage in the system infrastructure. All water systems experience some leakage through their infrastructure. The Columbia Basin Trust recommends that examining and reducing system leakage could significantly reduce the water demand for the system.¹

Table 1 summarizes the water demand for the Christina Lake Water Utility over the years 2013 to 2017 compared to the 2016 Columbia Basin Trust Water Smart Summary Report.

¹ Columbia Basin Trust Water Smart Summary 2016 Lesson #2 suggests leakage as one of the largest community water demand.

Table 1 Water Demand Break Down

Christina Lake Water Utility						
Indicator	2017	2016	2015	2014	2013	Basin Wide 2016
Total Average Daily Flow (Litres/Capita/Day)	670	637	672	581	638	354 (residential) ²
Average Outdoor Demand (Litres/Capita/Day)	403	349	430	335	394	Unknown
Average Indoor Demand (Litres/Capita/Day)	267	287	243	246	244	200 (estimate) ³
Change in gross demand from 2013 (%)	+4.9%	0.3%	+5.4%	+9.0%		
Change in gross demand from 2013 (ML)	+16	-1	+18	-30		
Total Annual Demand (ML)	349	332	351	303	333	

The above table shows that there is a significant amount of outdoor water demand. This sector contributes about 60% of the total yearly water demand.

Outdoor water demand and system leakage investigation were chosen as the areas to concentrate on for water conservation efforts.

Four water conservation efforts were explored to reduce outdoor water demand:

- **Water Conservation Measures**

- Water conservation measures is the least cost option and is generally accepted by the community. Depending on the amount of restriction, it can provide a varying amount of reduction to water demand. A draft of potential conservation measures is presented in Appendix 'A'.

- **Leak Detection**

- Getting a better understanding of how much leakage is occurring in the water system would be beneficial to get an idea of the next steps for water conservation. If a high amount of leakage is found, it would be beneficial to concentrate on repairing those leaks through a leakage detection and repair program. If a minimal amount of leakage is found, other water conservation methods could be explored.

- **Universal Water Metering**

- This is the highest cost water conservation measure. Universal metering is also expected to produce the highest reduction in water demand. Metering can also give a better idea of how water is being used and direct water conservation efforts more efficiently. This can be combined with volume based billing to

² Columbia Basin Trust Water Smart Summary 2016 – Average of 5 Basin communities with universal metering.

³ From City of Rossland Water Smart Action Plan 2015-2020. Note: 350+ L/C/D is considered a "high use home"; 200 L/C/D would be the expected demand in a home built to current building code standards.

further reduce water demand. A universal water metering program has the least amount of public and political acceptance.

- **Rain Barrel Program**

- This is a medium cost conservation measure that can reduce water demand if the community buys in to the program.

By implementing water conservation measures, determining how much water is lost due to leakage, and potentially fixing these leaks, over the next 3 years, the goal of reducing water demand by 10% is achievable.

Once this goal is reached, further conservation measures can be explored to further reduce water demand.

2.0 Introduction

The community of Christina Lake is a small residential community approximately 21 km east of the City of Grand Forks. The Christina Lake Water Utility (Water Utility) is owned and operated by the Regional District of Kootenay Boundary (RDKB). The Water Utility has approximately 467 service connections that service approximately 1430 year round residents⁴. There are about 23 water service connections to commercial operations. From conversations with the Water Utility Operators, water demand from the commercial connections is minimal. For the purpose of this report, all water demand is assumed to be residential.

In 2017, the RDKB assumed ownership and operation of the Water Utility from the Christina Waterworks District (CWD). The current system is actually composed of two systems which were initially separate. The Moody Creek system was established in 1946 and fed the lower town site, while the Wolverton System (initiation date unknown) fed the upper town site. The Wolverton system was originally fed from nearby surface water source. In 1989, the two systems were joined and the Wolverton source was decommissioned. Water for the Water Utility is supplied solely from Christina Lake.

The Water Utility provides water supply for fire protection to the Christina Lake Fire Department for the area within the Water Utility service area.

2.1 Purpose

The Water Utility is facing challenges in the coming years. Aging infrastructure will lead to an increase in maintenance, operation and treatment costs.

The RDKB wants to ensure that these issues are addressed and that there is safe and clean drinking water for all users for many years to come. This Water Conservation Plan supports the following directive:

Christina Lake Water Utility is committed to water sustainability and to finding solutions to meet our water quantity and quality demands at a reasonable price, while protecting the integrity of our local ecosystem and the health of our residents for generations to come.

2.2 Process

Christina Lake Water Utility's Water Conservation Plan has been developed through reviewing surrounding communities' Water Conservation plans, reviewing the Christina Lake Water System Transition Plan, produced by MMM Group in 2014, along with examining historical water demand data. All recommendations in this report will require the support of RDKB Utilities Committee and the RDKB Board of Directors before implementation by RDKB Staff. Some recommendations from this report could require the help of consultants to implement.

The RDKB does not know how many people visit the Christina Lake area during the summer months. For the analysis of water demand for this report, the RDKB has assumed that the population stays the same year round. This is an incorrect assumption but will provide a basis for determining how water is being used.

⁴ According to MMM Group Christina Lake Water System Transition Study, 2014

2.3 Geographic Boundaries

The Water Utility service area is within RDKB's Electoral Area 'C'/Christina Lake. The Water Utility's service area boundary is defined in RDKB's Bylaw 1625, 2017. Figure 1 shows the service area and location of the water mains and hydrants.

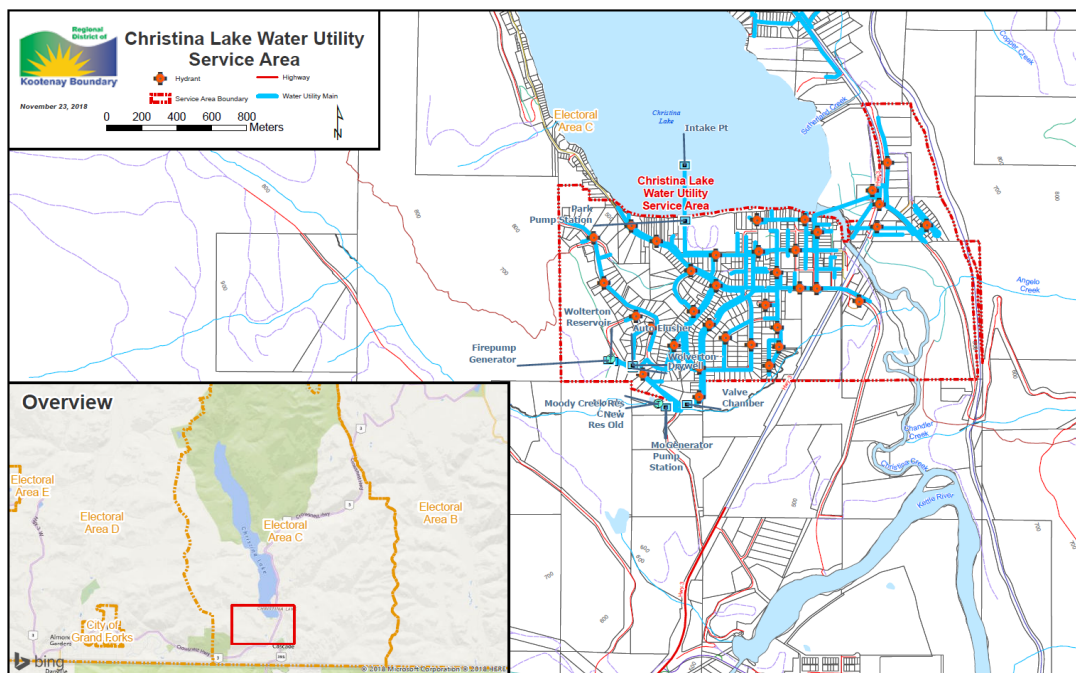


Figure 1 Service Area

2.4 Future Scenarios and Community Water Goals

The goal of the Water Utility is to provide sustainable, clean and safe drinking water to everyone within the service area. This can be done through examination of historical water demand to determine how water is being used and develop recommendations to target high water demand activities. A goal of reducing water demand by 10% by 2021 has been set by the RDKB Utilities Committee. Future water conservation reports could be developed to further the Water Utility's water conservation goals after 3 years.

2.5 Plan Buy In

RDKB's Area 'C'/Christina Lake Official Community Plan (OCP) was developed in 2004 after extensive consultation with the OCP Steering Committee and community input. The OCP provides goals and objectives to guide local government's decisions on planning and land use within Electoral Area 'C'. Section 2.10 of the OCP describes the objectives and policies for Water Services and Community Watersheds.

Goals related to Water Utility conservation include:

- Cost effective, environmentally and economically sustainable water and sewer systems are implemented.

Objectives related to Water Utility conservation include:

- To encourage designs of water and sewer services which promote community safety and sustainability.

This conservation plan will use these goals and objectives to guide the recommendations of this report.

3.0 Christina Lake Water Utility System Profile

3.1 Christina Lake Community Profile

Figure 2 shows an overview of the Christina Lake area. The Water Utility serves a population of approximately 1430 residents and 23 commercial properties⁵. The Water Utility does not have any metered connections.

The population of the service area increases significantly during the summer months. The RDKB does not know how much the population increases in the area during the summer months. Because of this increase in population, the commercial properties also mainly operate during summer months. Anecdotal evidence suggests that the water demand from the commercial connections is minimal. For this report, all water demand is assumed to be residential as there are a far greater number of residential service connections than commercial connections.

The total amount of water consumed in 2017 was measured to be 349,480 m³. The average daily water demand is then estimated to be 670 Litres/Capita/Day (L/C/D). The Columbia Basin Wide residential average for 2016 was measured to be 354 L/C/D. Christina Lake's water usage appears to be higher than the average for the Columbia Basin, water conservation measures are needed to ensure sustainable clean and safe drinking water.

⁵ According to MMM Group Christina Lake Water System Transition Study, 2014

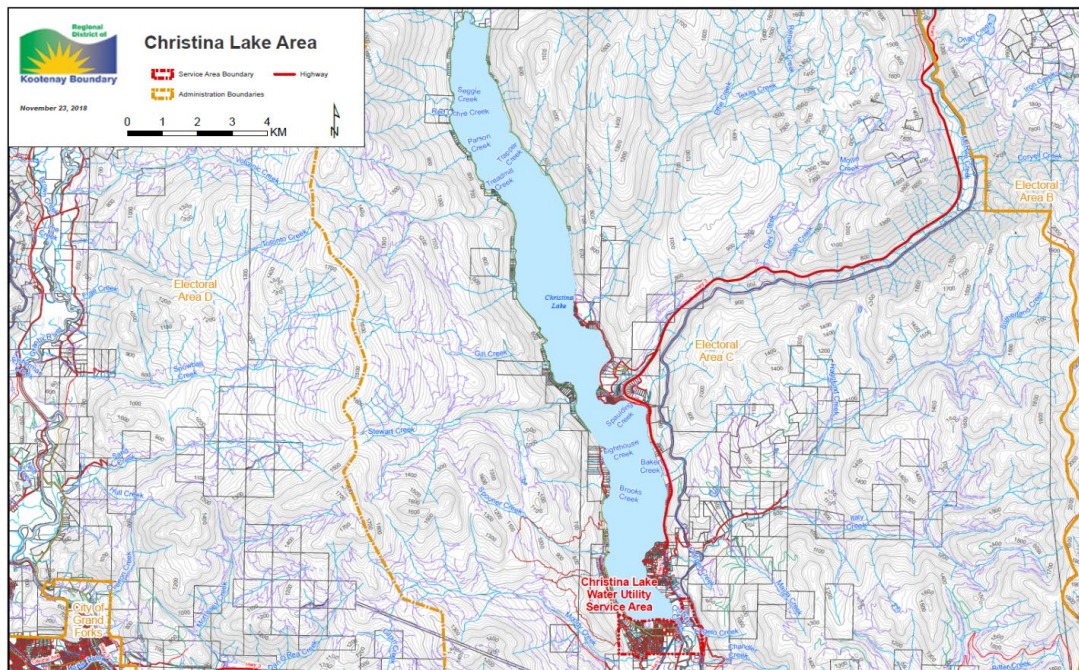


Figure 2 Christina Lake Area

3.2 Christina Lake Water Utility Intake Overview

The Water Utility has a water license to divert 682,000 m³ and a daily amount of 4,670 m³ from Christina Lake. This exceeds the maximum day demand in 2017 found to be 3,833 m³.

3.3 Christina Lake Water Utility Infrastructure Overview

3.3.1 Source

The water supply for Christina Lake originates from a wet well that has a 16 inch (40cm) intake from Christina Lake which extends 1500 feet (457m) into the lake at a depth of 40 feet (12m). The well was constructed and commissioned in 2005 and is housed in the Park Pump Station. Sole treatment of the water takes place in this well through chlorination. It should be noted that Christina Lake is considered pristine due to low-density population around the lake and no industrial operations in the area.

Following chlorination, the water is then pumped through 50 hp and 75 hp pumps with capacities of 32.8 L/s (520 USGPM) and 55 L/s (870 USGPM) respectively at 83m of Total Dynamic Head (TDH). The pump station is equipped with a Supervisory Control and Data Acquisition (SCADA) controller for collecting water production data. In 2017, a backup generator was installed at the Park Pump Station. This generator will supply power to the pumps in the event of a power outage.

3.3.2 Storage

Chlorinated water from the well is pumped, via a dedicated 200 mm asbestos concrete (AC) main, to 25 Chase Road where it is then upsized to a 250mm PVC main and finally ending up in

two in-ground concrete storage reservoirs at Moody Creek with a combined capacity of 1,052 m³ (277,930 USG) and a top water level of 509m. Further storage is located at the Wolverton Reservoir which has a capacity of 205 m³ (54,150 USG) and a top water level of 548m.

Storage at the reservoirs serves to balance the fluctuations in demands, allow for reasonable cycling of the pumps, and also provides fire flow and emergency storage. Water is fed from the reservoirs by gravity back into the distribution system and to the ultimate end user.

In 2017, a backup generator was installed at the Moody Creek Pump Station. This generator will supply power to the pumps in the event of a power outage. Also, as part of the same upgrade, a fire pump was installed at the Wolverton reservoir to provide adequate fire flow pressure when a hydrant is open.

The lower town site is supplied by the Moody Creek Reservoir, while the upper town site is supplied by the Wolverton Reservoir. The upper area of Chase Road is supplied by pumping from the Moody Creek Reservoir under normal conditions. There is the ability to feed Chase Road from Wolverton if pumping fails at Moody Creek; however, this results in pressures below standard operating ranges.

It is understood that the connections between the upper and lower systems are closed. Storage at the Wolverton Reservoir cannot supply the lower town site.

3.3.3 Distribution System

In total, the Water Utility has approximated 18.6 km of water mains within the Christina Lake Town Site. These are comprised of galvanized iron, AC pipe, PVC pipe, HDPE pipe, Steel pipe, and pipes of unknown material. The table below summarizes the water main pipe size and material.

Size (mm)	Length (m)	Percent
25-50	1,660	9%
100	4,970	27%
150	8,860	48%
200	1,380	7%
250	1,350	7%
Unknown	340	2%
Total	18,560	100%

Material	Length (m)	Percent
Galv. Iron	590	3%
AC	8,210	44%
PVC	8,230	44%
HDPE	690	4%
Steel	110	1%
Unknown	730	4%
Total	18,560	100%

There are 2 pressure zones within the upper town site which are controlled by 2 Pressure Reducing Valves (PRVs) at the intersection of Thompson Road and Olsen Road and at 25 Chase Road. There is also an area on Chase Road that is above the service elevation of the Wolverton Reservoir and is fed by pumping from the Moody Creek Reservoir.

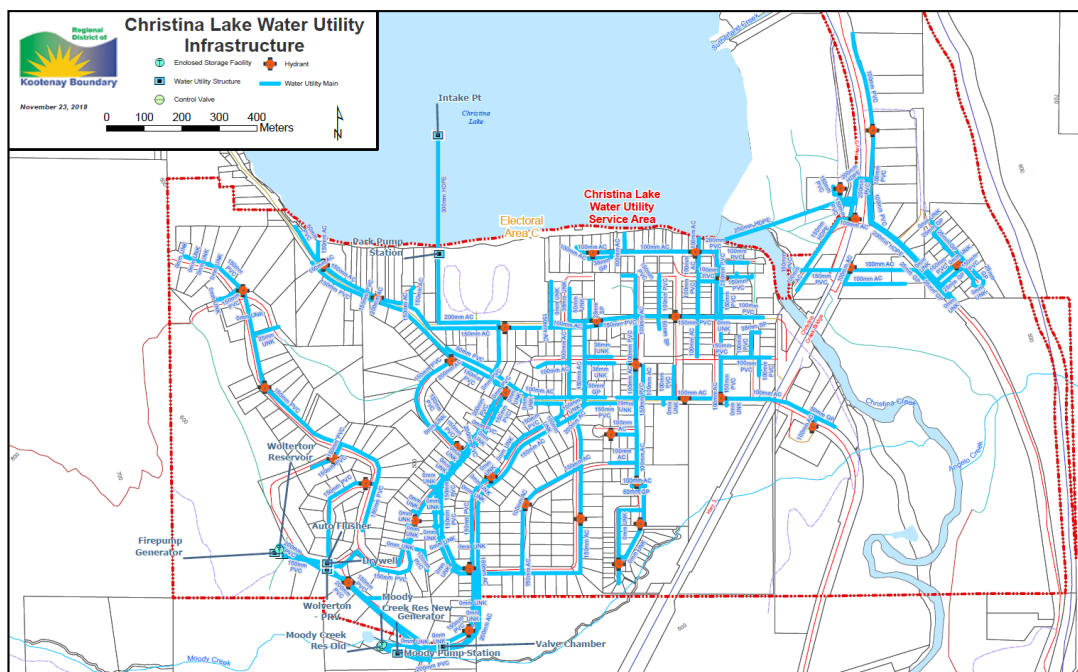


Figure 3 Map of Water Utility Infrastructure

4.0 Christina Lake Water Utility Demand Profile

The following water demand profile has been developed based on the best available data provided by the Operators of the Water Utility. Where assumptions have been made, they are based on industry standards and professional expertise and judgment of the RDKB Manager of Infrastructure and Sustainability.

The 2013 to 2017 gross water demand data are considered to be reliable and accurate. While it is known that the population of the Christina Lake area increases significantly during the summer months, the RDKB does not know how much the population increases. The population increase also leads to increased commercial water demand. For the analysis of indoor and outdoor water demand in this report, it is assumed that the population stays the same year round. This was done to allow for the analysis for this report. The results from this analysis for indoor and outdoor water demand are approximate but provide a baseline on where to focus water conservation efforts..

In conjunction with the review and input of RDKB staff, the data contained in Section 4 are considered sufficiently reliable to serve as a basis for developing the recommended actions found in sections 6 and 7. The RDKB may need to adjust the recommendations from this plan as more data becomes available.

4.1 Gross Water Demand

The total volume of water supplied by the Water Utility in 2017 was 349 ML. This represents a 4.93% increase in annual water demand since 2013, with no change in service connections. Figure 4 presents the monthly water demand profile based on the available data from 2013 through 2017.

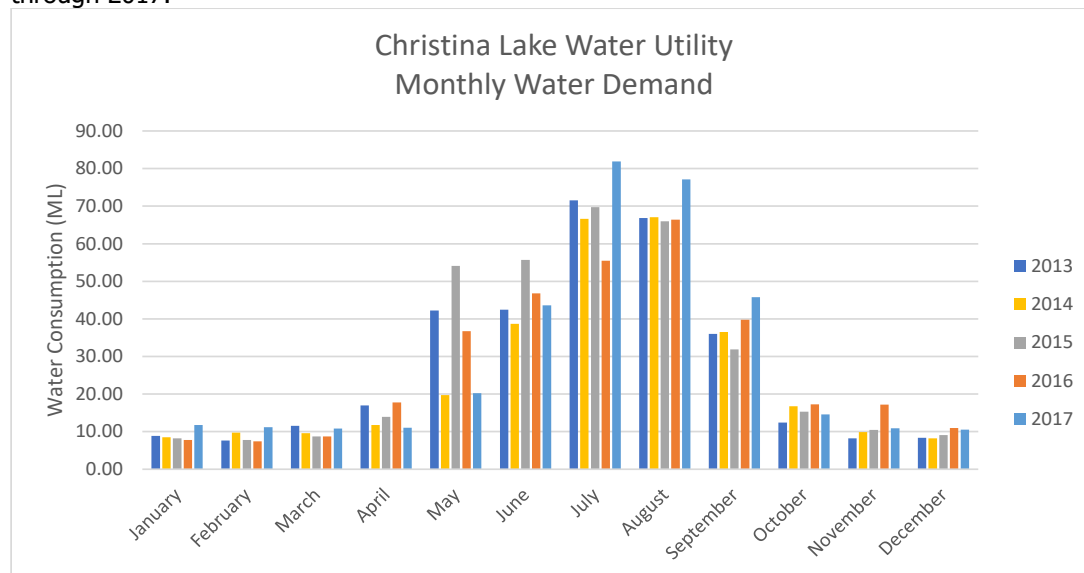


Figure 4 Monthly Water Demand

Table 2 shows the demands for the Water Utility since 2013 and provides a comparison of local demand to average per capita demand within the Columbia Basin and British Columbia.

Table 2: 2013-2017 Indicators

Christina Lake Water Utility						
Indicator	2017	2016	2015	2014	2013	Basin Wide 2016
Total Average Daily Flow (Litres/Capita/Day)	670	637	672	581	638	354 (residential) ⁶
Average Outdoor Demand (Litres/Capita/Day)	403	349	430	335	394	Unknown
Average Indoor Demand (Litres/Capita/Day)	267	287	243	246	244	200 (estimate) ⁷
Change in gross demand from 2013 (%)	+4.9%	0.3%	+5.4%	+9.0%		-
Change in gross demand from 2013 (ML)	+16	-1	+18	-30		
Total Annual Demand (ML)	349	332	351	303	333	

4.2 Indoor Residential Demand

The indoor water demand was calculated by taking the average water demand for January, February, March, April, October, November and December for each year and extrapolating this to a per day per capita basis. In 2017, an average of 267 litres were used daily per capita. This represents a 9.4% increase in demand. 2017's daily indoor demand is still considered 34% more than the average demand in the Columbia Basin area.

4.3 Outdoor Residential Demand

The outdoor water demand was calculated by taking the water demand between May and September and subtracting an average indoor monthly demand over that same period. Water demand during summer months account for 77% of the yearly water use and specifically outdoor water demand accounts for 60% of the yearly water demand. The outdoor water demand for 2017 was 2.3% more than in 2013. Reducing outdoor water demand is considered a priority for this water conservation plan.

4.4 Infrastructure Water Loss

Current annual real losses (CARL) is the measured amount of actual water loss in the distribution system, typically measured at night when consumption is low. This can be done through water use measurements made during overnight hours. This has not been done for

⁶ Columbia Basin Trust Water Smart Summary 2016 – Average of 5 Basin communities with universal metering.

⁷ From City of Rossland Water Smart Action Plan 2015-2020. Note: 350+ L/C/D is considered a "high use home"; 200 L/C/D would be the expected demand in a home built to current building code standards.

Water Utility but is recommended to get a better idea of how much water is being lost due to the infrastructure.

5.0 Future Demand

The Christina Lake Water System Transition Study provides a detailed examination of future demand that takes into account population growth. These future demand calculations do not take into account the effects of water conservation efforts. The results of that section are summarized for this report. For further details on these calculations, please refer to the transition study.

A 1% population growth was used based on conversations with RDKB staff. This results in a population of 1,745 by the year 2035. Based on historical demand, the future demand without any water conservation efforts in 2035 for this population will be:

Annual Demand: 366 ML

Maximum Daily Demand: 3,460 m³/day (40 L/s)

5.1 Supply Capacity

The water supplied to the Water Utility is pumped by a 75 hp and a 50 hp pump located near the shores of Christina Lake in the Park Pump Station. In order to support redundancy, the water system should be able to operate at its maximum demand with the largest pump out of commission. The smaller, 50 hp pump has a capacity of 32.8 L/s. This is not sufficient for the 40 L/s maximum daily demand expected by 2035 without water conservation efforts.

5.2 Future Infrastructure Needs

The water storage capacity is calculated by the following formula:

Total Storage required = Fire Storage (150 L/s for 2 hours) + Equalization Storage + Emergency Storage

Where equalization storage is equal to 25% of the maximum daily demand value from above and emergency storage is equal to 25% of the combined values of fire storage and equalization storage.

The current storage capacity of the 2 reservoirs systems (Moody Creek and Wolverton) in the Water Utility is 1,257 m³. The 2015 storage required based on the above calculation is 2,238 m³ and the future storage requirement in 2035 is 2,430 m³. The current reservoirs do not have the capacity to meet demand currently and in the future without water conservation efforts.

5.3 Asset Management

Within the next 20 years there are several Water Utility infrastructure components that will need to be replaced or rebuilt to maintain the current levels of service. Based on the preliminary asset management plan, the following infrastructure components need replacement or rebuilding:

- Replace 8.2 km of AC water mains (Approximately 48 years old)

- Replace 590 m of Galvanized Iron Pipe (Approximately 48 years old)

The preliminary asset management plan graph is shown in Figure 5. The grey spikes in the year 2030 show the above needed infrastructure replacement.

By reducing water demand, the spike in 2030 can be lowered or deferred. A reduction in water demand leads to a decrease maintenance cost, operational costs and will extend the life of infrastructure.

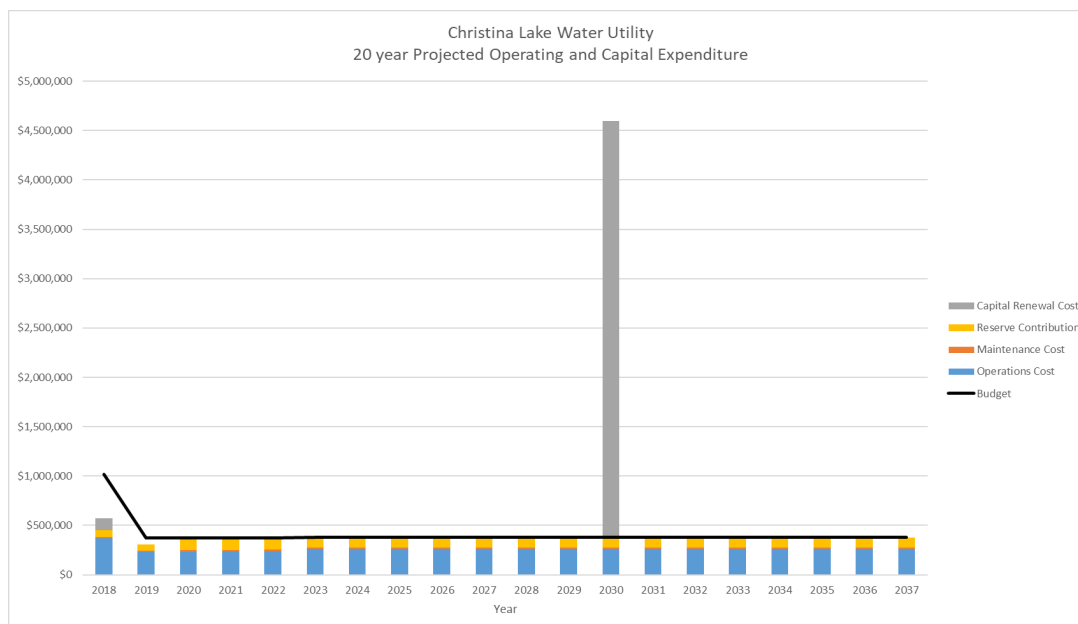


Figure 5 Preliminary Asset Management Plan

6.0 Conservation

As of the time of writing this report, there has been minimal water conservation efforts for the Christina Lake Water Utility. The RDKB has a goal to reduce water demand by 10% over 3 years from 2017 water demand levels.

From the water demand profile in section 4, summer water demand and more specifically, outdoor water demand contributes a large amount to the overall water use. Also, it is unknown how much water is being lost to leaks in the water system infrastructure. For this report, outdoor water demand and water system leakage will be concentrated on for water conservation measures.

The Government of British Columbia released the "Water Conservation Guide" in 2013. The guide gives a step by step process on how to determine what conservation efforts could be introduced. That process was employed to determine the following conservation efforts:

- Water conservation measures development and implementation
- Leak detection

- Installation of water meters
- Rain barrel program

6.1 Conservation Measure Analysis

The values used to rank the difference conservation measures used a 1 to 5 scale, where 5 has the highest impact or acceptability for that category and 1 has the lowest impact in that category. The weights and scores were based on conversations with RDKB's Manager of Infrastructure and Sustainability.

Weights were used to place importance on certain categories. Water savings and Political and Societal acceptability were given the highest weights as these were deemed to be the most important factors for ranking the water conservation measures.

Table 3

Local Conservation Measure Criteria with Weighting							
Conservation Measure	Water Savings	Targets High Use	Savings Reliability	Technology Availability	Political/Social Acceptability	Internal Capacity	Total Score
Weight (%)	30	25	5	5	30	5	100
Multiplier (divide by 5)	6	5	1	1	6	1	
Water Conservation Measures	12	25	5	5	30	5	82
Universal Metering	24	25	2	3	6	3	63
Rain Barrel Program	18	25	4	5	24	2	78
Leak Detection	24	20	4	5	24	3	80

The above table shows the highest score as being implementing water conservation measures for the water utility. The next highest score was determining the amount of water that is being lost due to water system leakage followed by implementing a rain barrel program. Universal metering would reduce the most amount of water but it has the least social and political acceptance.

6.2 Conservation Measure Costs

Table 4 shows a cost breakdown of the water conservation measures explored in this report. The costs are based on the Water Conservation Calculator produced by the Province of British Columbia.⁸ The values used in the table are based on industry standards, number of service connections, and yearly water demand.

⁸ Water Conservation Calculator, waterconservationcalculator.ca

Table 4

Conservation Measure Cost and Savings				
Conservation Measure	Cost (\$)	Water Savings (m ³)	Cost/Service	Cost/m ³
Water Conservation Measures	\$215	5,329	\$0.49	\$0.04
Universal Metering	\$248,080	66,401	\$560.00	\$3.74
Rain Barrel Program	\$29,903	14,553	\$67.50	\$2.05
Leak Detection	Unknown	Unknown	Unknown	Unknown

Based on the above analysis, the first step to implement is to introduce water conservation measures for the Water Utility. This is the least cost option but also produces the least amount of water savings.

It is recommended to explore the cost of a leak detection program. While the actual amount of savings and cost are unknown at the time of writing this report, getting a better idea of how much water is being lost due to leaks in the infrastructure would be beneficial to determine where to concentrate for water conservation efforts.

While a universal water metering program produces the greatest water conservation, it also has the highest cost to implement and maintain. Water metering also has the least amount of social and political acceptance. At this point in time, it is not recommended that water meters be used as a water conservation measure.

7.0 Implementation

7.1 Water Conservation Measures

RDKB Bylaw 1700, 2018, allows the RDKB to implement water conservation measures. These conservation measures are expected to be put into effect in summer of 2019 after consultation with the RDKB Area 'C' Director and Water Utility users. Conservation measures of this nature need to have the support of the RDKB Utilities Committee and approved by the RDKB Board of Directors.

The water conservation measures that primarily target outdoor water use will be tied to the provincial drought level for the 'Lower Columbia Area' according to the BC Drought Information Portal.⁹ RDKB staff will research other water utilities water conservation measures to ensure that the conservation measures encompass the values of the Water Utility and the RDKB. Appendix A contains a draft of what the conservation measures could include.

7.1.1 Communication Plan

Part of the implementation of the water conservation measures is a communications plan. To communicate the conservation measures to users of the water utility, this report proposes the following methods:

⁹ BC Drought Information Portal <https://governmentofbc.maps.arcgis.com/apps/MapSeries/index.html>

- Newsletter or pamphlet mail out in March 2019.
- Two meetings with the public, one in May 2019 and one in June 2019.
- Have signs and sandwich boards posted at locations in the community to advise water users of the current level of water conservation if the drought level is higher than level 1.

7.2 Leak Detection

It is unknown how much water is being lost due to leakage of infrastructure. Water leakage is deemed to be one of the single largest contributor to water demand.¹⁰ To get a better understanding of water being lost due to leakage, the following steps are proposed:

- Record night time flows at source and from reservoir several times through out the year, during times of least water use.
- Install meters at the source, reservoir and potential industrial users.
- Estimate water usage for authorized usage (main flushing and fire usage).
- Review system for unauthorized usage.
- Estimate system leakage.
- Test a sample of the service connections, estimate leakage from residential services.

If leakage is found to be greater than 15% of the total usage from the system, leakage detection and prevention program should be concentrated on for further water conservation.

7.3 Rain Barrel Program

Rain barrel program will require the support of RDKB's Utilities Committee. RDKB expects that this program requires experience and knowledge to implement. The RDKB could use a consultant to help implement this program. This program could be implemented if it is required after implementing water conservation measures and determining the amount of water being lost due to leakage in the system. This program can be re-reviewed after 3 years of water use after water conservation measures have been implemented.

7.4 Water Demand Review

Upon implementation of the water conservation measures and leakage detection, water usage should be reviewed on an annual basis to determine the effectiveness. In 2021, or after 3 years of water use under water conservation measures, this water conservation plan should be reviewed to determine the effectiveness and see if the goal of 10% reduction in water demand from 2017 levels were achieved.

8.0 References

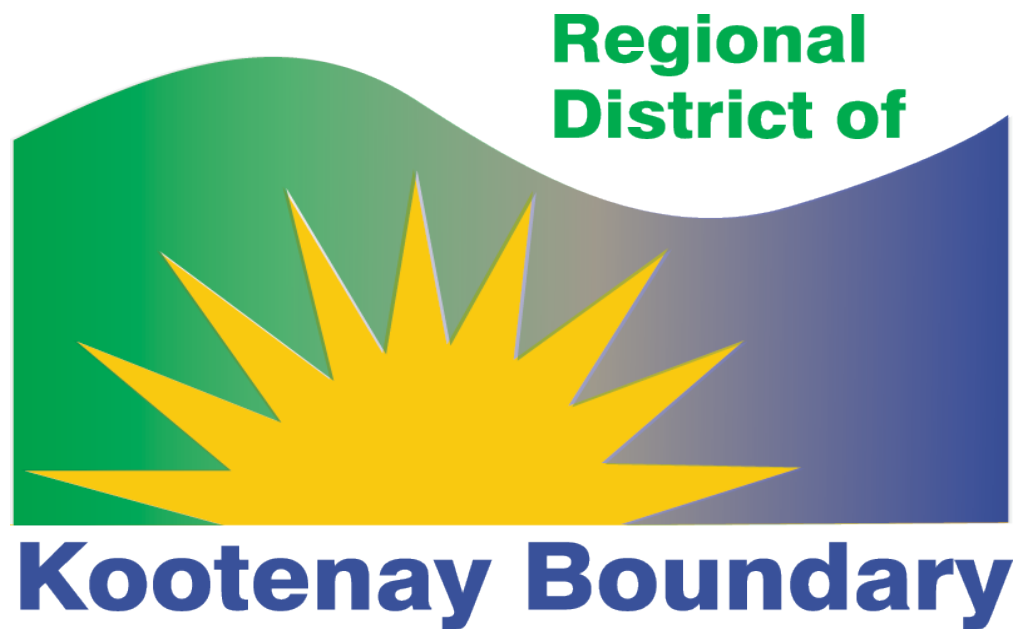
- 1 "Christina Lake Water System Transition Study", MMM Group, 2014
- 2 "Water Conservation Guide for British Columbia", 2013
- 3 "Water Conservation Calculator, <http://waterconservationcalculator.ca>
4. "Water Smart Summary 2016" Columbia Basin Trust, December 2016
5. BC Drought Information Portal, <https://governmentofbc.maps.arcgis.com/apps/MapSeries/index.html>

¹⁰ Columbia Basin Trust – Water Smart Summary 2016

6. "City of Rossland Water Smart Action Plan 2015-2020", WSP, 2016
7. "City of Trail Water Smart Action Plan 2015-2020", WSP, 2016

9.0 Appendix A – Draft Water Conservation Measures

Activity	Christina Lake Water Utility Conservation Stages			
	Stage 1 Normal	Stage 2 Dry	Stage 3 Very Dry	Stage 4 Extremely Dry
Lawn, trees, shrubs, vegetables, flower gardens watered by sprinkler or irrigation system. Allowed 4:00 am to 9:00 am and 7:00 pm to 10:00 pm	Even Numbered Addresses Tuesday, Thursday, Saturday Odd Numbered Addresses Wednesday, Friday, Sunday No Watering Allowed on Monday	Even Numbered Addresses Tuesday, Saturday Odd Numbered Addresses Wednesday, Sunday No Watering Allowed on Monday, Thursday, Friday	Even Numbered Addresses Saturday Odd Numbered Addresses Sunday No Watering Allowed on Monday to Friday	Prohibited
Micro Irrigation or Drip Irrigation System	Allowed	Allowed	Allowed	4:00 am to 9:00 am and 7:00 pm to 10:00 pm
Watering with handheld container or hose with shut off nozzle	Allowed	Allowed	Between 7 pm and 7 am	Prohibited
Washing Personal Vehicles (does not apply to commercial car wash stations)	Allowed with shutoff nozzle	Allowed with shutoff nozzle	Allowed with shutoff nozzle	Prohibited
Cleaning surfaces, sidewalks, driveways	Allowed with shutoff nozzle	Allowed with shutoff nozzle	Prohibited	Prohibited
Filling fountains, hot tubs, and pools	Allowed	Allowed	Prohibited	Prohibited
Watering Sod, new grass, plantings	Allowed with authorization from RDKB Environmental Services	Allowed with authorization from RDKB Environmental Services	Prohibited	Prohibited



**RIVERVALE WATER UTILITY
WATER CONSERVATION PLAN
2019 to 2021**

January 2019

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1.0 Executive Summary

The goal of water conservation is to reduce overall demand on the water supply. The benefits of reducing water demand for a water utility include:

- reduced maintenance, treatment, and operation costs,
- longer life to infrastructure,
- better adaptation to water source changes due to climate change.

Previous water conservation efforts have been minimal for the Rivervale Water Utility. The RDKB has set a goal to reduce overall water demand in the Rivervale Water Utility by 10% from 2017 water demand levels by the year 2021, or in 3 years time. This would bring the average daily per capita demand from 622 Litres/Capita/Day (L/C/D) to 560 L/C/D. While a 10% reduction in water demand from 2017 levels would result in water demand levels that are higher than the average in the Columbia Basin, it would start the conversation of water conservation in the community and perhaps lead the way for more progressive water conservation measures.

The RDKB expects to achieve the goal of 10% reduction in water demand over 2017 levels by implementing the recommendations from this water conservation plan.

Rivervale Water Utility consists of approximately 120 service connections. A majority of these connections service residential properties (115 residential connections and 5 light industrial connections). From conversations with the Operators, the water demand from the light industrial connections is minimal. Also from these conversations, the Rivervale area does not experience a large increase in population during summer months.

This report examines summer and winter demand and attempts to determine how much water is being used for indoor and outdoor purposes. This is done by comparing the amount of water demand during winter months, where it is assumed most water is being used for indoor purposes, and summer months where outdoor water demand it at its maximum for the year.

The following review of the water demand data and the resulting recommendations are based on the best available data and assumptions. This examination of water demand for Rivervale Water Utility does not take into account water leakage in the system infrastructure. All water systems experience some leakage through their infrastructure. The Columbia Basin Trust recommends that examining and reducing system leakage could significantly reduce the water demand for the system.¹

Table 1 summarizes the water demand for the Rivervale Water Utility over the years 2013 to 2017 compared to the 2016 Columbia Basin Trust Water Smart Summary Report.

¹ Columbia Basin Trust Water Smart Summary 2016 Lesson #2 suggests leakage as one of the largest community water demand.

Table 1 Water Demand Break Down

Rivervale Water Utility						
Indicator	2017	2016	2015	2014	2013	Basin Wide 2016
Total Average Daily Demand (Litres/Capita/Day)	622	654	692	598	612	354 (residential) ²
Average Outdoor Demand (Litres/Capita/Day)	334	306	360	277	299	Unknown
Average Indoor Demand (Litres/Capita/Day)	287	349	332	320	313	200 (estimate) ³
Change in gross demand from 2013 (%)	+1.6%	+7%	+13.1%	-2.3%		
Change in gross demand from 2013 (ML)	+0.99	+4.21	+7.9	-1.37		
Total Demand (ML)	61.26	64.48	68.17	58.90	60.27	

The above table shows that there is a significant amount of outdoor water demand. This sector contributes about 54% of the total yearly water demand.

Outdoor water demand and system leakage investigation were chosen as the areas to concentrate on for water conservation efforts.

Four water conservation efforts were explored to reduce outdoor water demand:

- **Water Conservation Measures**
 - Water conservation measures is the least cost option and is generally accepted by the community. Depending on the amount of restriction, it can provide a varying amount of reduction to water demand.
- **Leak Detection**
 - Getting a better understanding of how much leakage is occurring in the water system would be beneficial to get an idea of the next steps for water conservation. If a high amount of leakage is found, it would be beneficial to concentrate on repairing those leaks through a leakage detection and repair program. If a minimal amount of leakage is found, other water conservation methods could be explored.
- **Universal Water Metering**
 - This is the highest cost water conservation measure. Universal metering is also expected to produce the highest reduction in water demand. Metering can also give a better idea of how water is being used and direct water conservation efforts more efficiently. This can be combined with volume based billing to

² Columbia Basin Trust Water Smart Summary 2016 – Average of 5 Basin communities with universal metering.

³ From City of Rossland Water Smart Action Plan 2015-2020. Note: 350+ L/C/D is considered a “high use home”; 200 L/C/D would be the expected demand in a home built to current building code standards.

further reduce water demand. A universal water metering program has the least amount of public and political acceptance.

- **Rain Barrel Program**

- This is a medium cost conservation measure that can reduce water demand if the community buys in to the program.

By implementing water conservation measures, determining how much water is lost due to leakage, and potentially fixing these leaks, over the next 3 years, the goal of reducing water demand by 10% is achievable.

Once this goal is reached, further conservation measures can be explored to further reduce water demand.

2.0 Introduction

The community of Rivervale is a small residential community approximately 5 km north of the City of Trail. The Rivervale Water Utility (Water Utility) is owned and operated by the Regional District of Kootenay Boundary (RDKB). The Water Utility has approximately 120 service connections that service approximately 270 year round residents (based on 2.25 people per dwelling on average⁴). There are about 5 water service connections to light industrial properties and no commercial water service connections. From conversations with the Water Utility Operators, water demand from the light industrial connections is minimal. For the purpose of this report, all water demand is assumed to be residential.

In 2011, the RDKB assumed ownership and operation of the Water Utility from the Rivervale Improvement District (RID). The Water Utility system was constructed in the early 1950's. The primary source for the water supply is from an infiltration gallery in Hanna Creek. The intake is located to the west of Highway 22, above the Rivervale Community. The Water Utility also has 2 groundwater wells to supplement the Hanna Creek intake. The wells were drilled in the 2000's. About 75% to 95% of the water comes from the Hanna Creek Intake.

2.1 Purpose

The Water Utility is facing challenges in the coming years. Aging infrastructure will lead to an increase in maintenance, operation and treatment costs. The Water Utility's main source, Hanna Creek, is subject to high turbidity during spring freshet. Due to the high turbidity, water quality advisories are issued by the RDKB during spring freshet. In the late summer and fall, Hanna Creek can also experience low flow conditions. With climate change, Hanna Creek is expected to experience longer periods of low flow.

The RDKB wants to ensure that these issues are addressed and that there is safe and clean drinking water for all users for many years to come. This Water Conservation Plan supports the following directive:

Rivervale Water Utility is committed to water sustainability and to finding solutions to meet our water quantity and quality demands at a reasonable price, while protecting the integrity of our local ecosystem and the health of our residents for generations to come.

2.2 Process

Rivervale Water Utility's Water Conservation Plan has been developed through reviewing surrounding communities' Water Conservation plans, reviewing the Rivervale Improvement District Transition Plan, produced by True Consulting in 2010, along with examining historical water demand data. All recommendations in this report will require the support of RDKB Utilities Committee and the RDKB Board of Directors before implementation by RDKB Staff. Some recommendations from this report could require the help of consultants to implement.

⁴ According to True Consulting Rivervale Water Utility Transition Study, 2010

2.3 Geographic Boundaries

The Water Utility service area is within RDKB's Electoral Area 'B'/Lower Columbia/Old Glory. The Water Utility's service area boundary is defined in RDKB's Bylaw 1459, 2010. Figure 1 shows the service area and location of water mains and hydrants.

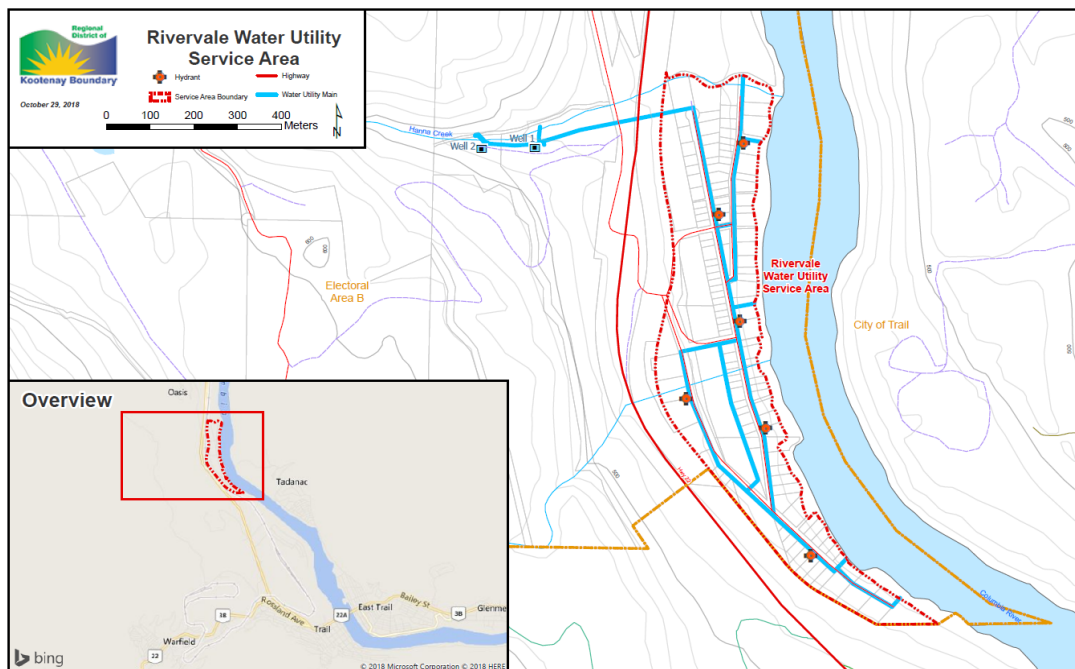


Figure 1 Service Area

2.4 Future Scenarios and Community Water Goals

The goal of the Water Utility is to provide sustainable, clean and safe drinking water to everyone within the service area. This can be done through examination of historical water demand to determine how water is being used and develop recommendations to target high water demand activities. A goal of reducing water demand by 10% by 2021 has been set by the RDKB Utilities Committee. Future water conservation reports could be developed to further the Water Utility's water conservation goals after 2021.

2.5 Plan Buy In

RDKB's Area 'B'/Lower Columbia/Old Glory Official Community Plan (OCP) was developed in 2013 after extensive consultation with the OCP Steering Committee and community input. The OCP provides objectives and policies to guide local government's decisions on planning and land use within Electoral Area 'B'. Section 18 of the OCP describes the objectives and policies for Water Services and Community Watersheds.

Objectives related to water utility conservation include:

- To strive to have sufficient capacity in community water systems to mitigate against the potential negative impact of climate change on the quantity of water in those systems; and

Policies related to water utility conservation include:

- Support public outreach initiatives regarding water conservation measures;
- Support capital projects aimed at increasing the water storage capacity of the community water systems;
- Encourage Improvement Districts and water providers to increase public awareness of the sensitivity of Community Watersheds and the location of their boundaries;

This conservation plan will use these objectives and policies to guide the recommendations of this report.

3.0 Rivervale Water Utility System Profile

3.1 Rivervale Community Profile

The Water Utility serves a population of approximately 270 residents (based on 120 service connections and an average of 2.25 people per connection). From anecdotal evidence, a majority of the population is permanent and the area does not experience an increase in population during summer months.

The Water Utility does not have any metered connections. Anecdotal evidence suggests that the water demand from the light industrial connections is minimal. For this report, all water demand is assumed to be residential as there are a far greater number of residential service connections than light industrial service connections.

The total amount of water consumed in 2017 was measured to be 61,285 m³. The average daily water demand is then estimated to be 621.6 Litres/Capita/Day (L/C/D). The Columbia Basin Wide residential average for 2016 was measured to be 354 L/C/D. Rivervale's water usage appears to be higher than the average for the Columbia Basin, water conservation measures are needed to ensure sustainable clean and safe drinking water.

3.2 Rivervale Water Utility Intake Overview

75-95% of the Water Utility's supply comes from Hanna Creek. Figure 2 shows an overview of the Hanna Creek Watershed.

The Water Utility holds 2 water licenses for Hanna Creek for a total diversion of 909.6 m³/day. This exceeds the maximum day demands found to be 475 m³/day. The City of Rossland has 4 water licenses on Hanna Creek for 4785 m³/day. Rossland's water licenses pre-date the Water Utility's licenses.

These licenses, however, do not factor the amount of water that can be sustainably diverted from Hanna Creek. According to the Rivervale Water Transition Study, the Water Utility has only experienced water shortage during low flows of Hanna Creek once in 30 years. This could become an issue in the future given the expectation for a longer and drier climate in the summer which will lead to longer low flow periods on Hanna Creek.

The Water Utility also has 2 groundwater wells capable of providing 130 m³/day, or just under 30% of the maximum daily demand (MDD). These groundwater wells are used as backup to the Hanna Creek intake. They are rarely used each year.

The Water Utility experiences turbidity water quality issues during spring freshet every year. Each year, water quality notices are issued for the users of the Water Utility.

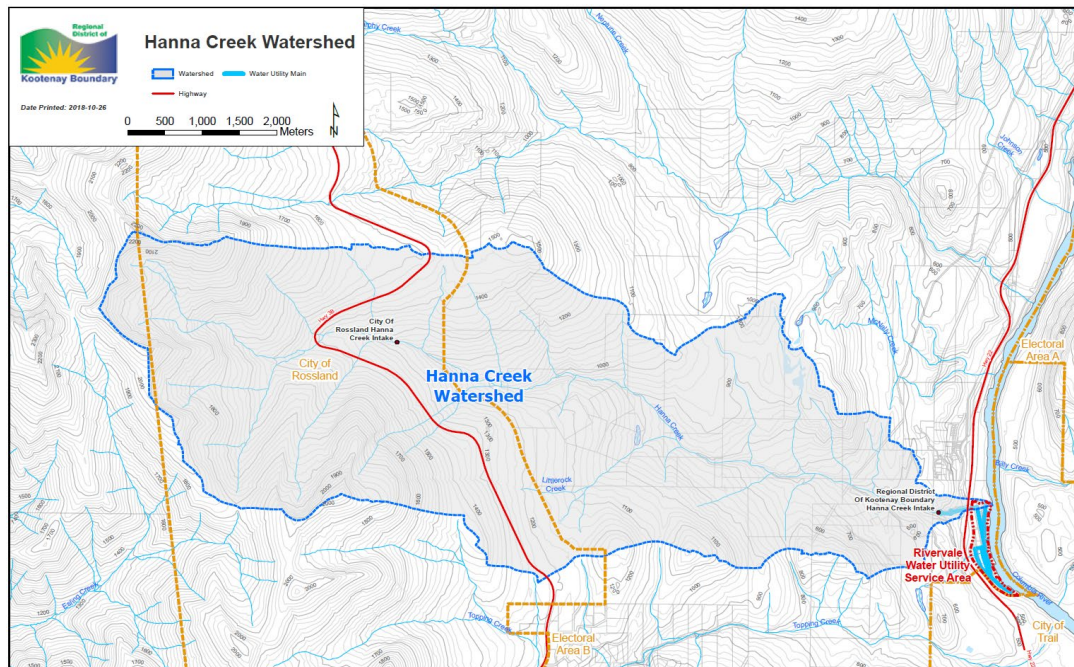


Figure 2 Hanna Creek Watershed

3.3 Rivervale Water Utility Infrastructure Overview

In 2011, the RDKB assumed ownership and operation of the Rivervale Water Utility. The Water Utility system was constructed in the early 1950's. The primary source for the water supply is from an infiltration gallery, with stainless steel slotted well screens, located in Hanna Creek. The intake is located to the west of Highway 22, above the Rivervale Community.

In the 1960's and 1970's, two additional supply sources were utilized, the Dean/Durkin and McNally Springs. These springs were used until the 1990's, at which point they were abandoned due to liability concerns with potential contamination by Teck's upland operations. In 2003, two new wells were drilled (at a depth of 400ft and 500ft), with funding from Teck, near the Hanna Creek intake infrastructure. The Hanna Creek infiltration gallery provides 70% to 95% of water supply for the Rivervale Water Utility. Well #2 supplements the remainder of the demand. Well #1 is only operated if reservoir levels drop beyond the supply capacity of the two primary sources. This might occur on occasion during the summer months during peak water demands.

Raw water is supplied by gravity from the infiltration gallery in Hanna Creek to a wet well which acts as a settling tank. From here, water is fed through the chlorination and filter system in the control building, and then into a buried concrete storage reservoir. The concrete storage reservoir has a capacity of 136 m³.

From the storage reservoir, water is fed through the distribution system by gravity to the approximately 120 service connections.

The Water Utility also provides water for fire protection with the Kootenay Boundary Regional Fire Rescue (KBRFR) Department through 6 fire hydrants.

Table 2 summarizes the length, diameter and material type of the watermains in the Water Utility. Figure 3 shows a map of the Water Utility Infrastructure.

Table 2 Rivervale Water Utility Summary of Water Main Material and Size

Material Type	Diameter (mm)	Length (m)	Approximate Year Installed ⁵
PVC	50	155	1990
PVC	100	745	1990
PVC	150	315	1990
AC	100	1200	1970
AC	150	415	1970
AC	200	490	1970

The water system also consists of:

- 6 fire hydrants
- flush locations comprising of either 50mm or 100mm piping above ground

⁵ From True Consulting Rivervale Water Utility Transition Study, 2010

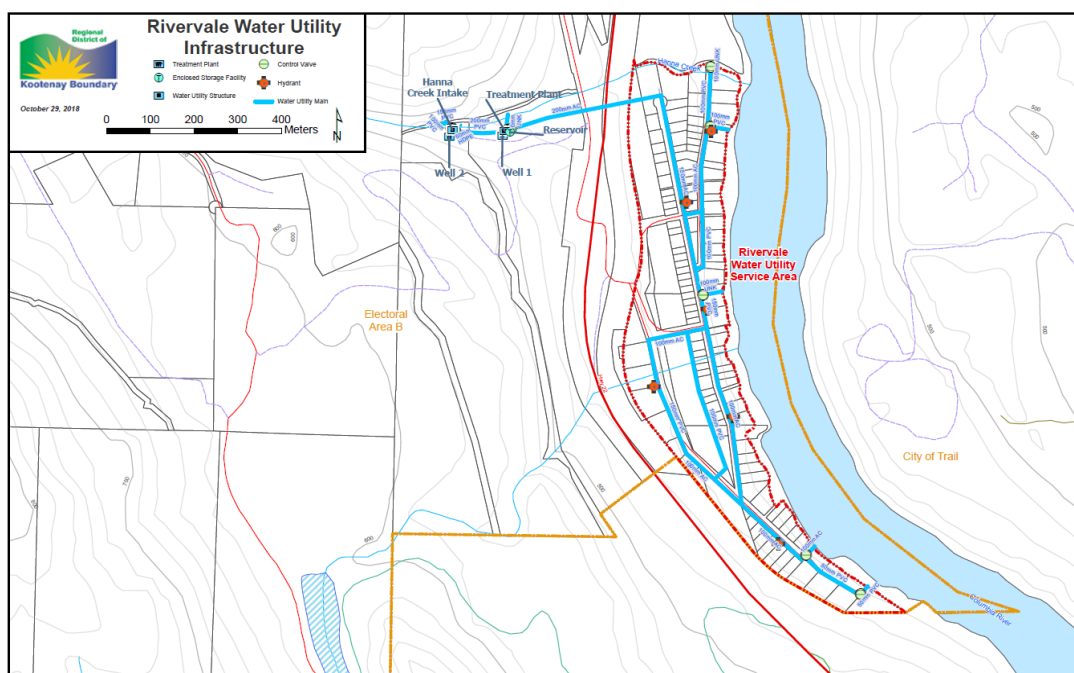


Figure 3 Map of Water Utility Infrastructure

4.0 Rivervale Water Utility Demand Profile

The following water demand profile has been developed based on the best available data provided by the Operators of the Water Utility. Where assumptions have been made, they are based on industry standards and professional expertise and judgment of the RDKB Manager of Infrastructure and Sustainability.

The 2013 to 2017 gross water demand data are considered to be reliable and accurate. Population estimates, indoor water demand, outdoor water demand estimates have been derived from professional assumptions and standards, and working with available reliable data sets.

In conjunction with the review and input of RDKB staff, the data contained in Section 4 are considered sufficiently reliable to serve as a basis for developing the recommended actions found in sections 6 and 7. The RDKB may need to adjust the recommendations from this plan as more data becomes available.

4.1 Gross Water Demand

The total volume of water supplied by the Water Utility in 2017 was 61.26 ML. This represents a 0.99% increase in annual water demand since 2013, with no change in service connections. Figure 4 presents the monthly water demand profile based on the available data from 2013 through 2017.

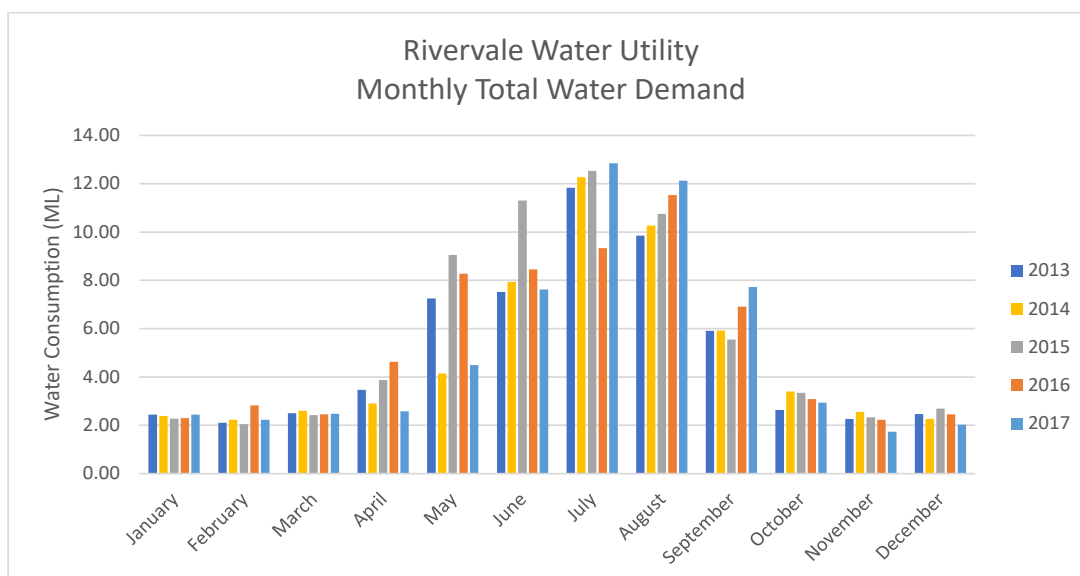


Figure 4 Monthly Water Demand

Table 3 shows the demands for Rivervale since 2013 and provides a comparison of local demand to average per capita demand within the Columbia Basin and British Columbia.

Table 3: 2013-2017 Indicators

Rivervale Water Utility						
Indicator	2017	2016	2015	2014	2013	Basin Wide 2016
Total Average Daily Flow (Litres/Capita/Day)	622	654	692	598	612	354 (residential) ⁶
Average Outdoor Demand (Litres/Capita/Day)	334	306	360	277	299	Unknown
Average Indoor Demand (Litres/Capita/Day)	287	349	332	320	313	200 (estimate) ⁷
Change in gross demand from 2013 (%)	+1.6%	+7%	+13.1%	-2.3%		-
Change in gross demand from 2013 (ML)	+0.99	+4.21	+7.9	-1.37		
Total Demand (ML)	61.26	64.48	68.17	58.90	60.27	

⁶ Columbia Basin Trust Water Smart Summary 2016 – Average of 5 Basin communities with universal metering.

⁷ From City of Rossland Water Smart Action Plan 2015-2020. Note: 350+ L/C/D is considered a "high use home"; 200 L/C/D would be the expected demand in a home built to current building code standards.

4.2 Indoor Residential Demand

The indoor water demand was calculated by taking the average water demand for January, February, March, April, October, November and December for each year and extrapolating this to a per day per capita basis. In 2017, an average of 287 litres were used daily per capita. This represents an 8.3% decrease in demand. 2017's daily indoor demand is still considered 44% more than the average demand in the Columbia Basin area.

4.3 Outdoor Residential Demand

The outdoor water demand was calculated by taking the water demand between May and September and subtracting an average indoor monthly demand over that same period. Water demand during summer months account for 73.16% of the yearly water use and specifically outdoor water demand accounts for 54% of the yearly water demand. The outdoor water demand for 2017 was 11.7% more than in 2013. Reducing outdoor water demand is considered a priority for this water conservation plan.

4.4 Infrastructure Water Loss

Current annual real losses (CARL) is the measured amount of actual water loss in the distribution system, typically measured at night when consumption is low. This can be done through water use measurements made during overnight hours. This has not been done for Water Utility but is recommended to get a better idea of how much water is being lost due to the infrastructure.

5.0 Future Demand

The Rivervale Improvement District Water Transition Study provides a detailed examination of future demand that takes into account population growth. These future demand calculations do not take into account the effects of water conservation efforts. The results of that section are summarized for this report. For further details on these calculations, please refer to the transition study.

The Water Utility currently has 120 service connections. There are 5 vacant lots within the service area that could potential be connected to the Water Utility. That brings a total of 125 service connections to prepare for.⁸ Using the previously used measure of 2.25 people per service connection, that brings the population to 281, or a 4% increase in population.

Using the daily demand figure from 2017, 622 L/C/D, a 4% increase equates to a future annual water demand of 63.81 ML and a future daily demand of 175 m³/day.

As shown in section 3.2, the daily diversion allowed from Hanna Creek from the 2 licenses that the Water Utility holds is 909.6 m³/day. The future daily demand is shown to be about 20% of the allowable demand from the water licenses.

Seasonal flow of Hanna Creek has not been studied over time. It is expected, with climate change, that there will be less snow pack and less water flow in Hanna Creek. Further

⁸ From True Consulting Rivervale Water Utility Transition Study, 2010

investigation of seasonal flows of Hanna Creek is required to understand the effect of climate change on Hanna Creek and its suitability as a viable intake for the Water Utility in the future.

The Water Utility also has 2 groundwater wells that can be used to supplement supply from Hanna Creek. These have shown to have a daily capacity of 130 m³/day. These wells have the capacity to compensate for demand during periods of low flow from Hanna Creek.

The Water Utility has experienced water shortages from low flows of Hanna Creek on one occasion in the last 30 years⁹.

Given that the two groundwater wells can supplement the Hanna Creek intake, the Water Utility expects to be able to handle future demand. Water conservation efforts are required to reduce maintenance, treatment and operation costs.

5.1 Future Infrastructure Needs

Within the next 20 years there are several Water Utility infrastructure components that will need to be replaced or rebuilt. Based on the preliminary asset management plan, the following infrastructure components need replacement or rebuilding:

- replace 2.1 km of AC water mains (Approximately 48 years old)
- rebuild Water Treatment Plant (Approximately 64 years old)
- rebuild or replace 6 hydrants (Approximately 28 years old)

The preliminary asset management plan graph is shown in Figure 5. The grey spikes in the year 2029 and 2030 show the above needed infrastructure replacement.

By reducing water demand, these spikes in years 2029 and 2030 can be lowered or deferred. A reduction in water demand leads to a decrease in maintenance cost, operational costs and will extend the life of infrastructure.

⁹ From True Consulting Rivervale Water Utility Transition Study, 2010

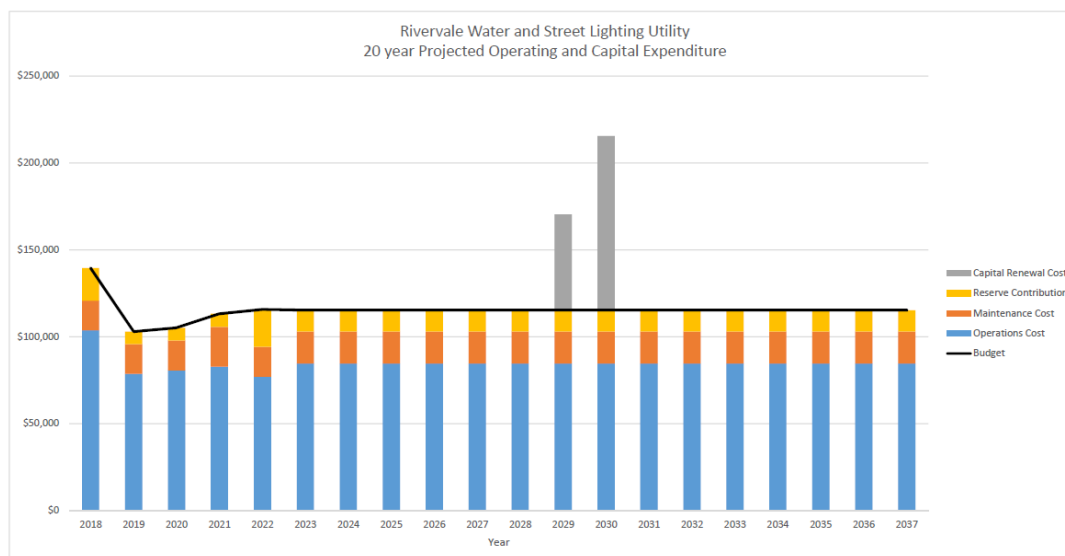


Figure 5 Preliminary Asset Management Plan

6.0 Conservation

As of the time of writing this report, there has been minimal water conservation efforts for the Rivervale Water Utility. The RDKB has a goal to reduce water demand by 10% over 3 years from 2017 water demand levels.

From the water demand profile in section 4, summer water demand and more specifically, outdoor water demand contributes a large amount to the overall water use. Also, it is unknown how much water is being lost to leaks in the water system infrastructure. For this report, outdoor water demand and water system leakage will be concentrated on for water conservation measures.

The Government of British Columbia released the "Water Conservation Guide" in 2013. The guide gives a step by step process on how to determine what conservation efforts could be introduced. That process was employed to determine the following conservation efforts:

- Water conservation measures development and implementation
- Leak detection
- Installation of water meters
- Rain barrel program

6.1 Conservation Measure Analysis

The values used to rank the difference conservation measures used a 1 to 5 scale, where 5 has the highest impact or acceptability for that category and 1 has the lowest impact in that category. The weights and scores were based on conversations with RDKB's Manager of Infrastructure and Sustainability.

Weights were used to place importance on certain categories. Water savings and Political and Societal acceptability were given the highest weights as these were deemed to be the most important factors for ranking the water conservation measures.

Table 4

Local Conservation Measure Criteria with Weighting							
Conservation Measure	Water Savings	Targets High Use	Savings Reliability	Technology Availability	Political/Social Acceptability	Internal Capacity	Total Score
Weight (%)	30	25	5	5	30	5	100
Multiplier (divide by 5)	6	5	1	1	6	1	
Water Conservation Measures	12	25	5	5	30	5	82
Universal Metering	24	25	2	3	6	3	63
Rain Barrel Program	18	25	4	5	24	2	78
Leak Detection	24	20	4	5	24	3	80

The above table shows the highest score as being implementing water conservation measures for the Water Utility. The next highest score was determining the amount of water that is being lost due to water system leakage followed by implementing a rain barrel program. Universal metering would reduce the most amount of water but it has the least social and political acceptance.

6.2 Conservation Measure Costs

Table 5 shows a cost breakdown of the water conservation measures explored in this report. The costs are based on the Water Conservation Calculator produced by the Province of British Columbia.¹⁰ The values used in the table are based on industry standards, number of service connections, and yearly water demand.

Table 5

Conservation Measure Cost and Savings				
Conservation Measure	Cost (\$)	Water Savings (m ³)	Cost/Service	Cost/m ³
Water Conservation Measures	\$41	1,383	\$0.34	\$0.03
Universal Metering	\$64,400	11,762	\$536.67	\$5.48
Rain Barrel Program	\$7,763	3,778	\$64.69	\$2.05
Leak Detection	Unknown	Unknown	Unknown	Unknown

Based on the above analysis, the first step to implement is to introduce water conservation measures for the Water Utility. This is the least cost option but also produces the least amount of water savings.

It is recommended to explore the cost of a leak detection program. While the actual amount of savings and cost are unknown at the time of writing this report, getting a better idea of how

¹⁰ Water Conservation Calculator, waterconservationcalculator.ca

much water is being lost due to leaks in the infrastructure would be beneficial to determine where to concentrate for water conservation efforts.

While a universal water metering program produces the greatest water conservation, it also has the highest cost to implement and maintain. Water metering also has the least amount of social and political acceptance. At this point in time, it is not recommended that water meters be used as a water conservation measure.

7.0 Implementation

7.1 Water Conservation Measures

RDKB Bylaw 1565, 2015, allows the RDKB to implement water conservation measures. These conservation measures are expected to be put into effect in summer of 2019 after consultation with the RDKB Area 'B' Director and Water Utility users. Conservation measures of this nature need to have the support of the RDKB Utilities Committee and approved by the RDKB Board of Directors.

The water conservation measures that primarily target outdoor water use will be tied to the provincial drought level for the 'Lower Columbia Area' according to the BC Drought Information Portal.¹¹ RDKB staff will research other water utilities water conservation measures to ensure that the conservation measures encompass the values of the Water Utility and the RDKB. Appendix A contains a draft of what the conservation measures could include.

7.1.1 Communication Plan

Part of the implementation of the water conservation measures is a communications plan. To communicate the conservation measures to users of the water utility, this report proposes the following methods:

- Newsletter or pamphlet mail out in March 2019.
- Two meetings with the public, one in May 2019 and one in June 2019.
- Have signs and sandwich boards posted at locations in the community to advise water users of the current level of water conservation if the drought level is higher than level 1.

7.2 Leak Detection

It is unknown how much water is being lost due to leakage of infrastructure. Water leakage is deemed to be one of the single largest contributor to water demand.¹² To get a better understanding of water being lost due to leakage, the following steps are proposed:

- Record night time flows at source and from reservoir several times through out the year, during times of least water use.
- Install meters at the source, reservoir and potential industrial users.
- Estimate water usage for authorized usage (main flushing and fire usage).
- Review system for unauthorized usage.

¹¹ BC Drought Information Portal <https://governmentofbc.maps.arcgis.com/apps/MapSeries/index.html>

¹² Columbia Basin Trust – Water Smart Summary 2016

- Estimate system leakage.
- Test a sample of the service connections, estimate leakage from residential services.

If leakage is found to be greater than 15% of the total usage from the system, leakage detection and prevention program should be concentrated on for further water conservation.

7.3 Rain Barrel Program

Rain barrel program will require the support of RDKB's Utilities Committee. RDKB expects that this program requires experience and knowledge to implement. The RDKB could use a consultant to help implement this program. This program could be implemented if it is required after implementing water conservation measures and determining the amount of water being lost due to leakage in the system. This program can be reviewed in 2021, after 3 years of water use after water conservation measures are implemented.

7.4 Water Demand Review

Upon implementation of the water conservation measures and leakage detection, water usage should be reviewed on an annual basis to determine the effectiveness. In 2021, or after 3 years of water use under water conservation measures, this water conservation plan should be reviewed to determine the effectiveness and see if the goal of 10% reduction in water demand from 2017 levels were achieved.

8.0 References

- 1 "Rivervale Improvement District Water Transition Study", True Consulting, 2010
- 2 "Water Conservation Guide for British Columbia", 2013
- 3 "Water Conservation Calculator, <http://waterconservationcalculator.ca>
4. "Water Smart Summary 2016" Columbia Basin Trust, December 2016
5. BC Drought Information Portal, <https://governmentofbc.maps.arcgis.com/apps/MapSeries/index.html>
6. "City of Rossland Water Smart Action Plan 2015-2020", WSP, 2016
7. "City of Trail Water Smart Action Plan 2015-2020", WSP, 2016

9.0 Appendix A – Draft Water Conservation Measures

Activity	Rivervale Water Utility Conservation Stages			
	Stage 1 Normal	Stage 2 Dry	Stage 3 Very Dry	Stage 4 Extremely Dry
Lawn, trees, shrubs, vegetables, flower gardens watered by sprinkler or irrigation system. Allowed 4:00 am to 9:00 am and 7:00 pm to 10:00 pm	Even Numbered Addresses Tuesday, Thursday, Saturday Odd Numbered Addresses Wednesday, Friday, Sunday No Watering Allowed on Monday	Even Numbered Addresses Tuesday, Saturday Odd Numbered Addresses Wednesday, Sunday No Watering Allowed on Monday, Thursday, Friday	Even Numbered Addresses Saturday Odd Numbered Addresses Sunday No Watering Allowed on Monday to Friday	Prohibited
Micro Irrigation or Drip Irrigation System	Allowed	Allowed	Allowed	4:00 am to 9:00 am and 7:00 pm to 10:00 pm
Watering with handheld container or hose with shut off nozzle	Allowed	Allowed	Between 7 pm and 7 am	Prohibited
Washing Personal Vehicles (does not apply to commercial car wash stations)	Allowed with shutoff nozzle	Allowed with shutoff nozzle	Allowed with shutoff nozzle	Prohibited
Cleaning surfaces, sidewalks, driveways	Allowed with shutoff nozzle	Allowed with shutoff nozzle	Prohibited	Prohibited
Filling fountains, hot tubs, and pools	Allowed	Allowed	Prohibited	Prohibited
Watering Sod, new grass, plantings	Allowed with authorization from RDKB Environmental Services	Allowed with authorization from RDKB Environmental Services	Prohibited	Prohibited

Attachment # 6.B)



West Boundary Recreation Grant Application

The purpose of this grant is to facilitate and foster recreation programs, with a focus on physical activity, for the residents of the West Boundary.

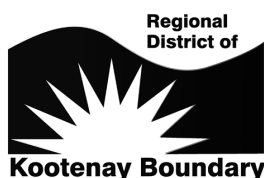
Applicant/Requesting Group		Greenwood Municipal Swimming Pool	
Mailing Address:		<u>P.O Box 129</u> <u>Greenwood BC</u> <u>V0H 1J0</u>	
Phone:	250-445-6644	Email:	<u>pool.greenwood</u> <u>city@shaw.ca</u>
Contact Person (Representative)	Colby Mullis		
Amount of grant request?	\$5,000.00 \$4,000 BOSC Feb 6/19		

Attachment # 6.B)

What is the purpose of the grant?	<u>To be put towards the cost of instructor wages in running Red Cross Swim Kids swimming lessons for the 2019 season. — increase in amount requested due to increase in minimum wage & operational costs.</u>
Who will the grant benefit?	<u>West Boundary youth & community at large in building a stronger water safe culture.</u>
What are the other funding sources for this program/ event?	<u>2019 Canada Summer Jobs subsidization of one staff position.</u>

Attachment # 6.B)

Approved		Denied	
Amount approved			



Staff Report

RE:	Agricultural Land Commission Subdivision Referral – Rosegarden Holdings		
Date:	February 21, 2019	File #:	E-534s-04832.010
To:	Chair Russell and members of the Board of Directors		
From:	Liz Moore, Planner		

Issue Introduction

We have received an application for subdivision in the Agricultural Land Reserve (ALR) in Electoral Area 'E' / West Boundary (see Attachments).

Property Information	
Owner(s):	Rosegarden Holdings Ltd.
Location:	3635 Fiva Cr. Rd.
Electoral Area:	Electoral Area 'E' / West Boundary
Legal Description(s):	Lot 1 Plan KAP89123, DL 534s and 1488s
Area:	39.9 hectares (98.5 acres)
Other	
Land Use Bylaws	NA
ALR:	Entirely
Soil Capability	Class 5 (limited by aridity)
Waterfront / Floodplain	NA

History / Background Information

The subject property is adjacent to the Kettle River, east of Christian Valley Road approximately 9 km northeast of Westbridge. The property is divided by Fiva Creek Rd. The entire parcel is within the Agricultural Land Reserve (ALR). The soil capability with irrigation can be improved to mostly Class 3 lands with a portion improving to Class 2.

A portion of the property is used for hay production. Currently no agriculture is occurring on the land proposed for subdivision.

Proposal

The applicant wishes to subdivide a six (6) hectare portion of the property into two new lots, a four (4) hectare lot and a two (2) hectare lot. Their submission proposes that the smaller lots are not suited to hay cultivation, but would be suited to small orchard and vegetable farming.

The proposed new parcels would be east of Fiva Creek Rd, with the remainder comprising the 34ha west and north of Five Creek Rd.

Page 1 of 2

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Implications

There are no land use bylaws within this portion of Electoral Area 'E'/West Boundary. There are no policies or documents that can be referenced regarding the proposed land use or parcel size. Parkland dedication is not required for this subdivision.

While the RDKB does not have land use planning in this portion of Electoral Area 'E'/West Boundary, a Boundary Area Agricultural Plan, which was completed in 2011 includes the following strategic objective: "create long term planning policies and regulations for Electoral Area 'E'/West Boundary which foster respect of agricultural lands within the ALR and otherwise."

The ALC legislation and policies are supportive of subdivisions that promote farming.

If the subdivision proposal is approved by the ALC, the owners would then have to apply to the Ministry of Transportation and Infrastructure to complete the subdivision.

Advisory Planning Commission (APC)

Electoral Area 'E' /West Boundary APC met on February 4, 2019. They did not support the proposed subdivision for the following reasons:

- The lot is in the ALR and subdivision does not improve the agricultural potential of the land.
- The proposed parcels are relatively small and once improvements are added there will be less room for viable farming.
- The portion of the lot that is currently not farmed could be farmed and irrigated from the existing farm.
- The land could be leased for market gardening and/or orchard production.

Planning and Development Comments

This report, along with the APC minutes, will be forwarded to the ALC for consideration.

Recommendation

That the Regional District of Kootenay Boundary Board of Directors direct staff to forward, without recommendation, the application to the Agricultural Land Commission for the proposed subdivision submitted by Rosegarden Holdings Ltd. for the property legally described as Lot 1 KAP89123, DL 534s and 1488s, Electoral Area 'E'/West Boundary.

Attachments

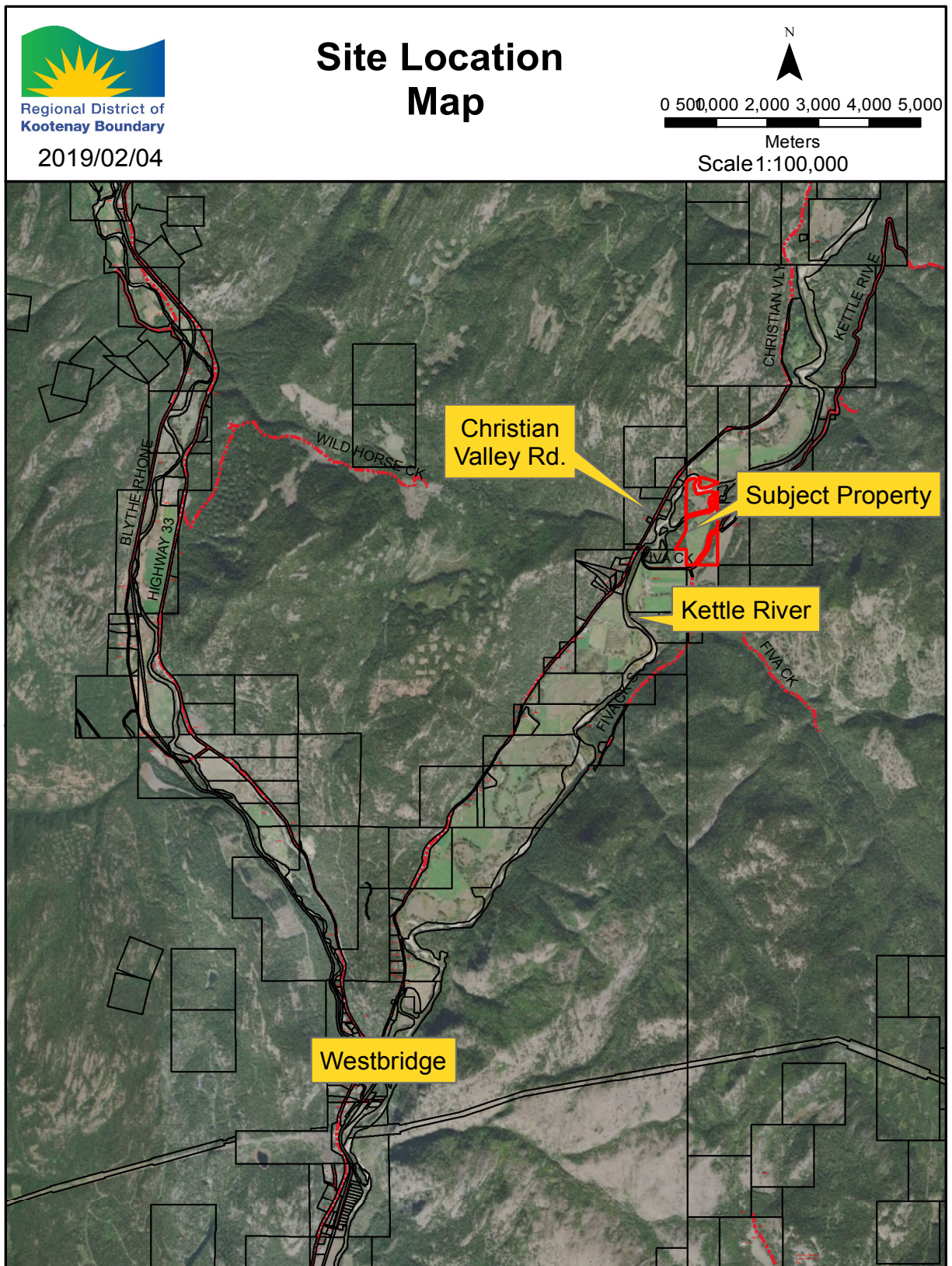
Site Location Map

Subject Property Map

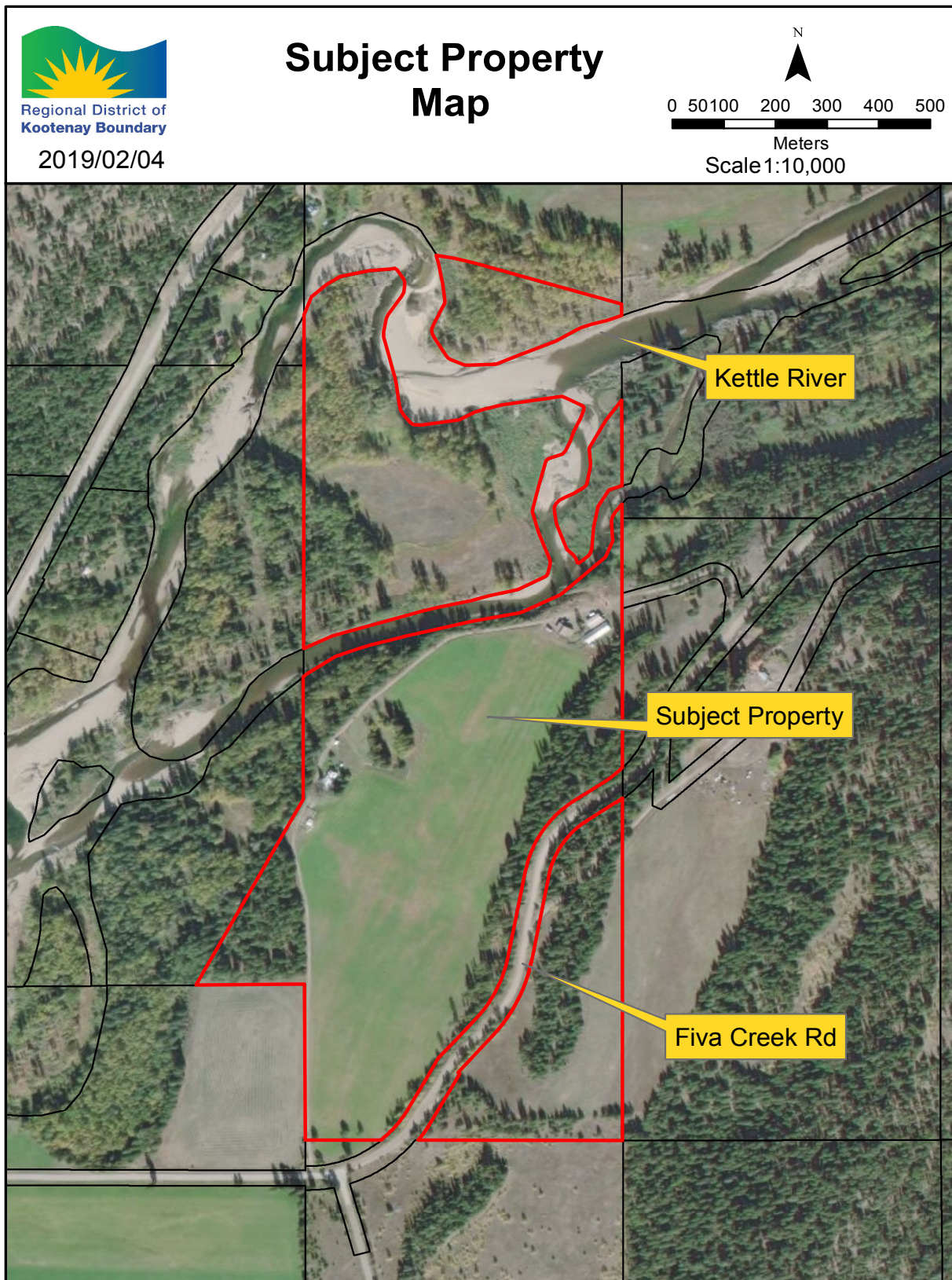
Agricultural Capability Map

Proposed Subdivision Map

ALC Applicant Submission



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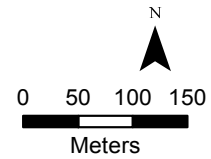


Regional District of
Kootenay Boundary

Date: 22/01/2019

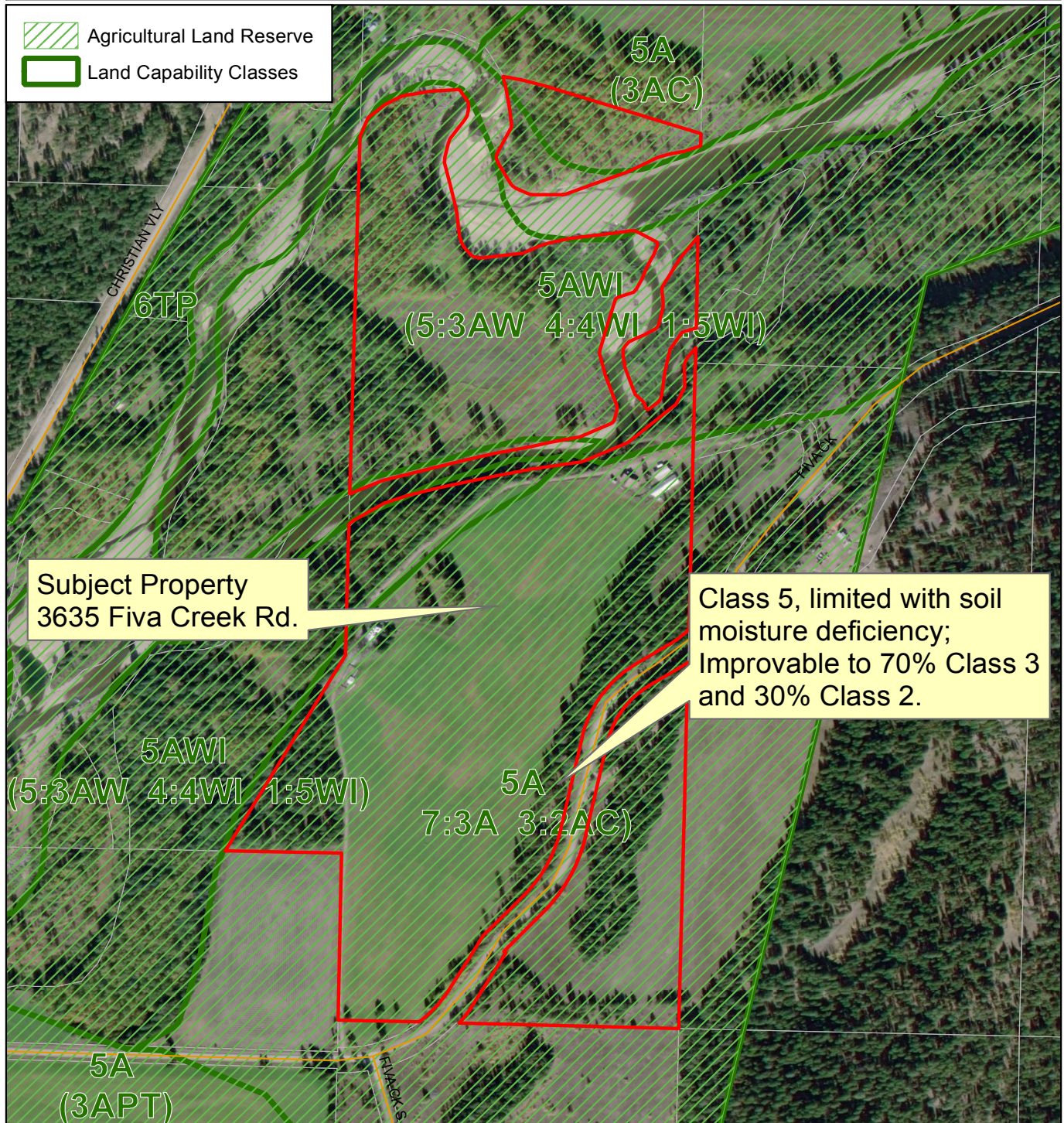
Agricultural Capability Map

District Lot 534s, 1488s
KAP89123

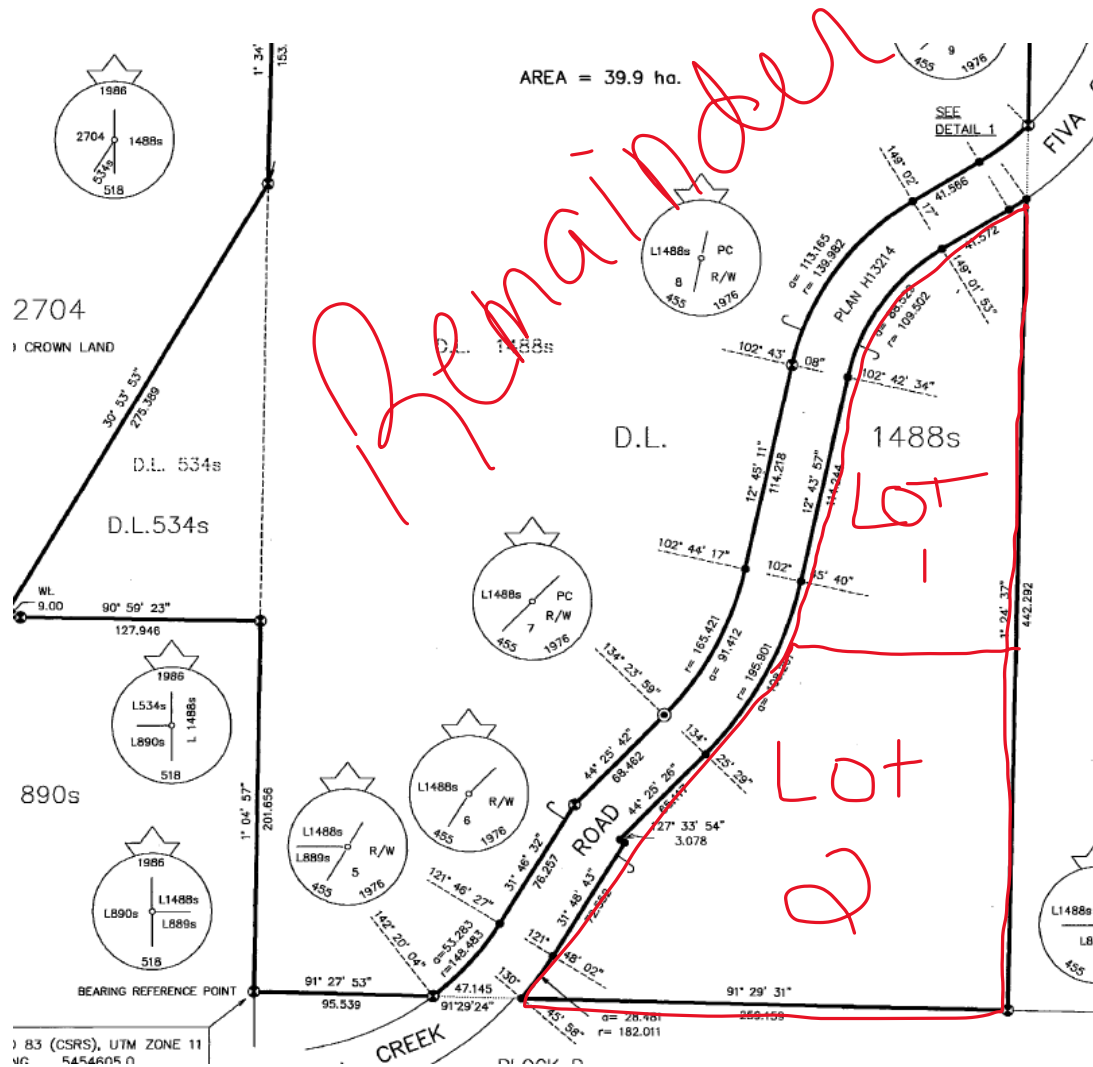


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- Agricultural Land Reserve
- Land Capability Classes



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Provincial Agricultural Land Commission - Applicant Submission

Application ID: 58454

Application Status: Under LG Review

Applicant: Rosegarden Holdings LTD

Local Government: Kootenay Boundary Regional District

Local Government Date of Receipt: 01/15/2019

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Subdivision

Proposal: The proposed lots could be more effectively used for small scale farming such as market gardening. The proposed lots are not suitable for hay production as they are on a hill side more suited to small orchard and vegetable garden type farming.

Mailing Address:

[REDACTED]

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 027-931-269

Legal Description: Lot 1 Plan KAP89123, District Lot 534S 1488S, Land District Similkameen
Div of Yale

Parcel Area: 40 ha

Civic Address: 3635 Fiva Cr Rd

Date of Purchase: 07/02/2015

Farm Classification: Yes

Owners

1. **Name:** Rosegarden Holdings LTD

Address:

[REDACTED]

Applicant: Rosegarden Holdings LTD

Current Use of Parcels Under Application**1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

The present parcel has about 35 acres of irrigated hay land.

The parcel wishing to subdivide, is not presently being used for anything as there is no water for irrigation or any well. Plan is to drill a well for domestic use and whatever capacity the well has, the remainder would be for agricultural purpose.

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

The main property has a house and barn, workshop and a hayshed. The proposed parcel to be subdivided has no improvements at all.

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

Other than the 35 acres of irrigated hay land there are no other non-agricultural uses taking place on the land.

Adjacent Land Uses**North**

Land Use Type: Residential

Specify Activity: forested area

East

Land Use Type: Agricultural/Farm

Specify Activity: The 35 acre hay field from main parcel

South

Land Use Type: Unused

Specify Activity: Vacant private land

West

Land Use Type: Unused

Specify Activity: Crown land

Proposal**1. Enter the total number of lots proposed for your property.**

2 ha

4 ha

34 ha

2. What is the purpose of the proposal?

The proposed lots could be more effectively used for small scale farming such as market gardening. The proposed lots are not suitable for hay production as they are on a hill side more suited to small orchard and vegetable garden type farming.

3. Why do you believe this parcel is suitable for subdivision?

The proposed lots have a good access to a government maintained road. Utilities of power and telephone are easily accessible. They also have good sun exposure for gardens and residence

Applicant: Rosegarden Holdings LTD

4. Does the proposal support agriculture in the short or long term? Please explain.

There is a weekly farmer's market in Rock Creek from May to end of September 21 km away. The soil is not very fertile but could be built up with organics to be productive for small scale vegetable gardens and possibly a variety of fruits such as cherries and grapes. They would require a variety suitable for higher elevations as it is at approx. 650 m elevation and frost free season is shorter than in the Okanogan which is at 300 m.

Short term farming might be for personal consumption and a bit of resale of surplus.

Long term might be more viable if there are quotas available for chicken and egg production and other small livestock production. Vegetable and fruit production might become more viable in future if we start relying on local produce and less reliant on US imports which are low quality and very inexpensive. Presently it is hard to compete with mass volume production from California with cheaper labor rates and high volume factory type farming.

5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.

No

6. Describe any economic values you believe are applicable to the application as it applies to s.4.3 of the ALC Act.

I believe that smaller scale market gardening and orchard type use in this area would provide economic values that are not presently being utilized, therefore subdividing into 5 and 10 acre parcels would increase economic values for this area

7. Describe any cultural values you believe are applicable to the application as it applies to s.4.3 of the ALC Act.

I don't believe there are any cultural values that this application would have any effect.

8. Describe any social values you believe are applicable to the application as it applies to s.4.3 of the ALC Act.

Again I don't believe that there are any social values in this area that would be affected by my application to subdivide.

9. Describe any regional and community planning objectives you believe are applicable to the application as it applies to s.4.3 of the ALC Act.

I believe that the local community plan fully endorses smaller scale market gardens and orchard type agriculture for this area.

Applicant Attachments

- Proposal Sketch - 58454
- Site Photo - google earth picture
- Certificate of Title - 027-931-269

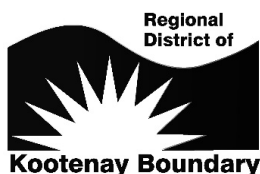
ALC Attachments

None.

Decisions

None.

Applicant: Rosegarden Holdings LTD



Staff Report

RE:	Front Counter BC Referral – Transportation – Roadways Purposes		
Date:	February 21, 2019	File #:	C-3046-07025.000
To:	Chair Russell and members of the Board of Directors		
From:	Elizabeth Moore, Planner		

Issue Introduction

The Regional District of Kootenay Boundary (RDKB) has been asked to comment on an application by Douglas and Caroline Shannon for a License of Occupation to secure legal access to their property at District Lot 3046 in Electoral Area C/ Christina Lake along a segment of the Trans Canada Trail. They currently have verbal permission from 'Rails to Trails' to use this portion of the Trans Canada Trail to access their property (see Attachments).

Property Information	
Owner(s):	Carol and Douglas Shannon
Location:	Crown Land, bisects DL 3046 – Electoral Area C/ Christina Lake
Electoral Area:	Electoral Area C / Christina Lake
Legal Description(s):	Plan KAP533, District Lot 603S SDYD
Area:	0.84 ha
Current Use(s):	Recreation trail, roadway access to private lands
Land Use Bylaws	
OCP Bylaw No. 1250:	Natural Resource
DP Area:	NA
Zoning Bylaw No. 1300:	Rail/Trail Corridor 1 (RTC1)
Other	
ALR:	NA
Waterfront / Floodplain	NA
Service Area:	NA
Planning Agreement Area:	NA

Background Information

The license of occupation application is for a proposed route of access to the Subject Property. The route of access is on Crown land and is part of the Trans-Canada Trail. The applicant has requested the use of 1.2 km by 7 m (approximately 0.84 ha) for their access route along a pre-existing, unsurveyed road, which acts as the recreation trail.

The applicants own land, DL3046, bisected by the trail. The trail is the only access they have to their otherwise landlocked property. They state in their application that they have a verbal permission from 'Rails to Trails' to use the trail as a road to access their property from Santa Rosa Rd to the north of their property, but wish to formalize the arrangement through a license of occupation.

The Subject Property is in Electoral Area 'C' / Christina Lake east of Highway 3 and Highway 395. The subject property is approximately 60 ha and is adjacent to the Kettle River.

The Subject Property and access route are designated as 'Natural Resource' in the *Electoral Area 'C' Official Community Plan Bylaw No. 1250, 2004*. Within the *Electoral Area 'C' Zoning Bylaw No. 1300, 2007*, the access route is zoned 'Rail/Trail Corridor 1' (RTC1) and the subject property is Natural Resources 1. Within the Rail/Trail Corridor 1 zone permitted uses are railways and recreational trails and corridors.

Within the Natural Resources 1 zoning, the permitted principal uses include but are not limited to agriculture; intensive agriculture, provided parcel is in Agricultural Land Reserve; and Single family dwelling. The minimum parcel size for new parcels created by subdivision is 50 ha.

Within section 302.1 of the *Electoral Area 'C'/Christina Lake Zoning Bylaw No. 1300, 2007* highways are permitted in all zones.

The span of the rail trail to be used for the proposed license of occupation is adjacent to three properties other than that owned by the applicant: DL315 Botel Rd; DL315 1475 Santa Rosa Rd.; and DL315 1440 Santa Rosa Rd.

Proposal

The applicant is applying for License of Occupation in order to maintain physical access and establish legal access to District Lot 3046 on an existing road. The requested license of occupation would cover an area 7 m wide by 1200 m long.

Implications

The proposed access route is already built and has existed for several years. No new construction is required. The proposal will not create any new roads for the Ministry of Transportation and Infrastructure to maintain.

Securing legal rights to utilize the physical access of a property has no direct impact on the RDKB. It is common practice for properties to have physical access to a registered

road and legal rights to utilize that access. New properties cannot be created without legal and physical access. Within section 302.1 of the *Electoral Area 'C'/Christina Lake Zoning Bylaw No. 1300, 2007* highways are permitted in all zones.

Establishing legal access will enable development on DL 3046 of single family dwelling. Location of building site will be impacted by floodplain in western portion of property.

Traffic along rail bed may impact recreational users on the trail and the three properties adjacent to the portion of the trail involved in the requested license of occupation.

Advisory Planning Commission (APC)

The APC supported this application at their meeting on February 5, 2019.

Recommendation

That the staff report regarding the license of occupation to establish legal access to DL3046 on a portion of the Trans-Canada Trail in DL 603s in Electoral Area 'C'/Christina Lake be received.

Attachments

Site Location Map

Subject Property Map

Site photo

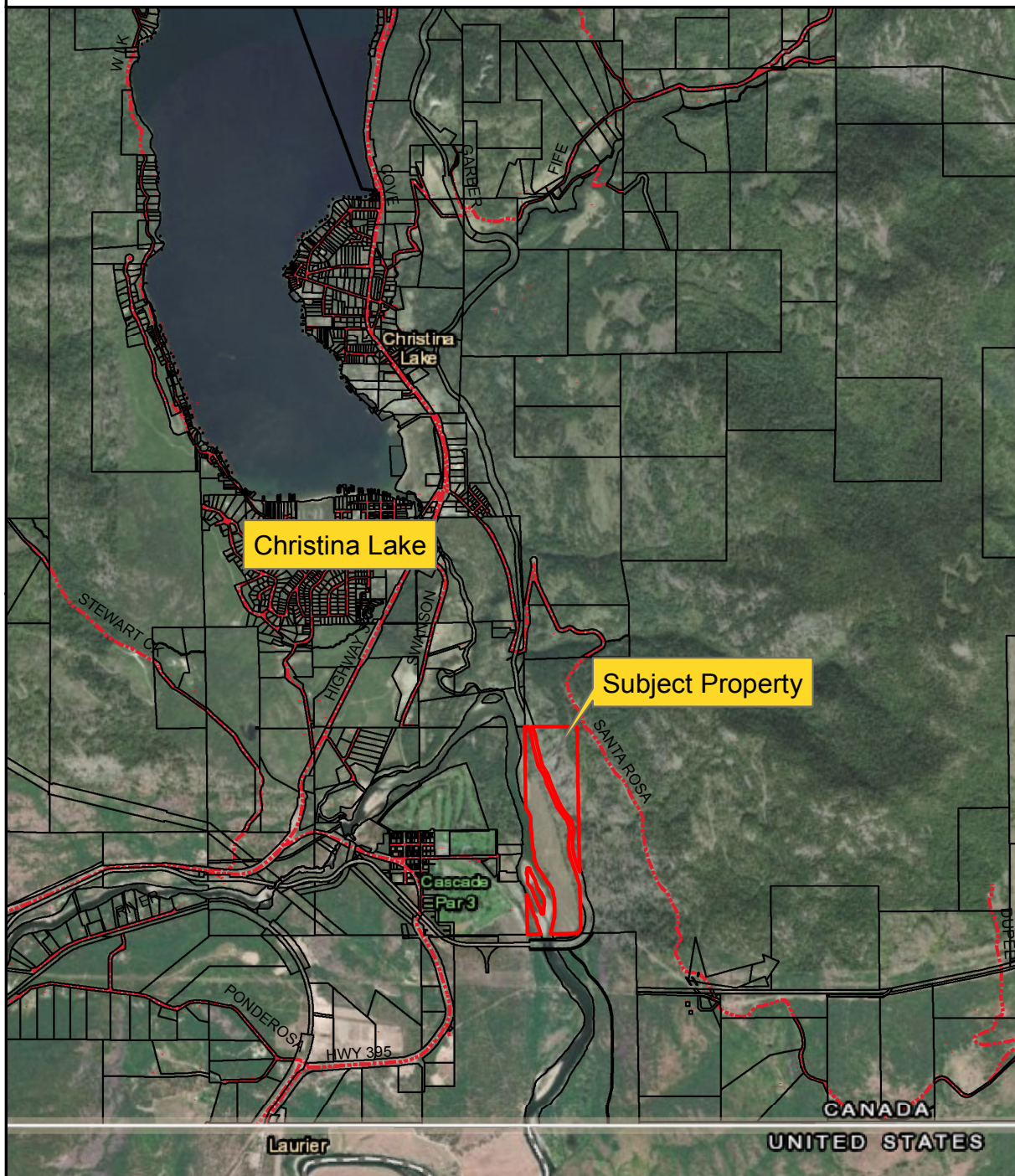
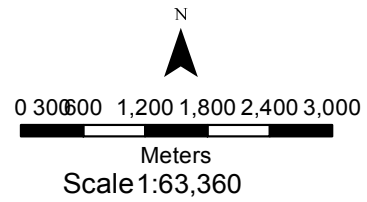
Applicant's Submission



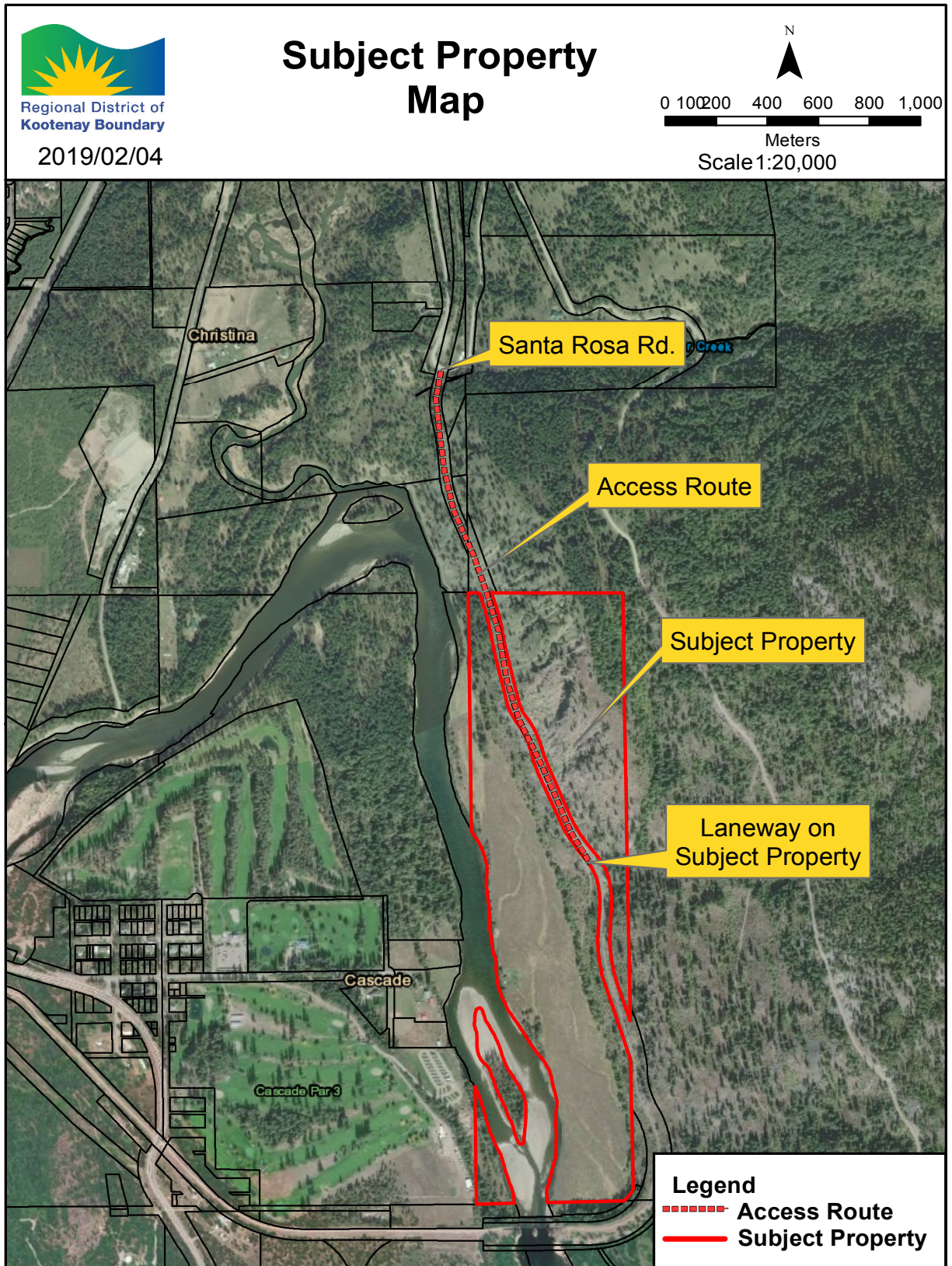
Regional District of
Kootenay Boundary

2019/02/04

Site Location Map



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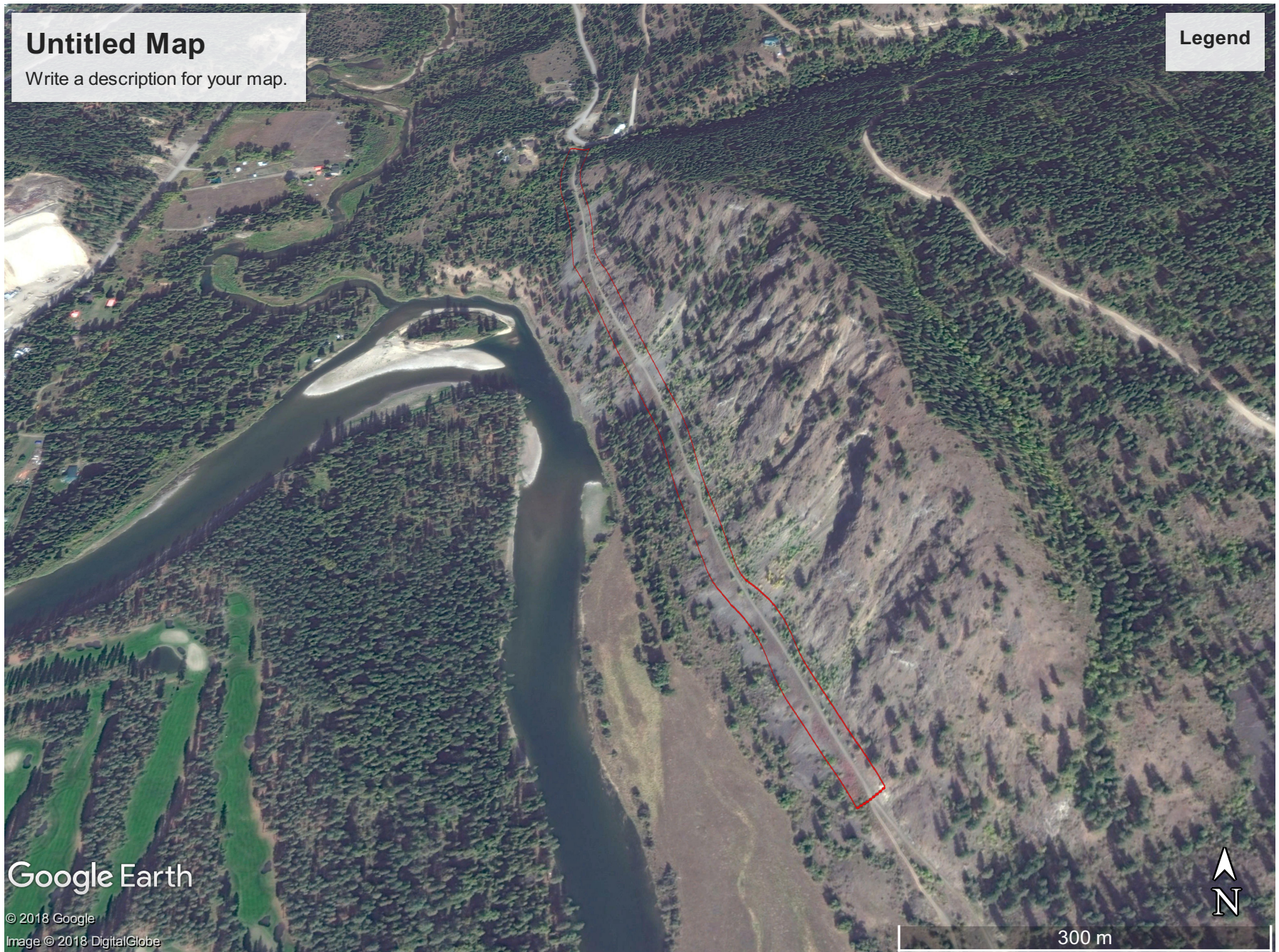


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Untitled Map

Write a description for your map.

Legend



Google Earth

© 2018 Google
Image © 2018 DigitalGlobe



300 m



Crown Land Tenure Application

Tracking Number: 100269191

Applicant Information

If approved, will the authorization be issued to an Individual or Company/Organization? Individual
Are you the Individual this application will be issued to? Yes

REFERRAL / PUBLIC COMMENT CONTACT INFORMATION

Company / Organization: Trans Canada Trail/Trail Specialist
Contact Name: Daniel Scott
Contact Address: Nelson, British Columbia
Contact Phone: 250-354-6810
Contact Email: Daniel.Scott@gov.bc.ca

APPLICANT CONTACT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: Douglas and Caroline Lawrence and Edith Shannon
Phone: - redacted -
Daytime Phone: - redacted -
Fax: - redacted -
Email: - redacted -
Mailing Address: - redacted -

ELIGIBILITY

Question	Answer	Warning
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Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?	Yes	
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Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure? No

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose	Tenure	Period
Roads To gain legal access to our land locked private property via the road that is already there.	Licence of Occupation	Ten to thirty years

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road: All roadways are already in place. We have a legal easement from the Santa Rosa Road to this proposed crown land. A roadway is already in place from the Santa Rosa Road to this proposed section of the Crown land/ rail bed.

ROADS

Applications are accepted for public and private road development that service Crown land and private parcels. It also includes public road allowances under Section 79 and 80 of the Land Act; roads within Crown land subdivisions; and dedications under the Land Title Act Section 102 and 107 of titled lands.

Note - In the case of industrial roads associated with Clean Energy Projects, and located within the Provincial Forest, an authorization may be applied for here under the Land Act or applied for through the Provincial Forest Use Regulation, Forest Practices Code Act by a Special Use Permit.

Specific Purpose: To gain legal access to our land locked private property via the road that is already there.
Period: Ten to thirty years
Tenure: Licence of Occupation

TOTAL APPLICATION AREA

Please give us some information on the size of the area you are applying for.

Specify Length: 1200 meters
Specify Width: 7 meters

ROAD ACCESS

Do you have a safety reason to exclude the public from this road? No

Does the road access a subdivision, and will become a publicly maintained road? No

IMPORTANT CONSIDERATIONS

Selecting yes to any of the following questions may indicate that you will require further or additional authorizations under the Land Act or other legislation.

Is this road related to a Clean Energy project? No

Is this related to a forest service road or a logging road? No

Will this road connect to a public road? No

Will you need fill material to construct this road?

No

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? No

Are you planning to use an open fire to burn timber or other materials? No

Do you want to transport heavy equipment or materials on an existing forest road? No

Are you planning to work in or around water? No

Does your operation fall within a park area? No

LOCATION INFORMATION**LAND DETAILS****DRAWINGS**

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☒ I will upload a PDF, JPG or other digital file(s)

MAP FILES

Your PDF, JPG or other digital file must show your application area in relation to nearby communities, highways, railways or other land marks.

Description	Filename	Purpose
3 page map of entire area involved.	Map of area involved.pdf	Roads

ATTACHED DOCUMENTS

Document Type	Description	Filename
General Location Map	Map of the area involved	Map of area involved.pdf
Management Plan	Management Plan filled out for application	Management Plan for applica...
Other	Photo's of the area involved with descriptions and numbers that correspond with number on the attached map.	Photo's and descriptions.docx

Site Plan

Map and site plan of area involved.

Map of area involved.pdf

PRIVACY DECLARATION

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

IMPORTANT NOTICES

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

DECLARATION

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$250.00	GST @ 5%: \$12.50	\$262.50	\$0.00

PROJECT INFORMATION

Is this application for an activity or project which
requires more than one natural resource
authorization from the Province of BC? No

OFFICE USE ONLY

Office Cranbrook	File Number	Project Number
	Disposition ID	Client Number

Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

1.0 Background

1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

Tenure of Canadian Pacific Railways abandoned rail bed (Trans Canada Trails) to access our property.
Length 1.2 km and width 7 metres of road.
For 28 years we have been accessing our Private property with the verbal permission of 'Rails to Trails' and now we want to legalize this access to our land locked private property and this is the only route we can gain access through.
We intend to use this road year-round doing our own ploughing in winter and pot hole filling and rock removal when necessary.
No new construction is required for this.
DL 3046

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term.

Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
N/A.	N/A.	N/A.	N/A
Add Row			

1.3 Confirmation of Safety Plan

Your Project must meet the Occupational Health and Safety (OHS) criteria set out by WorkSafe BC. Does your Project meet these criteria?

☐ Yes ☒ No

5.2.3 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



NONE

2.0 Location

2.1 Description

Provide a general description of the location of the project:



1.6 KILOMETERS OFF HIGHWAY #3 THEN ONTO SANTA ROSA ROAD ONTO
REFERENCE PLAN OF EASEMENT PLAN KAP 47846, STAY ON
EASEMENT TO CANADIAN PACIFIC RAILWAY BED BETWEEN CHANDLER CREEK
AND TOE OF SANTA ROSA ROAD. GOING SOUTH 1.2 KILOMETERS, WHERE
SHANNONS LANE LEAVES RAIL BED ON WEST SIDE. SEE PHOTOS
NUMBER 1, 2, 3, 4,

2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



WE NEED ACCESS TO LAND PARCEL DL 3046 AS WE ARE LAND LOCKED
AND NEED LEGAL ACCESS TO PROPERTY. WE WISH TO SHARE
RAIL BED WITH ALL OTHER USERS.

2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
N.A.	N.A.	N.A.
Add Row		

3.0 Infrastructure and Improvements

3.1 New Facilities and Infrastructure

Detail any new facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
N.A.	N.A.	N.A.
Add Field		

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected: ?

Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
N.A.	N.A.	C.P.R. RAIL BED ABANDONED	N.A.	N.A.	N.A.	N.A.
Add Field						

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities. ?

N.A.

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction/Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Add Field					

3.5 Waste Collection Treatment and Disposal

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including:



Project Phase (Construction/Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
Add Field					

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

☐ Yes ☒ No

Are any areas of vegetation to be cleared, outside of timber removal?

☐ Yes ☒ No

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

☐ Yes ☒ No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

☐ Yes ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☐ Yes ☒ No

4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?

☐ Yes ☒ No



4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ Yes ☒ No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☐ Yes ☒ No

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☐ Yes ☒ No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☐ Yes ☒ No

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
N.A.	N.A.	N.A.
Add Field		

4.2 Atmospheric Impacts *NONE*

4.2.1 Sound, Odor, Gas or Fuel Emissions *NONE*

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

(Best management practices for sound)

Sound? ☐ Yes ☒ No

Odor? ☐ Yes ☒ No

Gas? ☐ Yes ☒ No

Fuel Emissions? ☐ Yes ☒ No

4.3 Water or Land Covered by Water Impacts *NONE*

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

☐ Yes ☒ No

4.3.2 Public Access

Will the project result in changes to public access?

☐ Yes ☒ No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

☐ Yes ☒ No

4.4 Fish and Wildlife Habitat Impacts *NONE*

4.4.1 Disturbance to Wildlife and Wildlife Habitat *NONE*

Will the project result in adverse effects to wildlife or wildlife habitat?

(BC Wildlife Act)

☐ Yes ☒ No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☐ Yes ☒ No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☐ Yes ☒ No

Will the project (construction or operations phase) require water diversion?

☐ Yes ☒ No

Will the project threaten or endanger species at risk in the area?

Species At Risk Act

☐ Yes ☒ No

5.0 Socio-Community

5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

N.A.

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? (Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)

☐ Yes ☒ No

5.2 Socio-Community Conditions

5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

☐ Yes ☒ No

5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



None

Management Plan

page 10 of
10

END OF FORM

From: [Comin, Barry FLNR:EX](#)
To: [REDACTED]
Subject: Roadway Application (lands file: 4405962, ATS 384676) - information required
Date: Tuesday, January 8, 2019 9:15:56 AM

In review of your application further information/details are required to support your management plan. To facilitate referrals (other gov't agencies) and FN consultation the following questions must be addressed.

1. What is the intended use of the access ie single family residential, agricultural, other. In your response must also acknowledge that the form of tenure that you have applied for ie licence of occupation provides non-exclusive use of the running surface and use by others must be accommodated.
2. What development currently exists on the property (buildings, water supply, septic, etc)? Are there future plans for development?
3. What type(s) of vehicles will use the roadway ie passenger, commercial.
4. What is/will the frequency of use be ie daily (how many vehicles / day), seasonal?
5. No construction is proposed but ongoing road use will generate the need for ongoing maintenance. How will this be managed/funded ie is there/will there be a maintenance agreement in place ie with the Trail Society.
6. The route is currently being used for recreational purposes by others ie hikers, ATV's, etc , the current running surface can only accommodate single vehicle traffic and there are poor sight lines along the alignment, how will "mixed" user safety be addressed?
7. Your historical access to the property is below and parallel to the rail bed (the proposed access under application). What is preventing your continued use of this roadway as legal access ie a right of way? It is acknowledged that (based on one of your photo's) the historical access is partially within a slide/washout. It is also acknowledge that (by the Columbia & Western Trail Society) that the slide is likely generated by end haul dumping (from trail ongoing maintenance/repair). What is preventing you from repairing this access? If it is cost, have you had a qualified professional review the site and provide cost data?

From: [Donald, Jo-Ann FLNR:EX](#)
To: [Comin, Barry FLNR:EX](#)
Subject: Shannon, Doug and Caroline
Date: Wednesday, January 9, 2019 2:15:38 PM

I believe this is for you. Thanks

From: caroline [REDACTED]
Sent: Wednesday, January 9, 2019 2:06 PM
To: Donald, Jo-Ann FLNR:EX
Subject: Fwd:

Sent from my iPad

Begin forwarded message:

From: caroline [REDACTED]
Date: January 9, 2019 at 1:01:57 PM PST

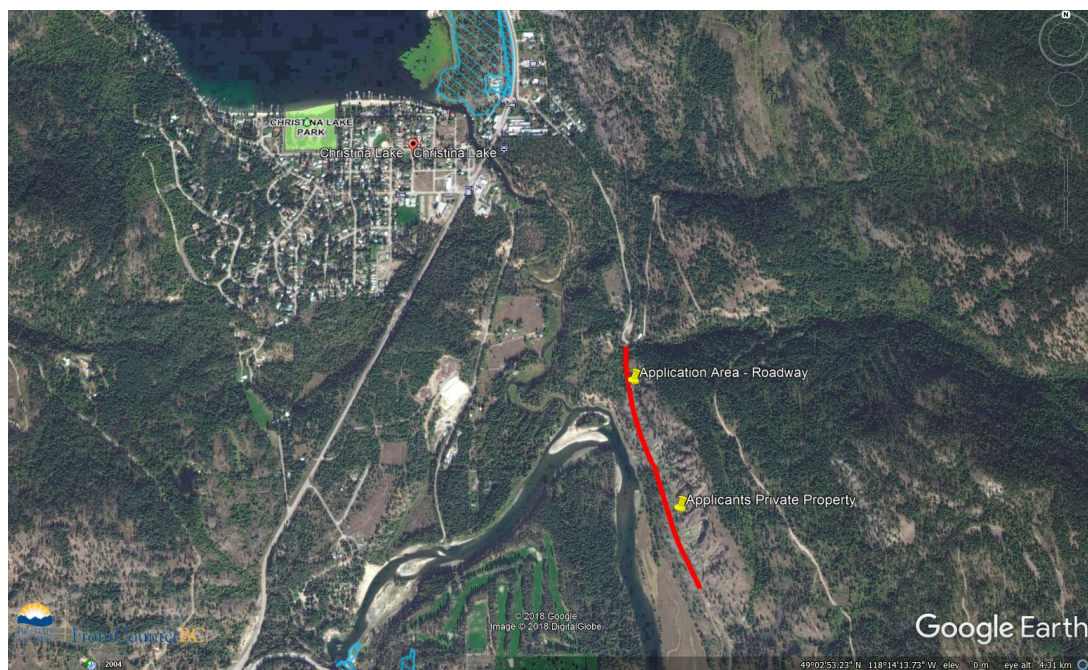
Happy to address your questions

- #1. Intended use of access is single family ,Agricultural and we are willing and able to share running surface with all others
 - #2 development on site one small shed ,future development is single family home shed for livestock and equipment . We have water rights from kettle River for irrigation and will have to drill a Well for domestic water .
 - #3 types of vehicles will be farm equipment ,passenger car and truck and vehicles for delivery of products to supply farm and domestic needs
 - #4 frequency of vehicles on road will be normal traffic for running of home and farm on a daily base
 - #5 if application is approved on going maintenance agreement with trail society and I will buy equipment to do job I have been maintaining the road to our property for 30 years removing rocks filling pot holes
 - #6. I have asked for 7 meters in width of tenure most of that area can be widened to support safe passage and improve sight lines .curves and speed limits will be posted with signs
 - #7 historical access to our property was to cross the river .Road that's runs parallel to railbed was a logging road.the sand hill that ends at chandler creek was to steep for farm trucks to navigate.legal access is through private property ,not happy about easement as their home is on it .what is preventing us the continue use of roadway is The flood washout 100 meters of road out .and Lisa Tedesco habitat biologists said we cannot fill river with rocks from slide Slide is so steep it's impossible to cut roadway higher up slide .
- Yes we have had qualified professionals to look at new road and with sand hill and rock slide so steep road is impossible and the cost would be very high for a unsatisfactory finished road

Thank you Doug & caroline shannon



Location Map



- 1.) 1.3 km from Hwy#3 and Santa Rosa Road, start of plan KAP47846 within Kootenay Boundary Regional District.



- 2.) Keep left.



3.) Looking east Chandler creek on right toe of Santa Rosa Road on left, start of CPR railbed.



4.) Our lane leaving railbed, 1.2 km from culvert of Chandler Creek heading south.



5.) Looking north on CPR railbed just north of our property.



6.) North end of property, looking west and down. (photo #15 you can see wash-out at river).



7.) North end of property, looking east.



8.) North end of property, looking west and down.



9.) Looking south both sides of railbed our property.



10.) Looking south.



11.) Looking north as I leave meadow.



12.) Looking north about 300 metres of washed out trail.



13.) Looking north, part of wash out.



14.) Looking North, part of wash out.



15.) North west corner of property, looking east.



16.) North west corner of property, looking north.



17.) North end of property, looking east slope is too steep to cut road into it.

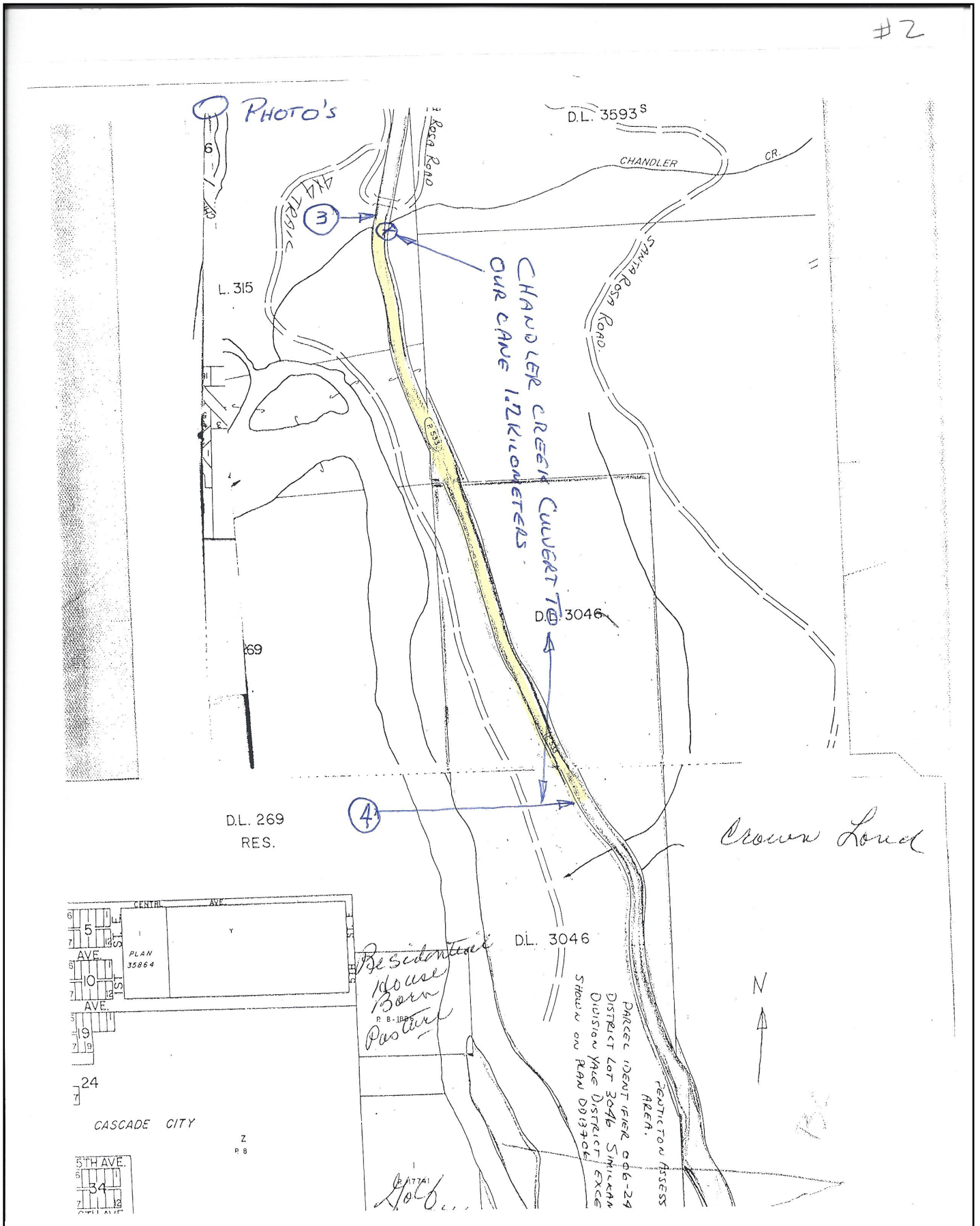


18.) Looking south.





#2

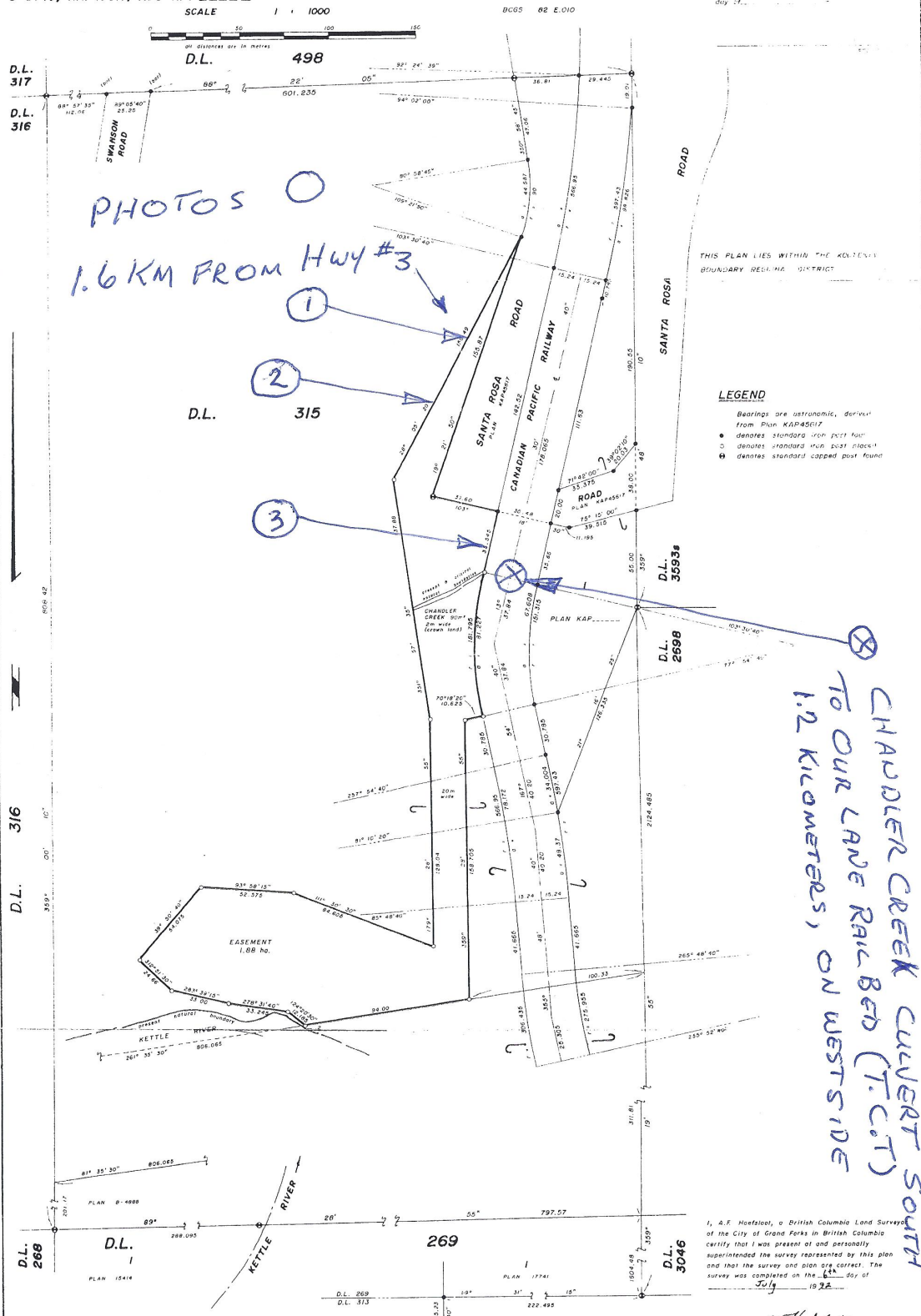


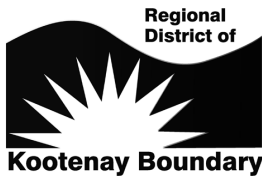
#3

REFERENCE PLAN OF EASEMENT OVER PART OF D.L. 315, S.D.Y.D., EXCEPT THAT PART THEREOF SHOWN OUTLINED RED ON PLAN ATTACHED TO A.F.P.B. VOL. 4, FOL. 109, NO. 4167A AND ALSO EXCEPT PORTIONS INCLUDED WITHIN THE BOUNDARIES OF PLANS B-6740, KAP45617, AND KAP

PLAN KAP 47846

Deposited in the office of the Registrar of Land Titles, British Columbia, on the 15th day of July 1972.





Staff Report

RE:	Front Counter Referral – China Creek Internet Services Ltd.		
Date:	February 21, 2019	File #:	C-29
To:	Chair Russell and members of the Board of Directors		
From:	Elizabeth Moore, Planner		

Issue Introduction

We have received a Front Counter BC referral regarding a proposed communication tower in Electoral Area 'C' southwest of Christina Lake (see Applicant Submission).

Property Information	
Owner(s):	Crown
Applicant	Marion Miller, China Creek Internet Service Ltd.
Location:	Stewart Creek Rd, latitude 49.0293000, longitude - 118.2580000
Legal Description:	Unsurveyed Crown Land
Area:	16m ² (4m by 4m)
Current Use(s):	Forest
Land Use Bylaws	
OCP Bylaw No. 1250	Natural Resource
DP Area	NA
Zoning Bylaw No. 1300	Natural Resource 1 (NR1)
Other	
ALR:	NA
Waterfront / Floodplain	NA

History / Background Information

The subject lands are approximately 2 km southwest of the boundary of Christina Lake, at an existing communication site. There is a dirt road to the site, which can be accessed from Stewart Creek Rd.

China Creek Internet Services Ltd., based out of Princeton, BC, is a company that offers high speed wireless internet. The company provides line of sight service for customers in 16 communities throughout the Southern Interior.

Similar referrals were received by RDKB for two China Creek Internet Services Ltd. communication towers north of Grand Forks.

Page 1 of 2

P:\PD\General Files\C-29_Electoral Area 'C'_Ministry_Referrals\2019\Feb-FrontCounter Lic-Occ\Board\2019-01-22_China_Creek_Internet_Board.docx

Proposal

The applicant is proposing to legalize an existing communication site. The site consists of a 16m² area approximately 2 kilometres southeast of Cristina Lake. This 16m² site includes:

- 1-15 foot steel pole various antennas and dishes for service.
- 1-equipment locker.
- Solar panels.
- 1-5ft x 5ft aluminum framework to hold solar panels.
- 1-Efoy Methanol fuel cell.
- 1-3ft x 3ft x 6inch concrete pad, for the Efoy Methanol fuel cell to sit on.

Access to the site will be by the existing dirt road for maintenance and upgrades. Solar panels on the structure will provide power with the fuel cell on site for a backup.

Implications

Internet is considered a utility, and under section 302.1, d) of the Zoning Bylaw, utility uses, structures and their accessory buildings, excluding offices and garages are permitted in all zones.

The applicant notes that the proposed clientele are Fife Road residents. However, all Electoral Area 'C' residents will be able to utilize this service. The utility works wirelessly and can be accessed by any property with a line of sight to the tower.

Area Planning Commission (APC)

The Electoral Area 'C' / Christina Lake APC supported this application at their meeting on February 5, 2019.

Recommendation

That the staff report regarding the proposed license of occupation for a communication tower on unsurveyed Crown land near Stewart Creek Road in Electoral Area 'C'/Christina Lake be received.

Attachments

Site Location Map
Applicant Submission

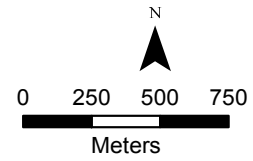


Regional District of
Kootenay Boundary

Date: 23/01/2019

Site Location Map

Stuart Creek Road



1:24,000



Document Path: H:\2019-01-22_communication_tower.mxd



Crown Land Tenure Application

Tracking Number: 100261035

Applicant Information

If approved, will the authorization be issued to
an Individual or Company/Organization? Company/Organization

What is your relationship to the
company/organization? Owner

APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION

Have you considered using a BCeID? A BCeID allows you to save your application at any time and return later to complete it or check the status of your application. It only takes a few minutes to sign up for a free BCeID which also allows you to use the same ID for many other government services. Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this application once the sign up has been completed.

Name: China Creek Internet Service LTD

Doing Business As:

Phone: 250-295-7944

Fax: 250-295-7946

Email: wireless@nethop.net

BC Incorporation Number: 550532

Extra Provincial Inc. No: Princeton

Society Number:

GST Registration Number: 877012765

Contact Name: Marion Millar

Mailing Address: - redacted -

REFERRAL / PUBLIC COMMENT CONTACT INFORMATION

Company / Organization: China Creek Internet Service LTD

Contact Name: Marion Millar

Contact Address: PO BOX 1753
Princeton BC V0X 1W0

Contact Phone: 250-295-7944

Contact Email: wireless@nethop.net

ELIGIBILITY

Question	Answer	Warning
Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?	Yes	

Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure?

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose	Tenure	Period
Communication Site Provide high speed wireless INTERNET access to the residents of the Fife Road area near Christina Lake B.C. approximately 3 miles west of Christina Lake B.C.	Licence of Occupation	Ten to thirty years

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road: Dirt road that is accessed by Stuart Creek Road.

COMMUNICATION SITE

Communication sites are Crown land used for communication use such as radio, television, microwave, and satellite facilities and related works.

Specific Purpose: Provide high speed wireless INTERNET access to the residents of the Fife Road area near Christina Lake B.C. approximately 3 miles west of Christina Lake B.C.

Period: Ten to thirty years

Tenure: Licence of Occupation

TOTAL APPLICATION AREA

Please give us some information on the size of the area you are applying for.

Specify Length: 4 meters

Specify Width: 4 meters

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? No

Are you planning to use an open fire to burn timber or other No

materials?

Do you want to transport heavy equipment or materials on an existing forest road? No

Are you planning to work in or around water? No

Does your operation fall within a park area? No

LOCATION INFORMATION**LAND DETAILS****DRAWINGS**

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☒ I have geographic coordinate data (i.e. GPS)

GEOGRAPHIC COORDINATES

For Latitude and Longitude, you must enter a number between 47 to 60 and -140 to -113 respectively. Your Geographic Coordinates must be in decimal degree format. Example: 54.144869 (lat) and -124.120275 (long) If you are using Google Earth for finding the latitude and longitude values and you need to be sure the format is correct, then follow the steps:

1. Please click on "Tools" in the menu bar
2. Click "Options"
3. Select "Decimal Degree" under "Show Lat/Long" section

Latitude	Longitude	Description
49.0293000	-118.2580000	Stuart Creek Site

ATTACHED DOCUMENTS

Document Type	Description	Filename
Communication Site Inventory	Stuart Creek	site-inventory-Stuart-Creek...
Communication Site Questionnaire	Stuart Creek	Crown-Land-questionnaire-St...
Management Plan	Stuart Creek	Management_Plan_Stuart Cree...
Side Profile	Stuart Creek	Stuart-Creek-Side-View.pdf
Site Plan	Stuart Creek	Stuart-Creek-Site-Plan.pdf

PRIVACY DECLARATION

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$1,000.00	GST @ 5%: \$50.00	\$1,050.00	\$0.00

PROJECT INFORMATION

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? ☐ No

OFFICE USE ONLY		
Office Cranbrook	File Number	Project Number
	Disposition ID	Client Number

Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

1.0 Background

1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

To use an existing communications site that provides high speed wireless INTERNET access to the residents of the Fife Road area near Christina Lake B.C. approximately 3 miles west of Christina Lake B.C.

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Site Construction	Install pole, solar panels, and radio equipment	Complete	

Add Row

1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



There are no First Nations concerns or issues for this project.

2.0 Location

2.1 Description

Provide a general description of the location of the project:



The communications site is located approximately 3 miles west of Christina Lake B.C. at GPS coordinates 49.0293N, -118.2580W. The site consists of a 15-foot steel pole and a 2ft x 2ft equipment locker attached to the pole. There is a 5ft x 5ft aluminum framework to hold the solar panels. There is an Efoy Methanol fuel cell for auxiliary power. The combined foot print is 10 x 10 feet or 100 square feet. The main feature is a 15-foot steel pole with an equipment locker attached.

2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



To use an existing communications site that provides high speed wireless Internet access to the residents of the North Fork area North of Grand Forks B.C. The communications site is located at GPS coordinate 49.0293N, -118.2580W.

2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Site Construction	Install pole, solar panels, concrete pad, and radio equipment.	Summer 2016
Add Row		

3.0 Infrastructure and Improvements

3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
The site consists of a 15-foot steel pole and a 2ft x 2ft equipment locker attached to the pole. There is a 5ft x 5ft aluminum framework to hold the solar panels. There is an Efoy Methanol fuel cell for auxiliary power. The combined foot print is 10 x 10 feet or 100 square feet. The main feature is a 15-foot steel pole with an equipment locker attached.	The power source is by solar panels and a Methanol Fuel Cell. The tower is a 15-foot free standing steel pipe. The pipe is dug into the ground 3 feet without the use of concrete and can be easily removed to lessen the environmental impact on the ground. There is a 5x5 aluminum framework to hold the solar panels. The legs of the aluminum frame work are dug into the ground 2 feet with no concrete used. There is a 3ft x 3ft x 6inch concrete pad that the Methanol Fuel Cell sits on.	Completed September 2016

Add Field

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
Dirt road that is accessed by old KVR rail line.	Existing. We do not intend to do any maintenance or upgrades to access roads at all. The existing access is good enough as is.	Dirt	N/A	N/A	N/A	N/A

Add Field

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



None. This site is 100% green.

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
N/A	N/A	N/A	N/A	N/A	N/A

Add Field

3.5 Waste Collection Treatment and Disposal

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including:



Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
---	---	-----------------	--------	----------------------------	------------

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
N/A	N/A	N/A	N/A	N/A	N/A

Add Field

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

☐ Yes ☒ No

Are any areas of vegetation to be cleared, outside of timber removal?

☐ Yes ☒ No

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

☐ Yes ☒ No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

☐ Yes ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☐ Yes ☒ No

4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?

☐ Yes ☒ No



4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ Yes ☒ No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☐ Yes ☒ No

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☐ Yes ☒ No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☐ Yes ☒ No

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
The power source is by solar panels and a Methanol Fuel Cell. The tower is a 15-foot free standing steel pipe. The pipe is dug into the ground 3 feet without the use of concrete and can be easily removed to lessen the environmental impact on the ground. There is a 5x5 aluminum framework to hold the solar panels. The legs of the aluminum frame work are dug into the ground 2 feet with no concrete used. There is a 3ft x 3ft x 6inch concrete pad that the Methanol Fuel Cell sits on.	3x3 concrete pad.	The concrete pad can be broken up and removed.
Add Field		

4.2 Atmospheric Impacts

4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

Sound? Yes ☒ No

Odor? Yes ☒ No

Gas? Yes ☒ No

Fuel Emissions? Yes ☒ No

4.3 Water or Land Covered by Water Impacts

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

☐ Yes ☒ No

4.3.2 Public Access

Will the project result in changes to public access?

☐ Yes ☒ No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

☐ Yes ☒ No

4.4 Fish and Wildlife Habitat Impacts

4.4.1 Disturbance to Wildlife and Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

[\(BC Wildlife Act\)](#)

☐ Yes ☒ No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☐ Yes ☒ No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☐ Yes ☒ No

Will the project (construction or operations phase) require water diversion?

☐ Yes ☒ No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

☐ Yes ☒ No

5.0 Socio-Community

5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

The nearby community is a mix of farms and residential.

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? *(Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)*

☐ Yes ☒ No

5.2 Socio-Community Conditions

5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

☐ Yes ☒ No

5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



None.

Management Plan

Page 11 of
11

END O F FORM

Communication Site Inventory

File Number:	Location of Site: Stuart Creek
Name of Tenure Holder: China Creek Internet Service LTD	Latitude and Longitude: 49.0293000, -118.2580000

Identify all users and co-users on the site and indicate the communication use category of each user on the site (see categories on reverse). If multiple uses by the same user, indicate all uses. If Over the Air radio or television broadcaster, indicate the broadcast call sign and/or broadcast frequency in the purpose column.

Name of User	Communication User category	Purpose of the Transmitter/Receiver	Site Occupation	
			Date use commenced	Date use ended
China Creek Internet Service LTD	Local Telecommunications Service Provider	To Provide Internet	July 2016	July 2026

Inventory form completed by (print): Brian Millar

Contact #: 250-295-7944

Tenure Holder (signature): _____

Date: Oct 29, 2018

Note: changes in the number or type of user on the site must be reported with an updated Communication Site Inventory Form.

Revised Sept 29, 2015

Communication Site User Categories

Non-commercial Radio Communication Provider or User -includes community organizations such as volunteer search and rescue associations and amateur radio clubs; not-for-profit societies; institutional users such as local governments, and police, ambulance and fire services; and government users, not including Crown Corporations.

Radio Communication User - consists of private businesses that use point to point or point to multi-point mobile radio systems for the purpose of internal communications or remote monitoring of equipment. The service is not sold to others and the user is a non-communications business such as a pipeline, power or land management company, or railroad that uses microwave or radio signals in support of the user's primary business.

Over-the-air Radio and Television Broadcasters – A user that broadcasts UHF and VHF audio and visual signals, or amplitude modulation (AM) or frequency modulation (FM) for general public reception.

Communication Site Facility Manager – is issued a tenure to use Crown land for communication purposes and provides rental space to other communication users or providers. A facility manager does not directly provide communications services to others for commercial gain, nor is it a communications user.

Local Telecommunications Service Provider - includes small businesses which:

- provide communication equipment and services for commercial gain, employ less than 100 employees, and operates within no more than 5 regional districts all of which are located within Zones 2 and 3 and constitute no more than a combined area of 200,000 km².
- LTSPs may be
 - internet service providers using wireless technology to connect subscribers to the internet;
 - commercial mobile radio service providers are businesses that provide mobile radio communication services to customers, such as two-way radio voice dispatch, community repeaters and paging services.
 - local exchange networks that provides basic telephone service, primarily to rural communities.

Large, Broad-based Communication Service Provider includes businesses that operate in higher density areas or over much of the province, which distinguishes them from Local Telecommunication Service Providers. Broad-based Communication Service providers use a variety of non-broadcast technologies, such as cellular telephone, microwave, passive reflectors and wireless internet. This category includes WiFi and WiMax uses and cellular provided internet services accessed directly by a laptop computer card, independent of a cellular phone.

Cable and Satellite Radio Service Providers - transmits audio signals for relay to cable or satellite radio subscribers.

Cable and Satellite Television Providers – transmits audio and video signals for relay to cable and satellite television subscribers.

Revised Sept 29, 2015



COMMUNICATION SITE QUESTIONNAIRE

APPLICANT INFORMATION

APPLICANT NAME	COMPANY PHONE NUMBER	COMPANY FAX NUMBER
COMPANY E-MAIL ADDRESS	COMPANY CONTACT NAME	

GENERAL SITE AND MAP INFORMATION

LOCATION OF CROWN LAND			<input type="checkbox"/> EXISTING SITE <input type="checkbox"/> NEW SITE	OTHER USERS WITHIN 500 METERS <input type="checkbox"/> YES <input type="checkbox"/> NO	
1:50,000 MAP REFERENCE NO.	<input type="checkbox"/> NAD 27 <input type="checkbox"/> NAD 83	NAMES OF OTHER USERS WITHIN 500m, IF KNOWN: _____ _____			
LEGAL DESCRIPTION			PARCEL SIZE REQUESTED	REQUESTED TENURE TERM	

TOWER, ANTENNA AND FREQUENCY INFORMATION

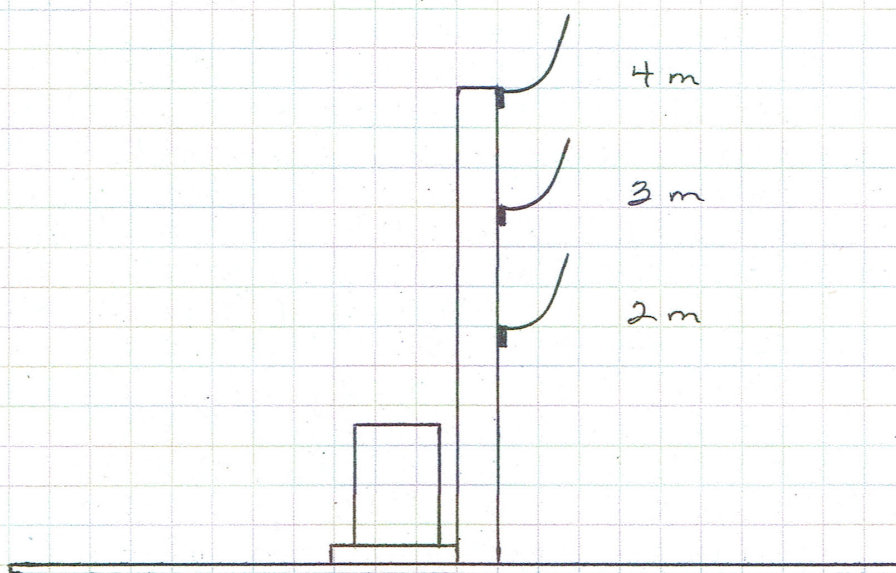
TOWER Note: The following tower information is used to determine RF blockage specific directions.				
<input type="checkbox"/> EXISTING <input type="checkbox"/> PROPOSED	<input type="checkbox"/> STEEL <input type="checkbox"/> POLE <input type="checkbox"/> OTHER _____	FACE WIDTH (e.g., 1.25m) _____ METERS	FACE AZIMUTHS (°TN) 	HEIGHT ABOVE GROUND LEVEL METERS
GPS SITE COORDINATE INFORMATION	LATITUDE ____ ° ____ ' ____ " ____	LONGITUDE ____ ° ____ ' ____ " ____	GROUND ELEVATION (AMSL) METERS	

[illegible][illegible]

APPLICANT COMMENTS

MoF SIGNATORY NAME	TELEPHONE NUMBER	SIGNATURE
--------------------	------------------	-----------

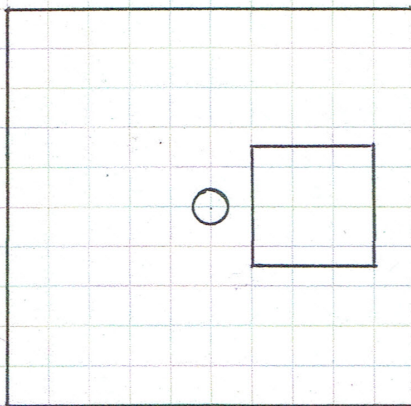
Stuart Creek



each square = 1 sq ft

Stuart Creek

N ↑

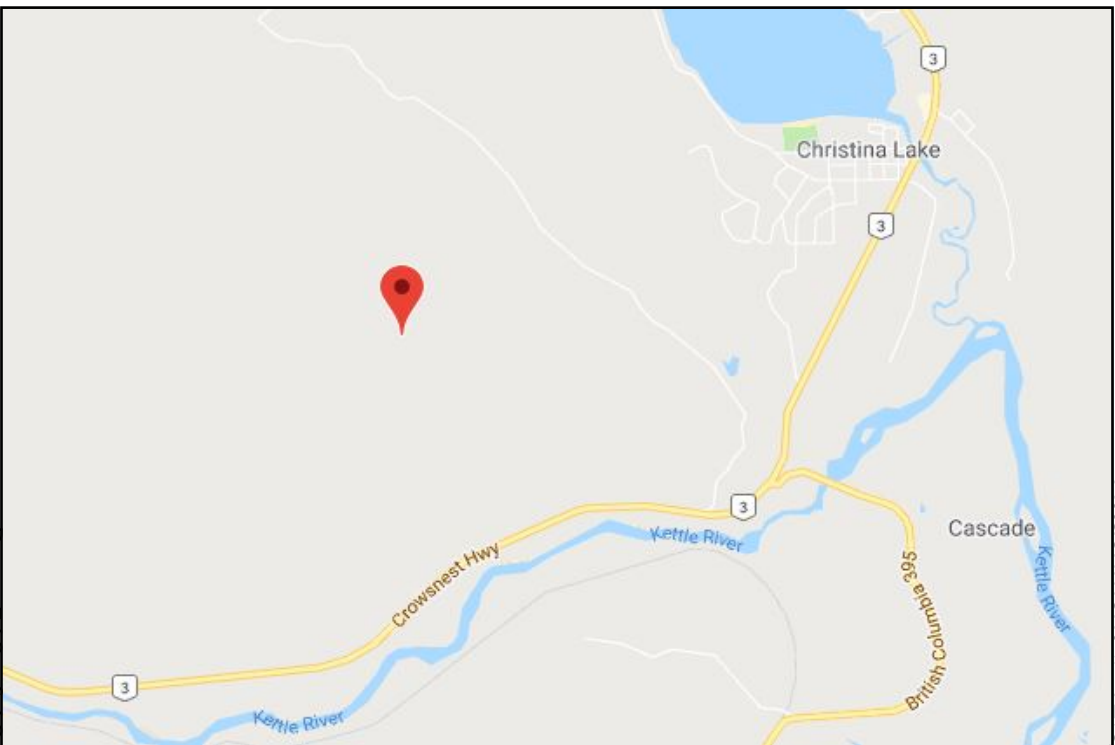


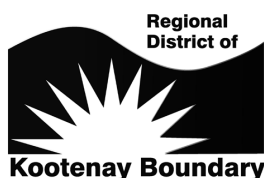
each square = 1 sq ft

Google Map and Geomark

Geomark: [gm-0C463C7DEF61433CA3CC5F251842DCED](https://www.google.com/maps/@49.033753,-118.233331,15z)







Staff Report

RE:	Front Counter Referral – China Creek Internet Services Ltd.		
Date:	February 21, 2019	File #:	D-6
To:	Chair Russell and members of the Board of Directors		
From:	Elizabeth Moore, Planner		

Issue Introduction

We have received two (2) Front Counter BC referrals regarding two proposed communication towers in Electoral Area 'D' North of Grand Forks (see Site Locations Map & Applicant Submissions).

Property Information	
Owner(s):	Crown
Applicant:	Marion Miller, China Creek Internet Service Ltd.
Location:	2 sites off Brown Creek Rd: 1) latitude 49.1494000, longitude -118.4634000 2) latitude 49.1963000, longitude -118.4611000
Legal Description:	Unsurveyed Crown Land
Area:	16m ² (4m by 4m)
Current Use(s):	Forest
Land Use Bylaws	
OCP Bylaw No. 1555:	Rural Resource 2
DP Area:	NA
Zoning Bylaw No. 1299:	Rural Resource 1 (RUR1)
Other	
ALR:	NA
Waterfront / Floodplain:	NA

History / Background Information

The subject lands are approximately 16 km and 22 km north of Grand Forks, at existing communication sites. There are dirt roads to both sites, accessed by the KVR rail line.

China Creek Internet Services Ltd., based out of Princeton, BC, is a company that offers high speed wireless internet. The company provides line of sight service for customers in 16 communities throughout the Southern Interior of BC.

A similar referral was received by RDKB for a China Creek Internet Services Ltd. communication tower in Electoral Area 'C'/Christina Lake.

Page 1 of 2

P:\PD\General Files\D-6 Electoral Area D_ General Ministry Referrals\2019\Feb-FrontCounter\Board\2019-01-23_China_Creek_Internet_Board.docx

Proposal

The applicant is proposing to legalize two existing communication sites. The proposal consists of a 16m² area at two (2) sites approximately 16km and 22km north of Grand Forks. Each 16m² site includes:

- 1-15 foot steel pole various antennas and dishes for service.
- 1-equipment locker.
- Solar panels.
- 1-5ft x 5ft aluminum framework to hold solar panels.
- 1-Efoyl Methanol fuel cell.
- 1-3ft x 3ft x 6inch concrete pad, for the fuel cell to sit on.

Access to the sites will be along existing dirt roads for maintenance and upgrades. Solar panels will provide power with a fuel cell at each site for backup power.

Implications

Internet is considered a utility, and under section 302.1, d) of the Zoning Bylaw, utility uses, structures and their accessory buildings, excluding offices and garages are permitted in all zones.

The applicant notes that the proposed clientele are North Fork residents. However, other Electoral Area 'D' residents will also be able to utilize this service. The utility works wirelessly and can be accessed by any property with a line of sight to the tower.

Advisory Planning Commission (APC)

The Electoral Area 'D' Rural Grand Forks APC supported these applications at their meeting on February 5, 2019.

Recommendations

That the staff report regarding these proposed licenses of occupation for communication towers on unsurveyed Crown land near Brown Creek Road in Electoral Area 'D'/Rural Grand Forks be received.

Attachments

Site Locations Map
Applicant Submissions

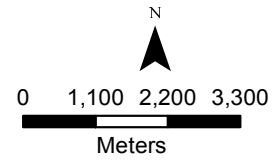


Regional District of
Kootenay Boundary

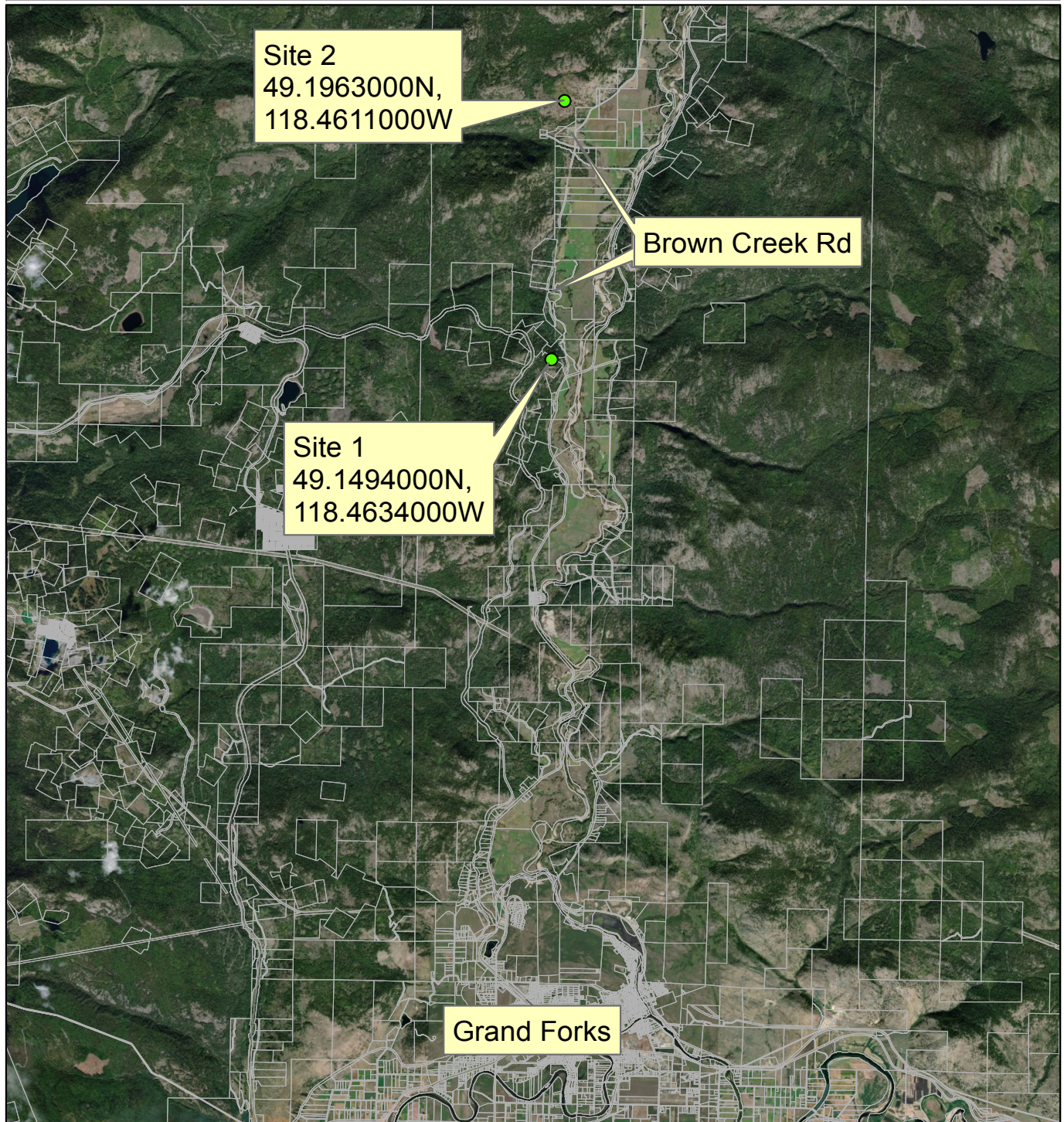
Date: 23/01/2019

Site Location Map

2 sites off Brown Creek Road



1:100,000



Document Path: H:\2019-01-22_communication_tower2.mxd



Crown Land Tenure Application

Tracking Number: 100261006

Applicant Information

If approved, will the authorization be issued to
an Individual or Company/Organization? Company/Organization

What is your relationship to the
company/organization? Owner

APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION

Have you considered using a BCeID? A BCeID allows you to save your application at any time and return later to complete it or check the status of your application. It only takes a few minutes to sign up for a free BCeID which also allows you to use the same ID for many other government services. Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this application once the sign up has been completed.

Name: China Creek Internet Service LTD

Doing Business As:

Phone: 250-295-7944

Fax: 250-295-7946

Email: wireless@nethop.net

BC Incorporation Number: 550532

Extra Provincial Inc. No: Princeton

Society Number:

GST Registration Number: 877012765

Contact Name: Marion Millar

Mailing Address: - redacted -

REFERRAL / PUBLIC COMMENT CONTACT INFORMATION

Company / Organization: China Creek Internet Service LTD

Contact Name: Marion Millar

Contact Address: PO BOX 1753 Princeton
Princeton BC V0X 1W0

Contact Phone: 250-295-7944

Contact Email: wireless@nethop.net

ELIGIBILITY

Question	Answer	Warning
----------	--------	---------

Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?	Yes	
---	-----	--

Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure?

Yes

Please specify your file number:

If you have several file numbers, please make a note of at least one of them above. Example numbers: 1234567, 153245, others

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose	Tenure	Period
Communication Site To provide high speed wireless Internet access to the residents of the North Fork area 10 Miles north of Grand Forks B.C. The communications site is located at GPS coordinate 49.149400N, -118.463400W.	Licence of Occupation	Ten to thirty years

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road:

Dirt road that is accessed by old KVR rail line. The closest public named road is Brown Creek Eholt Road.

COMMUNICATION SITE

Communication sites are Crown land used for communication use such as radio, television, microwave, and satellite facilities and related works.

Specific Purpose:	To provide high speed wireless Internet access to the residents of the North Fork area 10 Miles north of Grand Forks B.C. The communications site is located at GPS coordinate 49.149400N, -118.463400W.
Period:	Ten to thirty years
Tenure:	Licence of Occupation

TOTAL APPLICATION AREA

Please give us some information on the size of the area you are applying for.

Specify Length:	4 meters
Specify Width:	4 meters

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? No

Are you planning to use an open fire to burn timber or other materials? No

Do you want to transport heavy equipment or materials on an existing forest road? No

Are you planning to work in or around water? No

Does your operation fall within a park area? No

LOCATION INFORMATION

LAND DETAILS

DRAWINGS

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☒ I have geographic coordinate data (i.e. GPS)

GEOGRAPHIC COORDINATES

For Latitude and Longitude, you must enter a number between 47 to 60 and -140 to -113 respectively. Your Geographic Coordinates must be in decimal degree format. Example: 54.144869 (lat) and -124.120275 (long) If you are using Google Earth for finding the latitude and longitude values and you need to be sure the format is correct, then follow the steps:

1. Please click on "Tools" in the menu bar
2. Click "Options"
3. Select "Decimal Degree" under "Show Lat/Long" section

Latitude	Longitude	Description
49.1494000	-118.4634000	North Fork 10-Mile

ATTACHED DOCUMENTS

Document Type	Description	Filename
Communication Site Inventory	North Fork 10 mile	site-inventory-NF-10-Mile.pdf
Communication Site Questionnaire	North Fork 10-Mile	Crown-Land-questionnaire-NF...
Management Plan	North Fork 10-Mile	Management_Plan_NF_10-Mile.pdf
Side Profile	North Fork 10-Mile	NF-10-Mile-Side View.pdf
Site Plan	North Fork 10 Mile Site Plan	NF-10-Mile.pdf

PRIVACY DECLARATION

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$1,000.00	GST @ 5%: \$50.00	\$1,050.00	\$0.00

PROJECT INFORMATION

Is this application for an activity or project which
requires more than one natural resource
authorization from the Province of BC?

No

OFFICE USE ONLY

Office Cranbrook	File Number	Project Number
	Disposition ID	Client Number

Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

1.0 Background

1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

To use an existing communications site that provides high speed wireless INTERNET access to the residents of the North Fork area approximately 10 miles north of Grand Forks B.C.

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Site Construction	Install pole, solar panels, and radio equipment	Complete	

Add Row

1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



There are no First Nations concerns or issues for this project.

2.0 Location

2.1 Description

Provide a general description of the location of the project:



The communications site is located approximately 10 miles North of Grand Forks at GPS coordinates 49.149400N, -118.463400W. The site consists of a 15-foot steel pole and a 2ft x 2ft equipment locker attached to the pole. There is a 5ft x 5ft aluminum framework to hold the solar panels. There is an Efoy Methanol fuel cell for auxiliary power. The combined foot print is 10 x 10 feet or 100 square feet. The main feature is a 15-foot steel pole with an equipment locker attached.

2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



To use an existing communications site that provides high speed wireless Internet access to the residents of the North Fork area 10 Miles north of Grand Forks B.C. The communications site is located at GPS coordinate 49.149400N, -118.463400W.

2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Site Construction	Install pole, solar panels, concrete pad, and radio equipment.	Summer 2016
Add Row		

3.0 Infrastructure and Improvements

3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
The site consists of a 15-foot steel pole and a 2ft x 2ft equipment locker attached to the pole. There is a 5ft x 5ft aluminum framework to hold the solar panels. There is an Efoy Methanol fuel cell for auxiliary power. The combined foot print is 10 x 10 feet or 100 square feet. The main feature is a 15-foot steel pole with an equipment locker attached.	The power source is by solar panels and a Methanol Fuel Cell. The tower is a 15-foot free standing steel pipe. The pipe is dug into the ground 3 feet without the use of concrete and can be easily removed to lessen the environmental impact on the ground. There is a 5x5 aluminum framework to hold the solar panels. The legs of the aluminum frame work are dug into the ground 2 feet with no concrete used. There is a 3ft x 3ft x 6inch concrete pad that the Methanol Fuel Cell sits on.	Completed September 2016

Add Field

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
Dirt road that is accessed by old KVR rail line.	Existing. We do not intend to do any maintenance or upgrades to access roads at all. The existing access is good enough as is.	Dirt	N/A	N/A	N/A	N/A

Add Field

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



None. This site is 100% green.

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
N/A	N/A	N/A	N/A	N/A	N/A

Add Field

3.5 Waste Collection Treatment and Disposal

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including:



Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
---	---	-----------------	--------	----------------------------	------------

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
N/A	N/A	N/A	N/A	N/A	N/A

Add Field

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

☐ Yes ☒ No

Are any areas of vegetation to be cleared, outside of timber removal?

☐ Yes ☒ No

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

☐ Yes ☒ No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

☐ Yes ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☐ Yes ☒ No

4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?

☐ Yes ☒ No



4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ Yes ☒ No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☐ Yes ☒ No

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☐ Yes ☒ No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☐ Yes ☒ No

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
The power source is by solar panels and a Methanol Fuel Cell. The tower is a 15-foot free standing steel pipe. The pipe is dug into the ground 3 feet without the use of concrete and can be easily removed to lessen the environmental impact on the ground. There is a 5x5 aluminum framework to hold the solar panels. The legs of the aluminum frame work are dug into the ground 2 feet with no concrete used. There is a 3ft x 3ft x 6inch concrete pad that the Methanol Fuel Cell sits on.	3x3 concrete pad.	The concrete pad can be broken up and removed.
Add Field		

4.2 Atmospheric Impacts

4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

Sound? Yes ☒ No

Odor? Yes ☒ No

Gas? Yes ☒ No

Fuel Emissions? Yes ☒ No

4.3 Water or Land Covered by Water Impacts

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

☐ Yes ☒ No

4.3.2 Public Access

Will the project result in changes to public access?

☐ Yes ☒ No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

☐ Yes ☒ No

4.4 Fish and Wildlife Habitat Impacts

4.4.1 Disturbance to Wildlife and Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

[\(BC Wildlife Act\)](#)

☐ Yes ☒ No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☐ Yes ☒ No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☐ Yes ☒ No

Will the project (construction or operations phase) require water diversion?

☐ Yes ☒ No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

☐ Yes ☒ No

5.0 Socio-Community

5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

The nearby community is a mix of farms and residential.

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? *(Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)*

☐ Yes ☒ No

5.2 Socio-Community Conditions

5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

☐ Yes ☒ No

5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



None.

Management Plan

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11

END O F FORM



BRITISH
COLUMBIA



COMMUNICATION SITE QUESTIONNAIRE

APPLICANT INFORMATION

APPLICANT NAME	COMPANY PHONE NUMBER	COMPANY FAX NUMBER
COMPANY E-MAIL ADDRESS	COMPANY CONTACT NAME	

GENERAL SITE AND MAP INFORMATION

LOCATION OF CROWN LAND	<input type="checkbox"/> EXISTING SITE <input type="checkbox"/> NEW SITE	OTHER USERS WITHIN 500 METERS <input type="checkbox"/> YES <input type="checkbox"/> NO
1:50,000 MAP REFERENCE NO.	<input type="checkbox"/> NAD 27 <input type="checkbox"/> NAD 83	NAMES OF OTHER USERS WITHIN 500m, IF KNOWN:
LEGAL DESCRIPTION		PARCEL SIZE REQUESTED REQUESTED TENURE TERM

TOWER, ANTENNA AND FREQUENCY INFORMATION

TOWER Note: The following tower information is used to determine RF blockage specific directions.

<input type="checkbox"/> EXISTING <input type="checkbox"/> PROPOSED	<input type="checkbox"/> STEEL <input type="checkbox"/> POLE <input type="checkbox"/> OTHER	FACE WIDTH (e.g., 1.25m) _____ METERS	FACE AZIMUTHS (°TN) _____	HEIGHT ABOVE GROUND LEVEL _____ METERS
GPS SITE COORDINATE INFORMATION	LATITUDE ____ ° ____ ' ____ "	LONGITUDE ____ ° ____ ' ____ "	GROUND ELEVATION (AMSL) _____ METERS	

ANTENNA Note: The following information is used in the RF intermodulation calculations.

LOCATION OF CENTER OF ANTENNA ON TOWER (AGL)	AZIMUTHS (°TN)	POLARIZATION

FREQUENCY (For each antenna) Note: The following information is used in the RF intermodulation calculations.

TRANSMIT FREQUENCY(S)	HOURS OF OPERATION	EFFECTIVE RADIATED POWER (ERP)	RECEIVER FREQUENCY

APPLICANT COMMENTS

--

MoF COMMENTS

--

MoF SIGNATORY NAME	TELEPHONE NUMBER	SIGNATURE
--------------------	------------------	-----------

Communication Site Inventory

File Number:	Location of Site: North Fork 10 Mile
Name of Tenure Holder: China Creek Internet Service LTD	Latitude and Longitude: 49.1494000 , -118.4634000

Identify all users and co-users on the site and indicate the communication use category of each user on the site (see categories on reverse). If multiple uses by the same user, indicate all uses. If Over the Air radio or television broadcaster, indicate the broadcast call sign and/or broadcast frequency in the purpose column.

Name of User	Communication User category	Purpose of the Transmitter/Receiver	Site Occupation	
			Date use commenced	Date use ended
China Creek Internet Service LTD	Local Telecommunications Service Provider	To Provide Internet	July 2016	July 2026

Inventory form completed by (print): Brian Millar

Contact #: 250-295-7944

Tenure Holder (signature): _____

Date: Oct 29, 2018

Note: changes in the number or type of user on the site must be reported with an updated Communication Site Inventory Form.

Revised Sept 29, 2015

Communication Site User Categories

Non-commercial Radio Communication Provider or User -includes community organizations such as volunteer search and rescue associations and amateur radio clubs; not-for-profit societies; institutional users such as local governments, and police, ambulance and fire services; and government users, not including Crown Corporations.

Radio Communication User - consists of private businesses that use point to point or point to multi-point mobile radio systems for the purpose of internal communications or remote monitoring of equipment. The service is not sold to others and the user is a non-communications business such as a pipeline, power or land management company, or railroad that uses microwave or radio signals in support of the user's primary business.

Over-the-air Radio and Television Broadcasters – A user that broadcasts UHF and VHF audio and visual signals, or amplitude modulation (AM) or frequency modulation (FM) for general public reception.

Communication Site Facility Manager – is issued a tenure to use Crown land for communication purposes and provides rental space to other communication users or providers. A facility manager does not directly provide communications services to others for commercial gain, nor is it a communications user.

Local Telecommunications Service Provider - includes small businesses which:

- provide communication equipment and services for commercial gain, employ less than 100 employees, and operates within no more than 5 regional districts all of which are located within Zones 2 and 3 and constitute no more than a combined area of 200,000 km².
- LTSPs may be
 - internet service providers using wireless technology to connect subscribers to the internet;
 - commercial mobile radio service providers are businesses that provide mobile radio communication services to customers, such as two-way radio voice dispatch, community repeaters and paging services.
 - local exchange networks that provides basic telephone service, primarily to rural communities.

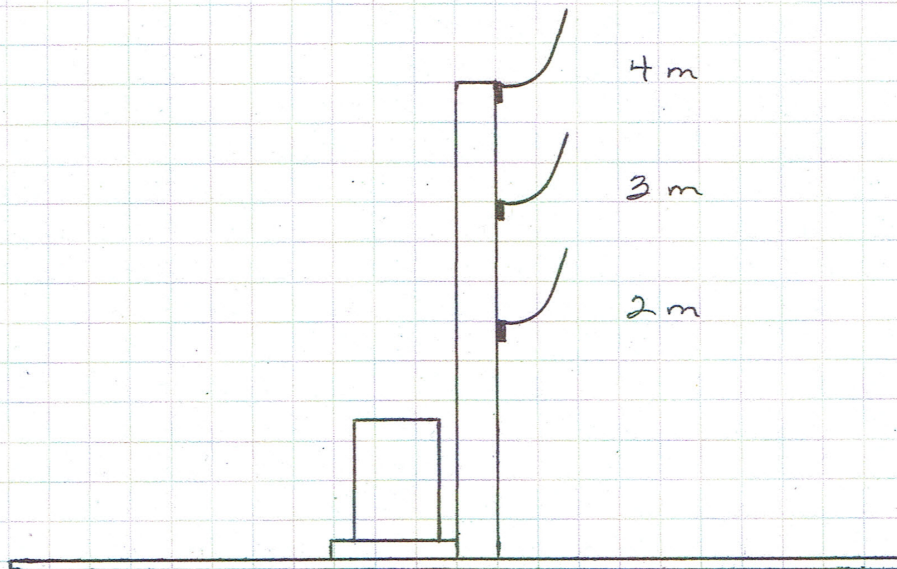
Large, Broad-based Communication Service Provider includes businesses that operate in higher density areas or over much of the province, which distinguishes them from Local Telecommunication Service Providers. Broad-based Communication Service providers use a variety of non-broadcast technologies, such as cellular telephone, microwave, passive reflectors and wireless internet. This category includes WiFi and WiMax uses and cellular provided internet services accessed directly by a laptop computer card, independent of a cellular phone.

Cable and Satellite Radio Service Providers - transmits audio signals for relay to cable or satellite radio subscribers.

Cable and Satellite Television Providers – transmits audio and video signals for relay to cable and satellite television subscribers.

Revised Sept 29, 2015

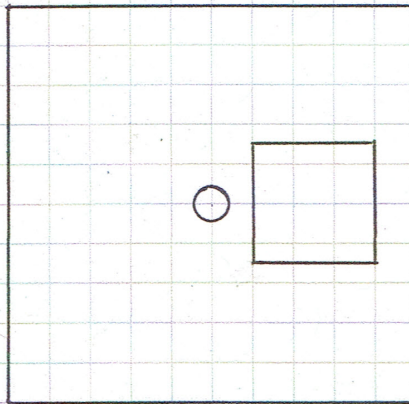
North Fork - 10 mile



each square = 1 sq ft

North Fork - 10 mile

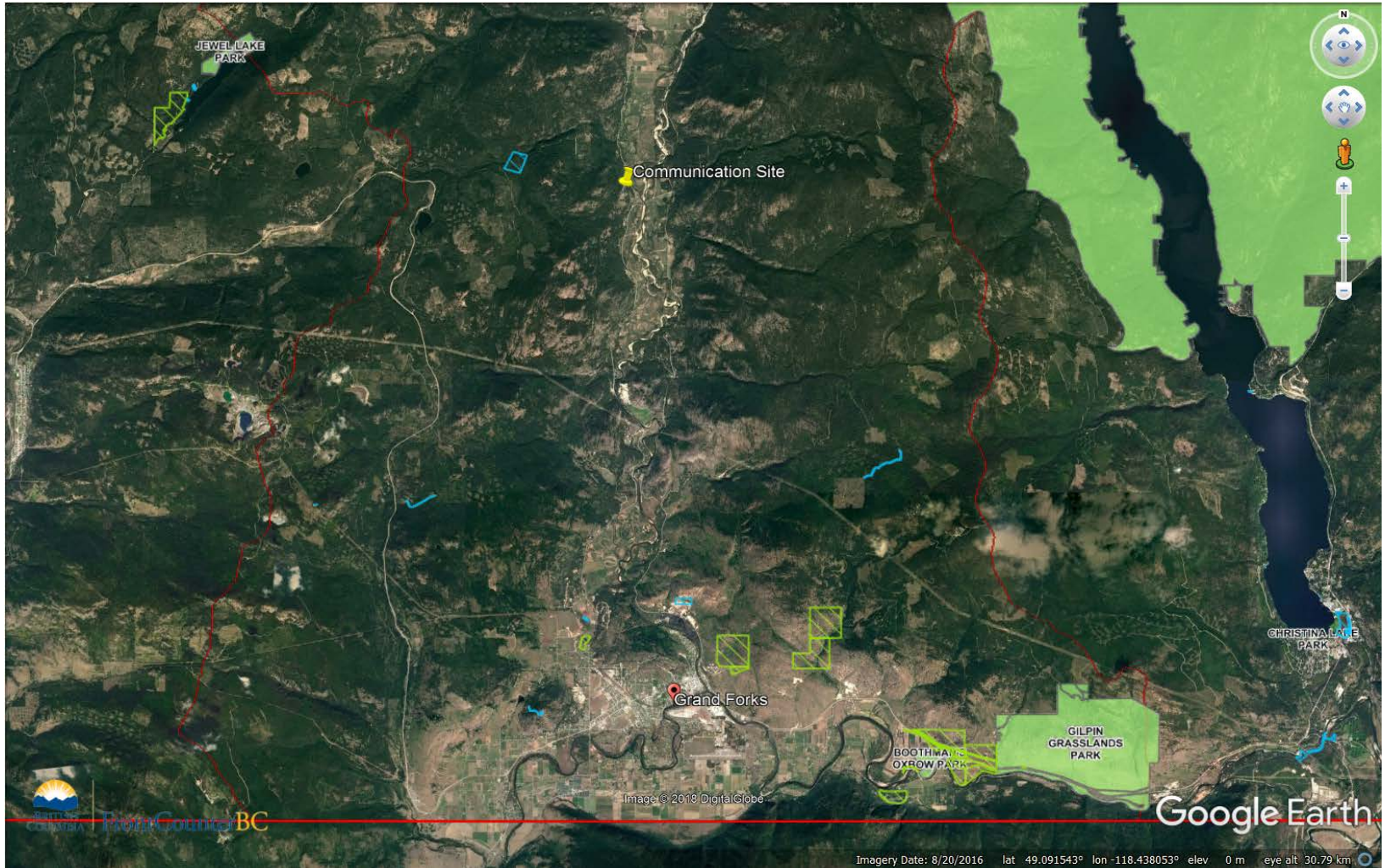
N ↑

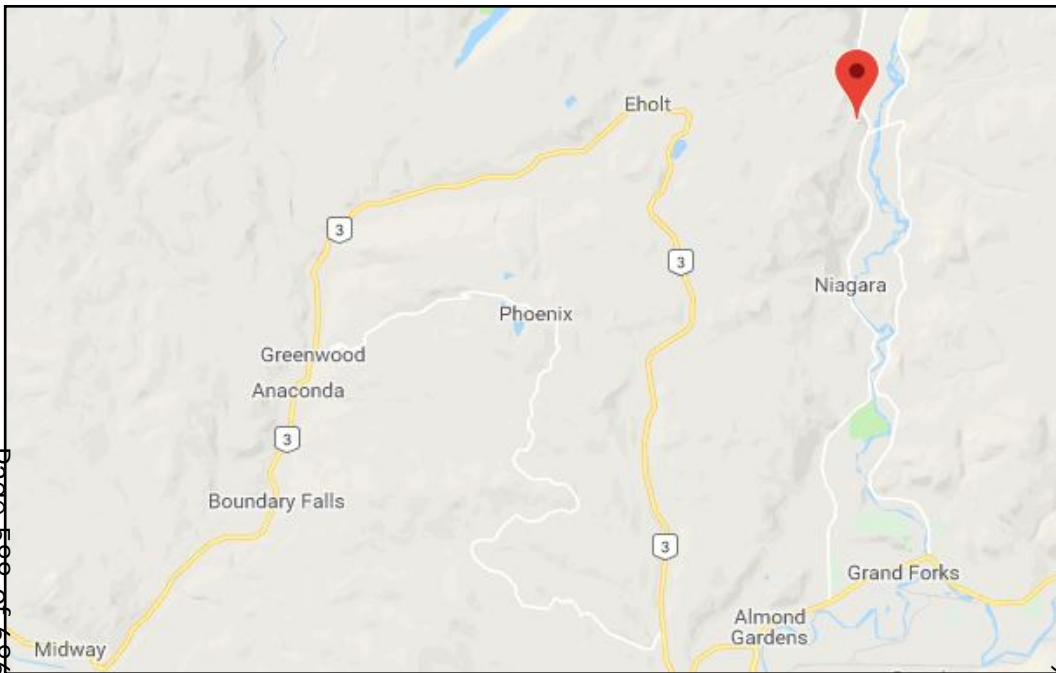


each square = 1 sq ft

Google Map and Geomark

Geomark: [gm-C3E97DCBF4664509B71C9E3A09BDFF17](https://www.google.com/maps/@49.091543, -118.438053, 15z)







Crown Land Tenure Application

Tracking Number: 100261025

Applicant Information

If approved, will the authorization be issued to an Individual or Company/Organization?

Company/Organization

What is your relationship to the company/organization?

Owner

APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION

Have you considered using a BCeID? A BCeID allows you to save your application at any time and return later to complete it or check the status of your application. It only takes a few minutes to sign up for a free BCeID which also allows you to use the same ID for many other government services. Click on 'Save Application' on the bottom and then on 'Register' to sign up. You will return to this application once the sign up has been completed.

Name: China Creek Internet Service LTD
Doing Business As: China Creek Internet
Phone: 250-295-7944
Fax: 250-295-7946
Email: wireless@nethop.net
BC Incorporation Number: 550532
Extra Provincial Inc. No: Princeton
Society Number:
GST Registration Number: 877012765
Contact Name: Marion Millar
Mailing Address: - redacted -

REFERRAL / PUBLIC COMMENT CONTACT INFORMATION

Company / Organization: China Creek Internet
Contact Name: Marion Millar
Contact Address: 409 Lapworth Street
 Box 1753
Contact Phone: 250-295-7944
Contact Email: wireless@nethop.net

ELIGIBILITY

Question	Answer	Warning
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Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?	Yes	
---	-----	--

Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure? No

ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a short term, low impact activity you may not need to apply for tenure, you may be authorized under the Permissions policy or Private Moorage policy.

To determine if your use is permissible under the Land Act please refer to either the Land Use Policy - Permissions or Land Use Policy - Private Moorage located here.

Purpose	Tenure	Period
Communication Site Provide high speed wireless internet access to the residents of the North Fork area North of Grand Forks B.C. The communications site is located at GPS coordinate 49.196300N, -118.461100W	Licence of Occupation	Ten to thirty years

ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road: Dirt road that is accessed by old KVR rail line. The nearest named road is Passage Creek Road.

COMMUNICATION SITE

Communication sites are Crown land used for communication use such as radio, television, microwave, and satellite facilities and related works.

Specific Purpose: Provide high speed wireless internet access to the residents of the North Fork area North of Grand Forks B.C. The communications site is located at GPS coordinate 49.196300N, -118.461100W

Period: Ten to thirty years

Tenure: Licence of Occupation

TOTAL APPLICATION AREA

Please give us some information on the size of the area you are applying for.

Specify Length: 4 meters

Specify Width: 4 meters

ADDITIONAL QUESTIONS

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia? No

Are you planning to cut timber on the Crown Land you are applying for? No

Are you planning to use an open fire to burn timber or other materials? No

Do you want to transport heavy equipment or materials on an existing forest road? No

Are you planning to work in or around water? No

Does your operation fall within a park area? No

LOCATION INFORMATION

LAND DETAILS

DRAWINGS

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☒ I have geographic coordinate data (i.e. GPS)

GEOGRAPHIC COORDINATES

For Latitude and Longitude, you must enter a number between 47 to 60 and -140 to -113 respectively. Your Geographic Coordinates must be in decimal degree format. Example: 54.144869 (lat) and -124.120275 (long) If you are using Google Earth for finding the latitude and longitude values and you need to be sure the format is correct, then follow the steps:

1. Please click on "Tools" in the menu bar
2. Click "Options"
3. Select "Decimal Degree" under "Show Lat/Long" section

Latitude	Longitude	Description
49.1963000	-118.4611000	North Fork 15 Mile

ATTACHED DOCUMENTS

Document Type	Description	Filename
Communication Site Inventory	North Fork 15 Mile	site-inventory-NF-15-Mile.pdf
Communication Site Questionnaire	North Fork 15 Mile	Crown-Land-questionnaire-NF...
Management Plan	North Fork 15 Mile	Management_Plan_NF_15-Mile.pdf
Side Profile	North Fork 15 Mile	NF-15-Mile-Side-View.pdf
Site Plan	North Fork 15 Mile	NF-15-Mile-Top-View.pdf

PRIVACY DECLARATION

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

APPLICATION AND ASSOCIATED FEES

Item	Amount	Taxes	Total	Outstanding Balance
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Crown Land Tenure Application Fee	\$1,000.00	GST @ 5%: \$50.00	\$1,050.00	\$0.00
PROJECT INFORMATION				

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? No

OFFICE USE ONLY		
Office Cranbrook	File Number	Project Number
	Disposition ID	Client Number

Management Plan

Please describe the details of your project to the extent known. Consult the guidance document for further information on regulatory requirements, rational for why the information is required, and how to find required information.

The scope and the timing for response will be provided. If information is requested and not received, it may result in the disallowance of the application.

Information on these topics may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information. In some circumstances, the use of a qualified professional to complete the plan may be required.

1.0 Background

1.1 Project Overview

Describe project for which authorization is requested, including construction and/or phased development details:

To use an existing communications site that provides high speed wireless INTERNET access to the residents of the North Fork area approximately 15 miles north of Grand Forks B.C.

1.2 Investigative Work

If any preliminary investigative work has been carried out, with or without an investigative authorization, provide details on work completed, incomplete or on-going from previous term.



Activity	Brief Description of Activity	Status (e.g. Complete, incomplete, ongoing)	Comments / Milestones
Site Construction	Install pole, solar panels, and radio equipment	Complete	

Add Row

1.4 First Nations Consultation

Describe any contact you may have had, including the name of the First Nation(s) and representatives contacted.



There are no First Nations concerns or issues for this project.

2.0 Location

2.1 Description

Provide a general description of the location of the project:



The communications site is located approximately 15 miles North of Grand Forks at GPS coordinates 49.196300N, -118.461100W. The site consists of a 15-foot steel pole and a 2ft x 2ft equipment locker attached to the pole. There is a 5ft x 5ft aluminum framework to hold the solar panels. There is an Efoy Methanol fuel cell for auxiliary power. The combined foot print is 10 x 10 feet or 100 square feet. The main feature is a 15-foot steel pole with an equipment locker attached.

2.2 Location Justification

Provide your reasons/justification of the need for this type of project at this location:



To use an existing communications site that provides high speed wireless internet access to the residents of the North Fork area North of Grand Forks B.C. The communications site is located at GPS coordinate 49.196300N, -118.461100W.

2.3 Seasonal Expectations of Use

When will the Project require use of the land? Include information on key works during construction phases as well as operations phase. Please reference [reduced risk fish windows](#) as required by DFO:



Project Phase (Construction / Operations)	Brief Description of Activity / Works	Season
Site Construction	Install pole, solar panels, concrete pad, and radio equipment.	Summer 2016
Add Row		

3.0 Infrastructure and Improvements

3.1 Facilities and Infrastructure

Detail any new and existing facilities, infrastructure or processes proposed and any ancillary uses. Provide details of planned construction methods and materials, and construction scheduling.

Facility/Infrastructure/Process	Construction Methods/Materials	Construction Schedule
The site consists of a 15-foot steel pole and a 2ft x 2ft equipment locker attached to the pole. There is a 5ft x 5ft aluminum framework to hold the solar panels. There is an Efoy Methanol fuel cell for auxiliary power. The combined foot print is 10 x 10 feet or 100 square feet. The main feature is a 15-foot steel pole with an equipment locker attached.	The power source is by solar panels and a Methanol Fuel Cell. The tower is a 15-foot free standing steel pipe. The pipe is dug into the ground 3 feet without the use of concrete and can be easily removed to lessen the environmental impact on the ground. There is a 5x5 aluminum framework to hold the solar panels. The legs of the aluminum frame work are dug into the ground 2 feet with no concrete used. There is a 3ft x 3ft x 6inch concrete pad that the Methanol Fuel Cell sits on.	Completed September 2016

Add Field

3.2 Access

Identify existing and proposed roads used for access and their use by season. Include any proposed connections to public or Forest Service Roads; traffic information including volume of traffic during construction/operation and phase or season that the traffic is expected:



Roadway/Proposed Connection	Existing/Proposed	Existing Road Classification	Road Permittee Information and Road Use Agreements	Traffic Volume		Mitigation of Traffic Effects
				Construction Phase	Operations Phase	
Dirt road that is accessed by old KVR rail line.	Existing. We do not intend to do any maintenance or upgrades to access roads at all. The existing access is good enough as is.	Dirt	N/A	N/A	N/A	N/A

Add Field

3.3 Utility Requirements and Sources

Describe utility requirements and sources, include agreements in place or underway allowing access to utilities.



None. This site is 100% green.

3.4 Water Supply

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including sources, location, volume and a general description of infrastructure planned to meet water supply requirements, include any agreements outside of Water Act Authorizations identified above (Section I, Authorizations, Permits or Approvals), such as Municipal water supply.

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
N/A	N/A	N/A	N/A	N/A	N/A

Add Field

3.5 Waste Collection Treatment and Disposal

Identify water requirements for construction and operation phases (e.g. surface water and/or groundwater), including:



Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
---	---	-----------------	--------	----------------------------	------------

Project Phase (Construction/ Operation)	Water Requirement (e.g. Surface water or ground water, etc)	Source/location	Volume	Infrastructure Description	Agreements
N/A	N/A	N/A	N/A	N/A	N/A

Add Field

4.0 Environmental

Describe any significant impacts and proposed mitigation for the following environmental classes:

4.1 Land Impacts

4.1.1 Vegetation Removal

Is any timber removal required?

☐ Yes ☒ No

Are any areas of vegetation to be cleared, outside of timber removal?

☐ Yes ☒ No

4.1.2 Soil Disturbance

Will there be any areas of soil disturbance, including clearing, grubbing, excavation and levelling?

☐ Yes ☒ No

Is the area to be excavated a Brownfield site or has the potential to be contaminated?

☐ Yes ☒ No

Is there potential for disturbance of archaeological, paleontological fossils or historical artifacts?

☐ Yes ☒ No

4.1.3 Riparian Encroachment

Will any works be completed within or adjacent to the riparian zone of any water body?

☐ Yes ☒ No



4.1.4 Pesticides and Herbicides

Will there be any use of pesticides or herbicides during construction, operations and/or maintenance?

☐ Yes ☒ No

4.1.5 Visual Impacts

Will there be any adverse effects of the projects, and any potential adverse effects on sight lines to the project area from surrounding areas likely to be used for scenic viewing by residents or other users?

☐ Yes ☒ No

4.1.6 Archaeological Sites

Are there any known or high potential (Arch Procedure) archaeological sites within the project area?

☐ Yes ☒ No

Have you conducted an AIA or engaged an archaeologist to assist with your investigations?

☐ Yes ☒ No

4.1.7 Construction Methods and Materials

Identify the types of construction materials, the methods used, their impacts, and any mitigations:

Construction Material/Method	Impacts	Mitigations
The power source is by solar panels and a Methanol Fuel Cell. The tower is a 15-foot free standing steel pipe. The pipe is dug into the ground 3 feet without the use of concrete and can be easily removed to lessen the environmental impact on the ground. There is a 5x5 aluminum framework to hold the solar panels. The legs of the aluminum frame work are dug into the ground 2 feet with no concrete used. There is a 3ft x 3ft x 6inch concrete pad that the Methanol Fuel Cell sits on.	3x3 concrete pad.	The concrete pad can be broken up and removed.
Add Field		

4.2 Atmospheric Impacts

4.2.1 Sound, Odor, Gas or Fuel Emissions

Will the project construction or operation cause any of the following to disturb wildlife or nearby residents:

Sound? Yes ☒ No

Odor? Yes ☒ No

Gas? Yes ☒ No

Fuel Emissions? Yes ☒ No

4.3 Water or Land Covered by Water Impacts

4.3.1 Drainage Effects

Will the project result in changes to land drainage?

☐ Yes ☒ No

4.3.2 Public Access

Will the project result in changes to public access?

☐ Yes ☒ No

4.3.3 Flood Potential

Will the project result in a potential for flooding?

☐ Yes ☒ No

4.4 Fish and Wildlife Habitat Impacts

4.4.1 Disturbance to Wildlife and Wildlife Habitat

Will the project result in adverse effects to wildlife or wildlife habitat?

[\(BC Wildlife Act\)](#)

☐ Yes ☒ No

Will the project (construction or operations phase) occur in and around streams, lakes, estuarine or marine environments?

☐ Yes ☒ No

Is the project (construction or operations phase) likely to increase erosion or sedimentation?

☐ Yes ☒ No

Will the project (construction or operations phase) require water diversion?

☐ Yes ☒ No

Will the project threaten or endanger species at risk in the area?

[Species At Risk Act](#)

☐ Yes ☒ No

5.0 Socio-Community

5.1 Land Use

Describe the current community setting on or near the project area, including the location of non-aboriginal and aboriginal communities or known use areas.

The nearby community is a mix of farms and residential.

5.1.1 Land Management Plans and Regional Growth Strategies

Are there any land and resource management plans, coastal plans, provincial, regional growth strategies or local government plans with zoning, or management policies or use restrictions in place that could limit or preclude your proposed use of the land? *(Please refer to the [Union of BC Municipalities \(UBCM\)](#), and check the websites of the municipality, regional district or other organization with jurisdiction including your project area.)*

☐ Yes ☒ No

5.2 Socio-Community Conditions

5.2.1 Adjacent Users or Communities

Is the project likely to restrict public access, or the ability, or the ability of adjacent land owners or tenure holder to access their property or tenures?

☐ Yes ☒ No

5.2.2 Existing Services

Provide a description any increased demand on fire protection and other health facilities and emergency services arising from your Project, including proposed management or mitigation measures.



None.

Management Plan

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END O F FORM



BRITISH
COLUMBIA



COMMUNICATION SITE QUESTIONNAIRE

APPLICANT INFORMATION

APPLICANT NAME	COMPANY PHONE NUMBER	COMPANY FAX NUMBER
COMPANY E-MAIL ADDRESS	COMPANY CONTACT NAME	

GENERAL SITE AND MAP INFORMATION

LOCATION OF CROWN LAND	<input type="checkbox"/> EXISTING SITE <input type="checkbox"/> NEW SITE	OTHER USERS WITHIN 500 METERS <input type="checkbox"/> YES <input type="checkbox"/> NO
1:50,000 MAP REFERENCE NO.	<input type="checkbox"/> NAD 27 <input type="checkbox"/> NAD 83	NAMES OF OTHER USERS WITHIN 500m, IF KNOWN:
LEGAL DESCRIPTION		PARCEL SIZE REQUESTED REQUESTED TENURE TERM

TOWER, ANTENNA AND FREQUENCY INFORMATION

TOWER Note: The following tower information is used to determine RF blockage specific directions.

<input type="checkbox"/> EXISTING <input type="checkbox"/> PROPOSED	<input type="checkbox"/> STEEL <input type="checkbox"/> POLE <input type="checkbox"/> OTHER	FACE WIDTH (e.g., 1.25m) _____ METERS	FACE AZIMUTHS (°TN) _____	HEIGHT ABOVE GROUND LEVEL _____ METERS
GPS SITE COORDINATE INFORMATION	LATITUDE ____ ° ____ ' ____ "	LONGITUDE ____ ° ____ ' ____ "	GROUND ELEVATION (AMSL) _____ METERS	

ANTENNA Note: The following information is used in the RF intermodulation calculations.

LOCATION OF CENTER OF ANTENNA ON TOWER (AGL)	AZIMUTHS (°TN)	POLARIZATION

FREQUENCY (For each antenna) Note: The following information is used in the RF intermodulation calculations.

TRANSMIT FREQUENCY(S)	HOURS OF OPERATION	EFFECTIVE RADIATED POWER (ERP)	RECEIVER FREQUENCY

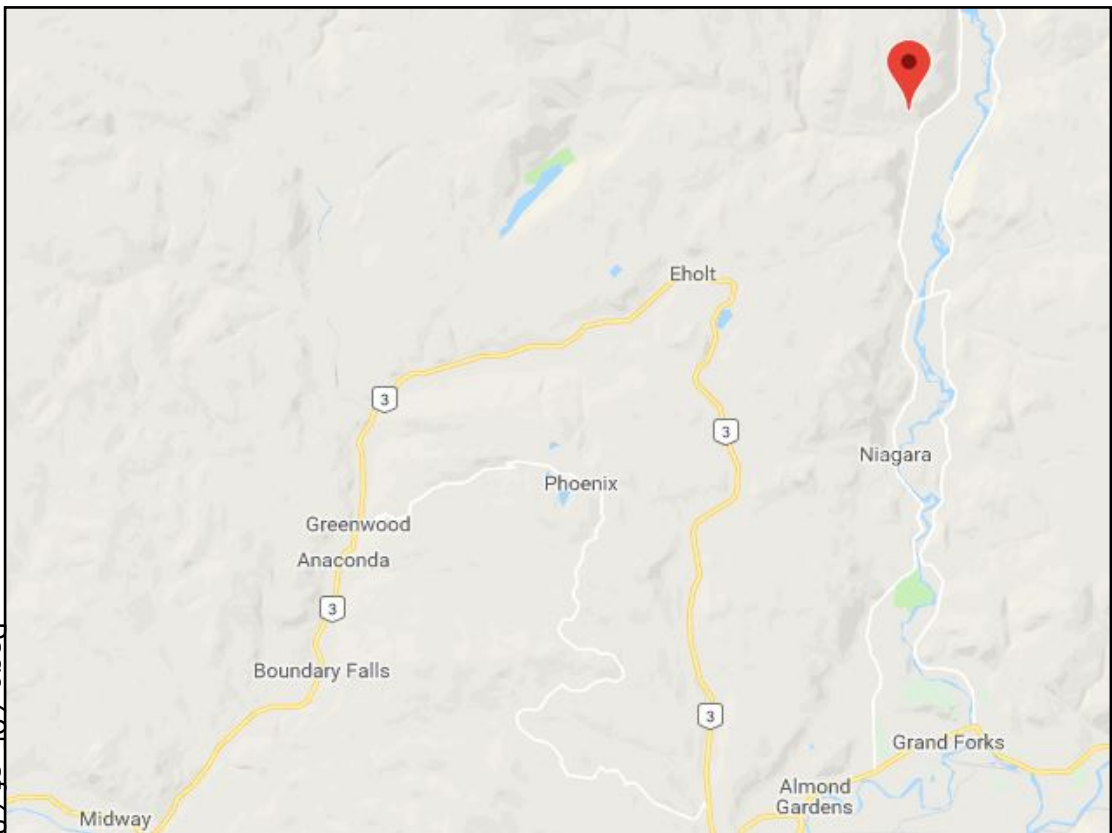
APPLICANT COMMENTS

MoF COMMENTS

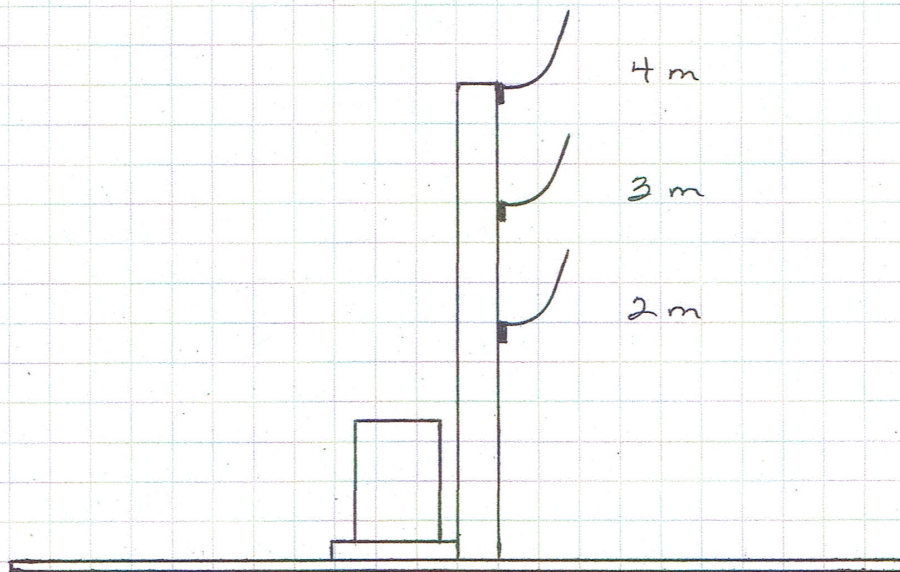
MoF SIGNATORY NAME

TELEPHONE NUMBER

SIGNATURE



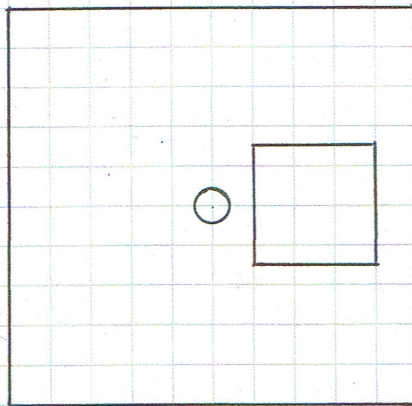
North Fork - 15 mile



each square = 1 sq ft

North Fork - 15 mile

N ↑



each square = 1 sq ft

Communication Site Inventory

File Number:	Location of Site: North Fork 15 Mile
Name of Tenure Holder: China Creek Internet Service LTD	Latitude and Longitude: 49.196300, -118.461100

Identify all users and co-users on the site and indicate the communication use category of each user on the site (see categories on reverse). If multiple uses by the same user, indicate all uses. If Over the Air radio or television broadcaster, indicate the broadcast call sign and/or broadcast frequency in the purpose column.

[illegible]Inventory form completed by (print): Brian Millar

250-295-7944

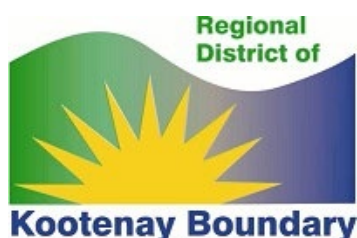
Tenure Holder (signature):

Date: Oct 29, 2018

Note: changes in the number or type of user on the site must be reported with an updated Communication Site Inventory Form.

Revised Sept 29, 2015

11A

**STAFF REPORT**

Date: February 13, 2019 **File**

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

From: Mark Stephens Interim Manager of Emergency Programs

Re: Renewal of three-year agreement with the Canadian Red Cross to provide
Emergency Response Services within the RDKB

Issue Introduction

A Staff report from Mark Stephens, Interim Manager of Emergency Programs requesting approval to renew a three (3) year agreement with the Canadian Red Cross to provide Emergency Response Services (Level 1 Emergency Social Services) within the RDKB.

History/Background Factors

The Emergency Program Act of BC states a "local authority must prepare or cause to be prepared local emergency plans respecting preparation for, response to and recovery from emergencies and disasters" this includes Emergency Social Services.

The Regional District of Kootenay Boundary first entered in to an agreement with the Canadian Red Cross (CRC) to provide Emergency Social Services (ESS) to residents of the RDKB in 2011. A renewal of the agreement was signed in 2016 expired on December 31, 2018.

The CRC provides support for Level 1 Emergency Social Services incidents that involve 25 people or less, i.e. a house fire. The CRC has assisted with all major EOC activation including the devastating 2015 Rock Creek/ Stickpin wildfires and the Boundary freshet in 2018 where they ran a Level three (3) reception center that registered over 3,000 evacuees and a group lodging facility. The CRC has proven to be a valued asset to the RDKB Emergency Program.

Implications

The agreement renewal is for a three-year term at the same price of \$10,000 per year. These funds are currently budgeted for and as such will not affect the 2019 012 Emergency Preparedness five year financial plan.

Two new items in this agreement worth noting are the addition of a clause pertaining to Access to Information Requests, Article 12.3. This clause states that each party will notify the other in writing prior to the release of information surrounding the agreement or CRC activities within the RDKB. The new agreement also adds a "stand-by" response by the CRC to be used where the RDKB believes an emergency is or may be imminent.

Advancement of Strategic Planning Goals

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

Background Information Provided

Please see attached Canadian Red Cross renewal agreement.

Alternatives

1. That the board resolve to support the renewal of a three (3) year agreement between the Canadian Red Cross and Regional District of Kootenay Boundary.
2. That the board does not support the renewal of the agreement and direct staff to make alternate arrangements to provide Emergency Social Services to residents of the regional District of Kootenay boundary and provide staff with an appropriate budget to deliver the services.

Recommendation(s)

That the Regional District of Kootenay Boundary Board of Directors approves the renewal of the Emergency Response Services Agreement with the Canadian Red Cross Society for a three year term at a cost of \$10,000 annually. **FURTHER** the Board of Directors authorizes the RDKB signatories to sign and enter into the Agreement.

EMERGENCY RESPONSE SERVICES AGREEMENT

Agreement for Emergency Relief Services

This Agreement is made as of January 1, 2019 between:

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

a local government regulated through the British Columbia *Local Government Act* and
Community Charter
("Entity")

and

THE CANADIAN RED CROSS SOCIETY,

a not-for-profit corporation and registered charity incorporated under the laws of Canada,
having its head office in Ottawa, Ontario
("CRC")

WHEREAS:

- A. The Entity is responsible for safeguarding and protecting the health, safety and security of its citizens, including provision for basic needs, shelter and emergency relief, in accordance with the British Columbia *Emergency Program Act*;
- B. CRC is officially recognized as an auxiliary to public authorities works with all levels of government in providing protection and assistance to emergency-affected persons, and has the resources and mandate to assist in the provision of emergency relief; and
- C. The Entity and CRC wish to enter into an agreement for the provision of emergency response services in the case of an emergency;

NOW THEREFORE, in consideration of the mutual promises and covenants herein, the Entity and CRC (each, a "**Party**" and together, the "**Parties**") agree as follows:

1. INTERPRETATION

1.1 In this Agreement:

- a) "**Agreement**" means this agreement, its schedules and all instruments supplemental hereto or in amendment or confirmation hereof; "**herein**", "**hereof**", "**hereto**", "**hereunder**" and similar expressions shall mean and refer to this Agreement and not to any particular Article, Section, subsection or other subdivision; and "**Article**", "**Section**", "**subsection**" or other subdivision of this Agreement shall mean and refer to the specified Article, Section, subsection or other subdivision of this Agreement;

- b) **“Business Day”** means a day on which CRC's offices are open for operations and excludes Saturday, Sunday and any other day which is a statutory or legal holiday in Canada;
- c) **“Calendar Day”** means all days in a month, including weekends and holidays.
- d) **“CRC Personnel”** means staff and volunteers who are affiliated with CRC.
- e) **“Duty Officer”** means a person designated by CRC as the point of contact for Notification of an Emergency in accordance of Schedule “C” of this Agreement.
- f) **“Eligible Expenses”** means training and emergency response costs incurred in the provision of Services (as that term is defined below) which the Province of British Columbia may reimburse under applicable legislation.
- g) **“Emergency”** means an urgent and critical situation, or impending situation, of a temporary nature caused by an accident, an intentional act, the forces of nature or other causes that constitutes a danger to persons or property.
- h) **“Emergency-Affected Person”** means any person whose life is disrupted during an Emergency identified in a Notification. Emergency-Affected Persons include individuals affected in their homes, individuals who must be evacuated on an emergency basis as a preventive measure, and individuals who are required to comply with quarantine measures.
- i) **“Emergency Management British Columbia”** or **“EMBC”** means the Province of British Columbia’s lead coordinating agency for all emergency management activities, and the agency providing support and guidance to the emergency programs of local authorities.
- j) **“Emergency Site”** means any location used to provide Services to Emergency-Affected Persons, and may include reception centers and group lodging.
- k) **“Emergency Social Services”** or **“ESS”** means a community-based provincial emergency response program which provides short-term temporary services for Emergency-Affected Persons to help people begin to re-establish themselves as quickly as possible after an Emergency. ESS are typically available for 72 hours.
- l) **“Force Majeure”** means a circumstance in the context of a response to an Emergency which prevents a Party from performing its obligations under this Agreement, despite such Party’s reasonable preparedness and reasonable business efforts. Force Majeure may include act of God, fire, flood, war, terrorism, strikes or labour difficulties or governmental enactment.

- m) **“Geographic Area”** means the geographic area covered by the incorporated Entity of Regional District of Kootenay Boundary.
- n) **“Notify”, “Notified” or “Notification”** means a process of informing CRC of the existence and circumstances of an Emergency and requesting Services, as set out in Schedule “C” of this Agreement.
- o) **“Personal Information”** means recorded information about an identifiable individual other than contact information.
- p) **“Record” and “Records”** includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means, but does not include a computer program or any other mechanism that produces records.
- q) **“Response Levels”** means the nature and scale of an Emergency as determined by a CRC and municipal classification system, which informs the appropriate approach to the response. The Response Levels are:
 - Level 1: Personal Disaster Response** - A small localized event impacting up to 25 people.
 - Level 2: Local Response** – A significant event impacting 25-500 people within one municipality or district.
 - Level 3: Regional/Provincial Response** - A major emergency impacting 500-10,000 people in more than one municipality or a larger geographic area.
 - Level 4: Major Response** – A major emergency impacting up to 100,000 people in a very large area or more than one province.
 - Level 5: Catastrophic Response.** – A major emergency with overwhelming devastation impacting more than 100,000 people and a wide geographic area.
- r) **“Services”** means the emergency services to be provided in the Geographic Area to Emergency-Affected Persons by CRC under this Agreement, as more particularly set out in Schedule “A”. CRC Personnel may deploy outside the Geographic Area pursuant to a mutual aid agreement entered into by the Entity, subject to availability and at the sole discretion of CRC.
- s) **“Task Number”** means the primary tracking mechanism used by Emergency Management British Columbia to authorize emergency response operations, training expenditures and insurance coverage for responders.

- 1.2 **Preamble.** The preamble is incorporated herein by reference and is deemed to be an integral part of this Agreement.

- 1.3 **Schedules.** This Agreement includes all of the Schedules annexed to it (listed below), the terms and conditions of which are expressly incorporated herein and form a part hereof:

Schedule “A” – Description of Services
 Schedule “B” – Payment and Reporting Schedule
 Schedule “C” – Notification Protocol
 Schedule “D” – Fundamental Principles

- 1.4 **Gender.** Any reference to any gender shall include all genders and words used herein importing the singular number only shall include the plural and *vice versa*.
- 1.5 **Headings.** The division of this Agreement into Articles, Sections, subsections and other subdivisions and the insertion of headings are for convenience of reference only and shall not affect, nor be utilized in the construction or interpretation of, this Agreement.

2. PURPOSE OF AGREEMENT

- 2.1 The purpose of this Agreement is to establish parameters for collaboration between the Entity and CRC to ensure the provision of humanitarian assistance in the event of an Emergency. CRC will provide aid to Emergency-Affected Persons in accordance with its role and capacity as outlined in this Agreement.
- 2.2 Nothing in this Agreement shall prevent CRC from providing humanitarian assistance to citizens of the Entity, in an Emergency or otherwise, on its own initiative and at its own expense, separate and apart from this Agreement, provided that in doing so CRC does not compromise the performance of its obligations hereunder. CRC may fundraise for such purposes.

3. TERM

- 3.1 The right to request Services under this Agreement shall commence on January 1, 2019 and shall expire on December 31, 2021, unless terminated earlier in accordance with the provisions of this Agreement (the “**Term**”).
- 3.2 **Renewal Planning.** The Parties shall endeavour to meet at least six (6) months prior to the expiry of this Agreement to discuss and negotiate a new agreement.

4. OBLIGATIONS OF CRC

4.1 Preparedness.

- a) CRC will develop a plan, in cooperation with the Entity, with tasks and timelines to transition existing volunteers and resources, build additional capacity as required, and establish protocols, including the roles and responsibilities of each Party;

- b) CRC will recruit, select and train a volunteer-based workforce so as to have ready-to-respond CRC Personnel available to deliver Services. All CRC volunteer personnel providing Services under this Agreement will be registered as Public Safety Lifeline volunteers and are expected to follow applicable standards, policies and training requirements of both the Government of BC and the CRC when carrying out the services set out in Schedule "A".
- c) CRC will stock and maintain supplies and logistics capacity as required to provide the Services; and
- d) CRC will participate in Entity-led emergency preparedness exercises, activities and/or meetings, as mutually agreed upon from time to time.

4.2 **Emergency Response.**

- a) This Agreement is only applicable to Level 1 Response Levels and specifically excludes all Level 2, 3, 4 and 5 responses which would be subject to a subsequent negotiation between the Parties on different terms.
- b) Local CRC personnel shall respond, if available, in a support capacity in the event of Level 2-5 response, as directed by the Entity, to carry out the services set out in Schedule "A"
- c) Upon (i) Notification by the Entity and (ii) being advised of the Task Number (which may be requested from EMBC by CRC or by the Entity), CRC will supply the requested Services in response to an Emergency subject to the terms and conditions set out herein.
- d) CRC will communicate and coordinate with the Entity, and will keep the Entity apprised of the provision of Services during the Emergency; and
- e) CRC will ensure that CRC Personnel and equipment are clearly identified with CRC's logo.

4.3 **Limitation.**

- a) The Parties understand that a Task Number must be obtained from EMBC for all emergency response and training activities, and that CRC assistance pursuant to this Agreement is subject to a Task Number being secured. However it is the responsibility of the Entity to confirm the Task Number upon activation of this Agreement as per section 4.2 (b);
- b) The Parties understand that CRC's workforce is comprised principally of volunteers, and recognize that the availability of personnel may be reduced in exceptional circumstances despite the reasonable efforts of CRC;

- c) At any time during an Emergency, CRC may give notice that it will withdraw, reduce or limit its services in the event conditions are such that CRC is unable to provide Services without compromising the health or safety of CRC Personnel; and
- d) CRC shall endeavour to keep the Entity informed and to coordinate with the Entity with respect to any anticipated or actual limitations on its provision of Services.

5. OBLIGATIONS OF THE ENTITY

5.1 Preparedness.

- a) To ensure an efficient and robust emergency response, the Entity will inform its staff and intra-governmental counterparts of CRC's role, including taking reasonable steps to document the role of CRC in any relevant emergency or other plans;
- b) The Entity will invite CRC to participate, as appropriate, in Entity-led exercises, activities and/or meetings focusing on emergency preparedness;
- c) The Entity will designate locations as Emergency Sites to be used by CRC in an Emergency response, and will provide CRC with a list of such designated Emergency Sites from time to time, or at the latest as soon as possible upon Notification of an emergency situation; and
- d) The Entity will be responsible for ensuring that any licenses, approvals or permits necessary to operate the Emergency Sites are obtained.

5.2 Emergency Response

- a) The Entity may call on the assistance of CRC pursuant to this Agreement in the event of an Emergency;
- b) Where the Entity calls on CRC pursuant to the above subparagraph, the Entity shall request that CRC provide Services to Emergency-Affected Persons by issuing a Notification, using the protocol as described in Schedule "C". In the Notification, the Entity shall either provide the necessary information to CRC for CRC to obtain the Task Number from EMBC, or the Entity shall obtain the Task Number and provide it to CRC;
- c) Where the Entity believes an Emergency is or may be imminent, the Entity may request that the CRC go on "stand by" to be ready to respond if the Emergency occurs ("**Stand By**"). Stand By requests shall be made using the Notification process described in Schedule "C"; and

- d) The Entity will communicate and coordinate with CRC, and will keep CRC informed of information relevant to its role in providing Services, including sharing in a timely and comprehensive manner data to inform the delivery of services (as described in Schedule “C”), if available and as applicable.

6. REPORTING

- 6.1 CRC shall report to the Entity as set out in Schedule “B”.
- 6.2 For activities funded under this Agreement, the CRC shall keep and maintain in accordance with generally accepted accounting standards books, records and accounts relating to this Agreement and the cost of the Services and shall, upon reasonable notice, provide to the Entity these documents to examine, audit and make copies. CRC shall retain records for seven (7) years following the last year to which the records relate.
- 6.3 **Records of Emergency-Affected Persons.** All registration through the CRC’s electronic registration system (“EMIS”) is excluded from the scope of Services. CRC shall establish, and maintain, records of all Emergency-Affected Persons who are registered. These records shall include, for each person, as provided, (i) names of all family members, (ii) primary residence address, (iii) emergency address (where evacuation orders are in place); and (iv) contact phone number if available. After the conclusion of the Emergency, CRC shall, if requested in writing, deliver to the Entity all records of all Emergency-Affected Persons to whom Services were provided. CRC shall endeavor to share the records with the Entity on a routine basis from the outset of the operation.
- 6.4 CRC shall use any records created only for the purposes of Emergency response, and shall store and submit such records in accordance with all applicable privacy legislation, and in accordance with the privacy provisions herein.

7. FINANCIAL SUPPORT

- 7.1 **Annual Financial Support for Preparedness.** To enable CRC to build and maintain its capacity to discharge its responsibilities under this Agreement, the Entity agrees to make an annual contribution to CRC of \$10,000 CDN each year of the Term. In the first year, the annual contribution rate will be prorated based on the number of months remaining between the date of that the Agreement comes into force and December 31. The annual contribution will be due within ninety (90) Calendar Days of the date of that the Agreement comes into force, and in each March thereafter, upon invoice by CRC.
- 7.2 **Cost Recovery for Emergency Response Services.** CRC will seek reimbursement from the Entity for Eligible Expenses secured under a Task Number in relation to the provision of Services, including expenses relating to volunteers and direct assistance to Emergency-Affected People. Services will be delivered in accordance with assistance guidelines.
- 7.3 To better assist Emergency-Affected Persons, CRC may organize fundraising campaigns if its resources are insufficient to meet projected needs. Fundraising will be conducted and

the funds raised will be used in accordance with the standards of CRC. The allocation of any fundraising revenues shall be in CRC's sole and absolute discretion.

8. INDEMNITY

- 8.1 Each Party shall indemnify and save harmless the other Party, its employees, volunteers, subcontractors, and agents from any loss, damage, claim, cost or expense, including legal fees, that the other Party may incur pursuant to any third party claim, demand, action, charge, complaint, prosecution or other proceeding that may be made against or affect the indemnified Party to the extent arising from:
- a) the indemnifying Party's breach of this Agreement; or
 - b) a wrongful or negligent act or omission on the part of the indemnifying Party, or of its employees, volunteers, subcontractors, agents, or others for whom it is in law reasonably responsible, in the performance of this Agreement or the rendering of the Services.
- 8.2 The indemnified Party shall promptly notify the indemnifying Party of any claim covered by this section; shall allow the indemnifying Party to conduct and control, at the indemnifying Party's sole cost and expense, the defence of such claims and any related settlement negotiations; shall afford all reasonable assistance to the indemnifying Party (at the indemnifying Party's sole cost and expense); and shall make no admission prejudicial to the defence of such claims.

9. INSURANCE

- 9.1 Each Party shall, at its sole cost and expense, take out and keep in force throughout the Term of this Agreement commercial general liability insurance covering all acts and omissions of its employees and volunteers in respect of loss by or injury to third parties (including, in the case of the Entity, CRC Personnel), arising from the acts or omissions of such Party in connection with this Agreement. This insurance coverage will be to a limit of at least ten million dollars (\$10,000,000 CDN) per occurrence, or such lesser amount as is approved by the other Party; will by certificate include the other Party as an Additional Insured; and will contain a Cross Liability and Severability of interest clause. Each Party shall promptly deliver, upon request, certificates of insurance throughout the Term.
- 9.2 Each Party shall ensure that its policies of insurance referenced above are endorsed to provide thirty (30) days written notice to the other Party in the event of cancellation by the insurer. Each Party shall provide the other Party with at least thirty (30) days written notice of its intention to cancel or not renew the policy.
- 9.3 Each Party shall require and ensure that any subcontractors it engages in connection with this Agreement also comply with the terms of this Section, and shall bear the risk if they do not.

10. TERMINATION

- 10.1 Either Party may terminate this Agreement for convenience upon 60 days written notice.
- 10.2 Either Party may terminate this Agreement immediately for cause if the other Party is in breach of a material provision of this Agreement and such breach has not been cured in a reasonable time following written notice to such other Party or is by its nature incapable of being cured. A reasonable time shall be thirty (30) days or such other time as is reasonable in the circumstances.
- 10.3 On termination:
- a) The Entity shall pay any financial obligations (i) incurred prior to termination and (ii) for all Services performed, including costs to the CRC to wind down Services, which may extend beyond the date of termination.
- 10.4 **Survival.** Provisions of this Agreement which are expressly or impliedly intended to remain in force after termination shall do so, including without limitation the provisions regarding retention of records, indemnity, financial obligations upon termination, confidentiality, privacy and intellectual property.

11. NOTICE

- 11.1 Contractual notices, requests, demands, or other communications (collectively called “**Notices**”) hereunder shall be given in writing by personal delivery, by postage prepaid registered mail, or by email. **Requests and communication regarding the activation and provision of Services or Stand By (Notification) are not governed by this Section but are governed by the protocol set out in Schedule “C”.** The address of each Party for contractual Notice shall be as follows,

CRC:

Kimberley Nemrava
 Vice President, British Columbia and
 Yukon
 Canadian Red Cross
 909 Fairfield Rd.
 Victoria, BC, V8V 3A3
Kimberley.Nemrava@redcross.ca

Entity:

Mark Andison
 Chief Administrative Officer
 Regional District of Kootenay
 Boundary
 202-843 Rossland Ave
 Trail, BC V1KR 4S8
mandison@rdkb.com

or at such subsequent address given by such Party to the other Party by Notice in writing from time to time.

- 11.2 All Notices shall be deemed to have been received when delivered by hand or transmitted by email or, if mailed, ten (10) Business Days after the day of the mailing thereof, excluding any time during which the normal mail service is interrupted by strikes or other irregularities.

12. CONFIDENTIALITY

- 12.1 “**Confidential Information**” means any information or material that relates to a Party’s business and affairs, including CRC client lists and information related to the suspension or termination of this Agreement, which is identified as confidential at the time of disclosure or that a reasonable person would consider, from the nature of the information or the circumstances of disclosure, to be confidential. Confidential Information does not include information that (i) is in the public domain at the time of its communication; (ii) is independently developed by each Party; (iii) entered the public domain through no fault of the receiving Party subsequent to communication with the other Party; (iv) is in possession of the receiving Party free of any obligation of confidence at the time it was communicated to the receiving Party; or (v) is communicated to the receiving Party by a third party under no legal obligation to maintain the confidentiality of the information.
- 12.2 Each Party shall not disclose the other Party’s Confidential Information without express written consent or unless required by law, nor make use of the other Party’s Confidential Information except in the performance of this Agreement. Each Party shall protect the other Party’s Confidential Information from transfer or disclosure by the same measures that it uses to protect its own confidential information, but in any event by not less than reasonable measures. Where disclosure is required by law, prior to disclosure, the Parties will discuss the legal requirement and jointly determine amount and type of Confidential Information, if any, which must be disclosed in order to comply with the law.
- 12.3 **Access to Information Requests.** The Parties acknowledge they may be subject to access to information legislation. Where such a request is received, the other Party shall be notified in writing prior to the release of any information, in accordance with and as permitted under the applicable legislation.

13. PRIVACY

- 13.1 Each Party shall act in accordance with their respective privacy policies and applicable privacy laws. To the extent the Parties have differing obligations under applicable privacy legislation, each Party shall take reasonable steps to facilitate the other Party’s compliance.
- 13.2 Each Party will treat as confidential and will not, without the prior permission of the other Party, publish, release or disclose, or permit to be published, released or disclosed, either before or after the expiration of this Agreement, personal information supplied to, obtained by, or which comes to the knowledge of that Party as a result of the Agreement, except insofar as such publication, release or disclosure is necessary for the Party to fulfill its obligations under this Agreement or is required or permitted by law. Information provided to CRC is provided in confidence, shall be available or shared with the Entity only through

secure file transmission procedures, is provided only for the purposes of Emergency response and providing disaster-related assistance, and shall be used, shared or disclosed by the Entity only for such purposes.

14. INTELLECTUAL PROPERTY

- 14.1 The Red Cross emblem consists of a red cross on a white background and is universally recognized as a symbol of protection and neutrality. The Canadian Red Cross Society Logo is the Red Cross emblem plus the phrase “Canadian Red Cross” or “Croix-Rouge canadienne”, as set out in CRC’s graphic standards.
- 14.2 The Entity may not use the logo, name or emblem of CRC without CRC’s prior review and written approval. Use of the emblem alone is strictly prohibited.
- 14.3 **Copyright.** Each Party shall own exclusively all information and material created or prepared by it in the performance of this Agreement. For greater clarity, CRC retains the copyright and exclusive right of use for its own service provision methods, document templates, emergency management training techniques and all materials related to these functions.

15. FORCE MAJEURE

- 15.1 The interpretation of the contractual rule of force majeure under this Agreement shall take into account that this Agreement is intended to be performed in circumstances of Emergency. The parties confirm that the performance of their obligations is intended to be provided in such circumstances, and any failure of performance shall be assessed in that context.
- 15.2 Neither Party shall be responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to Force Majeure and the Party has promptly notified the other Party of the Force Majeure circumstance. In the event of a Force Majeure, the Parties shall consult with one another on the appropriate action to be taken, which may include temporary suspension of certain provisions of this Agreement for the duration of the Force Majeure, or termination of this Agreement. Suspension of any provision of this Agreement shall be reviewed on a periodic basis but at least once every three (3) months. If the force majeure condition continues for more than sixty (60) days, either Party may terminate this Agreement upon written notice to the other Party.

16. GENERAL PROVISIONS

- 16.1 **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties pertaining to the subject matter hereof and, except as expressly set out herein, supersedes all other or prior agreements, understandings, negotiations and discussions, whether oral or written, between the Parties in respect of the subject matter.

- 16.2 **Amendments.** This Agreement may be amended only by written instrument executed by the Parties.
- 16.3 **Media Communications.** No Party shall make any press release, public announcement or other public commentary relating to this Agreement, the Services or the other Party without prior consultation with and the approval of the other Party.
- 16.4 **Fundamental Principles.** The Parties shall carry out this Agreement in accordance with the Fundamental Principles of the International Red Cross and Red Crescent movement, attached hereto as Schedule "D".
- 16.5 **Relationship of the Parties.** The relationship of CRC to the Entity in performing the Services under this Agreement is that of independent entities, and nothing in this Agreement is to be construed as creating an agency, partnership or joint venture relationship between CRC and the Entity.
- 16.6 **Assignment.** This Agreement shall be binding upon and enure to the benefit of the Parties and their respective successors and permitted assigns. CRC may, in its discretion, subcontract the performance of Services, which shall not affect CRC's responsibility for the performance of its obligations under this Agreement.
- 16.7 **Dispute Resolution.** The Parties shall make reasonable efforts to settle by negotiation, with or without the assistance of a mediator, any dispute that arises as a result of any claim or controversy in connection this Agreement. If the Parties are not able to reach a resolution of all of the matters in dispute after negotiation and/or mediation, the remaining dispute will be determined by arbitration in accordance with the provisions of the legislature of the province in which the Entity is located, or, at the option of CRC, in accordance with the Rules of Conciliation and Arbitration of the International Chamber of Commerce, by a single arbitrator appointed in accordance with the legislation or those Rules, as the case may be.
- 16.8 **No Waiver.** No waiver by any Party of any breach by the other Party of any of its obligations hereunder shall be a waiver of any subsequent breach of the same or any other obligation, nor shall any forbearance in seeking a remedy for any breach be a waiver of any rights and remedies with respect to such or any subsequent breach.
- 16.9 **Severance.** Any provision of this Agreement which is, or becomes, illegal, invalid or unenforceable shall be severed to the extent of such illegality, invalidity or unenforceability and shall not affect or impair the remaining provisions.
- 16.10 **Time is of the Essence.** Time shall be of the essence in all provisions of this Agreement.
- 16.11 **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall be deemed to be one and the same instrument.

16.12 **Governing Law.** This Agreement shall be interpreted in accordance with, and governed by, the laws of the province where the Entity is located and the federal laws of Canada applicable therein, excluding conflict of law provisions.

IN WITNESS WHEREOF each of CRC and the Entity have caused this Agreement to be signed and delivered by its duly authorized representative:

For the CRC:



Kimberley Nemrava
Vice President, British Columbia and
Yukon
Canadian Red Cross
909 Fairfield Rd.
Victoria, BC, V8V 3A3

For the Entity:

Mark Andison
Chief Administrative Officer
Regional District of Kootenay
Boundary
202-843 Rossland Ave
Trail, BC V1KR 4S8

SCHEDULE “A”

DESCRIPTION OF PROVINCIAL EMERGENCY SOCIAL SERVICES

CRC will provide Emergency Social Services (the Services) in response to Emergencies where a Task Number is secured, and will deliver the services in accordance with EMBC policy and assistance guidelines. The provision of Services will be coordinated with government, insurance and other voluntary sector organizations to avoid duplication. The appropriate method of service delivery for the requested Services will be determined by CRC and the Entity in coordination.

- ☐ Paper based Registration
 - ☐ Reception and Information
 - ☐ Family Reunification
 - ☐ Lodging
 - ☐ Food
 - ☐ Clothing
 - ☐ Transportation
 - ☐ Personal Services
- *** Digital Assistance is Excluded from this Agreement

Further emergency response services may be provided subject to discussion and mutual agreement.

In the absence of an issued Task Number, CRC may provide emergency response services in its own discretion, separate from this Agreement. In any provision of emergency assistance, CRC will endeavour to coordinate and communicate with the Entity, avoid duplication, and maximize the efficiency and effectiveness of aid.

EMERGENCY RESPONSE SERVICES

The following Services may be provided, at the request of the Entity, in response to an Emergency. The specific Services and the means of service provision will depend on the nature and scale of the Emergency, and will be determined by CRC, in consultation with the Entity when appropriate and when circumstances permit.

Registration

Registration aims to facilitate family reunification, communication with Emergency-Affected Persons and the fast and accurate provision of direct assistance. Information collected via registration will be shared with the Entity pursuant and subject to the terms of this Agreement.

Service delivery may include:

- In-person, Paper Based Registration: Registration of individuals by CRC field personnel.
- CRC Contact Centre or Call Centre: Registration of individuals by phone through a CRC Contact Centre.

Reception and Information

Reception refers to providing a place for people impacted by an emergency to go, where they can receive information and Services, and to managing access to and from the facility. Information refers to providing individuals with information about Services and other assistance available to them, whether from CRC or other agencies, and information about the emergency situation.

Service delivery may include:

- Referral: Referring clients to other organizations or government programs that can assist them.
- Stand-alone Service: Providing Reception and Information as a stand-alone service within a government-led reception centre or shelter.
- Reception Centre: Establishing, staffing, and/or managing a reception centre at an Emergency Site.
- Call Centre: Establishing a call centre to provide information.
- Outreach: Conducting direct outreach to provide information.

Family Reunification

Family Reunification assists in reuniting families by collecting information and answering inquiries regarding the condition and whereabouts of missing persons.

Service delivery may include:

- Phone: Providing access or means to access phone service.
- .

Persons may request that their information not be shared with others, including through Family Reunification (Restricted Files), for example due to concerns about abusive relationships. Such requests will be respected.

Lodging

This service aims to ensure that individuals are provided with safe, temporary lodging away from an area affected by an Emergency. It also seeks to support individuals' return to their homes.

Service delivery may include:

- Commercial Lodging: Coordinating commercial lodging (e.g. hotel, motel, etc.).
- Group Lodging/Congregate Shelter: Establishing, staffing, and/or managing a Group Lodging/Congregate Shelter facility.
- Billeting/ Friends and Family: Support individuals to stay with their family or friends who can offer accommodation.

Food

This service aims to provide feeding for those who cannot feed themselves, or those without food or food preparation facilities, as well as for volunteers and other response workers. CRC tries to ensure, to the best of its ability and in the circumstances, that food meets the nutrition needs of at-risk groups. Food should also respect the culture of the affected persons.

Service delivery may include:

- Commercial Feeding: Arranging for food via stores, groceries, and/or restaurants.
- Feeding Station: Coordination to establish Feeding Stations at Reception Centers or Group Lodging/Congregate Shelters.
- Cooperation with Partners: Coordinating food services via cooperation with partners.

Clothing

Clothing service is designed to provide clothing to persons in need in an Emergency to prevent harm from exposure and to meet clothing needs until normal sources of supply become available.

Service delivery may include:

- Provision of Clothing: Coordinating clothing via agreements with commercial suppliers.
- Detergent/Laundry: Providing for detergent and laundry, to enable individuals to do their own laundry or for laundry to be cleaned by a third party.
- Cooperation with Partners: Arranging clothing distribution via cooperation with partners.

Transportation

Emergencies may require or result in the evacuation of individuals from their homes, for short or long periods of time. Emergency-Affected Persons may lose access to their regular means of transport due to the Emergency, and may require assistance to pay for unplanned transport expenses. Transportation service aims to provide assistance to facilitate mobility for Emergency-Affected Persons.

Service delivery may include:

- Provision of Means: Providing means to either acquire fuel, bus, train or subway tickets or cab fare.
- Direct Provision: Providing transport through contracted companies, such as chartered buses.

Personal Services

Personal services provide immediate personal assistance to people dealing with physical, social, or emotional problems created by or aggravated by an Emergency. This service also provides assistance to meet the functional requirements of clients such as children, dependent adults, and mobility-impaired adults.

Service delivery may include:

- Personal and Hygiene Products: Providing hygiene kits or the means to acquire hygiene products.
- Baby supplies: Providing the means to acquire baby supplies such as diapers and ointment.
- Prescriptions: Providing the means to renew necessary medical prescriptions.
- Special Mobility Aids: Providing means to acquire special mobility aids necessary for healthy living.
- Personal Services and Health Care: Providing the means to fulfill basic support and medical aid requirements, including to acquire eye glasses, hearing aids, or dentures or referral to professional health services.

SCHEDULE “B”

PAYMENT AND REPORTING SCHEDULE

CRC will make reasonable efforts to provide the following reporting with respect to the Services. All reports shall be provided to the Entity contact person for contractual notices. Where payment is requested, reports will include invoices.

These provisions may be superseded by an emergency-specific agreement, where applicable.

Report	Content	Timing	Entity Response
Preparedness			
Annual Report	Narrative report on capacity development and preparedness activities (personnel, equipment, supply stocks, exercises); invoice for annual contribution.	March of each year	Within 30 days of receipt
Emergency Responses (to be completed)			
Response Report	Narrative and statistical report on services provided to emergency-affected persons for Level 2+ response.	Within 30 days following end of response operations.	Not required.

SCHEDULE “C”

NOTIFICATION PROTOCOL

The Parties designate the individuals identified below as their respective contacts in relation to the activation of Services or Stand By:

CRC:

Duty Officer: 1-888-800-6493

The CRC Duty Officer phone number provides 24/7 response capability and a single point of contact to the Entity, other partners, Emergency-Affected Persons, CRC personnel and the public.

Entity:

Chris Marsh, Manager of Emergency Programs

Phone: 250.231.1277

Email: cmarsh@rdkb.com

Either Party may change its designated contact by written notice to the other Party.

To activate the Services for the Entity or place CRC on Stand By, the Entity shall make a request to the CRC contact indicated above and shall provide information about the Emergency or anticipated Emergency as set out below to facilitate the deployment of appropriate personnel and resources (Notification).

In the absence of Notification, CRC shall not be obligated to provide Services; however, if CRC receives notice directly from an affected community or otherwise becomes aware of a situation which may warrant the deployment of Services, CRC may contact the Entity and seek approval for the activation of Services. Furthermore, this Agreement does not restrict the ability of CRC to provide aid on its own initiative and at its own expense, outside of this Agreement.

When requesting or approving the activation of Services, or when requesting that CRC go on Stand By, the Entity shall provide the following information, to the extent applicable and available:

- i. the Task Number, or the information required to obtain a Task Number as outlined below;
- ii. the nature and location of the Emergency;
- iii. the time the Emergency occurred;
- iv. the number of affected people (if known);
- v. any current or possible evacuation, and the expected duration of the evacuation operation;
- vi. emergency services on scene;
- vii. the Services (per Schedule “A”) that are requested; and
- viii. the location of Emergency Sites or other locations where Services are needed or will be delivered;
- ix. any identified threats or hazards to the affected population or to CRC Personnel;

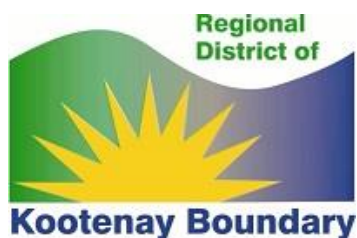
- x. location of affected vulnerable populations, such as long-term care facilities or hospitals;
- xi. any special instructions, limitations or risks; and
- xii. city liaison officer name(s) and contact information (if different from the Notification contact listed in this Section).

Data sets shall be conveyed in a machine-readable format (e.g. as raw data, not as a PDF). Where the datasets contain personal information they shall be transferred using encryption or a secure file transfer protocol site (FTP).

SCHEDULE “D”

FUNDAMENTAL PRINCIPLES

Humanity	The International Red Cross and Red Crescent Movement, borne of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.
Impartiality	The Movement makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.
Neutrality	In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.
Independence	The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.
Voluntary Service	It is a volunteer relief movement not prompted in any manner by desire for gain.
Unity	There can be only one Red Cross or one Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.
Universality	The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

**STAFF REPORT**

Date: 13 Feb 2019 **File**
To: **Chair Russell and Board of Directors**
From: Brian Champlin, Manager of Building Inspection Services
Re: Building Bylaw Contravention

Issue Introduction

A staff report from Brian Champlin, Manager of Building Inspection Services, regarding a Building Bylaw Contravention for the property described as:

12220 Brown Creek Road, Grand Forks, B.C.

Electoral Area 'D' / Rural Grand Forks

Parcel Identifier: 011-263-245

Amended Lot 5 District Lot 3292 Similkameen Division Yale District Plan 2064 Except Plan 38314

Owners: Jonathan and Stephen Bezpaluk

History/Background Factors

The owners, Jonathan and Stephen Bezpaluk, have constructed a single family dwelling for which no final inspection or occupancy certificate has been issued.

The Regional District of Kootenay Boundary Building and Plumbing Amendment Bylaw No. 449 states:

Prohibition

7.2 No person shall occupy or use any building or part thereof contrary to the terms of any permit, notice or certificate given by the authority having jurisdiction;

Permits

10.10 Where a building permit has been issued for a single family residence, the owner may apply for a permit to occupy the building prior to completion of construction, which permit may be withheld until the building or part thereof complies with this Bylaw and with the health and safety requirements of the Bylaws of the authority having jurisdiction or the provisions of any Provincial or Federal statutes.

Implications

Should the Regional District not file a Notice on Title against the above mentioned property pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter*, future purchasers of the property would not be aware that the building(s) are in contravention of the B.C. Building Code and/or Building Bylaw.

Advancement of Strategic Planning Goals

Not applicable.

Background Information Provided

- History / Background Factors;
- Registered letter dated January 16, 2019;
- Registered letter dated January 9, 2013.

Alternatives

1. Once all deficiencies are rectified, the Owner may request that the Regional District of Kootenay Boundary Board of Directors remove the Notice on Title upon receipt of \$200.00 (Administration fee for removal of the Notice).

Recommendation(s)

1. That the Regional District of Kootenay Boundary Board of Directors invite the owners, Jonathan and Stephen Bezpaluk, to appear before the Board to make a presentation relevant to the filing of a Notice in the Land Title Office pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* against the property legally described as Amended Lot 5, District Lot 3292, Similkameen Division Yale District, Plan 2064, Except Plan 38314.

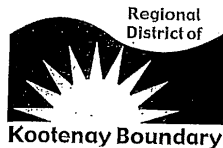
**STAFF REPORT ATTACHMENT**

Date:	February 13, 2019	File:	
To:	Chair Russell and Board of Directors		
From:	Brian Champlin, Manager of Building Inspection Services		
RE:	<u>BUILDING BYLAW CONTRAVENTION</u> 12220 BROWN CREEK ROAD, GRAND FORKS, B.C. ELECTORAL AREA 'D' / RURAL GRAND FORKS PARCEL IDENTIFIER: 011-263-245 AMENDED LOT 5 DISTRICT LOT 3292 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 2064 EXCEPT PLAN 38314 OWNERS: JONATHAN AND STEPHEN BEZPALUK		

History/Background Factors

The owners, Jonathan and Stephen Bezpaluk, have constructed a single family dwelling for which no final inspection or granted occupancy has been issued.

March 3, 2005	Building permit 05-0075D issued to construct a single family dwelling;
March 21, 2012	Building permit 12-0062D issued for renewal of 05-0075D;
March 21, 2012	Interim occupancy issued for 12-0062D;
June 26, 2012	Letter sent to owners requesting a response by July 4, 2012;
July 9, 2012	Letter sent to owners requesting a response by July 23, 2012;
Jan. 9, 2013	First registered letter mailed to owners requesting a response by February 8, 2013;
Feb. 1, 2013	Canada Post confirmation that the letter was unclaimed;
Feb. 18, 2013	Site inspection with request for final occupancy;
Jan. 22, 2015	Site inspection with request for final occupancy;
Jan. 26, 2016	Site inspection with request for final occupancy;
Jan. 19, 2017	Site inspection with request for final occupancy;
Jan. 7, 2018	Site inspection with request for final occupancy;
Jan. 16, 2019	Second registered letter mailed to owners;
Jan. 21, 2019	Canada Post confirmation that the letter was delivered;
Feb. 13, 2019	To date, we have received no further response from the owners.



January 16, 2019

Jonathan & Stephen Bezpaluk
12220 Brown Creek Rd
Grand Forks, B.C.
V0H 1H8

REGISTERED

Re: BYLAW CONTRAVENTION
Building Permit #12-0062D -- Construct Single Family Dwelling
12220 Brown Creek Rd., Grand Forks, B.C.
Plan KAP2064, DL 3292, Lot 5

A recent review was carried out on your building permit file for a single family dwelling which indicates that an inspection has not been carried out since **February 18, 2013** (copy enclosed).

No occupancy permit has been issued as required by the Regional District of Kootenay Boundary Building Bylaw No. 449:

10.10 Where a building permit has been issued for a single family residence, the owner may apply for a permit to occupy the building prior to completion of construction, which permit may be withheld until the building or part thereof complies with this Bylaw and with the health and safety requirements of the Bylaws of the authority having jurisdiction or the provisions of any Provincial or Federal statutes.

12.1(h)
(v) after the building or portion thereof is complete and ready for occupancy, but before occupancy takes place of the whole or a portion of the building.

To date, no response has been received by this office for a *final inspection as requested* in our letters & site inspection reports dating from June 2012 to January 2018. A Bylaw Contravention was posted on the above referenced property on January 15, 2019.

We will now be recommending to the Regional District of Kootenay Boundary Board of Directors that a notice be registered on title pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention on the above referenced property and does not limit further action being taken.

The above action does not preclude the Regional District of Kootenay Boundary from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations.

Respectfully,

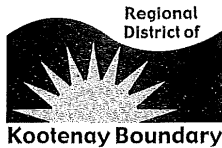
Robert Silva, RBO
Building & Plumbing Official

Attachment
RS:rt

Cc: Brian Champlin, RBO, CRBO | Manager of Building Inspection Services

2140 Central Ave Box 1965 Grand Forks, British Columbia Canada V0H 1H0
toll-free: 1 877 520-7352 • tel: 250 442-2708 • fax: 250 442-2688
email: gfbldg@rdkb.com • web: www.rdkb.com





January 9, 2013

REGISTERED

Stephen & Jonathan Bezpaluk
12220 Brown Creek Rd.
Grand Forks, B.C.
V0H 1H8

**RE: Building Permit #12-0062D – Single Family Dwelling
12220 Brown Creek Rd., Grand Forks, B.C.
Amended Lot 5 (DD 57898F), DL 3292, Plan 2064 Except Plan 38314**

A recent review was carried out on your building permit file, which indicates that two letters dated **June 26, 2012**, and **July 9, 2012**, have been sent to you concerning a final inspection.

An Interim Occupancy was issued on March 21, 2012 subject to the following being completed by June 22, 2012:

1. Front stair guard rail requires both sides.
2. Kitchen fan min. 80CFM required.
3. Basement insulation min R12, 24 inches below grade.

Please contact our Building Department at (250) 442-2708 and make arrangements to update or close your file by **February 8, 2013**. Failure to comply may result in legal action.

If you have any questions, please contact the undersigned.

Regards,

A handwritten signature in black ink, appearing to read "Don Lepitre".

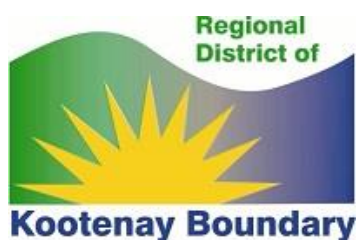
Don Lepitre, RBO
Building & Plumbing Official

DL:rt

Cc: Sig Dreher, RBO, Chief Building & Plumbing Official

RT/Letters/F3





STAFF REPORT

Date: 14 Feb 2019 **File**
To: **Chair Russell, Finance Liaison
 Director Cacchioni, and Members
 of the Board**
From: Beth Burget, General Manager of
 Finance
Re: Liability Under Agreement Application
 Approval

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, requesting that the Board approve the District obtaining funding through Liability Under Agreement with the Municipal Finance Authority (MFA) to finance short term financing (under five years) for Self Contained Breathing Apparatus as included in the 2019 - 2023 Financial Plan.

History/Background Factors

The 2019 - 2023 Financial Plan includes the following projects which are planned to be financed by entering into a "liability" with MFA under Section 403 of the Local government Act:

- Service 050 Kootenay Boundary Regional Fire Rescue - Self Contained Breathing Apparatus - \$551,371

Implications

Approval to make application to the Municipal Finance Authority for this proposed financing under Section 403 of the Local Government Act is requested for this equipment as included in the 2019 - 2023 Financial Plan

Advancement of Strategic Planning Goals

Background Information Provided

Copy of Capital Section of Service 050 2019 - 2023 Five Year Financial Plan

Alternatives

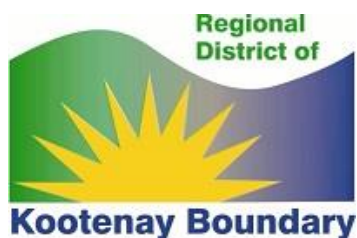
No alternative is provided for the Board's consideration, as previous direction for the project to be undertaken was approved at a prior Board meeting.

Recommendation(s)

That the Board of Directors approve application be made to the Municipal Finance Authority for short term financing for five year term to a maximum of \$551,371 pursuant to Section 403 of the Local Government Act for Self Contained Breathing Apparatus for Service 050 Kootenay Boundary Regional Fire Rescue.

Name	Capital	2018	2019	2020	2021	2022	2023
Account	12 241 610 050	Prior Year	Budget	Budget	Budget	Budget	Budget
Item No	Description	Amount	Amount	Amount	Amount	Amount	Amount
1	Engine 4 Replacement						
2	Fruitvale Firehall Roof Replacement						
3	Replace Amkus AMK-22 Cutter	7,500					
4	Turnout Gear Washer - Dryer	50,000					
5	SCBA Replacements		551,371				
6	Pump Test Pit/Training Grounds			170,000		80,000	
7	2-1/2" Nozzles				20,000		
8	Engine 3						
9	Amkus Battery Operated Combi-Tool		48,000				
10	Porta Count - Respirator Fit Tester		15,000				
11	Engine 4 Replacement		767,578				
12	Engine 3 Replacement		275,000				
13	Command Vehicle - Deputy Chief		70,000				
14	Confined Space Communications Equipment			15,000			
	Current Year Budget	57,500	1,726,949	185,000	20,000	80,000	-

Notes:	Previous Year Budget	57,500
	Actual to December 31, 2018	198,778



STAFF REPORT

Date: 15 Feb 2019 **File**
To: **Chair Russell and Members,**
Board of Directors
From: Beth Burget, General Manager of
 Finance
Re: Director Remuneration

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, regarding Director Remuneration with respect to impact of elimination of tax-free allowance.

History/Background Factors

A staff report was presented at the July 26, 2018 Board Meeting outlining the considerations/impacts of the elimination of the tax-free allowance. The Board had directed staff to proceed with the option of increasing overall remuneration so that net take home pay would remain approximately the same. This impact was calculated by treating District remuneration as if it was the only remuneration. Bylaws 1683 and 1684 were approved at the August 2018 Board meeting increasing remuneration by 8%.

Directors have since raised concerns that the increase is not consistent with other Local Government organizations as well as that Director Remuneration overall is not comparable to other Local Government organizations.

Implications

The 2019 budget includes the current Director remuneration amounts and any change will require adjustment to the 2019 - 2023 Budget.

Advancement of Strategic Planning Goals

Not applicable

Background Information Provided

Staff Reports July and August 2018

Alternatives

1. Receive
2. Approve
3. Defer

Recommendation(s)

That the RDKB Board of Directors provide direction to staff with respect to Director remuneration.



Kootenay Boundary

STAFF REPORT

Date: 16 Aug 2018 **File**
To: **Chair Russell and Members,**
Board of Directors
From: Beth Burget, General Manager of
 Finance
Re: Director Remuneration Bylaw 1683
 and Bylaw 1684

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, presenting Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1683 and Electoral Area Director Remuneration Bylaw No. 1684 for approval.

History/Background Factors

A staff report was provided at the July 26th Board meeting with respect to the elimination of the one-third tax-free component of Director remuneration which takes effect on January 1, 2019. Three alternatives were provided for the Board to consider:

- increase overall remuneration so that net take home pay would remain approximately the same
- have directors submit expenses for costs - with lower remuneration
- complete Form T2200, Declaration of Conditions of Employment which will allow Director to personally deduct unreimbursed expenses that are clearly related to local government business on his/her personal tax return.

On the July 26th Board meeting staff were directed to proceed with the option of increasing overall remuneration so that net take home pay would remain approximately the same. Several Districts have now followed this same approach. Other District have treated the District remuneration as if it was the only remuneration and assessed the change in taxes based on only this income. The increase in remuneration based on this process is 8%. The Director Remuneration

Bylaws have been updated using an 8% increase. Using 2017 T4 actual remuneration as a baseline, this will have an estimated impact on the budget of approximately \$6,500.

Implications

Change will result in small impact on budget.

Advancement of Strategic Planning Goals

Not applicable

Background Information Provided

no additional information provided

Alternatives

1. Receive
2. Approve
3. Defer

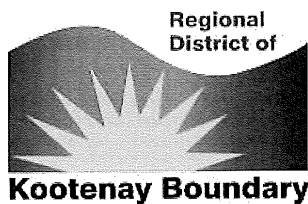
Recommendation(s)

That the Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1683 be given first, second and third readings.

That Regional District of Kootenay Boundary Director Remuneration Bylaw No. 1684 be reconsidered and adopted.

That the Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1683 be given first, second and third readings.

That Regional District of Kootenay Boundary Electoral Area Director Remuneration Bylaw No. 1684 be reconsidered and adopted.

**STAFF REPORT**

Date: 09 Jul 2018 **File**
To: Chair Russell and Members,
 Board of Directors
From: Beth Burget, General Manager of
 Finance
Re: Director Remuneration - Tax Free
 Allowance

Issue Introduction

A staff report from Beth Burget, General Manager of Finance, providing information with respect to the 2019 elimination of the tax free allowance paid to Directors.

History/Background Factors

The current tax legislation allows for one-third of Director remuneration to be tax free. Effective January 2019, the entire amount paid to Directors as remuneration will be taxable. This includes the basic monthly stipend, rural stipends, remuneration for attending meetings, and travel allowances. Amounts that are paid through accounts payable for reimbursement of expenses, meals and mileage will continue to be nontaxable.

Attached is a report provided by BDO, an accounting firm, which was provided through GFOABC (Government Finance Officers Association of BC), with respect to alternatives for addressing this change which are summarized as follows:

- increase overall remuneration so that net take home pay would remain approximately the same
- have directors submit expenses for costs - with lower remuneration
- Completion of Form T2200, Declaration of Conditions of Employment which will allow Director to personally deduct unreimbursed expenses that are clearly related to local government business on his/her personal tax return

The pros and cons of each of the above consideration are illustrated as follows:

Alternative	Pros	Cons
Increase Remuneration	Mitigate impact of elimination of tax free allowance with intent of net pay to Director remaining unchanged	Difficult to apply equitable due to differing tax brackets and personal circumstances between directors. Would require review of Bylaws and stipends for municipal and rural Directors as well as Board Chair and Vice Chair as well as meeting stipends Additional cost to taxpayer - estimated to be in range of \$20,000
Lower Remuneration to Eliminate Allowance with Directors submit expenses	No tax on business expenses and payments not included in income May result in less net income to Director	High degree of administrative time both for Director and RDKB staff
Leave Remuneration as is with completion of Form T2200 and directors deduct eligible unreimbursed expenses on personal tax return	No additional cost to taxpayer	High degree of administrative time for Director but no burden on RDKB staff There may be a higher level of allowance than expenses and if so would still result in higher taxation to the Director

An additional consideration is to maintain some consistency with comparable organizations. The remuneration issue was discussed at the Regional District Forum at the GFOABC June conference. Participants indicated that no decisions have been made in their respective organizations with respect to any specific direction. Some were waiting to see what others were doing and some indicated they were waiting until after the fall elections - that the new Board would address the issue.

The tax free allowance reported on 2017 T4s ranged from \$138 to \$18,694. The impact is higher for Rural Directors and the Board Chair and Vice-Chair due to the increased level of remuneration. The potential tax impact is difficult to determine as each Director will be taxed on their total personal income which will vary between Directors. The following schedule uses a rate of 17% for illustrative purposes.

Recommendation(s)

That the RDKB Board of Directors provide direction to staff with respect to Director Remuneration for 2019.

Elected Official	Regional District of Kootenay Boundary Area Represented	2017 RDKB T4	Non Taxable Allowance	Tax Implication using 17%
CACCHIONI, ROBERT	City of Trail (Alternate)	387	194	33
CECCHINI, PATRICIA	Village of Fruitvale	10,541	5,270	896
DANCHUK, JOE	Village of Montrose	11,087	5,543	942
EDWARDS, BILL	Electoral Area 'B' (Alternate)	1,105	5,543	942
GEE, VICKI LYNN	Electoral Area 'E'	22,868	11,434	1,944
GRIEVE, ALI K.	Electoral Area 'A'	23,484	11,242	1,911
JOLLY, KEVIN	City of Trail (Alternate)	900	450	77
KONRAD, FRANK	City of Grand Forks	9,124	4,562	776
MARTIN, MICHAEL	City of Trail	9,606	4,803	817
MCGREGOR, GRACE	Electoral Area 'C'	37,388	18,694	3,178
MCLELLAN, LLOYD	City of Rossland (Alternate)	10,326	5,163	878
LANGMAN, DIANE	Village of Warfield	8,006	4,003	681
PARKINSON, ARLNE	Village of Warfield (Alternate)	2,527	1,264	215
ROTVOLD, MARGUERITE	Village of Midway	11,241	5,620	955
RUSSELL, ROLAND	Electoral Area 'D'	26,789	13,395	2,277
SMITH, EDWARD	City of Greenwood	10,064	5,032	855
WEBBER, TABATHA	Village of Fruitvale (Alternate)	277	138	24
WORLEY, LINDA	Electoral Area 'B'	21,801	10,900	1,853
		\$ 217,520	\$ 113,251	\$ 19,253

Implications

Changes in tax legislation will impact the net take home pay of Directors starting in January 2019.

Advancement of Strategic Planning Goals

Review and refinement of policies is consistent with commitment to good governance.

Background Information Provided

- BDO report - The end of the Tax-Free Allowance

Alternatives

1. Receive
2. Approve
3. Defer



THE END OF THE TAX-FREE ALLOWANCE

Elected officers can receive an allowance of up to one-third of their remuneration on a tax-free basis. This allowance is provided to cover the costs incurred by elected officers to perform duties of their office. The 2017 federal budget changes all this beginning in 2019. There will no longer be the possibility of paying a tax-exempt allowance to elected officers. The full amount of their remuneration will be subject to income tax at their personal tax rate.

This pending change has not been received positively in local government circles. Many officers have realized that these changes will reduce their net take-home amount and are complaining to their finance manager. Many finance managers are now looking to ways to address the issue.

HOW ARE MUNICIPALITIES LOOKING TO ADDRESS THIS CHANGE?
Finance managers are considering various options to change existing policies around remuneration in order to help mitigate the new tax impact on their officers. At this point there are three options receiving the most consideration.

Note that these options are not mutually exclusive. The best response will likely incorporate two or three of these practices.

INCREASING REMUNERATION TO "MAKE THEM WHOLE"

In some local governments, consideration is being made to increase overall remuneration so that the net take home pay would remain approximately the same. This approach requires determining the average additional tax each officer will incur and providing an increase in remuneration to offset this. This solution benefits the officer as little or no change to current expense reporting practice is needed. However, this option increases the local government's overall remuneration cost as well as statutory employer benefit contributions. Further, it is difficult to apply equitably due to the impact of differing tax brackets and personal circumstances between officers.

EXPENSE REIMBURSEMENT

Another approach is to have the officers receive direct reimbursement from the local government for expenses incurred when fulfilling their duties. From a personal income tax perspective, reimbursement of

business expenses does not create a taxable benefit to the officer and such payments are not included in their income. This option will require more administrative time for both the officer (keeping, filing, submitting receipts) and the local government (expense report approval, tracking and reporting, records management).

DEDUCTING EXPENSES PERSONALLY

Completion of Form T2200, 'Declaration of Conditions of Employment' by the local government will provide the officer authorization to personally deduct unreimbursed expenses that are clearly related to local government business on his or her personal tax return. This option carries the same level of administrative burden for the officer (keeping and filing receipts, reporting these on tax return) as the expense reimbursement option but the administrative burden to the local government is likely lessened. Note also that for expenditures related to meals or entertainment only 50% of these expenditures are eligible as a deduction.

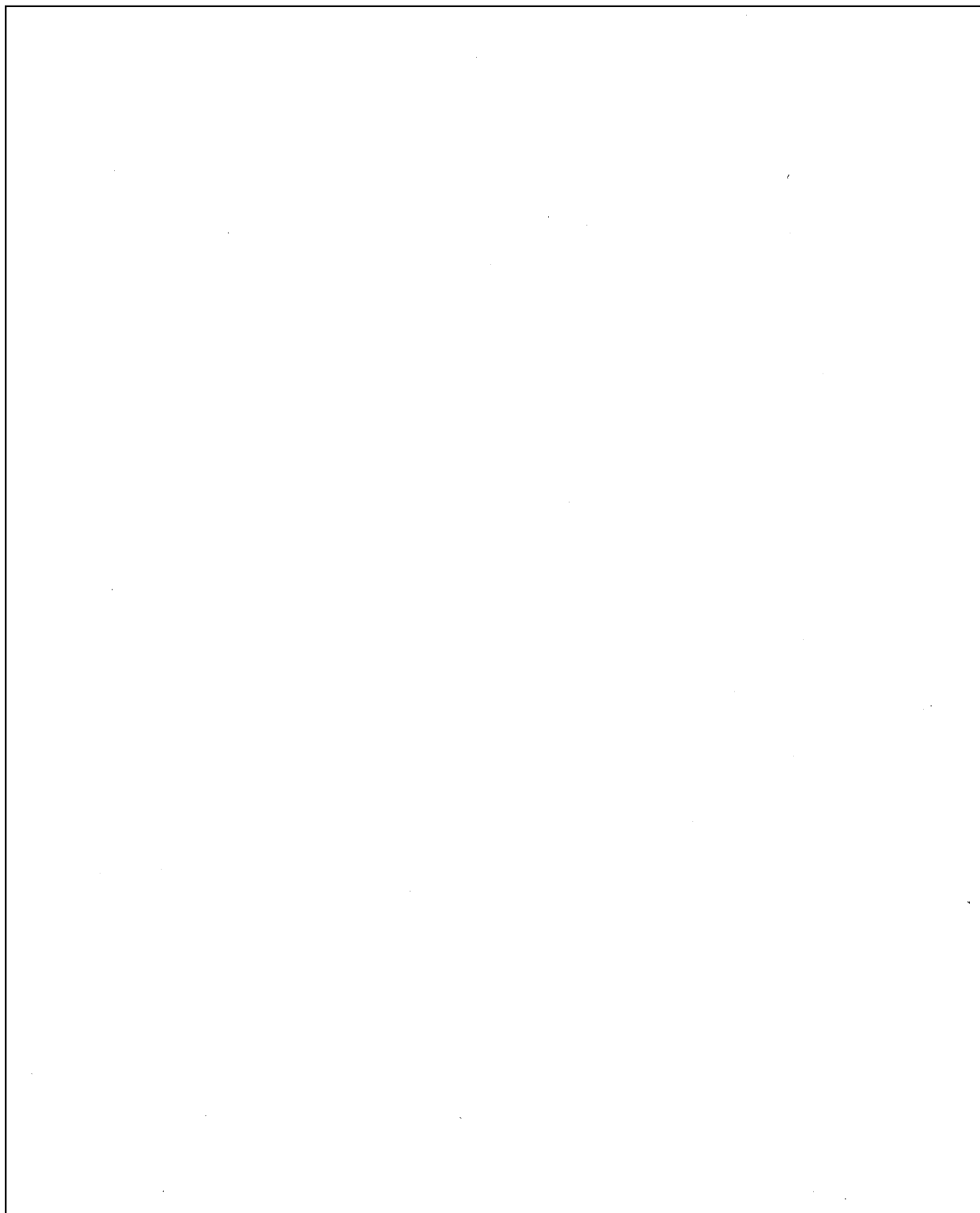
This is an already complicated area made more complex by considering the importance of transparency and fairness to taxpayers of the local government. Most changes that are made to keep elected officers "whole" will come at a cost to the taxpayer. BDO recognizes this and our accounting and tax professionals would be pleased to review your current policies and discuss the best approach going forward for your local government.



ANGIE SPENCER, CPA, CA is an assurance Partner with BDO Canada LLP in Sarnia.

Angie has over 15 years' experience in accounting, assurance and tax services. She is passionate about delivering exceptional service to her client base, focused on working with government, not-for-profit organizations and financial institutions. She also maintains a significant small/mid-sized business client base.







Regional District of
Kootenay Boundary

STAFF REPORT

Date: February 21, 2019 **File:** F3
To: Chair Chair Roly Russell and Members of the RDKB Board of Directors
From: Donna Dean, Manager of Planning and Development
Re: Request for resolution to seek grant opportunity – UBCM Community Emergency Preparedness Fund

Issue Introduction

A staff report from Donna Dean, Manager of Planning and Development, presenting the opportunity to apply for the UBCM Community Emergency Preparedness Fund (CEPF) Grant for several emergency and planning related projects.

History/Background Factors

The grant application submission requires a Board resolution to confirm support for these planned projects, and willingness to provide overall grant management. The application is due on February 22, 2019.

It should be noted that the Board reviewed a similar report from Chief Derby in November 2018 for an application specific to evacuation route planning. That application was for \$30,000. The status of that application was unknown at the time this report was prepared.

Staff proposes the submission of an application to the CEPF for \$450,000 for what are mostly regional district wide projects. Given the number and types of emergency responses we have had since 2015, staff believes we have a reasonable chance of receiving the grant. While the overall request is for \$450,000, the funding structure does not allow us to submit a regional application for the total amount. Therefore there will be follow up discussions with representative municipalities regarding submissions for portions of the \$450,000.

The proposed projects can be divided into the following five categories, each of which has an estimated cost assigned to it:

#	Project Description	Cost
1.	Geolocation of Address Points for Evacuation Planning	\$15,000
2.	Analysis of Needs for Stream Gauges and Hydrometric Stations to Adequately Predict and Record Flows	\$30,000

3.	This project is divided into two phases. Phase I is to develop a strategy to update existing floodplain maps (examples are Beaver Creek; the Kettle and Granby Rivers; and Christina Lake) and create new floodplain maps where none exist (examples are Boundary Creek and the West Kettle and Kettle upstream of Westbridge). Upon completion of Phase I, initiate mapping that has been identified as high priority.	\$295,000
4.	Flood Risk and Hazard Assessment for Trail Creek and Environmental Review for Culvert Replacement within the Village of Warfield.	\$80,000
5.	Draft Development Permit Guidelines for High Risk Sites to Protect Development from Hazardous Conditions	\$30,000
Total		\$450,000

Implications

Staff time will be required to manage the various contracts and submit the final reports to UBCM. There will also be assistance required of the Finance Department to 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 Community Emergency Preparedness Fund – 2019 Program and Application Guide.

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 Regional District of Kootenay Boundary Board of Directors directs staff to prepare and submit an application for the UBCM Community Emergency Preparedness Fund (CEPF) for the proposed projects described in the staff report 'Request for resolution to seek grant opportunity – UBCM Community Emergency Preparedness Fund' prepared for the February 21, 2019 Board of Director's meeting.



Community Emergency Preparedness Fund

Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning

2019 Program & Application Guide

1. Introduction

The [Community Emergency Preparedness Fund](#) (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

The funding streams include:

- Emergency operations centres and training
- Emergency social services
- Evacuation route planning
- Flood risk assessment, flood mapping and flood mitigation planning
- Structural flood mitigation

Background

Flooding is a significant natural hazard in BC that can damage important infrastructure, cause serious economic losses, and create social disruption. Flooding in BC is often due to:

- Climatic conditions – intense rainfall, rain on snow, ice jams, rapid snowmelt, storm surges, etc.
- Geomorphic processes – debris flows, tsunamis, landslides
- Structural failures – dike failure, dam failure, culvert failure

Additionally, climate change will impact the frequency and magnitude of flooding in BC through changes to precipitation patterns and sea level rise. It is estimated that sea levels along the coastline will increase by approximately 1m by the year 2100 (Ausenco Sandwell 2010).

Therefore, it is important for local authorities to understand the flood hazards they face and how to mitigate these risks.

Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning Funding Stream

The intent of this funding stream is to support eligible applicants to ensure they have accurate knowledge of the flood hazards they face and to develop effective strategies to mitigate and prepare for those risks.

One or more of the following components may be developed through this funding stream:

Risk Assessments

Risk assessments identify the social, economic and environmental impacts that flood events will have on the community, including identifying the specific flood hazards, compounding hazards, community and



infrastructure vulnerabilities, risk tolerance or “risk threshold” and the overall flood risk profile for a community.

Flood Mapping

Flood mapping allows a community to more accurately determine its vulnerabilities in relation to flood risks that have been identified by a risk assessment.

Mitigation Planning

Mitigation plans address flood risk through a series of comprehensive, complementary and sustainable mitigation solutions. This includes identifying broad mitigation goals, objectives and strategies to meet those goals, and key activities including planned mitigation projects.

2. Eligible Applicants

All local authorities (as defined by the *Emergency Program Act*) and Treaty First Nations (as defined by the *Interpretation Act*) in BC are eligible to apply.

Eligible applicants can submit one application per funding stream per intake.

3. Eligible Projects

In order to qualify for funding, applications must demonstrate the need to develop a Flood Risk Assessment, a Flood Map, and/or a Flood Mitigation Plan. *Applicants may apply to complete one or more of these components in a single application.*

In addition, to qualify for funding, projects must be:

- A new project (retroactive funding is not available), or a subsequent phase of an existing non-structural flood mitigation project.
- Capable of completion by the applicant within one year from the date of grant approval.
- Completed by a qualified professional (for further information, see [Guidance for Selection of Qualified Professionals and Preparation of Flood Hazard Assessment Reports](#)).
- Where applicable, completed to acceptable provincial standards, including:
 - [Provincial Flood Hazard Area Land Use Management Guidelines](#)
 - [Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC](#)
 - [Flood Mapping in BC: APEGBC Professional Practice Guidelines V 1.0](#)
 - [Specifications for LiDAR for the Province of British Columbia](#)

4. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the CEPF Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Eligible activities must be cost-effective and may include:

- Completion of a Flood Risk Assessment, including:
 - Completion of Hazard, Impact, Risk, and Vulnerability Assessments
 - Completion of [Risk Assessment Information Templates \(RAITs\)](#)
- Developing or modernizing flood maps to address flood risk identified by a risk assessment, including:

- Acquisition of elevation data and mapping
- Plotting of historical flood data and inundation mapping
- Hydrologic and hydraulic information to calculate flood elevations for selected flood events
- Geospatial, mapping and modelling activities
- Identifying locations of structures, people and assets that might be affected by flooding
- Completion of a Flood Mitigation Plan, including:
 - Hazard mapping and forecasting
 - Planning and feasibility activities for structural mitigation investments
 - Engaging the community, First Nations, and other local stakeholders to reflect on identified risks to make more effective planning decisions
 - Gathering information to develop floodplain bylaws as identified in the [Provincial Flood Hazard Area Land Use Management Guidelines](#)
- Preparation of maps, spatial data, and metadata (must meet Section 3.4 of [Flood Mapping in BC: APEGBC Professional Practice Guidelines V 1.0](#) and/or [Specifications for LiDAR for the Province of British Columbia](#))
- Hydrometric and/or geotechnical data collection and analysis
- Presentation of the Flood Risk Assessment, Flood Map and/or Flood Mitigation Plan to Council, Board or Band Council, community organizations, etc.
- Amendments to relevant local government or Treaty First Nation plans, bylaws and policies that are specific to the Flood Risk Assessment, Flood Map and/or Flood Mitigation Plan (e.g. land use, engineering and public works bylaws and policies)

The following expenditures are also eligible provided they relate directly to the eligible activities identified above:

- Consultant costs
- Incremental applicant staff and administration costs
- Public information costs

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the CEPF Evaluation Committee is not eligible for grant funding. This includes:

- Routine or on-going planning costs
- Duplication of existing information, maps or imagery (e.g., LiDAR)
- Costs related to developing or submitting the application package

5. Grant Maximum

The Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$150,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

6. Application Requirements & Process

Application Deadline

The application deadline is **February 22, 2019**. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form
- 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.
- Detailed workplan and budget for each component identified in the application. This must include a breakdown of work activities, tasks, deliverables or products, resources, timelines (start and end dates), and other considerations or comments. The budget must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- Map indicating the location of the proposed project.
- If applicable, copies of any relevant documents that support the rationale for this project must be included with this application.

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

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

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, Emergency Management BC will assess and score all eligible applications as part of a technical review process. Higher application review scores will be given to projects that:

- Were not funded as part of the 2017 Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning intake
- Demonstrate evidence of local flood hazard and/or seismic vulnerability (e.g. as identified in the Emergency Response Plan or flood mapping); threat levels (e.g. as identified in completed flood risk assessments) and recent flood history (e.g. evacuation order and/or disaster financial assistance)
- Support the applicant in meeting [Provincial Flood Hazard Area Land Use Management Guidelines](#)
- Contribute to a comprehensive, cooperative and regional approach to flood mitigation
- Effectively engage other stakeholders, as appropriate to the project
- Consider and mitigate the impacts of climate change in the project methodology and deliverables
- Increase understanding of the social and economic impacts of flood events to the community
- Include in-kind or cash contributions to the project from the eligible applicant, community partners or other grant funding
- Are cost-effective

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Following technical review, the CEPF Evaluation Committee will review all applications and a summary of each technical review. Funding decisions will be made on a provincial priority basis.

All application materials will be shared with the Province of BC.

7. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision & Initial Payments

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

Grants under the Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning funding stream are awarded in two payments: 50% at the approval of the project and 50% when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Post Grant Approval Meeting

As a condition of grant approval, all approved applicants are required to meet with Emergency Management BC and/or the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, or designate, to discuss the project prior to commencing work.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from CEPF Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, updated budget and an updated Council or Board resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the CEPF Evaluation Committee at the next scheduled meeting.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval. Under exceptional circumstances, an extension beyond this date may be requested in writing and is subject to approval by the CEPF Evaluation Committee.

8. Final Report Requirements & Process

All funded activities must be completed within one year of notification of funding approval and the final report is due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form
- Financial summary
- Copies of the completed Flood Risk Assessment, Flood Map, Flood Mitigation Plan, and/or any completed assessments
- Full size PDF maps of all maps created as part of the funded Flood Risk Assessment, Flood Map and/or Flood Mitigation Plan
- Spatial data and metadata for all maps identified above
- If applicable, LiDAR and orthoimagery data and derivative products acquired/produced with CEPF funding. Note these products must meet the [Specifications for LiDAR for the Province of British Columbia](#) and will be provided to the Province with free and clear access and distribution rights
- Optional: photos and/or media directly related to the funded project

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: cepf@ubcm.ca

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

Review of Final Reports

UBCM will perform a preliminary review of all final reports to ensure the required report elements (identified above) have been submitted.

Following this, all complete final reports & deliverables will be reviewed by Emergency Management BC.

All final report materials will be shared with the Province of BC.

9. Additional Information

For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: cepf@ubcm.ca

Phone: (250) 387-4470

Jennifer Kuhn

From: is@rdkb.com
Sent: February-05-19 8:14 AM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by Beaver Valley Blooming Society, email address - lila001@telus.net

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'A' Director Ali Grieve

Applicant Information:

Applicant: Beaver Valley Blooming Society

Address: PO Box 504, Fruitvale, BC V0G 1L0

Phone: 250-231-7973

Fax:

Email: lila001@telus.net

Representative: Lila Cresswell/Carol McIntyre

Make Cheque Payable To: Beaver Valley Blooming Society

Other Expenses:

Total Cost of Project: \$2500.00

Amount Requested from
RDKB Director(s): \$2500.00

*Approved Director Grieve
February 5, 2019*

What is the Grant-in-Aid for?

Fill flower tubs along Main Street and around town, cemetery, and ground plantings at the west end of Main St. and between Liberty AG Foods and Fruitvale Memorial Centre

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

☐

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Jennifer Kuhn

From: is@rdkb.com
Sent: February-04-19 2:31 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by JL Crowe Secondary School, email address - dwaterstreet@sd20.bc.ca

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'A' Director Ali Grieve, Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

Applicant Information:

Applicant: JL Crowe Secondary School

Address: 1300 Frances Moran Rd., Trail, BC V1R 4L9

Phone: 250-368-5591

Fax: 250-364-1567

Email: dwaterstreet@sd20.bc.ca

Representative: Dara Waterstreet

Make Cheque Payable To: JL Crowe Secondary

Other Expenses:

Total Cost of Project: \$

Amount Requested from RDKB Director(s): $\$750 \times 2 = \1500

What is the Grant-in-Aid for?

Regional District Kootenay Boundary Area A and Area B Directors' Memorial Awards for JL Crowe Secondary scholarship programme.

Approved Director Grieve February 4, 2019

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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CROWE

JL Crowe Secondary

1300 Frances Moran Road, Trail, BC V1R 4L9

phone 250.368.5591

fax 250.364.1567

www.jlcrowe.org

your EDUCATION your DISCOVERY

January 18, 2019

Ms. Theresa Lenardon
Kootenay Boundary Regional Fire Rescue
#202 843 Rossland Avenue
Trail, BC V1R 4S8

Dear Ms. Lenardon:

Re: Regional District Kootenay Boundary Area A Directors' Memorial Award

Thank you for your past participation in the scholarship programme at J.L. Crowe Secondary School.

The purpose of the enclosed form is to gather updated information about scholarships for the 2019 graduates. The Scholarship Fair that provides a venue for students to collect their applications will be held on Wednesday, March 13.

The enclosed Scholarship Form has been revised to streamline the scholarship process and ensure that your donation is promoted and issued following your needs and intentions. We are hopeful that your organization will review and discuss your scholarship and if your intentions in providing this scholarship to our students are being met. Things to consider:

- Are the number of applications you are receiving acceptable?
 - Is narrow criteria limiting the number of students applying for your scholarship?
 - Would your organization consider flexibility in your criteria? For example, if just offered to male or female?
 - Would widening the criteria be beneficial? For example, offering to students going into the trades rather than a specific trade?
- Does your organization want more input in selecting the recipient?
- Would an interview process with candidates be helpful?
- Is it important to your organization that the recipient uses the funds for education?
- Is your organization satisfied with the acknowledgment received from the recipient?
- Would you get more applicants if your organization allowed students to defer their use of scholarship money for more than one school year?

Please take the time to reflect on last year's scholarship process. If you have any concerns or would like to make any changes, please contact Dara Waterstreet at 250-368-5591 ext. 140 (dwaterstreet@sd20.bc.ca) for assistance.

To meet the deadline for the March 13 Scholarship Fair, it would be greatly appreciated if you, or a member of your organization, would complete the enclosed information form and return it by e-mail (hpii@sd20.bc.ca) or Canada Post (1300 Frances Moran Road, Trail, BC V1R 4L9), as soon as possible or **before February 27, 2019**.

The J.L. Crowe 2019 Graduation Ceremonies will take place at 6:00 p.m. on Friday, June 21, 2019 in the Trail Memorial Centre.

Thank you again.

Yours truly,



Dara Waterstreet
Scholarship Committee

:hp

REGIONAL DISTRICT OF
KOOTENAY BOUNDARY

FILE #

JAN 22 2019

DOC #

REF. TO:

+1

CC:

Jennifer Kuhn

From: is@rdkb.com
Sent: February-04-19 2:31 PM
To: Theresa Lenardon; Information Services; Jennifer Kuhn
Subject: Grant-in-Aid Form submitted by JL Crowe Secondary School, email address - dwaterstreet@sd20.bc.ca

Online Grant-in-Aid Application**Electoral Area(s) Applied to:**

Electoral Area 'A' Director Ali Grieve, Electoral Area 'B' / Lower Columbia- Old Glory Director Linda Worley

Applicant Information:

Applicant: JL Crowe Secondary School

Address: 1300 Frances Moran Rd., Trail, BC V1R 4L9

Phone: 250-368-5591

Fax: 250-364-1567

Email: dwaterstreet@sd20.bc.ca

Representative: Dara Waterstreet

Make Cheque Payable To: JL Crowe Secondary

Other Expenses:

Total Cost of Project: \$ *Approved Director Worley*

Amount Requested from RDKB Director(s): *Feb. 4/19*
 $\$750 \times 2 = \1500

What is the Grant-in-Aid for?

Regional District Kootenay Boundary Area A and Area B Directors' Memorial Awards for JL Crowe Secondary scholarship programme.

List of Other Organizations Applied to for Funding

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Name of Organization

Amount Requested

Amount Secured

Documents uploaded with Submission?

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1300 Frances Moran Road, Trail, BC V1R 4L9

phone 250.368.5591

fax 250.364.1567

www.jlcrowe.org

your EDUCATION your DISCOVERY

January 18, 2019

Ms. Theresa Lenardon
Kootenay Boundary Regional Fire Rescue
#202 843 Rossland Avenue
Trail, BC V1R 4S8

Dear Ms. Lenardon:

Re: Regional District Kootenay Boundary Area B Directors' Memorial Award

Thank you for your past participation in the scholarship programme at J.L. Crowe Secondary School.

The purpose of the enclosed form is to gather updated information about scholarships for the 2019 graduates. The Scholarship Fair that provides a venue for students to collect their applications will be held on Wednesday, March 13.

The enclosed Scholarship Form has been revised to streamline the scholarship process and ensure that your donation is promoted and issued following your needs and intentions. We are hopeful that your organization will review and discuss your scholarship and if your intentions in providing this scholarship to our students are being met. Things to consider:

- Are the number of applications you are receiving acceptable?
 - Is narrow criteria limiting the number of students applying for your scholarship?
 - Would your organization consider flexibility in your criteria? For example, if just offered to male or female?
 - Would widening the criteria be beneficial? For example, offering to students going into the trades rather than a specific trade?
- Does your organization want more input in selecting the recipient?
- Would an interview process with candidates be helpful?
- Is it important to your organization that the recipient uses the funds for education?
- Is your organization satisfied with the acknowledgment received from the recipient?
- Would you get more applicants if your organization allowed students to defer their use of scholarship money for more than one school year?

Please take the time to reflect on last year's scholarship process. If you have any concerns or would like to make any changes, please contact Dara Waterstreet at 250-368-5591 ext. 140 (dwaterstreet@sd20.bc.ca) for assistance.

To meet the deadline for the March 13 Scholarship Fair, it would be greatly appreciated if you, or a member of your organization, would complete the enclosed information form and return it by e-mail (hpil@sd20.bc.ca) or Canada Post (1300 Frances Moran Road, Trail, BC V1R 4L9), as soon as possible or **before February 27, 2019**.

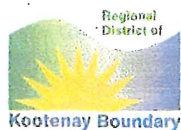
The J.L. Crowe 2019 Graduation Ceremonies will take place at 6:00 p.m. on Friday, June 21, 2019 in the Trail Memorial Centre.

Thank you again.

Yours truly,


Dara Waterstreet
Scholarship Committee

:hp



REGIONAL DISTRICT OF
KOOTENAY BOUNDARY

Grant-in-Aid Request

JAN 31 2019

Application to (please check where appropriate):

REF. TO:

CC:

<input type="checkbox"/> Electoral Area A Director Ali Grieve	<input checked="" type="checkbox"/> Electoral Area B/ Lower Columbia- Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area C/ Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area D/ Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area E/West Boundary Director Vicki Gee
--	---	--	---	--

Applicant:	KATHY GREGORY		
Address:	2640 5 th AVENUE CASTLEGAR B.C. V1N3L2		
Phone:	250 365 1802	Fax:	
Email:	macgregory@telus.net		
Representative:	CORRESPONDING SECRETARY ZONE 6 55 ⁺ GAMES		
Make cheque payable to:	ZONE 6 BC 55 ⁺ GAMES		

****GIA Requests of \$5,000.00 or more may require official receipt****

What is the Grant-in-Aid for:

To provide opportunity for seniors, 55⁺ to maintain and improve physical, mental and social well being. And to assist these seniors to prepare for and participate in 7th 2019 Games.

Amount Requested:

\$750.00

Approved Director Worley
February 14, 2019

Date:

JANUARY 30, 2019

Signature:

Kathy Gregory

Print name:

KATHY GREGORY

SUBMIT

Office Use Only

Grant approved by Director: _____

Approved by Board: _____



B.C. Seniors Games 55 Plus, Zone 6
Kathy Gregory, Corresponding Secretary
2640 5th. Avenue
Castlegar, B.C. V1N 3L2 Phone 250 365 1802

February, 2019

To whom it may concern:

We thank you for your past assistance and hope you will continue to support our efforts to encourage our 55+ Seniors to get out and be active.

The 55 Plus BC Seniors Games promote the active participation in fitness and wellness in sport, recreation and education for B.C. Seniors. This annual five-day celebration attracts about 3500 adults participating in up to 30 sport events. All participants qualifying for the different events, are 55 years or older, representing 13 regions in the province.

Zone 6, West Kootenay-Boundary, holds monthly organizational meetings and participants are busy with their preparation for their events in the 2019 BC Seniors Games throughout the year. The 2019 Games will be located in Kelowna from September 10 – 14.

Our goal is to provide for as many participants as possible, an opportunity to develop a healthy active lifestyle and participate in their event of choice. Our Region covers from Rock Creek to Riondel and from Nakusp, south to the US border. We are trying to encourage an increase in the number of participants in the games. This last year we had 212 participants.

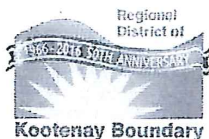
The West Kootenay-Boundary seniors ask for your support to help the participants and the volunteer administration prepare for and attend these Games. Seniors in this Zone promote the games locally through the media, posters and brochures.

I thank you for your support in the past and hope we can count on your support and generosity this year. We thank you for your consideration of this request.

DONATIONS CAN BE MADE OUT TO: Zone 6 B.C. Seniors Games and mailed to Kathy Gregory at the address below.

Sincerely

Kathy Gregory Corresponding Secretary, Zone 6
250 365 1802 macgregory@telus.net
2640 5th. Avenue, Castlegar, B.C., V1N 3L2



Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lenardon, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-368-9148 or foi@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input checked="" type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	---	---	--

Applicant:	* Deer Ridge Water Association		
Address:	* 7767 McRae Road Christina Lake, British Columbia V0H 1E0		
Phone:	* 4038307105	Fax:	
E-Mail:	* garysemeniuk@shaw.ca		
Representative:	* Gary Semeniuk, President Deer Ridge Water Association		
Make Cheque Payable To:	* Deer Ridge Water Association		

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 10,835.00 What amount are you requesting from this RDKB Director(s)? \$ 5,835.00

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

The funding will enable the Deer Ridge Water Association Transition Study. The study results would support decisions around conversion of this residential water system into the hands of the Regional District.

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

Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Date: 2019-01-28	Applicant Signature <u><i>Gary Semeniuk</i></u>	Print Name Gary Semeniuk

Office Use Only

Grant approved by Electoral Area Director: _____

Approved by Board: _____

SUBMIT



Grant-in-Aid Request

The personal information you provide on this RDKB document is being collected in accordance with the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of processing RDKB business. This document may become public information. If you have any questions about the collection of your personal information, please contact Theresa Lennerton, Manager of Corporate Administration/Corporate Officer and Freedom of Information Protection of Privacy Officer at 250-369-9148 or foi@rdkb.com.

Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director All Grava	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roby Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
--	--	--	---	---

Applicant:	* Boundary Metis Community Association		
Address:	646 72 Avenue, Grand Forks, BC, V0H 1H0		
Phone:	250 449-8401	Fax:	
Representative:	Ginette Wheeler		
Makes Cheque Payable To:	Judy Letendre - Boundary Metis Community Association		

*Starred items, including contact information, must be completed in full

***GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

What is the total Cost of the Project? \$ 10,500. What amount are you requesting from this RDKB Director(s)? \$ 800.00

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

This grant in aid is to supply the healthy snacks for community members participating in a 6 week snowshoeing program at Kettle Valley Provincial Park. This family oriented program encourages physical activity as well as promoting mental, emotional and spiritual benefits. The new relationships we gain bringing people together creates strength and opportunities for community growth. Boundary Metis Community Association is collaborating with Boundary All Nations Advisory Council to promote and facilitate this event.

For celebration dinner at end

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

Name of Organization	Plan H Communities Fund, Health and Wellness Grant for Indigenous Communities	
Amount Requested: \$	8300	Amount Secured: \$
Name of Organization	Community Forests	
Amount Requested: \$	650.00	Amount Secured: \$
Name of Organization		
Amount Requested: \$		Amount Secured: \$
Date: Jan. 4, 2019	Applicant Signature	Print Name: Ginette Wheeler

Office Use Only
Grant approved by Electoral Area Director
Approved by Board

SUBMIT

Boundary Métis Community Association

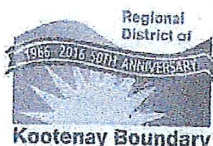
Box 1215, Grand Forks, BC V0H 1H0

boundarymetiscommunity@gmail.com



Project Name		Snowy Tribal Trails	
Expenses	Description	Projected Cost	In kind
Snowshoes 10 Adult, 10 Children	includes totes, safety kits	3500	
Ski poles, adult and child		150	
Honorarium- Helpers x2	help distribute, put away	150	
Small warm items, useful for hikes or snowshoeing and drawstring bags	gloves, toques, lights	900	
Honorarium- Elder	guides the traditional welcoming	150	
Honorarium- Snowshoe Leaders 3 hours/session. - includes set up, take down	2 groups - short and long routes	900	
Snacks- donated			65
Snacks	\$5/person x25x6	800	
Transportation	fuel for travellers, large equipment runs, snow removal	600	
Celebration food- RDKB grant in aid	\$25x40	1000	
Celebration food- by donation or pot luck	anticipate more than 40		200
Gifting		900	
Honorarium- Celebration Coordinator	menu, shop, prepare, set up, take down	700	
Project Management includes some print supplies	record, report, bookkeeping, etc.	50.00	450
Administration Fee		100.00	
Hall rental		100.00	
TOTAL EXPENSES		\$10,000.00	\$715.00
Revenue (grants, donations)	Confirmed or Projected	Cash	In Kind
Plan H	Confirmed	8,300.00	
Lions	Confirmed	200.00	
Community Forests - \$1000 donated, using 350 for April project	Confirmed	650.00	
RDKB Grant in Aid	Projected	800.00	
Tawaw	Confirmed	50.00	450
Snack and food donations	Confirmed and Projected		265
TOTAL REVENUE		10,000.00	715.00

Snowy Tribal Trails Budget
Jan -Feb. 24 2019



Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grieve	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	--	---	---

Applicant:	* West Boundary Community Services Co-operative Association			
Address:	* Box 193, Rock Creek BC V0H 1Y0			
Phone:	* 250 495-3730	Fax:		E-Mail: * gsol@ocubc.com
Representative:	* Greg Sol, President			
Make Cheque Payable To:	* West Boundary Community Services Co-operative Association			

*Starred items, including contact information, must be completed in full.

****GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.

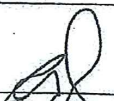
What is the total Cost of the Project? \$ _____ What amount are you requesting from this RDKB Director(s)? \$ 3,000


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

\$1,000 per month for 3 months, for consulting & grant writing for new co-op

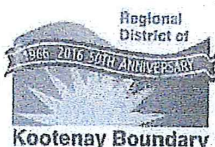
Please list all other organizations you have applied to for funding (attach an extra sheet if necessary)

Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____

Date: FEB 5/19 Applicant Signature  Print Name Greg Sol

Office Use Only
Grant approved by Electoral Area Director: 
Approved by Board: _____

SUBMIT



Grant-in-Aid Request

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Please check all Electoral Area Boxes You Are Making Application To:

<input type="checkbox"/> Electoral Area 'A' Director Ali Grievé	<input type="checkbox"/> Electoral Area 'B' Lower Columbia-Old Glory Director Linda Worley	<input type="checkbox"/> Electoral Area 'C' Christina Lake Director Grace McGregor	<input type="checkbox"/> Electoral Area 'D' Rural Grand Forks Director Roly Russell	<input checked="" type="checkbox"/> Electoral Area 'E' West Boundary Director Vicki Gee
---	--	--	---	---

Applicant:	* West Boundary Community Services Co-operative Association		
Address:	* Box 193, Rock Creek BC V0H 1Y0		
Phone:	* 250 495-3730	Fax:	
E-Mail:	* gsol@ocubc.com		
Representative:	* Greg Sol, President		
Make Cheque Payable To:	* West Boundary Community Services Co-operative Association		

*Starred items, including contact information, must be completed in full.

***GIA Requests of \$5,000.00 or more may require official receipt. The Electoral Area Director may ask for additional information.


What is the total Cost of the Project? \$ 1,147 What amount are you requesting from this RDKB Director(s)? \$ 1,147


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

Public liability and Directors/Officers insurance at startup

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

Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____
Name of Organization _____	Amount Requested: \$ _____	Amount Secured: \$ _____

Date: FEB 13/19 Applicant Signature  Print Name Greg Sol

Office Use Only
Grant approved by Electoral Area Director: 
Approved by Board: _____

SUBMIT

REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BYLAW NO. 1701

A Bylaw to amend Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470, 2013 of the Regional District of Kootenay Boundary

WHEREAS the Regional District of Kootenay Boundary may amend the provisions of its Official Community Plan Bylaws pursuant to the provisions of the *Local Government Act*;

AND WHEREAS the Regional District of Kootenay Boundary Board of Directors believes it to be in the public interest to amend the Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw;

NOW THEREFORE the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts the following:

1. This Bylaw may be cited as Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1701, 2019;
2. Regional District of Kootenay Boundary Official Community Plan Bylaw No. 1470, 2013 is amended to:
 - a) Insert the following new designation in the Table of Contents, immediately following '19.12 Commercial': '19.12A Retreat Commercial'
 - b) Insert the following text after Section 19.12:

"19.12A Retreat Commercial"

The 'Retreat Commercial' land use designation applies to privately owned parcels used for commercial accommodation and recreation purposes.

OBJECTIVES

The objectives of the Board with respect to areas designated 'Retreat Commercial' is as follows:

- To recognize that some retreat uses may be suited to the Plan Area provided they do not compromise commercial activities in adjacent municipalities;
- To identify retreat lands as a continuing resource.

POLICIES

The policies of the Board with respect to areas designated 'Retreat Commercial' are as follows:

- | | |
|----------|---|
| 19.12A.1 | In addition to uses otherwise permitted in all designations, permitted uses in the 'Retreat Commercial' designation may include, but not necessarily be limited to retreat campground; indoor and outdoor recreation; temporary accommodation; active and passive recreation; and accessory buildings and structures; |
| 19.12A.2 | Consideration may be given to permitting additional lands for 'Retreat Commercial' use upon an application for an Official Community Plan and Zoning Bylaw amendment. Such applications will be evaluated on criteria that includes, but is not necessarily limited to the following: |

- a) potential conflicts with surrounding lands;
- b) the need for the proposed business in the area; and
- c) potential conflict with nearby municipalities.

3. That Map 1 (Land Use Designations) of the Electoral Area 'B'/Lower Columbia-Old Glory Official Community Plan Bylaw No. 1470, 2013 be amended to:
- Add the following designation label below 'Commercial' in the legend:
 - "Retreat Commercial"
 - Re-designate the following parcel from 'Rural Resource 1' to 'Retreat Commercial':
 - Lot 1, Township 9A, KD, NEP88867;
As shown outlined in red on Schedule X attached hereto and forming part of this bylaw.

READ A FIRST TIME AND SECOND TIME this 31st day of January, 2019.

PUBLIC HEARING NOTICE ADVERTISED in the Trail Times this 6th day of February, 2019 and also this 7th day of February, 2019.

PUBLIC HEARING held on this 12th day of February, 2019.

READ A THIRD TIME this this 21st day of February, 2019.

RECONSIDERED AND ADOPTED this _____ day of _____, 20__.

Chair

Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify that this is a true and correct copy of Bylaw No. 1701, cited as "Regional District of Kootenay Boundary Official Community Plan Amendment Bylaw No. 1701, 2019" as reconsidered and adopted by the Regional District of Kootenay Boundary Board of Directors this __ day of __, 2019.

Manager of Corporate Administration



Regional District of
Kootenay Boundary

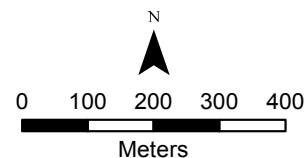
Date: 1/23/2019

Schedule X

Lot 1, Plan NEP88867

Township 9A

Kootenay Land District



1:10,000

Subject Area to be redesignated from
"Rural Resource 1" to "Retreat Commercial"

I hereby certify this Schedule X to be a true and
correct copy and that this Schedule X correctly
outlines the property to be redesignated by "Regional
District of Kootenay Boundary Bylaw No. 1701."

Manager of Corporate Administration

Date

**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
BYLAW NO. 1702**

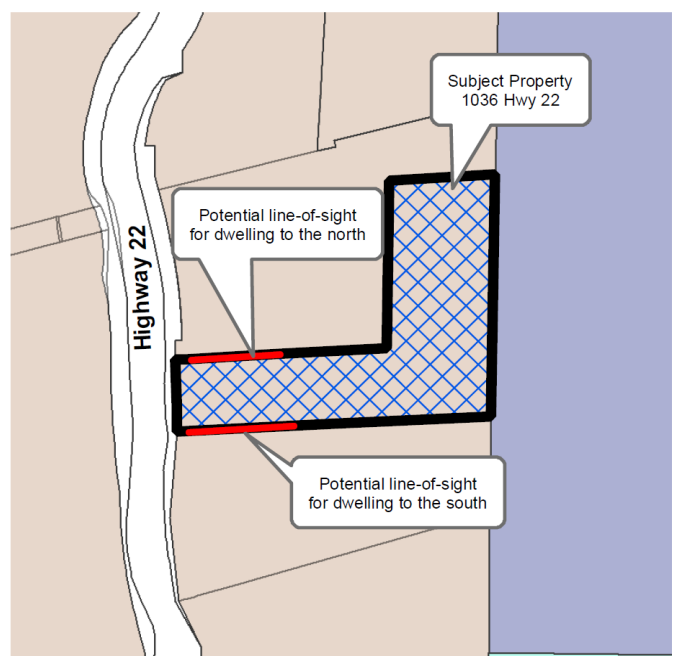
A Bylaw to amend Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015 of the Regional District of Kootenay Boundary

WHEREAS the Regional District of Kootenay Boundary may amend the provisions of its Zoning Bylaws pursuant to the provisions of the *Local Government Act*;

AND WHEREAS the Regional District of Kootenay Boundary Board of Directors believes it to be in the public interest to amend the Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw;

NOW THEREFORE the Regional District of Kootenay Boundary Board of Directors, in open and public meeting assembled, enacts the following:

1. This Bylaw may be cited as Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1702, 2019;
2. Regional District of Kootenay Boundary Zoning Bylaw No. 1540, 2015 is amended to:
 - a) Change the existing "618. Commercial Zone C" in the Table of Contents to:
"618. Commercial 1 Zone C1"
 - b) Insert the following new zone to the Table of Contents, immediately following Commercial 1 Zone C1;
"618A. Commercial 2 Zone C2"
 - c) Insert the following new definition after the definition of "GROSS FLOOR AREA":
"GUEST CABIN means a building with a maximum floor area of 60 m² used for commercial guest accommodation;"
 - d) Insert the following definition after the definition of "RESOURCE USE":
"RETREAT CAMPGROUND means a use that provides for a group camping experience with the participants sleeping in tents, recreational vehicles, guest cabins, or dormitories for temporary accommodation of guests and includes accessory facilities for the preparation and consumption of food, first aid, recreation, washrooms, study, and worship if used in conjunction with camping;"
 - e) Replace the existing 404.1e) with the following:
"The use of barbed wire fences within or abutting the Residential 1, Residential 2, Manufactured Home Park, Comprehensive Development, Rural Resource 1, Rural Resource 2, Rural Resource 3, Commercial 1, Commercial 2, Institutional and Community Facilities, and Parks and Recreation Zones is prohibited."
 - f) Insert the following text after Section 404.3:
"4. Where the Commercial 2 Zone is adjacent to a property with a single-family dwelling within view of a **Retreat Campground**, the following screening must be placed on a parcel in the Commercial 2 Zone along the parcel boundary as shown in red on the map below: a single row of mixed evergreen and deciduous trees, hedges or shrubbery."



g) Change the existing 'Commercial' Zone in the list of zones in the table under Section 601(2),

From: 'Commercial (C)' to 'Commercial 1 (C1)'

h) Insert the following new zone to the lists of zones in the table under Section 601(2), immediately following the 'Commercial (C1)': 'Commercial 2 (C2)'

i) Change the existing Commercial Zone in Section 618. from;

"Commercial Zone

C"

to

"618. Commercial Zone 1

C1

The following provisions apply to lands in the Commercial 1 Zone:"

h) Add the following text after Section 618:

"618A. Commercial 2 Zone

C2

The following provisions apply to lands in the Commercial 2 Zone:

1. Permitted Principal Uses

Only the following *principal uses* are permitted:

- a) *Resource use;*
- b) *Retreat Campground;*

c) *Single family dwelling.*2. *Permitted Secondary Uses*

Only the following secondary uses are permitted, and only in conjunction with a use listed in subsection 618A.1 above:

- a) *Accessory buildings and structures;*
- b) *Bed and breakfast;*
- c) *Home-based business;*
- d) *Secondary suite.*

3. *Parcel Area for New Parcels Created by Subdivision*

Parcels to be created by subdivision must not be less than 10 hectares

4. *Density*

Maximum per parcel:

- One *single family dwelling*;
- One *secondary suite*; and
- Four **Guest Cabins**, and a dormitory space for 20 guests within a **Retreat Campground**.

5. *Setbacks*

Minimum setbacks measured in metres:

<i>Parcel Line</i>	<i>Buildings and structures</i>
<i>Front</i>	7.5
<i>Exterior side</i>	4.5
<i>Interior side</i>	4.5
<i>Rear</i>	5.0

6. *Parcel Coverage*

Maximum *parcel coverage* is 33%

7. *Parking*

Off-street parking must be provided in accordance with Part 5 of this Bylaw.

8. *Screening*

Off-street parking must be provided in accordance with Part 5 of this Bylaw."

j) Replace the existing "Retreat Facilities (e.g. Bible Camps)" with the following in section 625.1.g);

"Retreat Campground"

3. That Map 1 (Zoning Map) of the Electoral Area 'B'/Lower Columbia-Old Glory Zoning Bylaw No. 1540, 2015 be amended to:

- Change the Zone label 'Commercial (C)' in the legend to "Commercial (C1)"
- Insert the following Zone label below 'Commercial (C1)' in the legend:

- "Commercial 2 (C2)"
- Rezone the following parcel from 'Rural Resource1 (RUR1)' to 'Commercial 2 (C)':
 - Lot 1, Township 9A, KD, NEP88867;
As shown outlined in red on Schedule Z attached hereto and forming part of this bylaw.

READ A FIRST TIME AND SECOND TIME this 31st day of January, 2019.

PUBLIC HEARING NOTICE ADVERTISED in the Trail Times this 6th day of February, 2019 and also this 7th day of February, 2019.

PUBLIC HEARING held on this 12th day of February, 2019.

READ A THIRD TIME this this 21st day of February, 2019.

I, Theresa Lenardon, Manager of Corporate Administration hereby certify the foregoing to be a true and correct copy of Bylaw No. 1702, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1702, 2019" as read a third time by the Regional District of Kootenay Boundary Board of Directors this 21st day of February, 2019.

Manager of Corporate Administration

APPROVED by the Ministry of Transportation and Infrastructure Approving Officer this

_____ day of _____, 20__.

Approving Officer

RECONSIDERED AND ADOPTED this _____ day of _____, 20__.

Chair

Manager of Corporate Administration

I, Theresa Lenardon, Manager of Corporate Administration of the Regional District of Kootenay Boundary, hereby certify that this is a true and correct copy of Bylaw No. 1702, cited as "Regional District of Kootenay Boundary Zoning Amendment Bylaw No. 1702, 2019" as reconsidered and adopted by the Regional District of Kootenay Boundary Board of Directors this ____ day of ____, 2019.

Manager of Corporate Administration

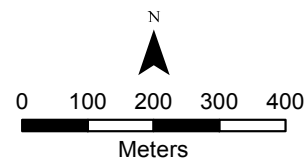


Regional District of
Kootenay Boundary

Date: 1/23/2019

Schedule Z

Lot 1, Plan NEP88867
Township 9A
Kootenay Land District



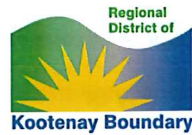
1:10,000

Subject Area to be redesignated from
"Rural Resource 1 (RUR1)" to "Retreat 1 (C2)"

I hereby certify this Schedule Y to be a true and
correct copy and that this Schedule Z correctly
outlines the property to be rezoned by "Regional
District of Kootenay Boundary Bylaw No. 1702."

Manager of Corporate Administration

Date



RDKB

Bylaw No. 1707

A Bylaw to amend RDKB Service Establishment Bylaw No. 1393, 2008 to increase the requisition limit

WHEREAS pursuant to the provisions of the *Local Government Act* and amendments thereto, a Board may by Bylaw and with the consent of the service participants amend a Service Establishment Bylaw;

AND WHEREAS with assent of the electors of RDKB Electoral Area A, the Village of Fruitvale and the Village of Montrose the Regional District of Kootenay Boundary has, by Bylaw No. 1393, 2008, established the Beaver Valley Regional Parks and Regional Trails Service for the purpose of constructing, maintaining and operating recreation facilities and the supply of recreational, cultural and library services;

AND WHEREAS the Regional District of Kootenay Boundary wishes to amend Bylaw No. 1393, 2008 to increase the annual requisition limit from One Million Four Hundred Thousand Dollars (\$1,400,000) to One Million Seven Hundred Fifty Thousand Dollars (\$1,750,000);

AND WHEREAS, in accordance with the *Local Government Act*, the Regional District of Kootenay Boundary Board of Directors has obtained the required two-thirds consent from the service participants for the amendment;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

AMENDMENT

Section 4. b. of RDKB Bylaw No. 1393, 2008 is hereby repealed and replaced with the following:

The maximum amount that may be requisitioned annually pursuant to the *Local Government Act* for the service shall be 2.323/\$1,000 of net taxable value of land and improvements or One Million Seven Hundred Fifty Thousand Dollars (\$1,750,000) whichever is greater.

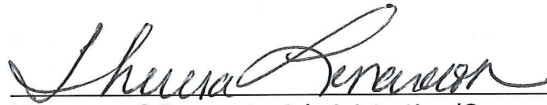
CITATION

This bylaw may be cited for all purposes as "Regional District of Kootenay Boundary Beaver Valley Regional Parks and Regional Trails Service Establishment Amendment Bylaw No. 1707, 2019."

Read a **First and Second** time this 31st day of January, 2019.

Read a **Third** time this 31st day of January, 2019.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1707 cited as "Regional District of Kootenay Boundary Beaver Valley Regional Parks and Regional Trails Service Establishment Amendment Bylaw No. 1707, 2019" as read a Third time this 31st day of January, 2019.



Manager of Corporate Administration/Corporate Officer

Approval received from the Electors of Regional District of Kootenay Boundary Electoral Area A by way of a letter dated January 23, 2019.

Approval received from the Electors of the Village of Fruitvale by way of a letter dated February 12, 2019.

Approval received from the Electors of the Village of Montrose by way of a letter dated February 29, 2019.

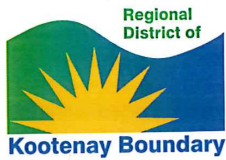
Reconsidered and Adopted this _____ day of _____, _____

Chair

Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1707 cited as "Regional District of Kootenay Boundary Beaver Valley Regional Parks and Regional Trails Service Establishment Amendment Bylaw No. 1707, 2019" as Reconsidered and Adopted this _____ day of _____, 2019.

Manager of Corporate Administration/Corporate Officer



From the desk of:
Ali Grieve,
Director-Electoral Area 'A'
2057 Old Salmo Road
Fruitvale, BC V0G 1L1
250-367-6521
aligrieve@telus.net



January 23, 2019

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

Attn: Board of Directors

**Re: Consent to Adopt RDKB Beaver Valley
Regional Parks and Regional Trails
Service Establishment Amendment Bylaw No. 1707, 2019**

Pursuant to Section 347(2) of the *Local Government Act*, I Ali Grieve, Director, RDKB Electoral Area A do hereby consent to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1707, 2019 being the:

"Regional District of Kootenay Boundary Beaver Valley Regional Parks and Regional Trails
Service Establishment Amendment Bylaw No. 1707, 2019."

Yours truly,

A handwritten signature in black ink that reads "Ali Grieve". The signature is written in a cursive, flowing style.

Ali Grieve,
Director, RDKB Electoral Area 'A'

TL

"The contents of this correspondence and any views presented are those of the writer and may not reflect the positions of the
Regional District of Kootenay Boundary"



**THE CORPORATION OF
THE VILLAGE OF FRUITVALE**
In the "HEART OF THE BEAVER VALLEY"

Date: February 12, 2019
To: Theresa Lenardon, Manager of Corporate Administration / Corporate Officer RDKB
From: Michael Maturo, Chief Administrative Officer
SUBJECT: February 11, 2019 Council Resolutions consenting to RDKB Bylaws 1707 and 1708

**From the Minutes of the February 11, 2019 Regular Meeting of the Village of Fruitvale Council,
Under "K" Bylaws/Policies:**

c RDKB Bylaws 1707 BV Regional Recreation and 1708 Regional Arts, Culture and Recreation

MOVED Wenman / SECONDED Fitzpatrick

THAT Council consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1707 being the "Regional District of Kootenay Boundary Beaver Valley Regional Parks and Regional Trails Service Establishment Amendment Bylaw No. 1707, 2019."

CARRIED

MOVED Fitzpatrick / SECONDED Kenny

THAT Council consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1708 being the "Regional District of Kootenay Boundary Culture, Arts and Recreation for the Lower Columbia Service Establishment Amendment Bylaw No. 1708, 2019."

CARRIED

Michael Maturo, CAO
Village of Fruitvale

1947 Beaver Street, Box 370 Fruitvale, BC V0G 1L0
T 250-367-7551

P.O. Box 510, 565-11th Avenue
Montrose, British Columbia V0G 1P0



Phone 250-367-7234 Fax 250-367-7288
admin@montrose.ca www.montrose.ca

February 20, 2019

File #360-20

Regional District of Kootenay Boundary
202-843 Rossland Ave.
Trail, BC V1R 4S8
Attn. Theresa Lenardon, Manager of Corporate Administration/ Corporate Officer

Re: RDKB Bylaw No. 1707

Dear Ms. Lenardon,

Please be advised that the following resolution was adopted by the Corporation of the Village of Montrose Council at their February 19, 2019 meeting;

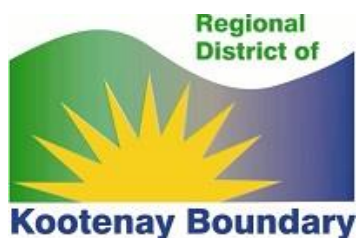
"THAT the Municipal Council for the Corporation of the Village of Montrose consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1707 being the Regional District of Kootenay Boundary Beaver Valley Regional Parks and Trails Service Establishment Amendment Bylaw No. 1707, 2019."

Please let me know if you require any further information.

Sincerely,

Larry Plotnikoff
Chief Administrative Officer/Corporate Officer

— "Gateway to the Beaver Valley" —



STAFF REPORT

Date: 22 Jan 2019

File

Staff Report-BRD-
Bylaw Approval-BVR
Requisition Limit
Increase

To: RDKB Board of Directors

From: Mark Daines - Manager of Facilities
and Recreation

Re: Staff Report-BRD-Bylaw Approval-BVR
Requisition Limit Increase

Issue Introduction

A Staff Report from Mark Daines, Manager of Facilities and Recreation regarding a proposal to approve a bylaw to increase the requisition limit for the Beaver Valley Regional Parks and Regional Trails Service.

History/Background Factors

Since 2009, the Beaver Valley Regional Parks and Regional Trails service has been operating within a total requisition limit of \$1,400,000. The proposed 2019-2023 Financial Plan shows an increase to \$1,450,000 in 2019, beyond the current limit of \$1,400,000. Over the last 9 years the service has been mindful that all improvements and operations have been maintained without any increase to the total requisition. However, with the increasing operation costs due to inflation and the future capital improvements required to maintain the Beaver Valley Recreation, Beaver Valley Parks and Trails and Beaver Valley Arena we are asking for an increase of up to 25% to the current requisition limit for the next 5 years.

Implications

Budgetary: The requisition limit would increase from \$1,400,000 to \$1,750,000. The Requisition amount being proposed to meet the 2019 Budget is estimated at \$1,450,000 pending year end final numbers. Although the requisition limit may be increased, it does not necessarily mean that we will be operating the budget at \$1,750,000.

Advancement of Strategic Planning Goals

The creation of a new 5 year Financial Plan and Work Plan ensures that we are responsible and pro-active in funding our services and that plans are developed to address aging infrastructure. Adopting the 25% increase to the requisition follows this approach providing future financial capacity.

Background Information Provided

See attached Bylaw No. 1707, 2019 which will amend Bylaw No. 1393, 2008.

As per Provincial legislation, the Regional District can increase the requisition amount up to 25% every 5 years, with the approval of member participants. Should a second increase within 5 years, or an increase above 25% be considered then a referendum and Provincial approval would be required.

Alternatives

1. Operate the Beaver Valley Regional Parks and Regional Trails Service within the current requisition limit of \$1,400,000. Reduce the number of capital projects, and or, reduce the contribution amount to the reserve. This step is not recommended as it does not address essential project and plan for future costs.
2. Increase the requisition by 25% and provide further direction to staff to amend the budget for 2019.

Recommendation(s)

That Regional District of Kootenay Boundary Beaver Valley Regional Trails and Regional Parks Service Establishment Amendment Bylaw No. 1707, 2019 be read a first and second time.

That Regional District of Kootenay Boundary Beaver Valley Regional Trails and Regional Parks Service Establishment Amendment Bylaw No. 1707, 2019 be read a third time.